



ST. BRIGID'S
COLLEGE

BOARDING HANDBOOK 2024

Light The Way

FROM THE DIRECTOR OF BOARDING

Your daughter is about to embark on one of the biggest journeys of her life. It's also a journey for you – her parents. That's why at St Brigid's we don't just enrol your daughter – we enrol the whole family!

We understand it is a difficult decision for parents to send their daughters to boarding school, and we are committed to helping families have the best experience possible by creating a friendly and supportive environment, with activities and programmes tailored to each year level, encouraging students to thrive during their stay.

Our boarder's transition from girls to young women is a challenge-filled time through which they will need to feel safe, supported and special. Boarding at St Brigid's aims to recreate many aspects of home – nurturing living to cater for our girls through the varying stages of their spiritual, emotional, cultural and social development. We are home to girls from rural Western Australia and overseas, as well as some local boarders who join us for shorter terms.

This information booklet has been compiled for two purposes. Firstly, it is a reference point for girls and parents new to boarding at St Brigid's. It will assist by outlining what is expected in your daughter's first year in boarding. Secondly, for our current boarders, it is an opportunity to revisit the expectations essential for successful community living.

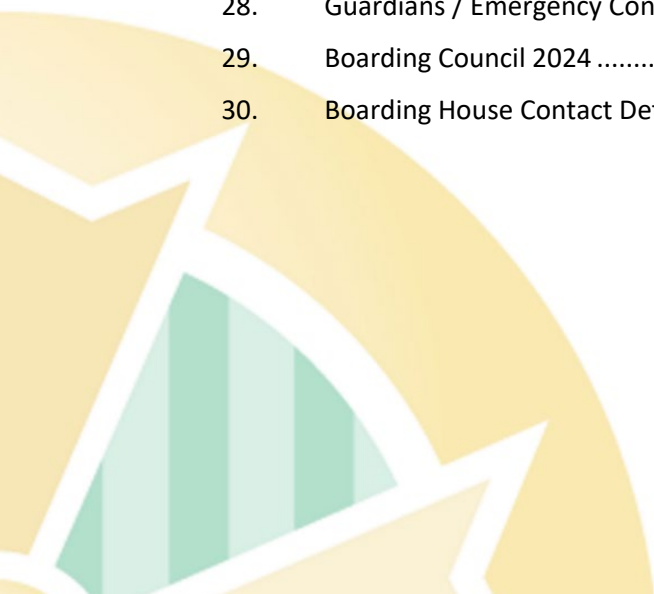
We pray that our students will accept responsibility for practicing kindness and respect in their daily dealings with one another as we all work together to build a strong St Brigid's community.

LUKE FORD

DIRECTOR OF BOARDING

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ST BRIGID'S COLLEGE MISSION STATEMENT

We at St Brigid's College are committed to providing excellence in education within a Christ-centred environment. St Brigid's College nurtures and supports every student in their growth as contributing members of the community, within the spirit of Mercy.

Vision

Light the Way

"We should be shining lamps, giving light to all around us"

Catherine McAuley

College Values

Respect

We honour the uniqueness of ourselves, others and the environment

Justice

We commit to creating an atmosphere of fairness, morality and equality

Compassion

We forgive all through acts of kindness, humility and patience

Courage

We strive to be resilient and live life passionately with generosity of spirit

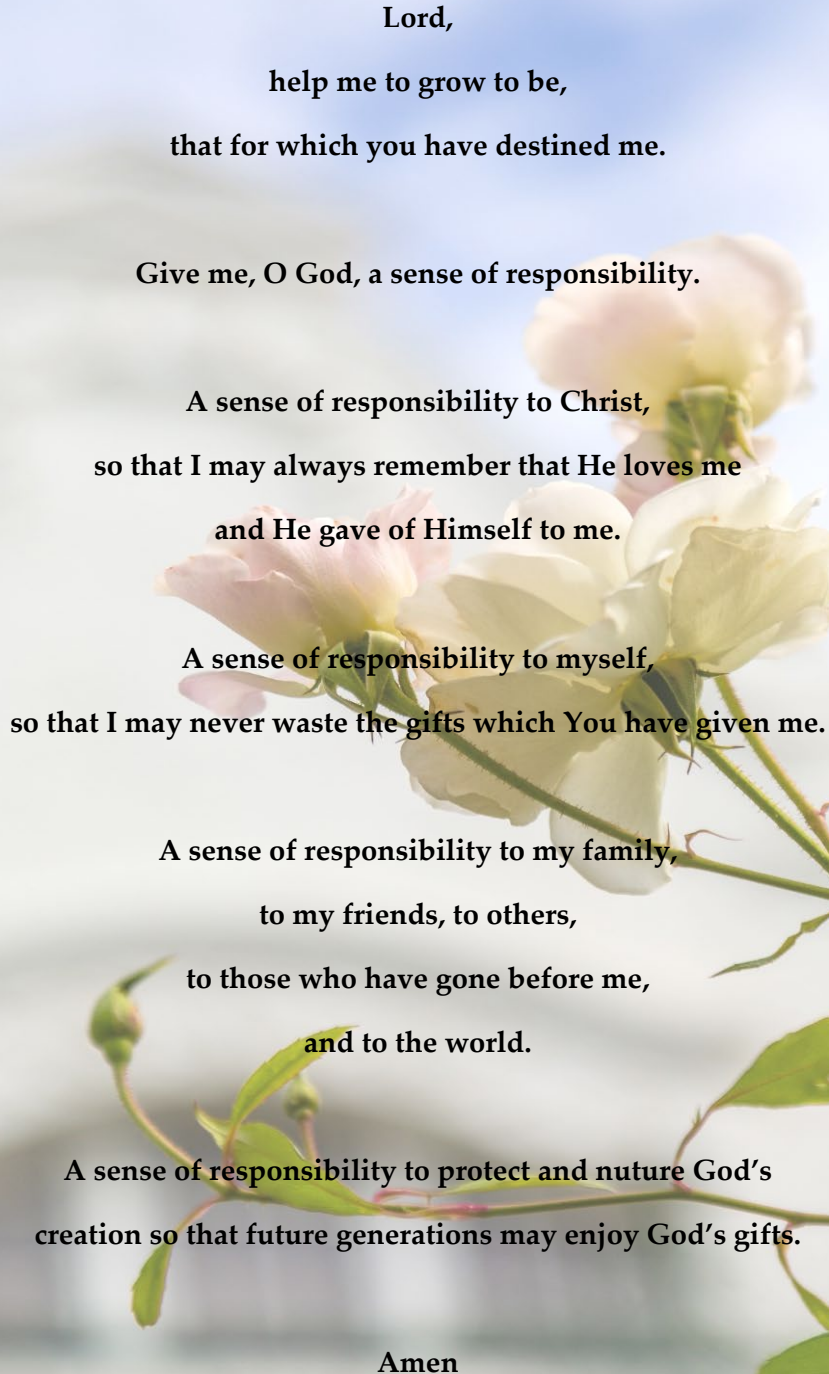
Service

We use our gifts to serve others selflessly, especially those in need

Hospitality

We offer welcome to all with generous and open hearts

ST BRIGID'S COLLEGE PRAYER



Lord,
help me to grow to be,
that for which you have destined me.

Give me, O God, a sense of responsibility.

A sense of responsibility to Christ,
so that I may always remember that He loves me
and He gave of Himself to me.

A sense of responsibility to myself,
so that I may never waste the gifts which You have given me.

A sense of responsibility to my family,
to my friends, to others,
to those who have gone before me,
and to the world.

A sense of responsibility to protect and nurture God's
creation so that future generations may enjoy God's gifts.

Amen

GUIDELINES FOR OUR BOARDERS AND THEIR PARENTS

1. Behaviour Management

Students are expected to embrace the core values of respect, justice, compassion, courage, service and hospitality, and demonstrate these accordingly through their daily behaviour. A Boarding Code of Conduct agreement is to be signed by each boarder and her family at the start of each year. This is available on the [College website, click here](#).

Should inappropriate behaviour occur, such as a student being disruptive, uncooperative or disrespectful, the following steps will be taken:

Step 1: Student will be asked to articulate the appropriate and expected behaviour and to undertake to behave in this way.

Step 2: If inappropriate behaviour re-occurs, student will be required to work out a plan to rectify this with the Director of Boarding or House Supervisor.

Step 3: If the behaviour is further repeated then appropriate consequences will be applied.

Step 4: If the behaviour is further repeated, the House Supervisor will involve the Director of Boarding and more serious consequences will be applied. If considered necessary, the Principal will be notified and suspension or exclusion may occur.

NOTE: Parents will be contacted by phone or email so all correct and up to date email addresses and telephone numbers are required at all times

The following behaviours may result in a Boarder jeopardising her enrolment at the College and or place in the boarding house.

- Leaving the grounds at any time without permission or without signing out.
- Using, supplying, or being in possession of inappropriate or illicit substances and substance paraphernalia, cigarettes, alcohol or inappropriately used aerosols including e-cigarettes and vapes.
- Returning to boarding after leave under the influence of drugs or alcohol.
- Being repeatedly disruptive, uncooperative or disrespectful.
- Falsifying leave documentation or found to be stealing or shoplifting.
- Having male visitors in Boarding Houses. Year 12s may have visitors in the Year 12 house common area only.
- Endangering own safety or that of others.
- Violent or abusive physical/verbal/behaviour towards other students or staff.
- Inappropriate use of technology or social media.
- Blatantly disregarding the Boarding guidelines.
- Bullying of any sort.
- Leaving the boarding complex without parent and /or staff permission.
- Body / ear piercings by Boarders personally or by other Boarders.



Examples of Inappropriate behaviour	Consequences	Staff Responsible
Charges not done	Extra charge after school. No visits to shops or Mazenod.	House Supervisor / Assistants to the DOB
Untidy bedroom	Student must clean room on returning from school and before participating in any activities. Students who don't meet this criteria will not be eligible for weekend recreation activities, city leave or any leave other than that with parents.	House Supervisor / ADOB
Disruptive during study	Remove student from their room/house to work in a separate work area.	House Supervisor / ADOB
Bad manners in dining room Late to meals	Move student to a separate table. Cleaning duties after dinner.	House Supervisor / ADOB
Disruptive at prayers and notices	Plan and lead prayers the following night.	House Supervisor / ADOB
Inappropriate language	Clean bins and/or collect rubbish.	House Supervisor / ADOB
Up late and disruptive after lights out	Extra cleaning duty in the morning. No phones or recreation activities.	House Supervisor / ADOB
Smoking , including vapour or E Cigarettes, Drinking or Drug Taking	Offence may lead to suspension or exclusion. Student to undertake counselling and Quit education sessions.	Director of Boarding
Leave lateness e.g. returning late or not remaining in a group at all times	Future leave restricted or not approved.	Assistants to the Director of Boarding
Late return with no explanation (after 5pm on Sunday) from weekend leave with hosts or family	Future weekend leave restricted or not approved.	Assistants to the Director of Boarding
Failing to sign out or signing out deceitfully	Suspension	Director of Boarding and possible Principal involvement

Please note the following:

READING MATERIAL etc: Any books or reading material considered to be unsuitable will be confiscated. This also applies to CDs, posters and any other generally inappropriate materials.

ENERGY DRINKS: High energy drinks such as Red Bull, Mother or similar are not permitted in boarding.

SUNBATHING: Sunbathing is not allowed in boarding as it is a skin cancer risk.

CHEWING GUM: Gum is not allowed in Boarding. It causes damage if stuck to carpet, shoes or clothes.

AEROSOL SPRAYS: Are strictly prohibited in ALL boarding houses

DRESS STANDARDS. House Supervisors have the responsibility of ensuring the suitability of clothing that Boarders wear, including when going out to socials or on other outings. If considered inappropriate, the clothing must be changed. Clothing with inappropriate logos, including Bintang Tops, are not allowed. All girls need to bring with them two dressier outfits suitable for Mass and more formal occasions. No low cut tops, midriff tops or very short shorts are to be worn to boarding outings or activities.

BEHAVIOUR AT SOCIALS. Boarders are regularly invited to attend socials hosted by other boarding schools in Perth. The guidelines for behaviour at these socials are uniform across all schools. They include no smoking, no alcohol, no drugs, no crowd surfing, no violent behaviour and no intimate physical contact. Girls not complying will be given one warning then will sit the remainder of the evening out with staff.

THEFT. The College does not take responsibility for the loss or theft of money or valuables that are not locked away or clearly labelled. Students are provided with a safe located in their wardrobes. They need to set their own code. All property must be labelled or engraved before arrival at boarding and details, descriptions and serial numbers submitted to staff on Day 1 Term 1.

2. Boarding Reports

These are issued at the end of each semester and report on your daughter's development as a member of the boarding community.

3. Car Policy

Boarders are **generally not permitted** to keep vehicles at the College. Negotiation with Director of Boarding is required for Year 12 girls wishing to have a vehicle housed at boarding. Boarders may not transport other boarders under any circumstances with exception of siblings and then only with parent permission. The use of a vehicle in boarding is usually approved only for the purpose of transport to and from home.

4. Clothing and Household Requirements

School Uniform

The uniform is a sign of identity with the College and should be worn with pride. Each student is expected to be properly dressed in full uniform while at the College, travelling to and from the College, and when representing the College at external functions. There is a Uniform Code for all students.

College uniform requirements are available from St Brigid's College Uniform Shop. Opening hours are 3.00 to 5.00pm on Tuesdays and 7:30am – 9:30am then 12pm – 5pm on Wednesdays. Telephone: (08) 9290 4261. There is also an online uniform shop <https://sbcl.wa.edu.au/enrol/essentials/uniform/>

Second-hand uniforms may also be purchased via the Parent Forum Second-hand Uniform Facebook site. <https://www.facebook.com/groups/SBCSH/>

Parents wishing to make purchases prior to the commencement of the school year may obtain information on extended trading times through the College Office Telephone: (08) 9290 4200 or College website.

Summer Uniform

The SUMMER uniform is worn in Terms 1 and 4. It consists of:

- Tartan dress (2) – compulsory for Years 7 - 11.
- A white blouse with the College crest on the pocket (4) (Year 12 only).
- Green tartan skirt (2) (Year 12 only). Skirts should be no higher than 10cm above the ground when kneeling i.e. the back of the skirt should touch the calves.
- Green socks with gold trim (5) (white socks for Year 12).
- College Black Pants (Years 7 -12)
- Plain black leather lace up shoes with black eyelets (no platforms, wedges or heels, straps or buckles).
- Hair ties – green and gold only (white for Year 12).
- The College boater – it is compulsory that the boater be worn by the girls to and from school.
- The blazer is not compulsory during the summer months, however, with the tie, is part of the official uniform for all formal occasions. In Terms 1 and 4, the College blazer may be worn in cooler weather – the jumper is not permitted as the outer garment when not on College grounds.
- All students must wear either the boater or sports hat when in the grounds.



Winter Uniform

The WINTER uniform is worn in Terms 2 and 3. It consists of:

- The College blazer (to be worn to and from school, until recess and to all College Assemblies).
- A buttercup blouse with the College crest on the pocket (4) (white blouse for Year 12).
- College Black Pants (Years 7 -12)
- Green tartan skirt (2). Skirts need to be on or below the knee in length.
- Year 12 students will have braiding added to their blazer.

- College tie.
- College jumper is optional for warmth under the blazer.
- Black stockings (Kolotex – 70 Denier opaques) or socks.
- Please note - The skirt must be of an appropriate length and bras or undergarments MUST be white or flesh coloured only. Under garments are not to protrude from the



College uniform.

- All items of clothing are to be clearly labelled.

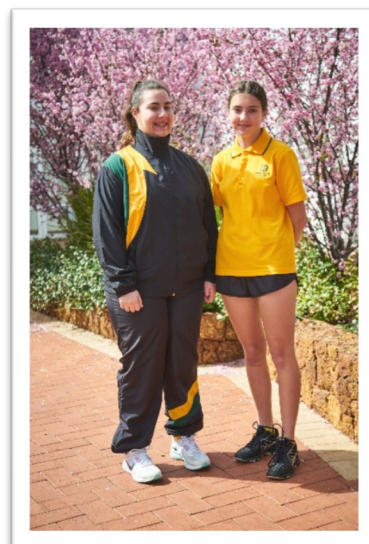
Other

- School Bag: Bottle green backpack with College crest.

Sports Uniform

All girls are required to wear the official St Brigid's Physical Educational uniform that consists of:

- College top (1) - gold club shirt with bottle green stripe on collar and embroidered College motif.
- House top (1) - House coloured shirt with House emblem.
- Shorts (1) - black with embroidered College motif.
- Socks (2) – gold.
- Hat - the College bucket hat or cap must be worn by students during outdoor activities and may replace the boater during break times when the student is in the sun.
- Shoes - a cross trainer or runner, this can be of any colour. This excludes flat plimsoll shoes, Example: Converse, Nike Max and Nike Air Force. The Cross Trainer and runner provides adequate support when participating in a range of activities. Canvas shoes are not sports shoes and must not be worn.
- Tracksuit (1) - black pants with yellow piping, black jacket with coloured flashes of bottle green and gold. Crest on front of jacket.
- Bathers (1) - black lycra with gold and green stripe across the back.
- Swim cap (1) - House colours.
- Towel - St Brigid's crested and monogrammed recommended.
- Sports bag - bottle green haversack with crested front.
- Sports Towel – St Brigid's crested and monogrammed recommended.



Hair

Girls are expected to be well groomed at all times. Shoulder length and longer hair must be tied back at all times. Hair must be kept off the face and not restrict clear vision. Hair tints and extreme hair styles are not permitted - colouring of hair in natural hair shades and styles (when in doubt, check with your class teacher/Year Team Leader BEFORE colouring your hair).

Jewellery

Girls are permitted to wear the following items of jewellery at school:

- A wrist watch.
- One gold or silver fine chain necklace may be worn inside clothing.
- One plain ring.
- A maximum of two pair of matching earrings – sleepers or studs only (two per ear to be worn in the lobe only of the ear). Earrings should be small in size and either pearl, silver or gold in colour. No other ear piercings are permitted.
- A Medic Alert bracelet.
- Body piercing (including nose and tongue studs) and tattoos that are in view are not permitted at the College or in the boarding house.

Make-Up and Nail Polish

Make-up and nail polish **are not permitted at school** but may be used in moderation on weekends in boarding. Acrylic, shellac, or other false nail types used for special events **may not be worn to school.**

General

- An apron is required for Food Technology classes.
- Protective clothing is required for Art classes.



Personal Clothing for Outside of School Hours

It is recommended that girls bring with them to boarding:

- 6 – 8 sets of underwear.
- Night dresses or pyjamas.
- Slippers.
- Dressing gown (Summer and Winter) (1 each).
- Shoes for wearing to formal dinner, socials etc. (not high heels).

- Sufficient but not excessive quantities of personal clothing. As limited space is available in the bedrooms, please do not bring too many clothes to wear after school and on weekends.
- Appropriate clothing and footwear for Mass and social outings should be included. This means a skirt, dress or appropriate tops and trousers. This means no spaghetti strap tops, Ugg boots, tracksuit pants, hoodies, shorts or thongs are to be worn to Mass.
- No Pyjamas are to be worn in the Dining Room at any time.
- Please include a hat/cap for wearing outdoors in summer months.



Additional Boarding Household Requirements:

- Towels – a towel for the swimming pool. Bath towels are provided.
- Blankets or Doona and doona cover.
- Heat pack if desired.
- Sheets are provided and laundered by the College.
- Pillowcases provided and laundered by the College.
- Pillow.
- Mattress protector– compulsory, all years need king single size.
- Shoe cleaning kit, "Nugget" or equivalent.
- Coat Hangers.
- Umbrella.
- Mug (please write name on the bottom with a permanent marker).
- Water bottle.
- Waste Paper Basket (small plastic and washable for personal use marked with student's name).
- Laundry basket marked with student's name. A plastic basket is the best as it can be used to take wet washing to drying area as well as for storage of dirty linen.
- Washing powder and pegs.
- Toiletry items (Soap, hair shampoo, conditioner, roll on deodorant only, toothbrush, toothpaste, sanitary pads etc.). Thongs for use in showers are compulsory.
- Torch.

All articles of linen and clothing MUST be marked with STUDENT'S FULL NAME in an indelible LAUNDRY PEN

Please note that aerosol cans of any type e.g., room freshener, hairspray, body spray, deodorant, foot and shoe fresheners are strictly prohibited, as are candles and incense.



Storage and use of particular items

All electrical items will be tested and tagged by boarding staff. Faulty items may not be used and will be stored by boarding till collected by parents/guardians. Certain conditions apply to the storage of items such as medications.

Radio/CD player	Only small radio/CD players may be used in bedrooms. Earphones are to be worn so as not to disturb others. Large stereo-type radios are not permitted.
Fan	A small 25cm electric fan is allowed, however all houses are air-conditioned.
Lamp	Study lamps are fixed on study desk.
Heater	Heaters must not be brought in to boarding. Please ensure that warm clothing and warm footwear are brought in for winter. The building is fitted with reverse cycle heating and cooling.
Electric Blanket	Electric blankets must not be brought in to boarding for safety reasons.
Medication	Communication with the Boarding Nurse staff is mandatory before medications of any type, prescription or other, are brought in to boarding by students. Medicines need to be in original packet with use by dates clearly shown. Medication strips without original boxes and details are not allowed. Medications need to be stored in a plastic zip lock bag or similar with the Boarder name clearly marked. These will be stored in the House Supervisors unit in a locked cupboard.
Candles & incense/Fairy lights	For safety reasons candles and incense are not allowed. Fairy Lights in bedrooms are permitted only if they have been tested and tagged as safe to operate
Printers	Boarders may have their own small printer in their rooms.

5. Laptops

Students in all Boarding Houses, have WIFI connection as does the Dining Room and Reception Area. Some outside lawn areas around boarding also have WIFI.

Parents new to boarding should request information about laptop requirements for their daughters from the IT staff - helpdesk@stbrigids.wa.edu.au or by phoning Boarding Reception on 9290 4222.

Privately owned laptop computers brought into the College must be handed in for checking to ensure they are compatible with the College network and have valid virus protection.

Privately owned laptop computers should be taken to Student Services together with the following information upon arrival to boarding at the start of 2024:

- Student's Name.
- House Name.
- Room Number.
- Description of what needs to be done with the laptop (i.e. request to connect laptop to network, problem of some kind).
- Password to log on to laptop.

No wireless hotspot/WIFI USBs are permitted. These will be confiscated and held until parents can collect.



6. Daily Routine

Monday to Friday

7am	Wake to music on PA system. Make your bed, get dressed and clean and tidy your room.
7am – 8am	Breakfast in the Dining Room in full school uniform. House charges to be completed.
8.15am	Boarders leave for school. Girls are not permitted to return to their House during the school day.
3.30pm	Boarders return to Boarding, change into casual clothes, have afternoon tea and then have free time until dinner.
5.30pm	Dinner in the Dining Room.
6.15pm or 8.15pm	Prayers and notices in Houses.
6.45 – 8.15pm	Homework/Study. No study on Friday evenings
8.15 - 9.00pm	Supper and preparations for lights out. Night charges should be completed by 8.45pm.
9.00pm	All girls are required to be in their own rooms. Homework/study continues for Years 10-12.
9.00 -9.30pm	Lights out for Years 7, 8 and 9 students.
10.00pm	Lights out for Year 10 students.
10.30pm	Lights out for Year 11 and 12 students.

Friday and Saturday lights out time is around 11.00pm for all students, depending on activities and outings etc.

SATURDAY

Breakfast runs until 10.00am

5.00pm	Boarders on day leave, returned.
5.30pm	Dinner in the Dining Room.

SUNDAY

Girls may sleep in. Mass is at 9.00am Brunch is served from approximately 9.30am or after the completion of Mass.

5.00pm	Boarders on day or weekend leave, returned.
5.30pm	Dinner in the Dining Room.
7.00 –8.00pm	Homework/Study. Lights out as per normal school night.

7. Dining Room

Guidelines for Dining Room behaviour

- Grace before meals is to be said respectfully and thoughtfully.
- All Boarders are expected to attend and eat breakfast in the Dining Room in full school uniform (Monday to Friday).
- Boarders are expected to attend and eat dinner in the Dining Room.
- House Supervisors send Boarders up to get their meals, table by table.
- When everyone at the table has finished their meal, girls may clean their table, take used cutlery and crockery to the trolleys and leave the dining room.
- The table should be left clean at the end of the meal.
- Boarders are to be appropriately dressed in the dining room. Hats, bathers, pyjamas and slippers, midriff or revealing outfits are not permitted in the Dining Room.
- **Mobile phones are not to be used in the Dining Room.**

8. Laundry

The College provides a laundry service for bedding only (two sheets, one pillowcase and one towel) each week.

It is the responsibility of the students to wash and iron all of their clothing, including their school uniform. All washing must be done each weekend to ensure items are ready for school each Monday. Doona covers and other non-clothing items need to be washed regularly. Washing is not to be done during study time or after 8.30pm.

Each house has a laundry with two washing machines, two dryers and ironing facilities. Use of the dryers is free.

It is important that clothes are washed and dried in the shortest time possible. Baskets of clothes should not be left in the laundry unattended for any length of time. Clothing should be removed from the washing machines and dryers as soon as the cycle has ended so that others may use the machine.

Marking Personal Items

Please use laundry markers and mark all linen and clothing

Lost or misplaced items of clothing are impossible to find if they are not marked clearly with the name of the owner.

9. Leave Guidelines

We operate an online Leave system. Parents will all be issued with their personal login details. The REACH leave system is the only method through which leave can be lodged. Please do not share your login and password details with your daughters.

When lodging a leave request on Reach, please indicate:

- Date.
- Time.
- Who is picking Boarder up?
- If they are leaving straight from school by public transport.
- Phone number of any host they are staying with.
- Location.

Leave with Parents

Parents planning to take their daughters out on the weekend are requested to lodge **an online Leave Request by 9.00am on the Thursday before the weekend**. Parents will then receive electronic notification of leave approval. The online leave system **will not accept late requests** and parents need to contact the Director of Boarding personally in these circumstances. **Staff have the right to refuse Leave with Parents as a result of misbehaviour within boarding. Under no circumstances is verbal /phone or text permission able to be accepted for any type of leave.**

Parents are always welcome to visit their daughters or take them out at any time outside school hours provided there is prior consultation with the Director of Boarding and that the girl's commitment to study and school activities is not interrupted. **Leave with people other than parents is not encouraged on weeknights and is subject to approval by the Director of Boarding.**

Parents should at all times be aware of the details regarding their daughter's visits outside the College – transport arrangements, suitability of places to be visited, the type of adult supervision provided, behaviour standards expected and the trust being extended to them. It is the parent's responsibility to liaise with the family hosting your daughter. Parents need to supply boarding with details about anyone hosting their daughter.

Boarding staff help parents to carry out these responsibilities by developing leave guidelines and by providing information for parents to help them in making their decisions. The College leave guidelines and procedures have been developed for the well-being and safety of each girl and are necessary in caring for a large group of students.

Weekend Day Leave

- Saturday: Boarders need to be back in boarding by 5.00pm. Girls going shopping or to the city on Saturdays are **not able to leave prior to 9.00am**.
- Sunday: Boarders need to be back in boarding by 5.00pm. Girls going shopping or to the city on Sundays are **not able to leave prior to 9.30am**.
- The first bus will depart in front of the College just before 11.00am
- Mass is to be attended prior to leave commencing.

Weekend Overnight Leave

Girls are able to exit the boarding house after school on Friday and need to have returned by 5.00pm on Sunday. **Boarding staff must be notified if returning later than stated on leave request.**

All requests for leave with hosts other than parents must be **made via the online leave system by 9.00am on the Thursday before the leave is to be taken.** The online leave system automatically declines late requests.

Written permission must be given by parent/guardian for their daughter to attend weekend hockey, football and netball games, as a spectator. Parents will receive a season permission form to complete.

Overnight leave on the weekend is only permitted with an adult authorised by parents. For this purpose, an 'adult' is considered to be a person over the age of 21. Identification must be presented to boarding staff. In situations where parents have authorised students to travel by bus, the adult host must ring Boarding Reception on 9290 4222 to confirm the safe arrival of the Boarder.

The Boarding House is responsible for girls while they are at boarding and it is essential that Boarding staff know where each girl is and who she is with at all times.

Shopping Leave

Boarders in Years 11 and 12 may shop in Midland, Carousel and the City with parent's written permission four times each term and girls in Year 10, three times a term. Girls **cannot** travel alone on shopping leave using public transport. It is the girl's responsibility to be familiar with public transport timetables so that they are back in boarding on time.

10. Mail

The correct address for Boarders' mail is:

(Boarder's Name)
St Brigid's College
(Boarding House Name)
200 Lesmurdie Rd
Lesmurdie WA 6076

11. Medical Matters

Please refer to the comprehensive boarding medical handbook provided separately.

Medical Information

We will be using the Consent2Go platform to obtain medical history and medication consent for our Boarding students. You will receive two emails at the start of the year: one profile update invitation (for Medical Information) and a 'permissions' email, which will have a few questions specific to Boarding students, as well as providing documentation to complete for any medications supplied. It is a legal requirement that Parental Consent is gained before the administration of any medications (including Panadol and other 'over the counter' medicines).

Unwell or injured at Boarding

Girls need to advise their House Supervisor immediately if they are unwell or have been injured in the Boarding House. The House Supervisor will, if required, give the student a note to go to see the College Nurse who is on duty, Monday to Friday, in boarding most mornings, then at school until 2.30pm.

We aim to book all GP or Allied Health apts. for after school Monday - Friday at a **local clinic only**. Please note that we are unable to provide transport to any medical appointments **outside the local area. Perth Guardians may need to be called in the event any such like appointment is needed.**

GP appointments are bulk billed (if we have the student's Medicare card details) and students are required to have access to money or pharmacy account to purchase medications and/ or treatments prescribed by a Health professional.

Appointments made by Parents, **need to be communicated to boarding reception or College nurse and transport may need to be arranged with metro contact or family member.** Transport by boarding **for appointments not booked by College nurse** cannot be confirmed or provided without permission from Director of Boarding.

When hospitalisation is needed

Boarding staff will take students to hospital if deemed necessary. An ambulance will be called in the case of an emergency, which the parent/guardian will be responsible for financing. **All Boarders MUST have a Perth based guardian or emergency contact** who can meet our staff at the hospital. House Supervisors are unable to stay at hospitals for the extended period of time that is often required in emergency departments due to the requirement of having to meet specific staff / student ratios back in the boarding house.

Pharmacy

Parents may choose to lodge a small amount of money (\$50) with their child's House Supervisor to cover the cost of prescriptions and other medications that may be required during the school term.

Medications

Medications, (prescription and non-prescription) are not to be kept in Boarders' rooms. All medication, including Panadol, is to be handed in to the House Supervisor. Medication will be dispensed by the House Supervisor and records kept. Parents may make arrangements with the House Supervisor or Nurse with regard to senior students requiring ongoing medication.

The School Nurse and House Supervisors will only administer medications for which written consent has been provided. Medications such as over the counter analgesics and Cold & Flu tablets will be provided by Boarding for a maximum of 24 hours, after which time the student will need to organise their own supply and hand in immediately to staff on duty.

Alternative Medications

Parents need to complete the Medication Declaration if they provide alternative medications such as vitamins, minerals and homeopathic/naturopathic remedies for their daughters to be taken on a daily basis.

Senior students Years 10-12 are permitted to store natural remedies (such as multivitamins, naturopathic remedies etc., EXCLUDING 'pharmacy medications' such as Iron supplements) in their room (locked away in the safe) and administer it themselves only after consent has been given by a parent/guardian.

Unwell or Injured at School – What to Do

If a student is sick at school a teacher must be approached, or if at a break, the student should go to the Wellness Centre to see the College Nurse.

Sickbay

Non-attendance at school due to injury or illness will be decided following assessment by the College Nurse. Parents are welcome to discuss this matter with the nurse, but the final decision for sickbay admission rests with the nurse. Parents are free to remove their child from boarding and make alternative arrangements for their care while they are ill or injured.

The nurse can be contacted Monday to Friday on 0439 338 895. A message may be left out of hours and the call will be returned.

Students are not permitted to have mobile phones or laptops whilst in sickbay.

- Parents may be asked to find alternative accommodation for students with conditions that are considered communicable (infectious) until they are considered to be medically fit.
- If a boarder spends two consecutive days in sickbay, the nurse will contact the parents of the child and request that an appropriate alternative care environment be found. Local (Perth and surrounding areas) family and friends are appropriate in these circumstances.

- If in sick bay or absent from school for reasons of illness, girls **may not able to attend social events recreation activities or play sport.** In some cases, when a student is in sickbay on a Friday, they may not be granted recreation, shopping or other types of leave on the weekend.

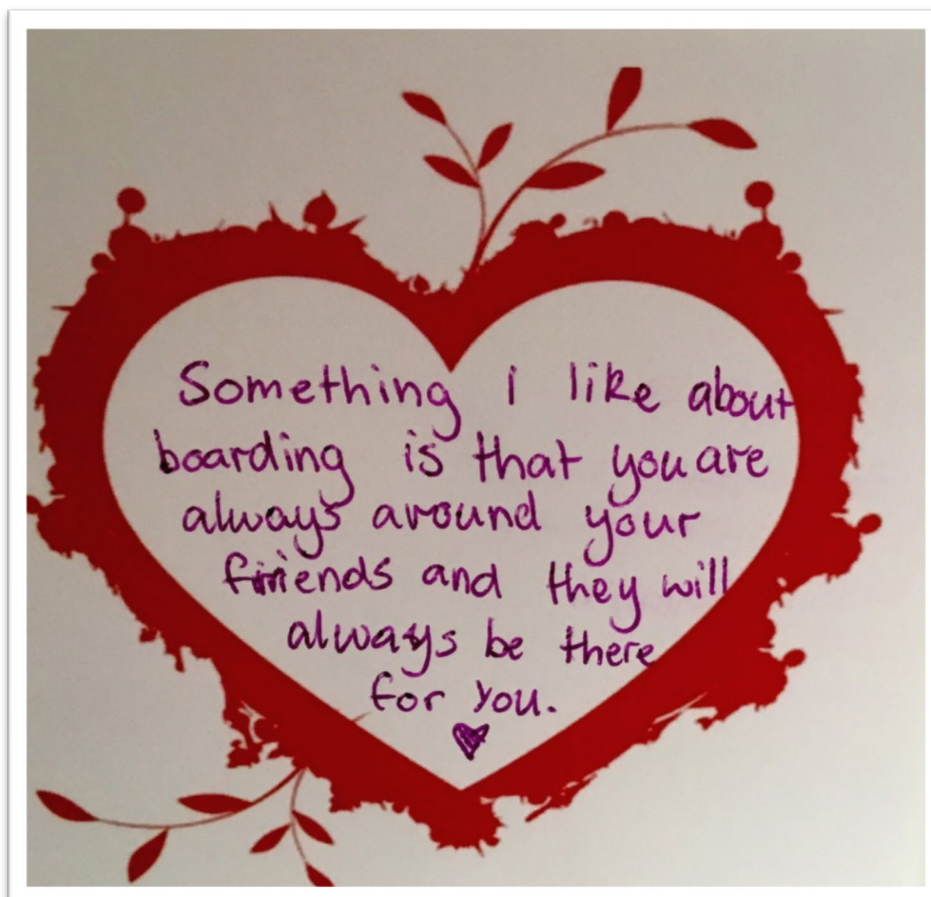
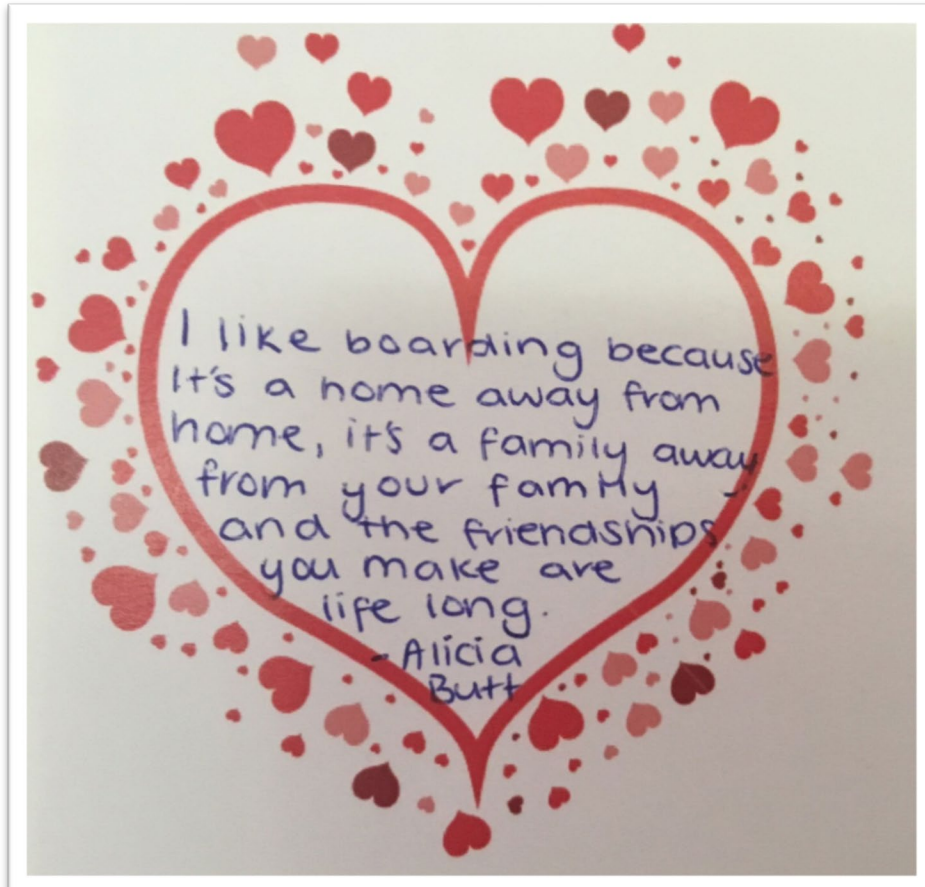
Boarding reserves the right to ask parents/guardians to take their daughter out of Boarding when this is deemed to be in the best interests of the health and well-being of both the individual and the boarding community as a whole. Parents are required to provide names and contact details of family/friends living in Perth who can act as guardians in these circumstances.

Once a Boarder is considered fit to return to boarding after an absence from illness, a relevant medical clearance, certificate or hospital discharge letter must be presented if required by the Director of Boarding. Upon returning to boarding, if a Boarder is still looking /feeling unwell, we reserve the right to call the nurse or similar to check for symptoms such as temperature etc. before signing the student back in. Admission may be declined should they still have symptoms.

COVID-19 Precautions

Please be advised that students presenting with upper respiratory tract infections (URTI), (including common cold, flu or COVID-19 like symptoms) will be treated according to WA Health recommendations at the time of illness. As stated above, Boarding reserves the right to ask parents/guardians to take their daughter out of Boarding when this is deemed to be in the best interests of the health and well-being of both the individual and the boarding community as a whole.





12. News Updates

The Director of Boarding writes to parents on a weekly basis updating them of the current weekly events and news at the College. The College also has a Facebook page.

Boarding Facebook Page. A private Facebook page for boarding families is updated daily and allows families to see our boarding family in action. Parents may request to join. Just go to Facebook and search for SBC Boarding.

13. Allergy Aware Policy

St Brigid's College has an Allergy Aware (Anaphylaxis Prevention) Policy. An exception has been made in the case of boarding with the aim of making life at boarding feel as much as possible like home. Nuts and nut products will be available to Boarders in the boarding house **when there are no identified "at risk" students enrolled as Boarders**. Boarders are not permitted to take nuts or nut products out of the boarding house to school.

14. Parent Contact with Boarding Staff

As staff, we are keenly aware that your daughter's absence from the home environment brings an added dimension to the normal care, worries and concerns associated with being a parent.

Parents are usually very adept at reading "between the lines" of a letter or telephone call. If you have any concerns about the well-being of your daughter, please feel free to contact the Director of Boarding directly. In such cases, parents should not feel they are being over-protective or a nuisance. We welcome such enquiries and contact so that we can nurture your daughter and provide support where needed. Boarding staff and the Director of Boarding can be contacted by phone or email. We also ask that you contact us before sharing any distressing news with your daughter so we can be better prepared to assist and support her.

15. Pocket Money

It is recommended that parents supply a sum of money sufficient to cover pocket money, money for recreation activities and incidental expenses for the term. The recommended amount per term is \$150 - \$200. Parents are encouraged to hand this pocket money to House Supervisors in small notes in weekly assigned envelopes. Alternatively, parents can arrange for a key card for their daughter with a fixed amount being available for withdrawal each week. An ATM is located in the shopping centre opposite the College grounds. In the boarding house, money/purses/wallets must never be left lying around. **They must always be locked away in the girls' safes.** No responsibility for theft of money left outside the safes will be taken by the College.

16. Recreation Activities

St Brigid's Boarding offers a comprehensive weekend recreation programme for its boarding students with a variety of activities including visits to the theatre, cinema, sporting events, rock climbing, horse riding, ice skating, shopping etc. as well as attending socials, quiz nights, BBQs and movie nights with a range of other boarding schools.

Specific details of activities for the coming weekend are circulated each Monday and the girls are invited to sign up for an activity relevant to their Year group.

While the College strives to make arrangements for all Boarders to be able to enjoy the activities on offer, on some occasions, limits to numbers are applicable. In these cases, places are allocated on a 'first come first serve' basis. Students are reminded that they are only permitted to write their own name on the sign-up sheet and that once signed up they are committed to attend the outing.



On most occasions, the expense to Boarders is between \$5 and \$15, depending on the nature of the activity.

TryBooking is used for any recreational activities that require booking in advance, or for any activities that come with a cost. Parents will be notified via email when TryBooking links for activities are available and when they will close. On most occasions TryBooking links will close on a Wednesday or Thursday morning by 10am.

Girls on community service are not eligible for recreation activities sign ups. Girls who have displayed inappropriate behaviour may also be ineligible.

It is important that Boarders discuss plans for the weekend with their parents as once activities have been booked and paid for, changes to the sign-up sheet are not permitted. Students whose plans do change after they have signed up for an activity are expected to find someone to replace them. Students who do not attend activities they have signed up for, will either not be permitted to

take part in activities on the following weekend, or will be expected to pay the full cost of the activity they have signed up for and missed attending. No money is refunded, unless an activity has been cancelled through no fault of the students.

Boarding recreational activities are only provided for students who are 'in' for the weekend. Consequently, Boarders must travel to and from boarding recreational activities on transport organised by boarding.

Standard College behaviour guidelines apply when attending any recreational activity and there will be consequences for any inappropriate behaviour, disrespect or disobedience.

In-house entertainment is also available for students over the weekends. There is a Nintendo Switch and PS5 set up in the houses, along with pool tables. Craft and cooking activities are regularly offered to Boarders.

The weekends are for everyone to have fun!



17. Room Tidiness and Merits

It is the responsibility of each student to keep her bedroom clean and tidy. Each morning before leaving for school the following tasks must be carried out:

- The bed must be made.
- The wastepaper bin must be emptied and washed out if needed.
- All clothing must be hung up or put away tidily in drawers.
- Shoes are to be put away neatly near the bed or in the bottom of the cupboard.
- There must be nothing on the floor and the carpet must be vacuumed.
- The desk must be clean and tidy.
- Dishes / cutlery must be left clean.

A merit system is used to reward girls who regularly keep their room clean and tidy. The same system requires girls to carry out community service if they have not met the expected standards overall in a week. Girls on community service may be ineligible for recreation activities. Girls not signed up for recreation and who are on community service will be assigned additional duties by staff.

Boarders are not encouraged to keep or consume food in their bedrooms. Any food that is kept in bedrooms must be in sealed containers.

A pin-up board is provided for suitable posters or pictures. Pictures are to be attached on the board only and may not be placed anywhere else in the room. Please bring thumbtacks. Any

Blu-Tack and/or sticky tape used on brickwork or painted surfaces must be removed by the girls at the end of each term or school year.



18. Security of Belongings

It is the responsibility of each Boarder to ensure that her belongings are kept in her personal safe located in each wardrobe. Valuables must not be left lying around. Alternatively, Boarders may give valuables to their House Supervisor for safekeeping. If an item is lost, a thorough search should be undertaken by the student. If the item is not found, the loss should be immediately reported to the House Supervisor, who will search for the missing items with the Boarder. A House meeting will be called and all the girls will be informed of the missing item(s) and asked to search their rooms and the House. If the missing item(s) are not found, the Director of Boarding will be notified and the matter may be reported to the Police.

Please note that it is virtually impossible to recover unmarked/unnamed items. All items, including phones, iPod, cameras and laptops need to be identifiable.

19. Shopping

To the Local Shop – Lesmurdie shopping centre

Students may walk to the local shops on Lesmurdie Road once a week after school and once on the weekend. Students are to ask their House Supervisor for permission to go to the shops, sign out at reception and return to boarding before 5.00pm. The time allowed for local shops is approximately 30 minutes. Visits to the shop must be made in the company of other Boarders and never alone. Year 11 and 12 students, in negotiation with the Director of Boarding, may visit the Sanderson Road Shopping Centre (near Mazenod).

To Kalamunda

Students may go into Kalamunda, if necessary, at the Director of Boarding's discretion. Students must return by 5.00pm. Visits to Kalamunda must be made in the company of other boarders and never alone.

To Carousel/Midland/Perth on the weekend

The frequency of Year 11 and 12 visits to Carousel/Midland/Perth will be at the discretion of the Director of Boarding but will be **no more than four times per term. Year 10s may go three times a term.** A leave request via Reach needs to be lodged by parents for each occasion. Students must return by 5.00pm. Visits to Carousel/Midland/Perth must be made in the company of other boarders and never alone.

20. Sport and Extra Curricular Activities

There are many sporting activities available to students at St Brigid's. Some examples are football, basketball, soccer, volleyball, tennis, hockey, netball, speech and drama, choir, band, debating and swimming.



It is important for all boarders to be involved in extracurricular activities. Parents are encouraged to attend school functions if possible - in particular those which involve their daughter. The girls are encouraged to participate in school sporting and recreational teams and are expected to attend whole school functions such as the swimming and athletics carnivals.



If girls make a commitment to a sport or any other subject area, they are expected to honour their commitment. For example, if they are needed to sing in the choir or to play netball on the weekend they should be available to do this and not make other arrangements.

In general, the sports coaches are responsible for ensuring that all team members have transport to and from games and competitions. This may mean transport by boarding staff or by private car with day girl's families.





21. Study/Homework

Regular study is an integral part of the school programme at St Brigid's College. Girls need to make sure that their laptops are charged ready for study. Study can be divided into the following components:

1. Work set by teachers to be completed and handed in by a set date.
2. Preparation for new topics set either by the teacher or on personal initiative.
3. On-going revision of past work for tests and examinations set either by teacher or on personal initiative.

It would be only in very rare and unusual circumstances that girls will have a night without homework.

It is difficult to specify the exact amount of time any student should spend on homework since abilities and rates of work vary from one student to another, even in the same year group. The following is a guide to the minimum length of time needed for study:

Year Level	Hours per week
Year 7	7 hours
Year 8	9 hours
Year 9	12 hours
Year 10	12-15 hours
Year 11/12	18 hours

Weekend homework can be organised according to individual circumstances. In the case of Year 11 and 12 students, there should be significant time set aside on weekends for study (for example three or four hours).

Students are trusted to work independently and conscientiously during study time under the supervision of House Supervisors. Maths, English and Science Clubs operate after school and at lunchtimes and offer homework assistance to all boarders.

A Homework Club for Boarders in Year 7-9 also operates weekly afterschool and is a valuable source of assistance offered by teaching staff

Sunday to Thursday, prayers are at 8.15 pm in House with the House Supervisor, with First Study commencing at 6.45pm.

Tutors

Tutors are available to assist girls Tuesdays, Wednesdays and Thursdays from 6.45pm to 8.15pm. Our tutors are teachers or university students studying to become teachers.

Parents wanting a private tutor for their daughters should contact the Director of Boarding.

First Study - 6.45pm to 8.15pm

At 6.45pm, students need to be in their own room with the door open ready to commence study.

- Some girls have supervised study in their Houses, or in some cases, the Dining Room with our tutors or other locations in the boarding complex.

- The House kitchen, showers and laundry are out of bounds at this time. There is a break for supper and preparation for bed and completion of charges from 8.15pm to 9pm for students in Years 7-9.

Second Study - 9.00pm onwards

Year 10 - 12 students can commence Second Study at 9.00pm. This study must occur alone and not in groups in order to ensure others are not disturbed. Any students playing music, using mobile phones or using a computer for recreational purposes during study will forfeit the use of same for 48 hours – first occasion, 1 week - second occasion, the rest of the term – third occasion.

Lights Out

Year 7, 8 and 9	9.00pm – 9.30pm
Year 10	10.00pm
Year 11 and 12	10.30pm

22. Suspension of a Student from the Boarding Section

An occasion may arise when it is necessary to ask parents to remove their daughter from the Boarding Section. The following is a general outline of the process:-

- The Director of Boarding will investigate the situation and/or behaviour.
- Parents will be informed by the Director of Boarding.
- The Director of Boarding reserves the right to request parents to make necessary arrangements to remove their daughter from the Boarding Section immediately.
- For the boarder to return to the College (if this is an option), it will be necessary to arrange an interview with the Principal and the Director of Boarding. A behaviour contract may be presented to the Parents and the student for signing at this interview before the student is permitted to return to the Boarding Section.

23. Telephones

Telephone calls cannot be received or made by students after 9.00pm. If parents need to call after 9.00pm, we ask that they call their daughter's House Supervisor.

No phone calls are to be made or received during meal times, prayers and study time.

In case of emergencies after 9.00pm or during meal or study time, parents should contact the Director of Boarding on 0457 518 349 or their daughter's House Supervisor.

Mobile Phones and Laptops Protocol

Boarders are permitted to have a mobile phone at Boarding only if they and their parents have signed the mobile phone usage agreement. *Parents are asked to ensure that their daughter has only one mobile phone at Boarding. Girls caught having 2nd and additional phones will have all phones confiscated for a period of time.* House Supervisors are to be provided with the boarder's mobile phone number. It is the responsibility of the boarder to

keep this information up to date. It is important that boarders take responsibility for the security of their mobile phone i.e. keep it locked away when not in use. **The College is not responsible for the loss or misuse by other students of mobile phones or laptops.**

- Years 7 – 9: All mobile phones and laptops must be handed in to House Supervisors Sunday to Thursday nights by 9.00pm.
- Year 7 – 10: Friday nights phones to be handed in at 9.30pm, they may keep their laptops.
- Years 11: All mobile phones must be handed in to House Supervisors Sunday to Thursday nights by 9.30pm.
- Year 11: Friday nights phones to be handed in at 10.00pm.
- Year 12: Sunday to Friday nights, may keep their phones but are unable to use these after 10.00pm.
- Mobile phones must not be used during study time.
- Mobile phones must not be taken to the Dining room.
- Mobile phones must not be used to bully another person.
- Mobile phones must not be used to take photographs or video images of another person without their consent.
- Mobile phones should not be taken to school, as St Brigid's does not allow the use of mobile phones during school hours.
- Mobile phones must not be used to take or transmit inappropriate photographs of self or others. This may become a police matter.
- Device Free (this includes all devices including lap tops) time runs from Saturday at 9.30pm (Year 7-10) and 10.00pm (Year 11 and 12) till Sunday at 12noon.

Consequences will apply if the mobile phones rules are not followed.

- First occasion - removal of mobile phone/s for 48 hours and parents notified by daughter.
- Second occasion - removal of mobile phone/s for 1 week and parents notified by House Supervisor.
- Third occasion - removal of mobile phone/s for the remainder of the Term and parents notified by House Supervisor.
- Records are kept of all misuse of phones, computers etc.

If girls are found to have a second phone which isn't handed in or recorded by the House Supervisor, girls will have all mobile phones confiscated for a period of time at the discretion of the Director of Boarding.

24. Television

Each house has a TV and a Netflix account that is fixed to the appropriate age. Sunday to Thursday, TV is not permitted before school or after 6.15pm. Television viewing is allowed on Friday evenings, Saturday, and Sunday. There is also a big screen TV in the undercroft for general use. Exceptions are videos and TVs being used for school assignments or to watch the evening news - at the discretion of the House Supervisor. Girls will not be

permitted to watch movies or programmes if they are rated as not suitable for their age group.

25. Term Commencement and Extended Leave

Boarders arrive at boarding on the evening prior to term commencement or the resumption of term or after a long weekend. The boarding house will generally be open from 3pm and it is expected that all boarders will arrive between 3pm and 5pm (exceptions may apply to girls travelling by plane or bus). The start of a new school year may see the boarding house open earlier and if this is the case, parents will be given specific details. Please advise the Director of Boarding if your daughter is arriving outside of these times. It is the responsibility of parents to notify Boarding and the Day School of a planned late arrival and the reasons for this. With regards to Boarding collecting girls from the airport and train and bus stations, **please note that arrivals after 9.00pm cannot be arranged through boarding** and alternative arrangements must be made for overnight accommodation with guardians.

It is College policy that students **will not be given permission to leave school early for long weekends or end of term breaks unless there are exceptional circumstances or hardships**, which will result if the student stays at school. Applications for early leave must be completed two (2) weeks prior to the proposed departure and submitted to the Director of Secondary School. Submission of this application in no way guarantees that permission will be granted. Parents and students need to be aware that early departures significantly disrupt students learning and are detrimental to students' grades.

Girls taking leave, which means missing three or more school days, must fill out an **Extended Leave Form** and must be completed before girls go on leave. These can be accessed through the Director of Boarding or Year Team Leaders at school.

26. Travel

It is recommended that all airline bookings with the Department of Transport be organised during the term prior to the one in which travel is to be taken. Abstudy travel bookings are arranged by boarding staff.

Boarders from the North and remote areas of the State are entitled to four free return fares per year as long as they reside in the eligible area as defined by the Transport Commission of WA. Application forms for travel must be sent to the Department of Transport at least one month in advance of travel date, by the parent/guardian.

The Boarding House will transport girls to and from the airport, rail or bus terminals for **long weekends and at the beginning and end of term only**. At times, a male driver will drive the boarding students to their required destination. **Transport at other times must be done by guardians or a taxi**. Parents are requested to notify boarding, including all details such as flight times, airline carriers etc. at least two weeks prior to their daughter's travel dates.

The Westrail disclaimer form must be completed by parents when booking BUS/TRAIN tickets for students under the age of 16. **Transport to and from the airport, rail or bus terminals at times outside the above mentioned cannot be guaranteed and needs to be requested through the Director of Boarding directly at least two weeks prior.**

Parents are asked to please not book flights departing prior to 6.00am. If this isn't possible, girls need to be accommodated with guardians the previous evening and guardians are to provide transport to the airport or train/bus stations.

When booking return flights, please note that boarding does not reopen for each term until 3.00pm.

Exceptions to this are **the start of each new year**. At other times parents should liaise with the Director of Boarding prior to booking flights or ensure a Perth based guardian can assist with early arrivals and pickups.

27. Visitors (Other than Parents)

As with any teenage girls, boarders want to have people visit them at the College. This is permitted after school on school days (3.45pm to 5.00pm) and in the afternoons (after 12 noon) on weekends. Boarders are required to request their House Supervisor's permission to have visitors and ensure that visitors sign the visitors' book on arrival and again on departure. Female visitors are permitted in common rooms. **Male visitors are not permitted in the Houses (except in Year 12 common area)**. They are welcome in reception, the visitor's lounge, dining room, on the verandas, and in the garden area. All visitors must leave boarding by 5.00pm.

Fathers and other male relatives may only be in houses for start and end of year. At other times they may be accommodated in the visitors lounge.

It is important that parents are fully aware of this aspect of their daughter's life at St Brigid's College. Parents need to be aware of who their daughter's friends are and who is visiting them at boarding.

Parents not wanting their daughter to receive particular visits need to notify the Director of Boarding.

Approved Visitors List

Parents will be asked to complete an approved list of visitors who may call in to the College and /or take girls out for short or weekend leave

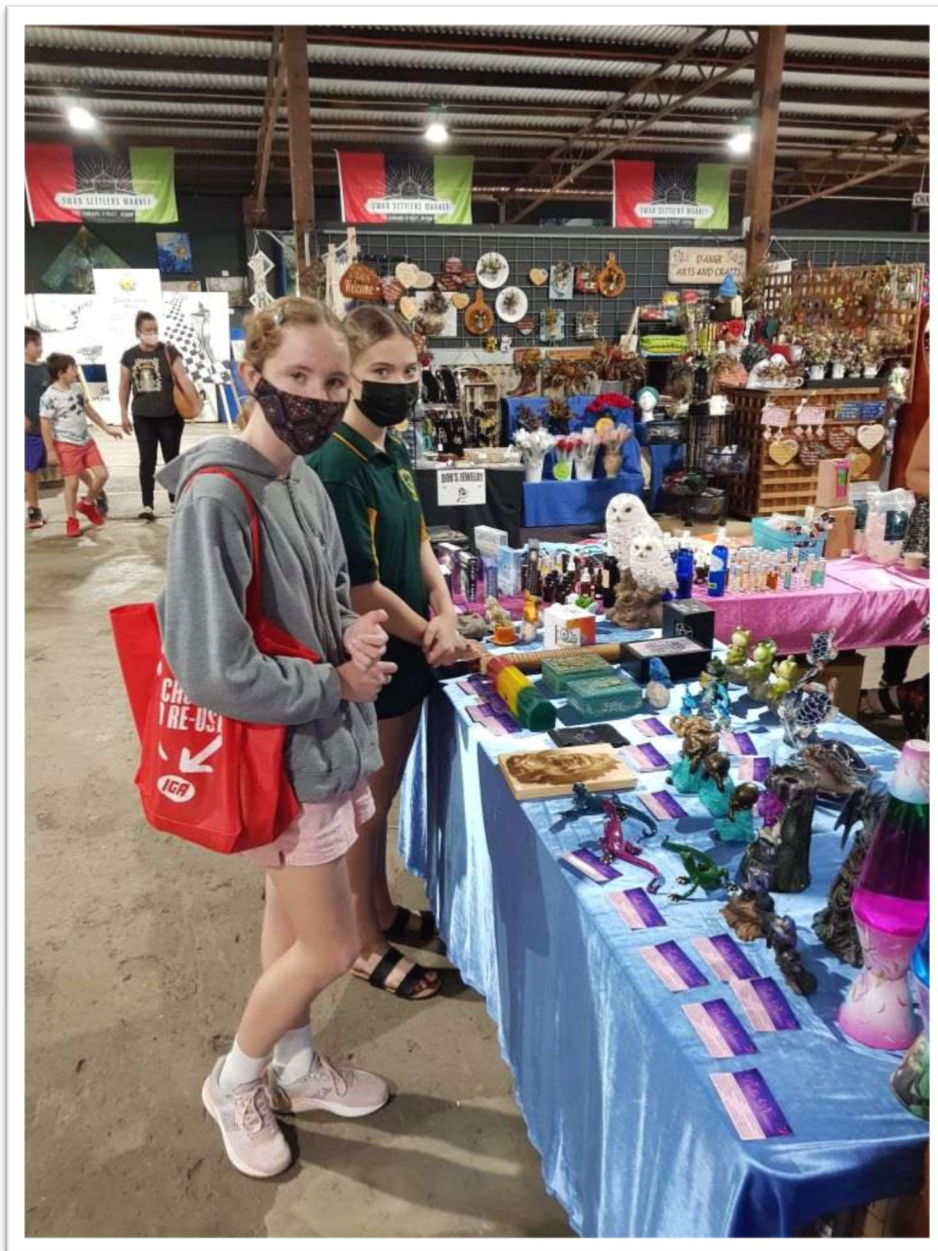
periods. All visitors must produce photo identification when collecting girls from boarding. Visitors not on the list may not be admitted to boarding until parental approval has been



given. Parents are still required to notify the Boarding House and give permission for each individual visit by persons on the visitors list.

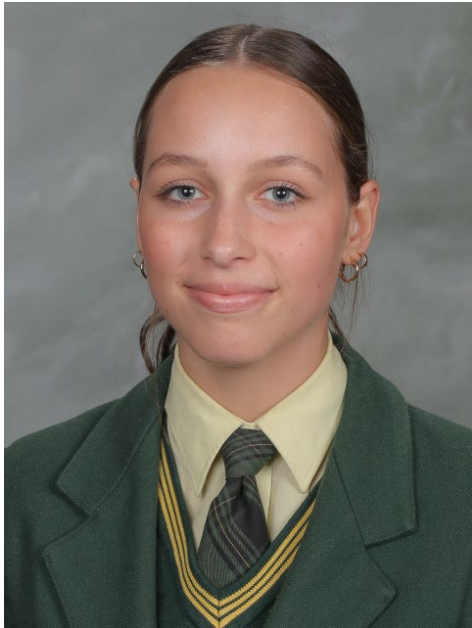
28. Guardians / Emergency Contact

All boarders **must have a guardian or emergency contact in the metropolitan area**. Details must be submitted to the boarding house so that contact with guardians can be made if necessary. All parents are asked to complete the Guardian/Contact form at the start of the school year. Guardians need to be able to **attend hospital and doctors' visits and appointments if a boarder is unwell, accommodate them during recovery from illness and assist elsewhere if needed**. Guardians must be able to be easily contacted 24/7 and live in the metro area.





29. Boarding Council 2024



Hayley Doncon
Head Boarder



Lexie McGinty
Head Boarder



Amelia Redden
Boarding Representative



Nakayla Ray Dann
Boarding Representative

30. Term Dates 2024

Term 1		
30 January	Boarders return - Years 7, 11, 12 (and any siblings wishing to return)	New boarders from 12.00pm
31 January	School Starts	Years 7,11 and 12
1 February	School Starts	Years 8-10
29 February – 4 March	Boarders Long Weekend	Boarding House closes 5.00pm 29 February (re-opens 3.00pm Monday)
28 March	Last day of term	Boarding House closes 5.00pm
28 March	Parent Teacher Meetings	
Term 2		
15 April	Boarders return	Boarding house re-opens 3.00pm
16 April	School starts	All year groups
30 May – June 3	Boarders Long Weekend	Boarding House closes 5.00pm (re- opens 3.00pm Monday)
27 Jun	Parent Teacher Meetings	
27 June	Last day of term 7-12	Boarding House closes 5.00pm
28 June	Last day of term K-6	Boarding House closes 5.00pm
Term 3		
15 July	Boarders return	Boarding house reopens 3.00pm
16 July	School Starts	All year groups
15 - 19 August	Boarders Long Weekend	Boarding House closes 5.00pm (re- opens 3.00pm Monday)
20 September	Last day of term	Boarding House closes 5.00pm
Term 4		
7 October	Boarders return	Boarding house reopens 3.00pm
8 October	School starts	All year groups
18 October	Year 12 Valediction	Last day for Year 12
8 November	Last day Year 11 classes	Exams continue until 22 November
4 December	Last day Year K- 10	Boarding House closes 5.00pm

Note: Dates from CEWA are correct at time of printing. Check College website <https://www.sbcl.wa.edu.au/> for up to date details.

31. Boarding House Contact Details

Boarding Reception: Glennis Stevenson

Tel: 9290 4222
Fax: 9291 6953

Director of Boarding: Luke Ford

Tel: 9290 0229
Mob: 0457 518 349
directorofboarding@stbrigids.wa.edu.au
ford.luke@stbrigids.wa.edu.au

House Mobiles:

Veronica House

0439 098 452

Catherine House

0409 294 037

Teresa House

0407 086 962

Relief Driver

0407 198 181

College Nurse

0439 338 895

Jessica Coolican

9290 4290
nurse@stbrigids.wa.edu.au

Email staff at the College

surname.firstname@stbrigids.wa.edu.au

A list of staff email is on the College website at <https://sbcl.wa.edu.au/communications/>





ST. BRIGID'S
COLLEGE

