



# Hurlstone Agricultural High School

**Boarding School 2025 v.1**



EXCELLENCE | OPPORTUNITY | LEADERSHIP | COMMUNITY



## Welcome to Hurlstone

### Deputy Principals Message

I take this opportunity to congratulate your child for being successful in securing a place at Hurlstone Agricultural High School (HAHS).

Living at a boarding school is a diverse and a unique experience. It is an experience like no other and it teaches students the life skills needed to excel in life. With your child under our care, we ensure they are actively connected to their learning, have positive and respectful lifelong relationships and experience a sense of belonging to the school and community.



Living as a boarder, is a wonderful opportunity to learn about other people and to develop friendships. However, it can also be challenging at times, similar to sharing common spaces with a sibling. As a result, we at the boarding school are committed to providing safe, supportive and responsive learning environment for everyone.

Your child will be organised in year groups within their dormitories and receive support and guidance from their dorm monitor, prefects, duty team members, head teacher's welfare, nursing staff, senior executive and the school counsellor.

The school counsellors and student support officer are available in the day school for student support and program implementation. Students can make an appointment to see the counsellor and student support officer for support or a friendly chat through the school's main office or the head teacher's welfare.

**For you to contact your child or if you have any concerns, please take note of the following phone numbers:**

#### Please contact the following staff for welfare concerns:

- Mr. Samir Seblani (Welfare boys) - 0437 701 081
- Ms Samantha Elderton (rel.Welfare girls)
- Duty Team after School hours (Duty room) - 9829 9232

We look forward to making this new journey for your son/daughter a success and may he/she complete their high school education with everlasting memories.

Sailash Krishan

**Deputy Principal Boarding**

## Contacting the school

### Telephone:

**Day School** - 9829 9222 (8.15am – 3.15pm)  
**Boarding Duty Room** - 9829 9232

### Duty Room Opening Times:

#### School days

7.00am to 7.30am, 3.15pm to 5.30pm and 6.15pm to 11.00pm

#### Weekends

7.30am to 8.55am, 9.20am to 12.30pm, 1.00pm to 5.25pm, 6.15pm to 11.00pm.

### Library Opening Times:

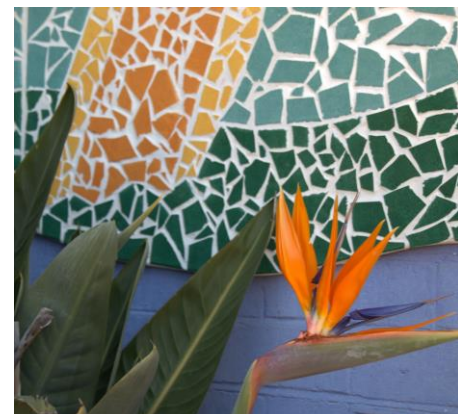
**Monday - Thursday** - 8.30am to 5.30 pm and 6.00pm to 8.00pm

**Friday** – 8.30am to 3.00pm

### Wellbeing Centre Opening Times:

**Monday- Sunday (Except Closed Weekend and Term Holidays)**

7.30am to 11.00pm



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## Life as a Boarder

### Introduction

The school, through the auspices of the Department of Education (DoE), provides an environment for the boarders to reach their full potential as individuals and members of the "Hurlstone Family". These structures encourage students to care for and consider each other and appreciate the values of Respect, Excellence and Fairness, inherent in an education at Hurlstone Agricultural High School (HAHS).

The boarders are guided in a supportive environment by a committed and collaborative executive, wellbeing, and residential team, including a range of influences and support from the dormitory monitor, student support officer, Head Teachers wellbeing and year advisors. All staff are involved in all aspects of the students' day.



Boarders are provided with a structured environment to support their academic performance and attend a range of activities to provide them with structured study experiences. These include allocated homework time, 'prep' where they have access to the support of teaching staff, hired tutors and librarians.

Boarders are provided with an array of facilities to enjoy within the school setting, including new dormitory building delivered in 2024. These include a range of common rooms in each residential facility. Boarders can also involve themselves in a range of sporting opportunities through the outstanding sporting facilities within the school grounds which include tennis courts, football fields, soccer pitch, cricket nets and basketball courts.





Aerial view of school grounds including tennis courts, football fields, soccer pitch, cricket nets and basketball courts

All students living as a member of the connectedness have the same rights and responsibilities regardless of their age, gender, race or disability, just as family members/siblings do within a home. As students' progress into the senior years, they are given more independence and increased levels of leadership and responsibility as leaders of the school community.

It is also acknowledged that senior students, due to their level of study and extreme workloads, need quieter areas for study, relaxation time and more physical space. Living with other people, sharing bedrooms, bathrooms and eating areas every day is a wonderful opportunity to learn about other people and to develop friendships. However, it can also be challenging, like sharing a bedroom with a brother or sister.

There are essential personal qualities necessary for every person in the boarding school to exhibit, which will assist them to become a successful, safe and resilient individual. All students need to bring with them patience, tolerance, understanding, empathy and an acceptance of difference.

## Demonstrating our commitment to learning

NSW public schools are committed to providing a safe, supportive and responsive learning environment for everyone. Our community has reframed the NSW Public Schools Behaviour Code for students under the **5P's - Boarding** by being punctual, prepared, productive, polite and positive. The graphic below outlines how students can demonstrate their commitment to learning in the boarding school.

### At Hurlstone Agricultural High School, we demonstrate our commitment to learning and achievement in the Boarding School by being:

#### **PUNCTUAL** for our learning

##### We show this by:

- ❖ Being in the **right place at the right time**.
- ❖ Arriving to mealtimes and prep **on time**.
- ❖ Leaving the blocks by **8:15am** on school days.
- ❖ Arriving **on time** for activities and transport.

#### **PREPARED** for our learning

##### We show this by:

- ❖ Ensuring that our clothes, sheets, and uniforms are **delivered to the laundry** on the **appropriate days**.
- ❖ Being **ready for prep**, prioritising work, and having the required equipment.
- ❖ **Packing our bag** for school **before** breakfast each day.
- ❖ Ensuring leave is submitted **on time**.
- ❖ Keeping dormitories, common spaces, and bathrooms **safe, clean, and tidy**.

#### **PRODUCTIVE** in our learning

##### We show this by:

- ❖ **Setting high expectations** for ourselves and working to the best of our ability.
- ❖ Listening **attentively** and **following all staff instructions**.
- ❖ Using prep and other free time to complete all class tasks and homework promptly.
- ❖ Making use of the **tutors and supports** available when needed.
- ❖ Ensuring all **phones are off and away** during prep.

#### **POLITE** at all times

##### We show this by:

- ❖ Showing **respect** to all boarding staff, students, and the school environment.
- ❖ **Waiting** calmly and respectfully for our turn to communicate.
- ❖ **Promptly** answering the **door** when someone knocks
- ❖ Keeping **phones off and away** during mealtimes.
- ❖ **Wearing appropriate attire** at all times
- ❖ **Communicating proactively** with the Duty Team.

#### **POSITIVE** towards our learning

##### We show this by:

- ❖ Engaging in **active and positive learning**.
- ❖ Making **positive and meaningful contributions** to our boarding school community.
- ❖ Taking **personal responsibility for our actions and learning**.

### Residential Supervision

The residential team (duty team) consists of five members and includes four residential supervisors and a specific residential supervisor team leader who is in the duty room. Collectively, they are responsible for the supervision, care and safety of all boarding students. The team changes each day, with some regular cyclical rostering.

On weekdays, residential supervision starts from 7.00am to 8.20am then 3.05pm to 11.00pm, whilst on weekends residential supervision starts from 7.30am to 11.00pm.

From 11.00pm each night, overnight supervision is provided by one male and one female residential supervisor staff member residing in our overnight staff accommodation, which is in each of the residential blocks. An active patrolling security guard is on duty between 11.00pm to 7.00am weeknights and 11.00pm to 7.30am weekends. The security guards conduct random physical patrols of the boarding, day and residential areas of the school. We also have senior executive staff that live onsite with their families that support our residential community, especially after hours.



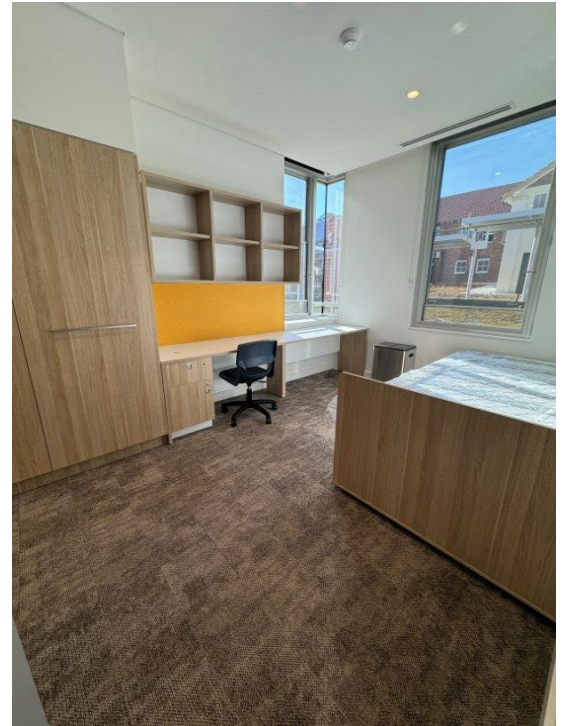
### Boarder Council

The boarding school student leadership team play an important role in the provision of a voice for the student body. They consult, negotiate and collaborate with staff to identify and achieve the needs of the boarding school community. The boarder council is made up of elected representatives from each year group, elected at the end of term 1 each year.

They take an active role in the Boarder Parent Welfare Support Committee meetings each term and meet regularly with senior boarding staff providing parents and staff with insights and awareness of student/school issues as well as organising activities and events for the benefit of the whole student group.

## Dormitories

Dormitories house students in two blocks with a variety of room types. There are specific protocols to follow in this type of community. Students should not be in the dormitories of other students unless invited to be there, at appropriate times. Boys are not allowed in Girl's dormitories and vice versa. Students are responsible for their dormitory's appearance and are to look after the allocated furniture and space. **Additional furniture should not be brought to school and is not permitted in the residential setting.** Special furniture requirements should be discussed with the Deputy Principal – Boarding. There are processes in place to assure the starting condition of allocated dormitories and rooms are assessed before students move to a new room or leave the school. Dormitory guidelines for decoration and use can be found as an appendix.....



## Dormitory Inclusions

The following items are supplied at enrolment:

- Mattress (King Single) that will remain with the student throughout their enrolment. Replacement is at the cost of the family.
- Laundry Bags – One net underwear bag and one large nylon bag to hold all washing. Replacement is at the cost of the family.

Each year, as part of their dormitory fit out:

- Key that provides access to their room/dorm, furniture key that provides individual access to wardrobe, desk drawer and cupboard and a building access fob that is programmed for the hours of use – all replaced if required at the cost of the family.
- The rooms will have a desk chair, rubbish bin and night light (in rooms with a powerpoint over the bed).

### Dormitory Monitors

Dormitory monitors play a leadership role, which is highly valued and respected and support the younger students in the boarding school. They reside in a separate, smaller room within the dormitory and act as a confidant and support person for the junior boarders. Dormitory monitors receive specific training for the role.

They provide an extension to the residential team and have a connection with the dorm members to help manage minor internal issues that develop and escalate more serious concerns to the duty team if needed.

### Privacy and Personal Space

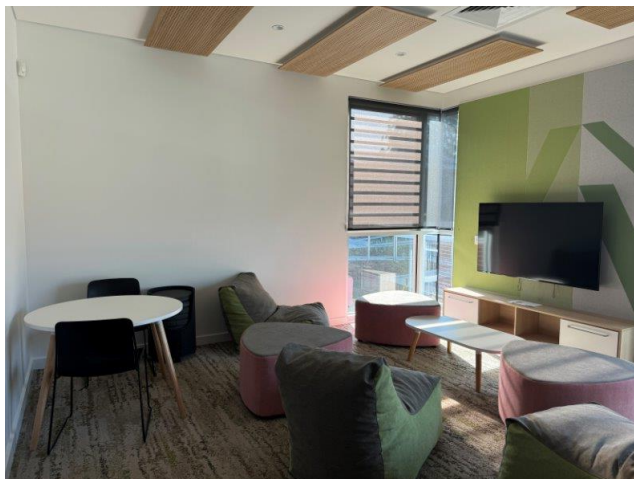
All students have a right to privacy and personal space. Students and staff are asked to respect each other's privacy and follow the basic practices of knocking and announcing themselves before entering a bedroom. Boarders are to seek another boarder's permission before entering his/her personal area within a dormitory.

### Closed Circuit TV

Information about the CCTV in Block T and U can be obtained from Ms Rebecca Ross.

### Common Rooms

Each residential block has two common rooms which are available during free time and are utilised for student passive recreational activities such as watching television, playing cards, board games, collaborating on schoolwork and preparing snacks. Students are responsible for cleaning up after themselves and contributing to the general daily cleaning roster.



There are two common rooms in each of the residential blocks, one upstairs and downstairs. The downstairs common room is an indoor/outdoor room and students can enjoy the outdoor furniture or the lounge bean bags or tables and chairs. The common rooms will provide access to hot water, toasters, sandwich makers, microwaves, dishwasher and fridge, ironing board and iron.

### Visitors to the Boarding School

During business and out of school hours, all visitors, including parents, upon arrival to the school must report to the administration office Block F / duty room to obtain a visitor's pass/badge and sign in, and announce their arrival and sign in with the Duty Team Leader after hours.

This enables the school to know who is onsite, especially in the event of a lockdown or accounting for everyone during an evacuation.

All visitors to the school must also remember to sign out when they are leaving by signing out at the same administration area.

### Visiting Day Students

Hurlstone day students are welcome to visit and be involved in after school or weekend activities with their friends within the boarding school.

As a visitor to the boarding school, they need to sign in the duty room upon arrival and departure. Visitors are not permitted to enter dormitories but can visit in permitted outdoor spaces and common rooms.



### Canteen

The school canteen is open before school, recess and lunch for boarders as well as day students. While the canteen does not extend credit, **parents may deposit money into a canteen account for their child to allow them to make purchases without cash.**

### Room/Bed Inspection (BI) Procedures

It is a student's responsibility to always keep their space tidy and safe. Regular inspections each day will confirm the state of the dorm room (**this includes a weekly inspection of their cupboard spaces**). Staff at any time, may require a student to tidy up, especially if there are items on the floor that block safe movements. Please refer to "Right Place Right Time" document.

### Out of Bounds

Several areas are out of bounds to students. These include:

- The north and south farm area unless with written permission from the Head Teacher Agriculture and only after the duty team leader has been informed for each visit.
- Dormitories during school hours without permission from a Head Teacher Welfare or Deputy Principal.
- Darkened areas at night away from dormitory blocks.
- Leaving the school premises unless on leave.
- Dormitory buildings of the opposite sex at any time.
- **The grass spaces and outdoor areas of each dormitory, to the opposite sex.**
- Day school areas are out of bounds after school hours and on weekends.
- The fields and courts, unless students have sought permission from the duty team.

### Money

Students are asked to keep only small amounts of money with them for personal use and ensure that it is **kept in a locked cupboard or drawer**. There is an ATM machine in Glenfield shopping centre and Glenfield Post Office also provides ATM facilities. Students should not have large amounts of money at school.



### Opal cards

Boarder passes will be provided for all students upon application by parents to SSTS (Transport NSW). Families will need to purchase an additional Opal card for times your child wishes to take private trips or go on boarding school outings using public transport in Sydney. They will also need that Opal Card for some school excursions.

### Posters and Advertising

Students may place posters on laminex surfaces (e.g. wardrobe doors) with blue tac in their dormitory area. **Students are not permitted to fix any items to the gyprock/plaster walls. All student spaces have a pinboard that can be used to display items.** It must be noted that posters that are considered offensive, inappropriate or in poor taste are not permitted. Posters or any items (such as cups, clothes, doona covers etc) that advertise cigarettes, alcohol, drugs or other provocative material are not permitted under DoE guidelines. Students will need to ensure they keep the surfaces clean of blue tac when they change or move posters.

### News from home

Students enjoy receiving letters, packages and phone calls from home. Parents and other family members are encouraged to contact students as often as practical. **Phone calls are not permitted during mealtimes, during prep and in the last 20 minutes before bedtime, and should not be made before 7am on weekdays or 7:30am on weekends.**

However, if things go wrong and imparting bad news is necessary, it can be very difficult for a young person who is a long way from home to receive bad news over the phone. Therefore, parents/carers who need to deliver bad news to their child are asked to contact either the Head Teacher Welfare or the Deputy Principal prior to speaking with them so that we can ensure appropriate support from staff and/or friends is available when they receive this news.

### Drugs and Alcohol

The possession of non-prescribed drugs, drug-related implements, smoking, **vaping** or taking an illegal drug, is against the law, DoE (Department of Education) policy, and school rules. Furthermore, the school is obliged by the New South Wales DoE to report such illegalities to the police, and the DoE. Students found to be in the possession of or consuming alcohol on the school premises or smoking or vaping are suspended.

Students are disciplined in accordance with [DoE policy](#).

### Electrical Items

DoE regulations, policy, and Work Health and Safety (WHS) requirements ensure all electrical items brought into the school must be in a serviceable condition, tested and tagged every qualifying period with the tag clearly displayed.

Depending on the item, most electrical items require testing and tagging every 12 months. Items that are not tested and tagged must be removed from student use until it can be tested. It can be arranged for HAHS maintenance staff to conduct inhouse testing and tagging on most common electrical items. New students will be given a time that they will need to leave their electrical items out for their initial testing.



It is recommended that students bring one power board, with a circuit breaker to be used on the power point under their student desk. These will need to be tested. Electrical items such as hair straighteners and stereo equipment should be turned off when students are out of dormitories. Students are not permitted to use the power points above the bed to charge items. These must be charged at the student desk power point/ power board to reduce the risk of fire, when not in use.

The use of a stereo system is permitted however, volume must be at a reasonable level to not disturb other boarders or residential staff.

### Energy Conservation

In these modern times with contemporary national issues, the school aims to save resources wherever possible. Boarders are asked to assist with conserving energy by turning off electrical equipment such as lights and radios when not in use or when leaving rooms, dormitories and common rooms.

The new dormitory buildings have motion sensor lights in all common spaces and hallways, but students must remember to turn off desk lamps, room lights and other items plugged in when they leave their spaces.

As part of the school's efforts to conserve natural resources, every effort to save water is encouraged. Students are requested to have shorter showers and ensure taps are turned off properly when not required. They should also report leaking taps or other service issues to the duty team so they can be promptly repaired.

### Laundry Needs

Located next to our Wellbeing Centre, HAHS has an in-house commercial laundry, which offers laundry services to all boarders. All boarders should drop off their laundry on the designated mornings to the laundry and collect it at the end of the day. The laundry will take clothing items on Mondays, Thursdays and Fridays. All students are required to strip their beds on Wednesdays and drop off their linen for laundering before school.

All clothes, garments and items for washing must be labeled and placed in their laundry bag and accompanied with a laundry manifest to assist laundry staff reconcile and identify items if a name label comes off during the wash cycle.

It must be noted that boarders may choose to wash and dry their own clothes in the domestic washing machines also provided in the dormitory laundry; wet washing is not to be hung in dormitory areas, out of windows or on railings. Access to the dormitory laundry facilities can be gained by seeing a duty team member. Clothes lines are available if a student needs them (beside the laundry). However, all sheets, blankets, mattress protectors and towels must be washed in the commercial laundry so it can be washed in hot water for hygiene purposes.

## Security

An external security contractor is engaged to provide overnight security for the boarding sector. They are in the duty room and undertake several random patrols during the night.

Students are issued with a fob that is programmed to permit their entry to their dormitory buildings. The fobs are programmed to provide access at specific times and if students need access outside of these times, they will need to use the intercom located at the middle door of the building (next to the downstairs common room).

There are security cameras throughout the common spaces in the buildings and the buildings are alarmed overnight.

Boarders should ensure they secure their personal items in their wardrobe and lock it with their **personal and unique furniture key** to prevent theft and use by other boarders. They should also ensure their windows and doors are closed and locked whilst at school for the day. Ensuring personal items are put away and not left in common spaces such as common rooms or bathrooms will reduce loss and potential theft.

All boarders are issued with a room/dormitory key and should lock their doors of their rooms when they leave to prevent possible incidents of theft. Valuables should be always locked inside wardrobes or desk cupboards.

All students should ensure all their possessions are clearly labelled with their name and should report any missing items immediately to the duty team leader.

## Fire Safety Equipment

The school operates a back to base fire alarm system and security alarm system monitored by Chubb and School Security Unit respectfully.

Alarm screamers, fire hoses, fire extinguishers, emergency lighting, exit signs, smoke detectors, door closers and door handles are all considered vital safety equipment to save lives. Whilst these systems undergo regular inspection and tested through each scholastic year, they must always be in a serviceable condition to help save lives, therefore, deliberate tampering or interfering with safety equipment is forbidden and is a criminal offence and will be treated as such. **As such, students are not permitted to cook (beyond using the appliances supplied) in the commonroom and NO food preparation is to occur in their dormitories. Candles are also NOT permitted in the boarding school.**

Any damage to this equipment must be reported immediately to boarder administration for immediate action and/or repair.

**Students must leave items charging in the power point above their beds when not in use. These must be charged on the desk.**

### Maintenance and Breakages

The school has a dedicated maintenance team to maintain and/or repair essential services, infrastructure, buildings and equipment.

The school expects students to respect and care for their surroundings, facilities, or services, however, also understands that accidental damage or breakages will occur to school property or equipment at times. In such an event, it needs to be reported immediately to the duty team so they can report it for prompt repair. The school will meet the costs of accidental damage.

Damage to the building or furniture must be reported. This may be part of the limited defect warranty in the first 12 months of our occupation. Damage that is deliberate, will need to be paid for out of the security bond paid on enrolment (and additional costs above that, will also be the responsibility of parents to pay).

### Roofs and Trees

If a ball or other property lands on a roof or in a tree, students should refer it to the duty team leader so they can request for possible retrieval by maintenance staff.

Due to the high risk and potential for injury, students are never permitted to climb on roofs or up trees.

### Farm

As one of the largest selective agricultural high schools in the state, we are blessed with a magnificent school farm within the confines of the Glenfield precinct. **The new farm hub will be delivered for our use later in 2024 and will include more intensive operations of our enterprises.** The farm operates a range of enterprises for agricultural educational learning outcomes and is a key focal point why many students select HAHS as their high school of choice. Many boarders become involved in daily farm activities through agricultural classes or through the school's Rural Youth group program. The Rural Youth Program allows students to develop leadership skills and links to the farm and agriculture. All our show teams emerge from this training program. Please contact your Agriculture teacher about joining the Rural Youth group.



## Library

The school library is open for all students from 8.30am to 5.30pm and for boarder students from 6.00pm to 8.00pm Monday to Thursday. Students should check in with the duty team before moving to the library after school hours.



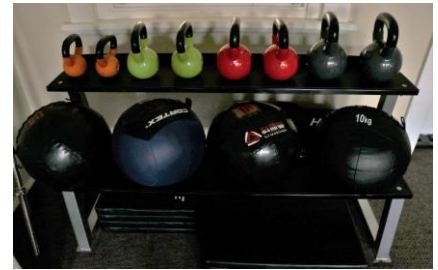
## Outdoor Common room spaces

There are outdoor extensions to the common rooms in both T block and U block. The indoor recreational areas have a variety of furniture that should remain inside the building on the carpet flooring. The sliding glass doors, allow the space to be opened. There is additional furniture provided in the outdoor area that is designed to be utilised outside. The provision of chair pads has been made for students to take outside to utilise on the bench seats. These spaces are specifically used for the residents of the residential block, i.e. the T block outdoor common room extension is for the female students and U block for the male students.

Additional outdoor common spaces include the grassed area adjacent to A block (on the residential building side). This can be utilised by all students. Picnic blankets have been provided to use to sit in and should be returned to the common rooms when students have finished with them. There are outdoor picnic tables on the asphalt beside the dining hall which can also be utilised by all students.

### Sport Facilities

The school has a range of sporting facilities available for all student to access during school hours and for boarders to use during after school hours. This is accessible by requesting permission from the duty team. The boarding school provides regular access to the school gym.

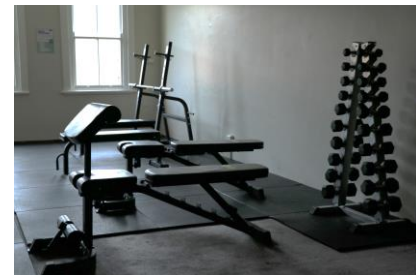


Facilities include the football field, outdoor sand volleyball court, undercover basketball courts, cricket nets, undercover netball courts, and three tennis courts. Students can access the gym when there are appropriately trained staff to support them.

### Recreational Activities

Student recreation activities are scheduled throughout the term. Those organised by the school will be placed on the Boarder VOR Sentral calendar and advertised to parents and students in the appropriate MS Teams. Many activities on the calendar are accessed ad hoc on weekday afternoons. Activities that involve outings beyond regular shopping and local trips, will have permission notes and sometimes payment that will need to be returned before

the event. Students should pursue hobbies and interests in their free time. Many students join extra-curricular groups that are run outside of school hours or join a community sport or group. **Students are supported with travel training to local activities and will need to travel independently to community sports and activities.** It is best to choose an activity that can be accessed by public transport (we will



do our best to 'travel train' students and encourage students to join as a group). **Parents can also consider using rideshare transport.** Before joining a new external group, we encourage parents to contact a Head Teacher of Welfare who can provide information and advice.

The list below shows some external sporting and interest groups that students and families may be interested in contacting, found in our local area or are easy to access by public transport:

Sport/Activity	Season / Time details	Location and contact	Transport options
<b>Netball</b>	Starts in March / August. Registration Jan - early Feb	Campbelltown district netball association <a href="mailto:campbelltown.netball.secretary@gmail.com">campbelltown.netball.secretary@gmail.com</a>	Train to Minto and short walk to the courts
<b>Junior Oztag</b>	Starts July Thursday afternoons played Sept - December	Victoria Park, Minto with Campbelltown Junior Oztag Registration details <a href="http://www.greaterwestoztag.com/">http://www.greaterwestoztag.com/</a> Contact <a href="mailto:prue@oztag.com.au">prue@oztag.com.au</a> (0410 649 393)	Train from Glenfield to Minto, 15-minute walk to Victoria Park

<b>Soccer</b>	Registrations start early January Early February trials and grading commence 31 <sup>st</sup> March Local competition commences	Gunners Soccer Club- Bensley Rd, Macquarie Fields <a href="https://www.gunnerssc.com/">https://www.gunnerssc.com/</a> Check website for spaces in teams and inquiries to the email <a href="mailto:gunnersregistrar@gmail.com">gunnersregistrar@gmail.com</a>	Bus from Glenfield station (shop side) (Bus no. 872) with a 10-minute walk to the ground
<b>Basketball</b>	Term 4 – Term 1 Weekday afternoons – different age groups on different days (20 week program)	Minto Indoor Sports Centre <a href="mailto:information@macarthurbasketball.com.au">information@macarthurbasketball.com.au</a> (0451622755) parents should email to check for spaces in teams	Train from Glenfield to Minto, with a 4-minute walk from the station.
<b>Music</b>	All round year long	41 Spencer St, Fairfield NSW 2165 <a href="https://www.fairfieldschoolofmusic.com/">https://www.fairfieldschoolofmusic.com/</a> Contact one of the numbers on the website about pricing	Train from Glenfield to Fairfield with a 3-minute walk to the facility
<b>Music</b>	All year long Mon- Fri 3pm – 9pm Sat 9am – 6pm	72 Moore St, Liverpool NSW <a href="https://liverpoolacademyofmusic.com.au/">https://liverpoolacademyofmusic.com.au/</a> 9602 9774	Train from Glenfield to Liverpool and a 7 minute walk to the music academy.
<b>Ultimate Frisbee</b>	For 14 years and up Thursday nights from 7:30pm Winter League from July – September	<a href="https://swu.ultimatecentral.com/about-swu">https://swu.ultimatecentral.com/about-swu</a> South west Ultimate Email <a href="mailto:southwestultimatefrisbee@gmail.com">southwestultimatefrisbee@gmail.com</a> Paciullo Park, Liverpool (carpark access off Calabro Ave)	Train from Glenfield to Liverpool, Light rail at Stand B Liverpool to Brickmakers T-Way and then 10-m walk
<b>Swimming</b>	Sessions may begin from 3:45pm – 6pm during the week, with some sessions Saturdays depending on the level/age/ability	Macquarie Fields Leisure Centre - 02 4645 4030 <a href="https://www.campbelltown.nsw.gov.au/Services-and-Facilities/Aquatics-Fitness-and-Indoor-Sports/Squad-Program">https://www.campbelltown.nsw.gov.au/Services-and-Facilities/Aquatics-Fitness-and-Indoor-Sports/Squad-Program</a>	Bus from Glenfield Rd, opposite Atlantic Boulevards – Bus 872 to Macquarie Fields Public School with a 2 min walk.
<b>Drama</b>	Sessions are held Mon – Sat 3pm – 9pm and Sunday 11:30am – 6pm	WOW performing Arts Academy U8/67 Jacaranda Ave Bradbury NSW 2560 0412 336 065 <a href="mailto:Wowperformingartsacademy@gmail.com">Wowperformingartsacademy@gmail.com</a>	Train from Glenfield to Campbelltown station, Bus 885 to Jacarandah Ave Bradbury and a 1 minute walk



### **Gaming and Technology Policy.**

There are new specific guidelines that are being implemented regarding gaming and incorporate screentime recommendations. These have been developed with consultation from students, parents and boarding school staff. Staff have been trained in supporting and recognising gaming addiction. The guidelines are designed to support personal regulation and safe gaming and recognises the positive aspects of gaming along with providing guidelines for balance. The material that is used at school must be age appropriate, according to the Australian classification system. Games or viewing material that are not within the PG or G rating group will be confiscated. Gaming is to occur in common spaces only and abide by the restrictions outlined in the policy. It is advised that families read the policy carefully before bringing in equipment to game.

When the boarding school offers organised trips (with school bytes permission notes) there will be no gaming during that time on the trip AND for those left at school to encourage social engagement for all students. The policy can be found [here](#).

## **Clothing and Personal Requirements**

### **Clothing**

As a boarder, you will need to bring various personal items to ensure you have everything you need to live comfortably within the boarding school.

As a boarder living close to other students, it is paramount to ensure that all personal items are clearly labelled with the student's name so missing items can be identified and returned to the rightful owner. Regarding electrical and highly attractive items, it is recommended that these are engraved to increase the level of security for each.

Summer uniform is to be worn to school during terms one and four. Winter uniform is to be worn during terms two and three. Students must be in full school uniform every day.

Students not in uniform must obtain an "out of uniform" pass from their P1 class teacher. As part of our Bedroom inspection uniform is checked. Junior students are permitted to wear sports uniform on Mondays. Uniforms need to be clean and pressed, shoes polished, and shirts always tucked in.

Student dress at other times needs to be clean, respectable and appropriate. We recommend that students change from their school uniform as soon as they return to the dorms so that they can hang up any items they plan to wear again, organise washing for the next day and move into a different mental state that equates to a more relaxed, home type atmosphere. Night attire is not suitable as day wear or to be worn in the dining room. Students need to always have footwear on when outdoors.

To always ensure an adequate attire and other essentials, it is suggested that students bring the following items to the boarding school:

- Full school uniform (at least 3 sets), school jumper, jacket or blazer, school hat (compulsory for PE and Agriculture), school shoes and sport shoes, school socks (4 or 5 pairs);
- Sports trackpants/shorts (PE Uniform);
- School bag, books, stationery and other course requirements;
- Four to six sets of casual clothing appropriate for the season (There is storage under beds for out of season clothing);
- A set of sporting clothes or older clothing for physical or outdoor activities;
- One or two good casual and smart outfits;
- Underwear, at least seven sets, and casual socks; and footwear
- Three sets of sleepwear

Fully enclosed shoes are required to be worn in all farm areas. Thongs, slippers, joggers, dress shoes and casual covered in shoes are permitted in the boarding school. Students are required to bring their own shoe polishing equipment

### Personal Hygiene

To ensure adequate levels of hygiene both personally and within the school, students are required to:

- Shower daily and wash hands / sanitise after toileting and before meals. Note: Students are expected to walk to and from bathrooms covered appropriately to avoid causing discomfort or embarrassment to others, i.e. by wearing clothing or dressing gown;
- Use antiperspirant deodorant – roll on only (no aerosols permitted) ;
- Brush teeth at least twice daily;
- Hang your towel up to dry each day after showering;
- Wash towels and clothing regularly – including ironing;
- Wash sheets and pillowcase ;
- Students are required to sleep in their pajamas/sleepwear.

### Toiletries

Shampoo, conditioner, brush, comb, soap, antiperspirant deodorant, toothbrush, toothpaste, personal hygiene items, nail scissors, tweezers, needle and cotton, nail file, sunscreen, aero guard and prescribed medications. **(Aerosol cans are not permitted. It is a Department of Education rule that such items must be confiscated and not returned).** It is recommended that students have a shower caddy to take their toiletries to and from the bathroom. Medications should be taken to the Wellbeing Centre.



## Linen

To ensure adequate linen throughout each week, it is recommended that students possess the following linen:

- Three bath towels;
- Four king single sheets (2 x fitted);
- Two mattress protectors (**all beds must be always fitted with a mattress protector**)
- Pillow;
- Two pillowcases;
- Doona (quilt) and covers or blankets;

Spare linen can be stored in the white drawers, in the underbed storage.

## Other Personal Items

Students may wish to bring the following personal items:

- Alarm clock/clock radio, personal photos, cards, games, novels and books;
- Appropriate, free standing, framed print/s paintings or posters to personalise their area;



## Contraband Items

There are a series of items that are not authorised within the dormitory or individual boarder rooms. The following list is not exhaustive and provide some examples:

- Refrigerator. A fridge is available in common rooms and is only allowed in rooms if a written request is made to the boarder executive, for example, due to a medical reason.
- Furniture or separate, large storage items not supplied by the school. If there are specific furniture requirements, please speak with a Deputy Principal about your needs.
- Food and snack preparation is restricted to common areas where equipment and space has been provided by the boarding school.

- Microwaves, toasters and other cooking equipment are forbidden in student rooms as they create unacceptable mess and potential fire hazard in sleeping areas. They will also set off the fire alarm if used within those spaces.
- Any dry food items brought into the boarding school must be stored in a sealed container and stored away neatly. Food stored in a common room fridge must be labelled with labels provided and include student name and date of opening.
- Candles, oil burners, incense and mosquito coils are fire hazards and are NOT to be used at school.
- Replica guns/cap guns, knives, weapons and laser pointers are not allowed on the school grounds or in the possession of a student.
- Aerosol cans are not permitted in the boarding school as they pose a number of risks and may set off the fire alarm system.
- Energy drinks such as 'V' and 'Mother'.
- Excess levels of junk food such as soft drinks and snack foods. Any that are purchased will be confiscated and stored for parent pick up.
- E-scooters and electric bikes are not permitted in the boarding school. All students riding regular bikes and scooters must wear a helmet and follow the rules for times, location and procedures for riding.



## Wellbeing Centre

The Wellbeing Centre is a facility with the primary function to cater for boarder wellbeing matters, and serves as the school sickbay for all students during school hours. Boarders are welcomed and encouraged to attend to discuss a variety of wellbeing issues and personal health matters impacting on their lives.

It is staffed by a registered nurse contracted through an external service provider that can sustain ongoing and changing healthcare requirements. Equipped with beds, loungeroom facilities and bathroom facilities, it also has a treatment room where boarders can receive their prescription medication and/or present for various health ailments.

The facility's normal operational time is from 7.30am to 11.00pm each day, however, obtaining nurses through the contracted service provided, enables short notice to request a nurse for an overnight shift from 11.00pm to 7.30am when the need arises providing appropriate care for each boarder. If students will require sustained care beyond 24 hours the school will contact parents to arrange for the child to be collected by a carer. Students that have symptoms of illness that are contagious, will be required to stay in the facilities until they can be collected by a family member. A staff member will advise parents/carers if their child is sent for medical treatment off site or for ambulance notifications.

### **Medical and Health Procedures for Students Accidents, injuries or illness**

A Medicare card is essential for all students as it needs to be presented for all medical appointments. Students often have a photo stored on their phones of the current family medicare card to help them access treatments at GP's and other outside services.

In the event of an accident, injury or illness students should be taken or go directly to Wellbeing Centre for assessment and administration of first aid by the nurse. This is an important responsibility as a member of our community. Except for the requirement to call an ambulance under mandatory injury protocols, and depending on the nature of the injury, the nurse will assess and determine when a student requires external medical attention and will proceed with the necessary arrangements to notify parents.

A residential staff member will always accompany students to hospital and in some cases to a medical centre. Staff will accompany students under 16 into medical consultations. Students who have been injured because of an accident at school or during a school activity are required to complete an accident report. Some injuries and illnesses will require a medical clearance that states the students is able to return to school, classes or other activities (such as sport). Staff of the Wellbeing Centre will advise and support this process where necessary. The staff of the Wellbeing Centre can also assist in making medical appointments for students while in the care of the school.

### Medical Information

Parents, together with their health care professionals must complete the Student Medical Information form and submit to the school prior to the student taking up residence. If the medical plan for your child changes, a new Student Medical Information form must be lodged with the school.

While every effort is made to provide first aid through our registered nursing staff, there may be times when your child's condition is more serious and requires specialist care. This may involve the attendance to a medical practitioner and/or an external healthcare facility (Medical Centre/Hospital). The deputy principal or residential representative will advise parents/carers if their child is admitted to an external facility to obtain more appropriate level of diagnosis and/or healthcare treatment and to organise a handover to parents and family members in attendance.

It is advisable that families plan for this event, with a family member or close friend as close to Sydney as possible.

### Medication

It is the parents'/carers' responsibility to arrange prescription medications to be packaged in a Webster pack to assist in the ongoing management and security of the medication, as it must be stored, managed and administered by the nurse at the Wellbeing Centre. When volume of medication is low or close to its used by date, the nurse will arrange for the parent/carer to be informed. **Our local pharmacy across the rail line – Glenfield Pharmacy (118 Railway Pde, Glenfield) can be contacted on 9618 3530 has begun packing our student medications in webster packs for limited additional cost and will deliver to the school. These saves having to mail or send medication back when returning from closed weekends or term breaks. Contact the pharmacy to arrange that service for your child.**

Student medication, including non-prescription medications must be stored and administered at the Wellbeing centre by the nurse, unless a prearranged self-administration of medication is part of a negotiated health care plan. Medication is administered by a staff member and signed off by a staff observer. If there is a change to medication or dose rates, we require updated prescription information and written notification from the doctor, this includes when medication is ceased.

Students who are asthmatic, diabetic or who have anaphylactic reactions are permitted to keep their medications with them; however, an additional supply **must** also be kept in the Wellbeing Centre.

### Pandemic or infectious diseases

During a pandemic (or infectious disease outbreak in our boarding facility), the school receives health advice from the Ministry of Health and DoE's WHS directorate as required. Protocols are reviewed, amended and implemented each day to protect the health and safety of all students and staff and we follow departmental procedures to report and assist students onsite, and ensure staff follow their obligation in terms of reporting and isolation to restrict any contamination or transfer

of infection. This may include isolation onsite or a need for students to leave site. Nursing staff and boarding executives will maintain communication with families around these issues.

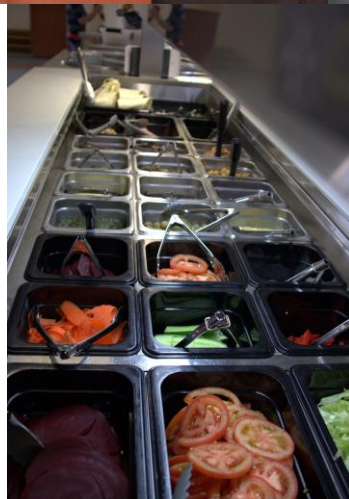


## Catering Services

HAHS has engaged the services of Cater Care Australia under a NSW State government contract to provide the culinary requirements to borders. As an industry leading contract catering, accommodation and facility management service provider, Cater Care are proudly 100% Australian owned and operated.

They have been providing high quality meals to HAHS since 2015 and have been granted an extension to contract to June 2026. Further information about Cater Care can be obtained on their website [catercare.com.au](http://catercare.com.au)

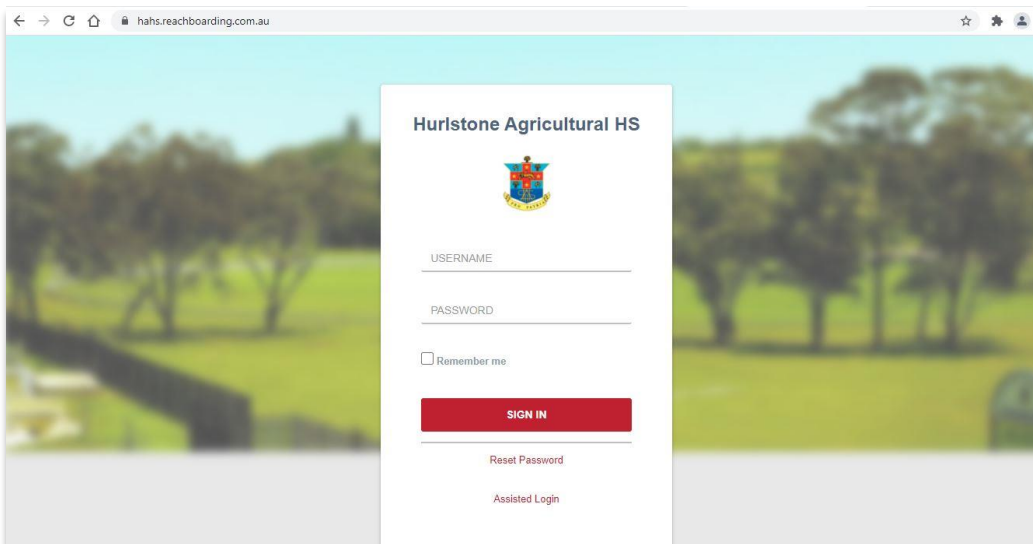
As a boarder your child will have all primary meals provided at the dining room, with all meals being controlled for their nutrition and protein values.



## Attendance

### Attendance and Leave recording on REACH

Whilst all students are enrolled at HAHS, all boarder enrolment and attendance is managed on the third-party application called REACH. It is used to record attendance within the boarding school and apply for short, medium, and long-term leave, and provides residential supervisors with a quick snapshot of which boarders are on site and who has taken leave.



Parents can apply for and approve leave for their child. REACH enables parents to remain highly involved with the request and approving of leave, so they have the capability to know where their child is after school hours.

### Leave Policy /Reach Leave

Before leave is granted for all students, a leave on REACH must be entered by parents/carers and approved by the Executives. Please ensure all leave is submitted at least 48 hours (2 school days) in advance. Students must confirm their leave with boarder administration staff or residential supervisor staff before they leave the school premises.

When entering leave, please complete all sections with appropriate details to avoid rejection. Some important features:

- Reason for leave: please supply detail of why the leave is being requested (this includes the activities to be undertaken) If this involves leave from the day school, it should only be for serious family or medical reasons (for non 'emergency' medical/dental appointments, please ensure that these are scheduled out of school hours).

- Destination: Please be specific about the destination. An example of this is for students travelling 'home' when the parents do not reside at the same address – please provide more specific information.
- The host details should also be included. A host is considered any adult that will be supervising and responsible for your child during this time, e.g. parents of a friend that the students will be visiting.
- Closed weekend and end of term leave includes a 'travel day', usually students depart Friday morning. This day is approved leave in the day school attendance records. Leave requests that include days beyond the travel day must also contain a reason, or else will be entered into the day school attendance records as unapproved leave.

### Leave Breaches

The school discipline policy will be followed in the event of students failing to follow leave procedures or for providing false leave information.

### Leave during School Hours

The NSW DoE Attendance Policy requires that students attend school on all days that the school is open. Therefore, no leave will be approved during school hours unless there is a family emergency or serious medical need.

Leave during school hours can only be approved by the deputy principal or principal. This includes the day preceding closed weekends and the conclusion of each term. Principal approved leave will only be granted if students are required to travel long distances and no other suitable travel arrangements can be made. Principal approved leave will be granted for students utilising school organised Transport NSW travel.

### Afternoon and Weekend Leave

Every leave application must be made on the REACH boarding software.

Unless accompanied by an adult, junior students must return to school by 5.30pm for dinner. Senior students should return to school before dark.

Residential supervisors complete active duty and close the boarder administration office for arrivals by 11.00pm each night. Overnight Security staff patrol the site throughout their shift (from 11pm to 7am) . They do not perform any boarder admissions or sign out.

Students must return to boarding school from leave no later than 30 minutes before their lights out time on any given day.

Leave will not be approved for senior students to attend parties that has them return to the boarding school the same day, we are also unable to support leave that involve independent (no host, host pick up and drop off) swimming activities.



### Wednesday Afternoon Leave

Most senior students are normally dismissed at the conclusion of period 2. Day students are then able to leave the school grounds to travel home. Senior boarding students are required to undertake private study in the library for period 3, or else can go on leave, directly from school. All students finish school on Wednesday at lunch are those onsite must attend lunch in the dining hall for rollcall. All students are permitted to apply for leave on Wednesday afternoons and is a great opportunity to go out to buy essentials and build some confidence and independence on leave. It is recommended that junior students undertake that leave in groups. Students in the boarding school during this time will be supervised by the teaching staff.



### Leave categories

REACH leave is to be entered using the following guidelines (This information is available as a drop down when entering leave);

Leave Type	Definition	Cut off times	Approver/s
<b>Closed Weekend/End of Term</b>	This leave type is used for Closed weekends and for the end of term/return leave. This should be placed at least 3 weeks prior to the event.	Follow the email instructions re closing dates – usually <b>three</b> weeks prior to travel	HT Welfare
<b>Medical Leave</b>	The Education Act requires that students attend school on all days that the school is open. Therefore, no leave will be approved during school hours unless there is a family emergency or serious medical need. All medical appointments should be scheduled after school hours.	Not fixed.	DP Boarding/ Senior on call
<b>Leave – travel training request</b>	Can be used for weekday afternoon leave to a new activity. This request should be previewed with a call to the Head Teachers Welfare or Boarding School Deputy Principal's to organise. This will be approved subject to availability. This is more likely if a long lead time is provided.	48 hours prior to leave AND a phone call to arrange has taken place.	HT Welfare
<b>Leave –Public transport</b>	Can be used for weekday afternoon or weekend leave. The destination and mode of transport must be written in the notes section. This type of leave should be entered if students are utilising taxis or rideshare/uber to transport them.	48 hours prior to leave.	HT Welfare
<b>Day school +</b>	Leave during school hours can only be approved by the Deputy Principal or Principal. This includes the day preceding closed weekends and the conclusion	48 hours prior to leave	DP boarding/ Senior on call

	of each term. Principal approved leave will only be granted if students must travel long distances and no other suitable travel arrangements can be made. Principal approved leave will be granted for students utilising school organised Country Link travel.		
<b>Unplanned parent leave</b>	<p>Parents can surprise their child by taking them out without notice at any time outside school hours. Parents should provide a list of other adults that can take their child out on leave. Parents / other adults are required to present photo identification at the duty room and arrange this leave with the staff on duty, students must be collected in person for unplanned leave and will not be permitted to travel to meet parents / other adults to go on unplanned leave.</p> <p>Unplanned leave, when not a parent, is for a maximum of 4 hours and students should be returned to school at least 30 minutes before their scheduled lights out time to avoid disturbing other students.</p>	Leave will be made by the Duty Team leader when the parent attends the school to collect their child. If parent is not the person collecting the student – parents MUST ring the school (98299232) and speak with duty team leader to enter the leave	Team Leaders

#### Note

1. Leave is not required for day school activities. However, students must be signed in/out using the Kiosk view with the duty team.
2. Students are to return to school 30 minutes prior to lights out for their year group.

### Closed Weekends

A closed weekend normally occurs around the fifth weekend during each term of the scholastic year and/or based on public holidays that occur during term. On these weekends, all students must leave for home or go to a host residence of their choice.

Boarder administration staff will organise transport for boarders who require transport to their home and back to the boarding school.

All travel arrangements are made on application through the boarder administration at least four weeks prior to travel (Transport NSW requirement). Students can return to school on the Sunday afternoon, or the Monday of a long weekend **after 3.15pm. No supervision is available prior to this time.**

Students living within the metropolitan area or within a reasonably close distance to the school are required to attend school on the day and depart for home at the conclusion of the school day. Unless exceptional circumstances exist, which have been communicated to the head teacher welfare, all students should leave the boarding school by 8.15am and the day school by 3.05pm on the day of each closed weekend. Students will store their luggage for the school day near the Boarding School DP's office, that they can collect before departing for leave.

Boarders who will attend school on the Friday of a closed weekend for the day or part day, must leave the boarding school with their luggage and store their bags in the front office until they sign

out. If returning to school during a school day they will need to store their bags and proceed straight to class on return. This may mean that they will need to pack supplies for their school day. Students are not permitted to enter the residential buildings during a school day.

### **Unscheduled Staff Supervised Outings/Activities**

On occasion, staff members may organise to take students to local shops or markets for a short period of time for the purpose of school shopping, student shopping or other boarding school business, or may also include the opportunity to attend local gymnasiums or sports facilities.

### **Boarding School Excursions/Outings**

Boarding school personnel will organise and supervise a variety of excursions throughout the year as part of the school recreation program for boarding students. These outings will be arranged in accordance with the DoE Excursion Policy and will be authorised by the Deputy Principal. The excursions will involve travel by a variety of means according to the destination and may include travel by school vehicle/bus, or public transport.

These activities may include:

- Local Markets
- Beach trips
- Local Shopping Centre
- Local Swimming Centre
- Factory Outlets
- Local Cinema
- Darling Harbour
- Local restaurants
- Go Kart racing

### **Signing in and out of school for leave**

**It is advisable for students to check the status of their leave the evening before their leave. This will provide opportunity for leave to be approved in time for the event.** It is a requirement and a responsibility of students to see a duty team member as they depart for leave and as soon as they return from leave. This is so the staff member can change the student's status on REACH as 'on leave' or 'in boarding facility'. This is best done when students depart from the duty room or common room and when they return. Failure to check in with staff will result in a consequence (please see 'Right Place. Right Time' documentation). Students are required to ensure that their whereabouts is understood by the duty team.

## Parent/Community Organisations

The Boarder Parent Welfare Support group consists of elected representatives of the boarder parent body and meets twice per term (weeks 3 & 8 each term – Tuesday evenings at 7pm) in MSTeams. Elections are held for the group every year during Annual General Meeting in April/May. The group represents the boarding school community in determining broad boarding school policies to assist the Principal and school boarding staff in planning and managing the boarding school operations.

The school communicates with the group through a MS Teams group that all parents can access. Meetings are held online, recorded and include agenda and minutes.

Boarding families can join the school's P&C, who endeavour to ensure meetings can be accessed online. Contact P&C through the following email address for more information; [hahighschoolpandc@gmail.com](mailto:hahighschoolpandc@gmail.com)

## Communication between School and Families

### Parent/family/emergency contact details

Parents are requested to ensure that all family and emergency contact details are always kept up to date. Parents should provide the details of a contact that resides in Sydney or as close to Sydney as possible, in the case of an emergency. Please contact the day school office to update contact and other information as necessary.

### Whom do you Contact?

With day school matters first contact should be the classroom teacher. If further information is needed contact the relevant Head Teachers or Year Advisors/Wellbeing team or the relevant year group Deputy Principal. For Boarding School matters, it may be best to contact the Duty Room or Head Teachers Wellbeing as an initial point of contact. For serious matters you can contact the Deputy Principal's - Boarding.

## Travel Arrangements

### Travel Passes

Student travel is coordinated with assistance from the school administration office. Most students are entitled to free travel to and from their home via Transport NSW travel and are issued with a Boarder Pass. Application forms for these passes and further information is available online at: <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-boarder-rail-pass>.

Boarder Students entering Year 11 at school need to re-apply for their Boarder Pass.

To be eligible for such a pass, students must be a resident of New South Wales. Students whose permanent home is in the ACT, or another state are not entitled to this pass. The pass is used for weekend and end of term travel home and return to school in New South Wales only. It cannot be used for activities such as school excursions, sport and work experience.

Travel must be by the shortest and most economical approved route between the student's home and the school. It is only available from the rail station or Transport NSW coach stop closest to the student's home and school. Journeys cannot be broken.

Boarders who live in the Sydney metropolitan area may apply for an OPAL Student concession card instead. This allows them to travel to and from school-on-school days only and cannot be used on weekends. Students with a concession card are not entitled to a free pass for weekend and vacation travel.

Travel to destinations other than home must be arranged and paid for by the student or parents/carers. This can sometimes be quite expensive. Students must always carry their rail passes with them whilst travelling between school and home. A new application form must be filled out if there is a change of address.

### **Changes to bookings**

Students' journeys to destinations other than home must also be organised and paid for by parents, as boarder passes only cover travel to and from home.

All tickets are sent to the boarding school by Transport NSW few days prior to departure and are then distributed to students who need to check that their tickets are as requested. Any errors with the bookings must be notified to school administration staff immediately so Transport NSW can be advised and issue an amended ticket. Home destination arrival times as well as departure times are clearly marked on tickets, and it is up to students to ensure that parents are informed of these arrival/departure times. Be aware that travel times can vary particularly when using the bus.

### **Non-closed weekends**

Students may travel to and from home on Friday to Monday depending on the distance. Students required to travel on any other day must collect an authority to travel form from the school to entitle them to free travel.

### **Cancellations/Changes**

Parents and students are asked to avoid wherever possible cancelling coach travel at the last minute. Changes to travel in the week prior to departure are generally not accepted by Transport NSW. Parents must phone 132232 for any trip cancellations.

### Correct Use of Travel Pass

Students may only travel using their own Weekend Boarder Pass or Cityrail Pass to their home destination as incorrect use may result in the cancellation of student passes resulting in all future travel being at full cost.

### Baggage Allowance on Coaches and Trains

Countrylink ticketing rules indicate:

- Two pieces of luggage are permitted per ticketed passenger or heavy luggage 5-20 kg to be no larger than 60cm high x 70 cm long x 50 cm wide
- Candy striped bags are only accepted if they are of medium size, contain clothing and soft items and do not exceed 15kg.
- In addition to two pieces of checked in luggage, passengers can take one piece of hand luggage on board the coach. Such hand luggage must not exceed 30cm in height, 50cm in length, and 30cm in width. Hand luggage on board the coach must be stowed under the seat.
- Luggage restrictions are printed on every ticket.

Note that Countrylink makes no special arrangements for Y12 HSC students taking extra books home. There is limited space on all Countrylink services for checked in luggage. Countrylink reserves the right to limit the acceptance of checked luggage at any time.

## Term Dates &amp; Closed Weekends for 2024/5

Term 3	
<b>Beginning of Term 3</b> students return	Monday, 22 <sup>nd</sup> July ( <i>after 3:05PM</i> )
<b>Years 7 - 12</b> students commence	Tuesday, 23 <sup>rd</sup> July
<b>Closed weekend</b> students depart	Friday, 30 <sup>th</sup> August ( <i>before 3:05PM</i> )
<b>Closed weekend</b> students return	Sunday, 1 <sup>st</sup> September ( <i>after 3:05PM</i> )
<b>Last Day of Term 3</b>	Friday, 27 <sup>th</sup> September
<b>End of Term 3</b> Students depart	Friday, 27 <sup>th</sup> September ( <i>before 3:05PM</i> )

Term 4	
<b>Beginning of Term 4</b> students return	Sunday, 13 <sup>th</sup> October ( <i>after 3:05PM</i> )
<b>Years 7 - 12</b> students commence	Monday, 14 <sup>th</sup> October
<b>Closed weekend</b> students depart	Friday, 15 <sup>th</sup> November ( <i>before 3:05PM</i> )
<b>Closed weekend</b> students return	Sunday, 17 <sup>th</sup> November ( <i>after 3:05PM</i> )
<b>Last Day of Term 4</b>	Friday, 20 <sup>th</sup> December
<b>End of Term 4</b> students depart	Wednesday, 18 December ( <i>before 3:05PM</i> )

Dates for 2025 are yet to be confirmed. We will update the handbook when we have been notified.



## School Policies and Procedures

### Emergencies and Evacuations

Evacuation procedures are regularly reviewed and practiced within the boarding school sometimes with warning and other times without. All students are trained in evacuation procedures and must respond promptly to all alarms following the school procedures.

### Fire Alarm Procedures

In the event of a fire alarm all students are required to quickly and orderly evacuate the buildings via their nearest exit and proceed to their evacuation areas for a roll call. All students are to remain at their assembly areas until the buildings are declared safe by the fire brigade.

- The evacuation point for all boys is Room 48.
- The evacuation point for all girls is classroom CR1.

### Dining Room and Kitchen Procedures

Students must attend breakfast and dinner each day.

Students are responsible for clearing their table, placing scraps and rubbish in bins and returning their plate and cutlery to the servery window.

Students are not permitted to enter the commercial boarding kitchen at any time.

Meals served on dining room crockery should be consumed in the dining room. Plastic and takeaway containers are available if needed. Take away meals should be ordered in advance for excursions and on occasions a meal needs to be saved when students are on leave. This is done by marking the details on the whiteboard, near the servery, the day before (or at breakfast if dinner needs to be saved).

Students are not permitted to use mobile phones during mealtimes – all phones should be 'off and away'.

**Early Breakfast** is available to students from 6:30am in the dining room if required. Students must place a note on their door stating the reason for early breakfast eg. excursions, Period 0 class, sport training. Students who require a breakfast prior to 6:30am can collect food from the duty room the evening before.

### Driving/Parking for students

Students who wish to drive and/or park vehicles at school should make application with the Boarding School Deputy prior to beginning to drive.

If the application is accepted, they must observe speed limits at all times, including within school grounds and park their car in the allocated parking area as stated by the Deputy Principal. Keys must



be kept in the locked keytel in the duty room (handed in as soon as students return to school) and will be handed over to the student when they have approved leave that states they will be driving (approved by parents and school). Students are NOT permitted to drive other students, except siblings (with permission from parents). Students who fail to abide by these rules may have driving and parking privileges removed.

### **Excursion/Incurion payments and permission**

Many activities held within the boarding school are free. For activities that require payment, this should be done online- in the same way payments are made for all school activities, from the school website or school bytes. Permission notes for excursions for boarding school activities and day school activities are distributed electronically to parent email addresses via school bytes. Most events can have permission granted from parents online (except camp). Events requiring permission will have a date and time that this needs to be completed by, to allow organisation and planning for events.

Students may order a lunch to take on excursions/day school activities. Orders must be placed the day before it is needed and collected on the morning of the excursion/activity.

**Dress Standards** Students must wear school uniform at breakfast and lunch on school days. Neat casual clothes must be worn at all other times. Shoestring straps, pyjamas, bare midriffs, singlets or dirty or torn clothing are not allowed in the dining room for any meal.

### **Financial Assistance**

Financial assistance for day school expenses such as excursions and uniforms or supplies can be made if families are experiencing financial hardship, by applying for funds using the School Assistance Scheme. Applications are confidential and are made to the Principal. The form to apply for financial assistance is available on the school website, under "Supporting our Students" and information is usually included in school newsletters.

There are several scholarships and allowances that students and families may qualify and apply including:

Boarding Scholarships for Isolated Students (BSIS) from NSW government

Living away from home Allowance

Assistance for Isolated Children Scheme (AIC)

ABSTUDY allowance

Public Education Foundation

Speak to Boarding School Executive staff for more information.

## Room Custodianship

- Each student may bring 1 power board (with safety cutoff function) per room and that will be connected to the power point under your desk. This is designed to provide you with enough sockets to charge phones, devices etc.
- If you have a power point above your bed, you will have a light you can use as a night light. You may of course have your phone and device plugged into that socket during the day, while you are using it, but at night, we will be requiring that phones and devices are plugged into the power board on your desk. Why? Leaving a charging battery, which heats up, on bedding which is highly flammable is dangerous and a fire hazard.
- Plants – we will need to restrict each room (or person, in shared spaces) to two plants that have decorative pots that collect the water OR saucers underneath. There will be no hanging plants inside the rooms. Plants must be placed on a wipeable surface and not on the carpet.
- Decorating with posters, photos and other items fixed to walls – this will be possible BUT only on laminated surfaces such as the wardrobe doors, inside the shelf units, sides of the cupboard. We will not be permitting any ‘fixing’ on/into the gyprock or plaster boards.
- Each room has pinboards that you can also use – we will supply the thumb tacks you can use to put up your decorations or timetables, RPRT etc.
- You have been supplied with bins and lots of storage in the desks (1 drawer, cupboard, over/beside desk storage) and wardrobes (hanging and shelf space) along with beds (front storage and storage at the back).
- Consider for organisation the use of tubs for underwear, socks etc. as there are no drawers for clothes.
- A reminder that you will need a dressing gown or go to and from showers clothed AND a caddy or shower bag to take your toiletries to and from.
- There is a handle on the wardrobe that may hold a towel BUT you may choose to get an over the door towel holder for better drying. Over-the-door hooks and holders will be permitted if the door functions correctly.
- A door stopper will be provided
- We will have a frame on the door that will have your name on a laminated sheet that will allow you to have space to leave messages using a whiteboard marker etc., gone to library for prep.
- No additional furniture can be brought to school.
- You will not be able to put up posters or other things on the front or back of the painted doors.
- You will be provided with keys that fit your locks on the cupboards and desk drawers, a key for your room and a fob that will provide you with access to the building. It will be important not to lose these as replacements will need to be paid for.

**Screentime Policy**

The full policy can be found [here](#).

**Workplace Health and Safety**

Hurlstone is committed to protecting the health and safety of all students and staff and follows departmental WHS policy and protocols. The school management consults with staff and students in implementing safe practices and systems to ensure the health, safety and welfare of all students and employees.

**Prep (Homework-Study Time)**

Prep consists of homework, assignments and preparation for school the next day, revision of past work and study for exams. If all of these have been completed each night students are expected to read a novel for the remainder of the session. Prep takes place on Mondays – Thursdays, on school days and lasts for 90 minutes. Tutors are available to support students with homework and assessment preparation. There are also many the teaching staff that work as part of the duty team who can assist students with the work during prep and outside those times as appropriate. The library also has librarian staff rostered on from 3:30pm – 8pm that can assist students, especially in research and hand in task preparation. They are available during prep but can be accessed after school on Mondays – Thursdays. Students in Years 10-12 can access support from the tutors, librarians and staff allocated to junior prep by placing a note in their door and reporting to the library. They may also choose to work from the library by notifying the senior prep supervising duty team member in their block. It is important to note that mobile phones are to be ‘off and away’ during prep.



Year group	Prep times and notes (prep time – 6.30pm – 8.00pm)
Year 7 - 9	Prep is conducted in the library
Year 10, 11 & 12	Students may study in their own rooms.

Right Place at the Right Time

Monday –Friday  
7.00am – 8.15am

Year	Task
7-12	<ul style="list-style-type: none"> <li>• Out of bed – student responsibility to set alarm and not rely on duty staff.</li> <li>• Prepare for school by showering, dressing, making beds and cleaning area ready for Bed Inspection (</li> <li>• BI)</li> <li>• BI at 7.20am – this will include room/common area inspections and uniform checks</li> <li>• Breakfast: 7.30am - 8.00am (latest arrival at 7.45am)</li> <li>• Team leaders and student leaders make any announcements</li> <li>• Ensure tables are clean before leaving the dining hall</li> <li>• All students are to leave for day school by 8.15am <b>via the central door of the block and have names marked off. If you are leaving for school early, please notify the duty staff.</b></li> </ul>



Wednesday  
11:40am – 3:05pm

Year	Allowed	Out of Bounds
11-12	<p>11:40 – 1:05pm</p> <ul style="list-style-type: none"> <li>• Roll call in the foyer, students with approved leave can sign out. Other students to attend the library period 3.</li> </ul>	<ul style="list-style-type: none"> <li>• Rest of school, farm areas</li> </ul>
7-12	<ul style="list-style-type: none"> <li>• All students attend lunch at 1:05pm in the dining hall until 1:25pm (roll call included). Dismissed to collect washing and return to the blocks.</li> <li>• Students may meet with SSO in the weather shed by informing supervising teachers in the blocks before leaving.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Students must remain in the blocks and may choose to spend the time together socialising in the common room or catch up on school work.</li> <li>• Roll calls will take place throughout the afternoon by the supervising teachers. Please ensure you speak to staff and gain permission before leaving the blocks.</li> <li>• Students going on approved leave during this time should sign out via the front office.</li> </ul>	
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Monday - Friday

3.05pm – Dinner (5.30pm)

Year	Allowed	Out of Bounds
7-12	<ul style="list-style-type: none"> <li>• Library (until 5.15pm)</li> <li>• Common rooms</li> <li>• In areas around dormitory blocks</li> <li>• On tennis courts, basketball courts, oval – with staff permission. Boarders must sign out for access to courts and fields.</li> <li>• Over the line for 20minutes at or about 4:15pm. Junior students must be accompanied by staff (No junk food to be purchased Monday – Thursday)</li> <li>• <b>At an organised recreational activity</b></li> <li>• <b>Gaming activities to take place in a common room.</b></li> <li>• <b>Dinner: 5.30pm - 6.00pm</b></li> </ul>	<ul style="list-style-type: none"> <li>• Dayschool areas</li> <li>• Farm and dairy areas</li> </ul>

Monday – Thursday

6.00pm – 6.30pm

Year	Allowed
7-12	<ul style="list-style-type: none"> <li>• COLA, OVAL 1 and Tennis Courts ok to be used during daylight hours with permission by duty team. Student must sign out with a team member.</li> <li>• To be indoors in common room or dorm</li> <li>• Library (From 6.00pm – 6.30pm)</li> </ul>

**Monday - Thursday**

**Prep: 6.30pm - 8.00pm**

**AFTER 8.00pm:** Indoors in the following areas – common rooms, own block and dorms

Phone use should cease 20 minutes before lights out time, to prepare for school the next day and be in bed on time

Year	In Own Area/Block	Lights Out
7	8.30pm	9.00pm
8	8.30pm	9.00pm
9	9.00pm	9.30pm
10	9.30pm	10.15pm
11	9.30pm	10.30pm
12	9.30pm	10.30pm

**Friday/Saturday/Sunday**

**6.00pm - 8.00pm**

Year	Allowed
7-12	<ul style="list-style-type: none"> <li>• COLA and Tennis Courts ok to be used during daylight hours (or with key and lights) Must sign out to the COLA and be supervised by staff</li> <li>• To be indoors in common rooms or own dorms</li> </ul>



Saturday/Sunday:

Morning – 5.30pm

Year	Task	
7-12	<ul style="list-style-type: none"> <li>• Out of bed</li> <li>• Breakfast: 9.00am – 11.00am</li> <li>• Roll call/sight duty team member:                             <ul style="list-style-type: none"> <li>○ Morning: Roll call will be taken at breakfast from 9.00am. Students absent from breakfast must get their names marked off with a duty team member prior to 10.00am</li> <li>○ Lunch: roll call will be taken in the dining room between 12.30pm – 1.00pm</li> <li>○ <b>1pm – 3pm No recreational screens, homework catch up time and social engagement.</b></li> <li>○ Dinner: 5.30pm – 6.00pm</li> <li>○ Afternoon Tea : 3:30pm</li> <li>○ Bedtime: as per bedtime routine</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Study/prep</li> <li>• Lunch: 11.30am – 1.00pm</li> <li>• Exercise in gym and cardio room (With staff supervision)</li> <li>• Organised and approved day leave</li> <li>• Staff organised outing e.g. shops or recreational activities.</li> <li>• On tennis courts, basketball courts, oval, with staff permission. Boarders must sign out for visits to the sporting facilities.</li> <li>• Over the line – afternoon, accompanied trip to shops for a maximum of 20minutes.</li> </ul>



**Friday/Saturday**  
**Dinner @ 5.30pm**

**AFTER DINNER:** Indoors in the following areas – common rooms, own block and dorms.

COLA with duty team supervision until supper (lights turned on)

Phone use should cease 20 minutes before lights out time, to be in bed on time

Year	In Own Area/Block	Lights Out
7	9.00pm	9.30pm
8	9.00pm	9.30pm
9	9.30pm	10.00pm
10	10.00pm	10.30pm
11	10.00pm	10.30pm
12	10.00pm	10.30pm

**Sunday**

**Dinner @ 5.30pm**

**AFTER DINNER:** Indoors in the following areas – common rooms, own block and dorms.

Phone use should cease 20 minutes before lights out time, to prepare for school the next day and be in bed on time

Year	In Own Area/Block	Lights Out
7	8:30pm	9.00pm
8	8:30pm	9.00pm
9	9.00pm	9:30pm
10	9:30pm	10.15pm
11	9:30pm	10.30pm
12	9:30pm	10.30pm



**NOTE:** Failure to abide by the boarding school routine will lead to consequences such as those listed below. Breaches of the Student Code of Behaviour (in student planner) will be assessed using the NSW Department of Education Student Behaviour Policy. Serious incidents will be referred directly to the Senior on Call (Deputy Principal) who will support the Team Leader in responding.

BI = Bed Inspection

Action	Consequence
Not PREPARED for BI.	ReBI at 3:30pm the same day AND a 7am reflection for the following morning. A failure at ReBI will result in an additional 7am reflection and referral to HT Welfare.
Not being PUNCTUAL for a 7am reflection previously issued.	The duty team will refer to the Head Teacher Welfare, with an additional 7am reflection. If that is not completed, referral to a DP Boarding will occur.
Not being PUNCTUAL to meals and prep.	A 7am reflection for the following morning.
Not being PREPARED for leave by leaving without signing out or returning without signing in.	First incidence of the term, with 1 x 7am reflection and second incident onwards; 5 x reflection sessions at 7am (so 1 school week of reporting at 7am)
Leaving grounds without leave	Referral to DP
Failure to be PUNCTUAL when leaving the blocks for school by 8:15am	1 x 7am reflection for the following morning

Action	Consequence
Failure to be POLITE and PREPARED by having mobile phones out and/or on during prep, meals (all days) or when admitted into the wellbeing centre (during school hours).	Verbal warning by Duty Team with a log on sentral. If the phone is out and/or on again the duty team will contact the Senior on Call who will facilitate or arrange for the student to secure the phone in the safe in the duty room.
Failure to be POLITE and POSITIVE regarding appropriate dress or communication (refer to the 5P's document).	Community service will be issued for the next 3:30pm timeslot.
Out of bounds e.g. found in someone else's space	1 x7am or 1x community service (at discretion of the duty team leader)

**Tier 2 consequences by Head Teacher Welfare** – Head Teacher Welfare will interview student and contact parents and issue subsequent consequences in addition to the original consequence (we happy with this wording)

**Tier 3 consequences by Deputy Principal** – failure to follow the directions for Duty Team members and Head Teachers Welfare will be reviewed by Deputy Principal in line with the Behaviour Policy.

**Who do I see?**

Who you see about an issue may be influenced by staff members you may feel most comfortable discussing the issue with. The table below outlines the person responsible for carrying out the action or response to the issue.

Issue	Refer to, for action
<b>Conflict with my peers</b>	Immediate action will be the duty team who will refer to Head Teachers Welfare in Sentral for follow up at school. The duty team will be able to provide you with some support at the time.
<b>Problem with my leave</b>	Head Teachers Welfare approve and manage leave. Please see them during the school day. After hours see the Duty Team Leader who can manage the issue.
<b>A breakage or malfunction of something in your environment</b>	Immediately report to the Duty Team who will manage contacting services if immediate repair needs to happen or scheduling a maintenance request for less urgent requirements.
<b>Another student is in danger</b>	Please report to the Duty Team member who will triage the situation and arrange support
<b>Personal item goes missing</b>	Speak with the duty team as soon as possible who will support searching and alerting those who may be able to support
<b>Compliments or complaints</b>	Duty Team leader should be the first person to speak to regarding issues or to lodge a compliment.
<b>Laundry item goes missing</b>	Speak with the Laundry Supervisor and follow up with Head Teacher Welfare

**BI**

- 7.20am: all boarders must be dressed ready for school for BI. Staff on duty will check your room and uniform. If instructed by the duty team, you will need to tidy your room or adjust your uniform before going to breakfast. You will only leave for breakfast after your room and your uniform has been checked by a duty team member. If you are out of uniform and/or your room is untidy you will ‘fail BI’ and will be issued a reinspection at 3:30pm and a 7am reflection.

- Thursday morning BI will include a wardrobe check. The wardrobe should be open to check. If the wardrobe is untidy, rather than a fail, the student will be referred to the Head Teachers Welfare who will support them with cleaning up their space.
- Living area in dorm rooms/spaces should be neat and tidy i.e. items of clothing, shoes, books, food etc... should be off the floor, bed should be made and student should be dressed in the correct uniform.
- Laundry to be washed as per laundry roster.

#### Student issued with a 7.00am reflection:

- This means reporting to the duty room in full school uniform
- You will be required to stay in the duty room until 7.20am
- Student to come prepared with reading material or schoolwork which can be completed during this time. This time is strictly a time-out session. No entertainment on devices.
- Failure to report to 7.00am will result in being referred to HTs welfare then to DP.

#### By 8.15am:

- Item plugged into power points that do not need to be on should be turned off. All lights in the room should be out and the room left locked. Room keys should never be left in the locks.
- Leave for day school via the middle doors to the blocks and have your names marked off.

#### Phone use:

Phones are an essential communication tool, especially with students travelling long distances to go home or return to school. We also make use of student's mobile phones when they are on leave, providing students and the duty team an easy means of communication, as well to keep in contact with friends and family. Phones are useful when used responsibly, using these guidelines;

- Phones to be away and out of sight during mealtimes and during prep sessions.
- Phones should not be used after 20 minutes before lights out (check the **Right Place Right Time** document)
- If phones are used at inappropriate times they may be confiscated and locked in the school safe, in the duty room. The Senior on call (SOC) or boarding school executive staff will contact parents about next steps. Phones will be returned on the notification to the duty team from SOC.

#### Community service:

Community service may be implemented because of a failure to follow 'Right Place. Right Time'.

- Cleaning duties after evening meals or supper
- Watering and weeding the boarding school gardens
- Paper recycling in the day/boarding school
- Letter of apology
- A presentation to peers after highlighting why the rule they broke exists in the first place
- Peer tutoring

