



FIRBANK  
GRAMMAR

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# **BOARDING HOUSE** **HANDBOOK 2019/2020**





Right: **Carole Ward**  
Head of Boarding

## **BOARDING AT FIRBANK GRAMMAR**

For 110 years, Firbank Grammar has provided exceptional education and outstanding opportunities to its students. Students consistently achieve academically and in their co-curricular pursuits and are a part of a strong community that supports excellence.

Firbank Boarders are at the heart of our School, living on-site in our purpose-built Boarding House. The School welcomes students from across Australia and overseas. It provides them with a unique opportunity to learn and grow and teaches them valuable life skills.

The Boarding House is a warm and nurturing environment which celebrates each Boarder as an individual whilst creating a culture of sisterhood amongst their Boarding peers. Our experienced staff work hard to ensure that every girl can reach her potential with the best possible academic, emotional and social support.

Mrs Carole Ward joined Firbank in 2019 as the Head of Boarding. Carole brings 21 years of experience in Boarding Houses across Europe and in rural Queensland. As a skilled Boarding House operator, she is committed to providing a safe and caring space for Firbank's Boarders.

Carole said that "We, at Firbank, have so much to offer our Boarders with exceptional facilities and programs designed to bring out the very best in these independent young women. More than that though, our Firbank Boarding House is a 'home away from home' and I am committed to making students feel a strong sense of belonging."

Carole, along with our Boarding House Staff, teachers and Principal believes in knowing, caring and valuing each of our students. This boutique attention helps them to achieve and gives our Boarders the confidence to face challenges knowing that they are supported in their actions.

Firbank works hard to see our Boarders become all that they can be: confident, well-educated young women who can and will make a difference in the world.

Firbank's Boarding House is committed to living the School's values of Compassion, Courage, Curiosity, Integrity and Respect. The Boarding House is fully integrated in School life and provides students with a positive and fun experience that they will cherish throughout their lives.

# FIRBANK BOARDING HOUSE AIMS

Firbank Grammar's Boarding House aims to:

- Provide a positive boarding experience for our students
- Provide a safe, homely and comfortable environment
- Provide excellent pastoral care and live the values set by Firbank Grammar
- Provide opportunities for the girls to become leaders
- Create a Sisterhood of girls from all parts of Australia and the world where understanding, responsibility, tolerance, empathy and respect for others are lived out daily
- Foster good communication between the Head of Boarding, supervisors, Boarders, parents and guardians
- Help the girls to realise their academic potential and make their hopes and dreams a reality

## WHERE WE LIVE

Set within the spacious grounds of Firbank Grammar Senior School, the Boarding House is located in the Bayside suburb of Brighton. The location provides students with easy access to the Melbourne CBD and the beauty of the local Bayside Brighton environment including beaches and shops.

Senior students (Years 11 and 12) live on the top floor of the Boarding House where they enjoy some independence and self-regulation. Year 12 students are accommodated in single rooms.

Junior students live on the ground floor. All girls in Years 6 – 11 are expected to share a room with another Boarder to encourage interaction, tolerance and respect.

The Boarding House aims to provide a community away from home which supports and enhances all students' experience of the academic, sporting, cultural and social life of the School.

New Boarders will have an opportunity to visit the Boarding House before moving in. At the beginning of the year we request that

girls arrive early to move into their rooms, meet their roommate and other key people who will become an important part of their boarding journey including a 'Big Sister' who is a current Boarder and is there for support and guidance.

All Boarders must stay in the Boarding House for the first weekend of Term 1 to attend the 'getting to know you' activities where together they will bond over food, fun and interaction. Firbank Grammar seeks the co-operation of parents and guardians in the observation of the rules which are a necessary part of communal living. You are welcome to contact the Boarding House at any time. As in any aspect of School life, the partnership between parents/guardians and the School plays a very important role in the student's wellbeing and success.



Firbank is a member of the Australian Boarding Schools Association that ensures appropriate standards are met in both accommodation and care for students who attend boarding schools in Australia.

# IMPORTANT DATES

## 2019

### TERM 1

Thursday, 31 January – Friday, 5 April

### TERM 2

Wednesday, 24 April – Friday, 21 June

### Term 3

Wednesday, 17 June – Friday, 20 September

### Term 4

Tuesday, 8 October – Friday, 6 December

### STUDENT FREE DAYS

Labour Day:

9 – 11 March inclusive

Anzac Day:

25 April

Queen's Birthday and Curriculum Day:

7 - 10 June inclusive

Mid-term Holiday:

17 - 19 August inclusive

Melbourne Cup:

2 - 5 November inclusive

## 2020

### TERM 1

Thursday, 30 January – Friday, 27 March

### TERM 2

Wednesday, 15 April – Friday, 19 June

### Term 3

Wednesday, 15 July – Friday, 18 September

### Term 4

Tuesday, 6 October – Friday, 8 December

"I am so thankful for what the Boarding House has done for me. Without it, I and many of my fellow Boarders would not have had the opportunity to attend Firbank and to have had the experiences that have shaped us as confident young women. Firbank has prepared us to be ready to take on the next chapter of our lives.

The Boarding House is a community and together we have a unique place in the School. It is our home during term time and I feel comfortable and relaxed there with my Boarding sisters. In addition, Firbank Boarders have access to all of the fantastic facilities that the School has to offer including the pool, gym, sporting grounds and library. I have really appreciated how much my horizons have expanded and the lasting friendships I have made with my fellow Boarders and day girls.

Boarding at Firbank has taught me comradeship, how to be independent and the ability to share - all vital attributes on my life journey."

**Testimonial from a Year 12 Boarder**

## KEY STAFF

### Head of Boarding:

Carole Ward  
cward@firbank.vic.edu.au  
9591 5110 ext 2210  
Mobile: 0408 569 055

### Deputy Head of Boarding:

Moira Moody  
mmoody@firbank.vic.edu.au  
9591 ext 2210  
Mobile: 0417 807 222

### School Nurse:

Penny Featherstone:  
pfeatherstone@firbank.vic.edu.au  
9591 5134

In addition, there are several Boarding House assistants who are rostered through the School Terms.



Above: **Carole Ward** Head of Boarding (left) and **Moira Moody** Deputy Head of Boarding (right)

## BOARDING HOUSE HOURS

The Boarding House will open at midday the day before the commencement of each school term and will close at 6.00 p.m. on the final day of term.

On mid-term or other long weekends, the Boarding House will remain open, except for the Melbourne Cup weekend in November when only Boarders doing VCE Units 3 and 4 remain in the Boarding House and Boarders who do not have Australian Citizenship or Permanent Residency status.

These weekends are self-catered. All Boarders are expected to return on the Monday evening or Tuesday evening after the Melbourne Cup long weekend. Due to Practice Exams, the Boarding House remains open during the Term 3 holidays for students doing VCE Units 3 and 4.

## SUPPORT FOR BOARDERS

Sometimes being away from home can cause homesickness or make a student feel lonely. Firbank Boarders are part of our School community and form a sisterhood that is always there for them when they need it. If a Boarder ever feels overwhelmed, alone or unable to solve a problem there is always someone for them to turn to who can help, provide advice or even just lend an ear. In addition to family and friends, a Boarder is supported by:

- Her Boarding House 'Big Sister' who is there for support and guidance
- Year Level Mentors and Wellbeing leaders
- Health Centre Nurses who are ready to listen and advise as well as provide health care
- Carole Ward, Head of Boarding has an open-door policy for girls to drop in for a chat anytime
- The School Chaplain
- Firbank Counsellors

Students should always seek help or advice when they are feeling down or unable to cope. Help is always just conversation away.

## 'GETTING TO KNOW YOU' ACTIVITIES

At the beginning of the School year, activities are organised to help girls get to know their fellow Boarders.

There are a number of celebratory activities that take place throughout the year to mark special occasions such as monthly birthdays, Chinese New Year, Valentines Day, International Women's Day, Mother's and Father's Day, Halloween and Christmas.

## INTERNATIONAL STUDENTS

At Firbank, ALL students on a Student Visa are required to have a Local Support Person, regardless of their age and only Firbank will approve Local Support Person, this cannot be delegated.

International students are an important part of the Firbank Boarding Community and are fully supported by the Boarding staff, International Student Co-ordinator, Wellbeing Leaders, Mentor and teachers. The Head of Boarding will liaise with all of these and the Deputy Principal to ensure an integrated approach to the Boarder's progress both academically and socially.

All students are provided with a Student Safety Card which provides 24/7 contact details in case of an emergency.

Please refer to the International Student Handbook for all information pertaining to International Students.

## SHORT TERM BOARDING

We also offer Short Term Boarding. This is particularly useful for parents who need to travel for work or for pleasure. Students are welcome to stay for a week or more based on the family's needs. Another option is to stay in the Boarding House during the week and head home on Friday afternoon or Saturday morning and return Sunday evening or Monday morning. The choice is yours.

To learn more about our Short Term Boarding Options or to make a booking please contact Nicole Leach, Admissions Manager on 9591 5123 or [nleach@firbank.vic.edu.au](mailto:nleach@firbank.vic.edu.au).



# TYPICAL DAY IN THE LIFE OF A FIRBANK BOARDER

## DAILY ROUTINE

### **Monday - Thursday**

**6.30 - 8.00 a.m.**

Breakfast

**8.25 a.m.**

Leave Boarding House

Recess & lunch in the Boarders' Dining Room

**8.30 a.m. - 3.30 p.m.**

Attend classes

**3.25 p.m.**

Boarding House staff on duty to welcome girls' home.

Afternoon tea is available in the pantry.

**6.00 p.m.**

Dinner

**6.45 - 8.00 p.m.**

Supervised study in a classroom.

Compulsory for Years 6 - 10.

All other year levels welcome.

**8.00 p.m.**

Supper

Showers and bedtime

**9.00 p.m.**

Years 6 - 8 In own room.

Lights out 9.30 p.m.

**9.30 p.m.**

Year 9 In own room

Lights out 10.00 p.m.

**10.00 p.m.**

Year 10 In own room

Lights out 10.30 p.m.

**10.30 p.m.**

Year 11 & 12 In own room.

Lights out 11.00 p.m.



# CONDUCT

## BOARDING EXPECTATIONS

It is the expectation of Firbank Grammar that our Boarders are responsible for themselves and their behaviour as individuals and as members of the School community. We encourage high levels of personal integrity and moral standards with all students conducting themselves in a considerate and thoughtful way. Boarders are to contribute positively to the day to day running of the Boarding House.

There are a few rules in the Boarding House to foster a homely and relaxed environment. The rules are for the safety and wellbeing of both individuals as well as the entire Boarding community.

The Boarding staff work hard to develop relationships in the House between themselves and Boarders. This is built on mutual respect, consideration and communication. We ask that students come into Boarding with the expectation that they will comply with the rules and routines of the House and offer their full co-operation. Parents and/or guardians will be notified of any situations that arise.

Boarding staff should be informed of the Boarders' whereabouts at all time. In Loco Parentis, requirements are that we always remain responsible and accountable for every student.

Boarders may not use or be in the possession of non-prescription drugs, alcohol or tobacco at any time. This would be considered a major breach of the rules and could lead to serious consequences.

No Boarder may leave the campus without permission. Curfew times are to be strictly observed and Boarders must contact the House if they are going to be late for any reason.

Signing in and out of the Boarding House is mandatory.

Bullying or the perception of bullying is not tolerated, and any reports of alleged bullying

will be investigated and acted upon in a timely manner.

Discipline is sometimes necessary but is based on the concern for the welfare of individuals, responsibility and accountability for the actions of every student and non-judgmental care for the student's outcome. Every effort is made to guide students through a process of reconciliation and restoration, but Boarders may be temporarily suspended or permanently excluded from the Boarding House if found to be in serious breach of the rules.

# LEAVE

## PERMANENT WEEKEND LEAVE

A permanent arrangement whereby a boarder spends weekends in the care of her parents/guardian can be established by completing the electronic leave forms which are available on the Firbank website.

## WEEKEND LEAVE

All requests for leave are subject to the approval of the Head of Boarding. Students need to be organised and have all arrangements in place by Thursday night. Boarders are required to complete their leave forms by Wednesday night. Approval from parents/guardians must be received by the Boarding Office by Thursday night.

Weekend leave commences after school on Friday or Saturday morning. Boarders are required to return to the Boarding House no later than 6.00 p.m. on Sunday night or by 8.30 p.m. if with family or guardian.

## LEAVE CONDITIONS

As the School accepts responsibility for the Boarders, we require girls to notify duty staff of their whereabouts and sign in and sign out.

At no time may a Boarder absent herself from school or the Boarding House without staff permission.

**Please note:**

- A copy of a current Working With Children's Check must be supplied to the Head of Boarding prior to any overnight stays with friends or relatives, apart from immediate family members.
- All Boarders are required to include, on the host list provided, the names and WWCC numbers of people with whom they may spend their leave. We ask parents to check the list and sign it to indicate their approval. A new, signed list is required each year.
- Hosts must contact the Head of Boarding either by telephone or email by the Thursday prior to the leave to confirm leave arrangements. They should speak to the staff on duty when collecting and returning a student to the Boarding House.
- Electronic leave forms are available on the Boarding page of the School website.
- Boarders may go to the shops in Bay Street or Church Street until 5.30 p.m. Monday to Thursday. Friday leave is from 3.30 p.m. All Boarders must be back in the Boarding House by 10.00 p.m. Any request for weeknight leave must go through the Head of Boarding. We prefer students to take leave on weekends only, not during the week, unless going out with a parent for a special event.
- All Boarders must return to the Boarding House by 10.00 p.m. on Friday and Saturday nights and at 8.30 p.m. on Sunday nights. Boarders who wish to return later than 10.00 p.m. on Friday and/or Saturday nights MUST have their parent/guardian apply directly to the Head of Boarding by the Thursday prior to the weekend.
- City leave will only be approved for younger boarders, Year 6 – Year 10, after consultation with parents or guardians. There is an expectation that any boarder wishing to return to the Boarding House later than 10.00 p.m. on Friday and/or Saturday nights must have their parent/guardian organise an overnight stay.
- Girls are expected to arrive back at the time stated on their leave form. They are to sign in on their return. All Boarders are expected to remain with their host and carry their mobile phones.



# LOOKING AFTER PERSONAL BELONGINGS

The Boarding House operates on a system of trust but, from time to time, things go missing or are mislaid.

- Girls are responsible for their own property and are expected to take due care of the Boarding House property
- Clothes and linen must be clearly marked in BOLD print
- Books and personal possessions should be named
- Money and valuables should not be kept in bedrooms - they should be signed in at the office for safe keeping. Boarders must open an ATM or online bank account  
Parents are expected to monitor their daughter's use of this money.
- No money is to be kept in Boarders' rooms or handbags
- It is unwise to lend or borrow property, however, when it happens, the borrower has an obligation and responsibility to take due care
- Years 10 - 12 students may obtain permission to keep a bicycle at Firbank provided their parents have completed the appropriate permission form (available from the Head of Boarding) and have a helmet and a knowledge of the road rules. Bicycles are the responsibility of the owner
- Rooms must be kept neat and clean
- Personal items need to be covered by the family's insurance policy – Overseas students should consider having personal insurance for their valuables
- A record should be kept of all serial numbers of items such as cameras, mobile phones, iPads and laptops
- Girls are permitted to have their own mobile phones in the Boarding House, however, these may not be taken into the Dining Room. Mobile phones may not be used during study times or after 'lights out'

- It is strongly recommended that boarders keep their passports and airline tickets in their envelope in the Boarding House safe storage area. This is a sign in /sign out system to ensure a reliable record is maintained
- At the end of Term 4, rooms must be completely emptied and all belongings taken home. Allowance is made for international students to store a small number of items

## LAUNDRY

Girls are responsible for their personal washing and detergent is provided by the School. They are expected to be efficient and considerate of others, when using the laundry facilities. Duty staff will encourage girls to be organised and assist when required.

A nametag is provided for the girls to place on the washing machine or dryer when their laundry is in progress.

Linen should be changed and washed at least every two weeks. A spare set of linen (named) is kept by the student in their room.

Linen and mattress protectors are sent to a commercial laundry at the end of each term.

All items MUST be clearly named.

## PETS

The only pets permissible in the Boarding House are fish in small bowls or tanks. These are to be kept in their rooms and are the full responsibility of the Boarder. This includes caring for, feeding cleaning and arranging fish-sitting over the holidays.



## RESOURCES

### ACADEMIC

Within the Boarding House community, it is possible for students to draw on a wide range of educational/academic expertise to assist them in their studies.

### STUDY

The Boarding House will facilitate student learning by providing an environment in which boarders can work effectively.

Years 6 to 10 will have supervised study in a classroom from 6.45 p.m. – 8.00 p.m. Years 11 and 12 may work in their own rooms. Sunday to Thursday nights are study nights for all Boarders.

All bedrooms are furnished with a desk, chair and lighting to facilitate study in a boarder's own time.

Private tutors may use the Boarding House facilities. They must be signed in and out by the boarder involved. The payment and timing of such sessions must be organised by the student directly with the tutor. An information sheet is available which sets out relevant details.

Academic endeavour and progress are monitored in the House. The Head of Boarding will liaise with the staff of the day school to maintain a full picture of the academic progress of each boarder. Each student's progress is monitored by the Head of Boarding and where special needs are perceived, every effort is made to assist the student to reach her potential.

### TECHNOLOGY

The Boarding House has extensive WiFi coverage. As it is part of the School's network system, it has the same restrictions as for day students. However, there are set times when these are relaxed for Boarders, eg, when they are permitted to use Facebook.

Students may bring their own mobile devices which may access the School's wireless network. The School is not responsible for the care or maintenance of individual's mobile devices or the programs they contain.

### SPORT

Access to sporting facilities, both on and off campus, allows the girls to pursue their own particular sporting interests. It is our aim to foster the development of a life-long interest in personal fitness and wellbeing. Some boarders are elite sportswomen and follow intense timetables. The Boarding House will facilitate unusual schedules including mealtimes and curfew.

### CULTURAL

Boarders are encouraged to access the cultural life of the city of Melbourne by attending plays, concerts, exhibitions and readings.

Students are also encouraged to pursue their own cultural interests in music and the arts and to become involved in the cultural life of the School and Boarding House.

## ROUTINES

Boarding provides an opportunity to develop a sense of community and responsibility to that community. It is expected that Boarders will adhere to the established routines for their own benefit and that of the whole community.

## MUSIC TUITION

Girls enrolled in individual tuition in instrumental or vocal music are required to attend all timetabled lessons.

## RECREATION

Depending on availability, Boarders have access to facilities in the Physical Education and Sports Complex. Boarders must be supervised by a staff member. Television is available in the recreation room.

## VISITORS

Boarders may have visitors after school. The girls are expected to introduce their visitors to the staff on duty and sign them in and out in the Visitors' Book. Friends may be invited to a meal by arrangement.

## LOCAL SUPPORT PERSON FOR OVERSEAS STUDENTS IN THE BOARDING HOUSE

The Local Support Person is responsible for the following:

- transport of the student to and from the airport
- assistance with orientation
- arranging accommodation for the student for Term vacations
- liaison with School, Boarding House and the student's parents as required
- assistance with the maintenance of the good health of the student, as necessary

## BOARDING HOUSE ACCESS

The Boarding House is out of bounds during the day. Year 12 students may return if they have spares at the discretion of the Head of Boarding. They must sign in and out. No day girls are permitted in the House during the school day.

## DEVICES

Years 6, 7, 8 and 9 must hand in their devices to the Boarding House Office at bedtime.

They may collect them from 6.30 a.m.

Charging facilities are available.



## DAILY ROUTINE

<b>Monday - Friday</b>	
<b>6.30 - 8.00 a.m.</b>	Breakfast in Boarders' Dining Room FULL SCHOOL UNIFORM MUST BE WORN. The servery is closed at 8.00 a.m., the dining room at 8.15 a.m.
<b>8.25 a.m.</b>	Leave Boarding House Recess & lunch in the Boarders' Dining Room There is no entry to the Boarding House during the school day. Year 12 students may return if they have afternoon spares at the discretion of the Head of Boarding.
<b>8.30 a.m. - 3.30 p.m.</b>	Attend classes
<b>3.25 p.m.</b>	Boarding House staff on duty to welcome girls home. Afternoon tea is available in the pantry. Boarders may sign out and go down Bay Street or Church Street (not into the city) from 3.30 - 5.30 p.m. <b>Friday</b> - Informal program
<b>Monday - Thursday</b>	
<b>6.00 p.m.</b>	Dinner NO PYJAMAS TO BE WORN TO DINNER.
<b>6.45 – 8.00 p.m.</b>	Supervised study in a classroom. Compulsory for Years 6 - 10. All other year levels welcome.
<b>8.00 p.m.</b>	Supper Showers and bedtime NO SHOWERS AFTER 10.00 p.m.
<b>9.00 p.m.</b>	<b>Years 6 - 8</b> In own room. Lights out 9.30 p.m.
<b>9.30 p.m.</b>	<b>Year 9</b> In own room. Lights out 10.00 p.m.
<b>10.00 p.m.</b>	<b>Year 10</b> In own room. Lights out 10.30 p.m.
<b>10.30 p.m.</b>	<b>Year 11 &amp; 12</b> In own room. Lights out 11.00 p.m.

## WEEKENDS

Phones must be taken when leaving the campus. Boarders must ring the Boarding House office on 9591 5110 or 0429 907225 if they are running late for any reason.

BOARDERS MUST BE BACK INSIDE THE BOARDING HOUSE NO LATER THAN 10.00 p.m.  
(Friday and Saturday)

<b>Saturday - Sunday</b>	
<b>Saturday Leave</b>	Boarders may go to the city or shopping centres or around Brighton with parent/guardian permission.
<b>Sunday Leave</b>	Boarders may go to the city or shopping centres or around Brighton with parent/guardian permission. BOARDERS MUST BE BACK INSIDE THE BOARDING HOUSE NO LATER THAN 5.30 p.m. Boarders may come back by 8.30 p.m. if they are with parents/guardians
<b>Sunday Night</b>	Sunday night is a study/school preparation night. Sunday night is considered a weeknight, so shower and bedtime routines apply as for Monday-Thursday

## WEEKLY ROUTINE

<b>Sunday</b>	Study/homework
<b>Monday</b>	Study/homework
<b>Tuesday</b>	Study/homework
<b>Wednesday</b>	Study/homework
<b>Thursday</b>	Thursday. Study/homework Weekend arrangements to be submitted on Thursday and finalised with Head of Boarding
<b>Friday</b>	Informal program
<b>Saturday - Sunday</b>	Informal program

Boarders may sign out and go to the city if they have parent/guardian permission.

BOARDERS MUST BE BACK INSIDE THE BOARDING HOUSE NO LATER THAN 10.00 p.m. or earlier on week nights.

# MEALS

The Boarding House employs a catering firm to provide meals for the Boarders. All meals will be eaten in the Dining Room.

The pantry is available for the use of all Boarders to prepare snacks and drinks and to have tea and supper. Boarders must wash and dry and put away their own dishes. On long weekends, Boarders must self-cater. Cooking equipment and facilities are provided in the Boarding House pantry.

**PLEASE NOTE:** Any products containing nuts are NOT allowed in the Boarding House or the dining room. If nut products are found, these will be confiscated.

## BREAKFAST

**6.30 a.m. - 8.00 a.m.** during the week. Correct School uniform must be worn. The servery is closed at 8.00 a.m., the dining room at 8.15 a.m.

During the weekend, a self-serve breakfast is available from 8.00 a.m. or earlier if required due to sporting commitments.

## RECESS AND LUNCH

### During the week

Boarders collect their food from the Dining Room.

## AFTERNOON TEA

**3.30 p.m.** after School during the week in the pantry.

## DINNER

Times may vary when the Year 8 Residential Programs are in Seagrove. Altered times will be clearly shown on the roll sheet and the Whiteboard in the Boarding House foyer.

- Pick up ordered dinner 6.00 p.m. on Friday
- The pantry is open all weekend, but access will be restricted if it is not kept clean and tidy
- Boarders must be out of the showers and in their own rooms by 11.00 p.m. or earlier

## WEEKEND

### Saturday and Sunday morning

The Pantry is open from 8.00 a.m.

### Saturday and Sunday lunch

Available in the Pantry at 1.00 p.m.

### Saturday dinner

Takeaway in the dining room at 6.00 p.m.

### Sunday dinner

In the dining room at 6.00 p.m.

## GENERAL MEAL INFORMATION

- Fruit is always available in the pantry area of the Boarding House and in the Dining Room
- Bread, milk, tea, coffee and Milo are also available
- A main meal is provided each evening
- All requests for a special diet must be included on Consent2go
- A vegetarian, vegan and gluten-free option is always available
- Lactose-free, low fat and soy milk can be supplied on both the Dining Room and Boarding House pantry upon request
- Forms are filled out for weekly and weekend meals. Boarders may ask for meals to be saved if they are not able to attend dinner due to other commitments
- Boarders may buy their own supplies from the local IGA and Coles supermarkets. All personal food items should be clearly labelled before being placed in the pantry cupboard or refrigerator

- Storage is limited, so Boarding house staff regularly check use by dates and correct storage of boarders' food items and discard food which is out of date or has not been correctly stored
- A fully equipped pantry kitchen allows boarders to cook food for themselves. They are expected to wash, dry and put away all the items used.
- The Boarding House kitchens are closed on all long weekends/mid-term breaks. Bread, milk, cereal and fruit are always available, but boarders are required to self-cater during these times using the Boarding House pantry
- A pre-ordered evening meal is available on the day boarders return. Saved meals are available when boarders' activities do not allow for them to be present at dinner time
- Boarders are actively encouraged to communicate with kitchen staff to ensure their needs are being met and to use opportunities provided for feedback on the food and service provided



# TRAVEL

Overseas travel arrangements must be made and finalised no later than two weeks prior to the end of Term. All girls must attend classes until the end of term and arrive back on the day before a new term begins.

Except in very special circumstances, no girl will be permitted to leave the Boarding House early or leave late.

Girls may not leave the Boarding House after 11.00 p.m. or before 7.00 a.m. The Boarding House will close at 6.00 p.m. on the last day of Term.

All public transport transfers to the airport must be approved by parents/guardians.

Rooms must be left neat, tidy and clean on departure. The room will be checked by a supervisor before the Boarder is permitted to leave.

Parents should notify the Boarding House of a Boarder's safe arrival. The Boarder must keep her mobile phone switched on and charged right up to her arrival.

# HEALTH POLICIES AND PRACTICES

Mrs Carole Ward, Ms Moira Moody and all Boarding House Assistants have a current First Aid Certificate, Anaphylaxis, Asthma and Child Safety qualifications. The Health Centre is open from 8.30 a.m. to 3.30 p.m. Monday to Friday.

The Boarders can attend local medical clinics. In case of emergencies requiring hospital treatment, students will be taken to Monash Medical Centre or Sandringham Hospital.

For minor conditions, the Health Centre Manager makes decisions about the treatment of the girls on a day-to-day basis. If girls are not well enough to attend school, they will stay in the Health Centre under the care of the Health Centre staff. Girls who have spent the

day in Sick Bay are not permitted afternoon/night time leave. After hours, Boarding House staff determine appropriate treatment - they will refer to the Health Centre staff or the nurse on call or a local medical practitioner should they require advice. If parents request that their daughter see a doctor, then appropriate arrangements will be made. In the case of a condition of a more serious or infectious nature, the student's parents or guardian will be contacted to discuss appropriate management.

Girls are not allowed to keep any medication in their rooms without the permission of the Health Centre staff or the Head of Boarding. Any girl bringing medication requires an explanatory note from her parents/guardians.

As far as possible, any girl who has been referred to a specialist should be accompanied by a parent/guardian, at least for the initial appointment. All girls should have their own Medicare cards. For international students, expiry dates are monitored by the International Student Administrator, Ms Jenni Hill(jhill@firbank.vic.edu.au).

All Firbank parents/guardians are required to enter current and complete medical records on Consent2go.

# SMOKING, ALCOHOL AND DRUGS

The possession and use of alcohol, cigarettes and drugs is strictly prohibited. Matches, cigarette lighters, oil burners, candles, electric kettles and blankets and incense are also forbidden.

At Firbank, we have Consent2go which is a health and safety application. This is an innovative, parent controlled electronic medical form. It is an electronic version of the forms such as excursion permission forms. This system reduces the burden on parents to complete many forms throughout the year. Parents can access and complete the forms using a PC, laptop, tablet or mobile phone to enter details such as: emergency contacts, medical information including asthma and

allergies and notes and care instructions which relate to the student.

Parents will receive an email from Consent2go inviting you to enter the details for their child on the electronic form. This information is owned and controlled by the parent but visible to the School.

We would appreciate parents assistance in completing the forms as soon as possible, This will ensure that we always have current information about each child.

If a student is new to the School, parents will need to complete her Consent2go profile. No student is permitted to go on an excursion or camp unless Consent2go has been completed and permission has been given by a parent, reminder emails will be sent until this is completed.

## GENERAL REQUIREMENTS

### CLOTHING

- Complete school uniform (named) as stipulated in the school uniform list
- Casual clothing and footwear - we suggest the following: 3 pairs jeans/shorts, casual socks and footwear, 2 pairs track suit pants, 3 pairs pyjamas, 3 casual jumpers / long-sleeved tops, dressing gown, slippers, casual tops

Other clothing as required:

#### Winter

- Waterproof / warm jacket
- Fold-up umbrella
- Suitable boots or waterproof shoes

#### Summer

- Hat
- Sunscreen
- Sunglasses

### Other items

- Sporting or musical equipment or items associated with other activities
- Toiletries - toothpaste, shampoo, conditioner, talcum, deodorant, soap, face washers
- Dirty laundry bag
- Coat hangers
- Headphones for computer use
- Personal heat pack (HOT WATER BOTTLES AND ELECTRIC BLANKETS ARE NOT PERMITTED)
- Small thermos

### LINEN

- 2 flat and 2 fitted single bed sheets
- 1 continental quilt / doona / comforter
- 4 pillow cases
- 2 quilt covers
- 4 bath towels
- 1 pillow
- 2 beach towels

Boarders must have their own labelled laundry clothes basket or hamper (not one with a wire frame). All articles must be clearly marked with the owner's name on woven tapes.

Please do not bring excessive luggage, as storage is limited.

Valuable items should be clearly marked.

No candles, kettles or cooking equipment may be used in bedrooms.



**FIRBANK  
GRAMMAR**

VINCIT QUI SE VINCIT  
- one conquers, who conquers oneself

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