Heather Reilly House
Girls’ Boarding House
Welcome to Heather Reilly House

It is my pleasure to warmly welcome you to Australia, and in particular, to our School community.

We hope that, as a student of The Peninsula School, you will find the time spent here, to be both beneficial and enriching for you.

Our school has a long tradition of offering a first rate boarding experience to our international students.

Whilst academic performance is a high priority, we also pride ourselves on the quality of care our students receive.

Mr Stuart Johnston
Principal

Head of Heather Reilly House

Mrs Wendy Lawson
Head of Heather Reilly House

Peninsula International staff

Mr Gary van den Elsen
Director of International Operations

Mrs Carol Leach
Program Manager

Mrs Wenna Foster
Administration Assistant

Heather Reilly House staff

Ms Pam Anderson – Daytime supervisor
Mrs Kim Trevisan – Supervisor
Mrs Margaret Wohlt – Supervisor

Important Phone Numbers

If ringing from overseas, first dial 61 for country code and 3 for area code.

Supervisor +61 3 9788 7807
Students +61 3 9788 7893
School office (Mon-Fri) +61 3 9788 7777
International House fax +61 3 9787 0465
Heather Reilly House is a very special place. Life here is relaxed and happy and it is hoped that the girls feel as if they are ‘coming home’ at the end of the day. An attractive feature of Heather Reilly House is its homely character and attractive garden setting. Most students are accommodated in two-bed rooms, all with their own private study area. Students have a communal lounge and dining area and share modern bathroom facilities.

Many questions will go through the minds of new girls and parents arriving at The Peninsula School. It is intended that the following pages will offer a little guidance and reassurance as to what lies ahead.

Student Expectations

We aim to provide the best possible environment and an education that offers the highest available quality of teaching, supervision and facilities. We encourage a sense of achievement over the widest possible range of interests and activities for students to succeed at The Peninsula School.

The boarding environment in which the girls live is the key to their happiness and self-motivation. It is where they begin to understand their own and others’ spiritual and emotional needs; it is where the balance between individual freedom and conformity has to be struck. Students are required to respect the needs of fellow students to study effectively without unnecessary interruptions. There is a very clear expectation of study time, recreation time and time for sleep.

To achieve best results academically a student needs to have a minimum of eight to nine hours sleep each night. All students must use their time well and balance work and study commitments. Sleep at night time and full engagement in the daytime academic program is insisted upon. Computer use ceases between 9.30pm – 10.30pm, depending on the age group, for all students from Sunday to Thursday, with unrestricted use over the weekend.

Return flights must arrive back in Melbourne before 5pm on the day before commencement of the school term.

Term dates can be found on the school website www.tps.vic.edu.au

Public transport zones

The Melbourne metropolitan transport service system has two zones. Zone One covers inner Melbourne, while Zone Two covers the remainder of the city’s public transport network. One ticket allows you to make any number of trips by bus, train or tram within the zone and within the time period for which your ticket is valid. Additional payment must be made for travel beyond that zone, and outside the time limit for which the original purchase was made.

Tickets, also known as Met cards, are available from any retail outlet displaying the blue Met card sign, on buses and from railway stations. Pre-purchasing Met cards such as the 5 x Daily is cheaper than buying tickets individually.

All international secondary students are required to pay full fare on public transport. Travel concession cards are not available for overseas students on student visas as their parents are not Australian taxpayers.

Note:
There is a substantial fine for travelling without a valid ticket. Similar fines apply for littering and placing feet on seats.
Passports and Visa

The Peninsula School International staff are happy to assist with the renewal of your daughter’s visa if necessary, however you and your daughter (or her guardian) are responsible for ensuring that her visa is valid and current for the duration for her study at The Peninsula School. Failure to do so means that the Department of Immigration and Citizenship, has the right to subject your daughter to the arrest and detention process.

Health

Overseas Student Health Cover (OSHC)

Before your daughter’s arrival in Australia, she is required by the Commonwealth of Australia to take out Overseas Student Health Cover. The School’s International Department will arrange this upon arrival. The Overseas Student Health Cover will be provided by Medibank Private. Details can be found at www.medibank.com.au and select the Overseas Students tab for further information.

Please note that Overseas Student Health Cover covers only basic medical and hospital cover and emergency ambulance. It does not cover such things as dental, optical, physiotherapy etc. You are able to take out extra cover for these additional services if you wish. Please contact Medibank directly for the cost of additional cover.

The OSHC does not always cover 100 per cent of the cost of a visit to a doctor/medical bill. Any extra payment will be the responsibility of the student.

Subscription

Health cover subscription is usually paid annually. The cost for 12 months can be found at www.medibank.com.au. When the School renews your Overseas Student Health Cover, this cost will be charged to your daughter’s school fee account.

Membership card

After your daughter’s annual medical insurance subscription has been paid, her membership card will be mailed to her at the Boarding House. The card will be kept in the Boarding House office for safe keeping. Upon departure from the School the card is returned to the student.

If your daughter is seen by the School doctor, the account for the medical treatment will be sent to Medibank Private. Medibank Private will then issue a refund cheque for all or part of the consultation fee. If it is a part payment then the balance owed for the medical treatment will be charged to your daughter’s school fee account. You must complete the Medical Form and consent form before your daughter arrives at Peninsula. As previously mentioned, all international students will be required to take out private medical and hospital insurance.

School Health Centre staff look after the health of each student. In the event of an accident or illness, the School has a fully equipped Health Centre with qualified nursing staff. Girls are not encouraged to bring their own medication from home. Any medication they do bring must be seen by the School Nurse and then given directly to the Head of Girls’ Boarding for safe-keeping and administration.

Only the Health Centre nurses may authorise permission for a girl:

- To miss School sporting activities or other School events.
- To make an approved doctor, dental or physio appointment
- To call a doctor

School Counsellors

The School has two Counsellors available throughout the week. Any student may request to see the Counsellor at any time via the Health Centre. A staff member may also request that a student is seen by the School Counsellor.

How can your family and friends can contact you at Heather Reilly House?

Postal address

Girls’ Boarding House
The Peninsula School
Private Bag 3
Mount Eliza 3930
Victoria, Australia

By phone

Head of Heather Reilly Girls’ Boarding House
+61 3 9788 7807
Students at Heather Reilly House +61 3 9788 7893

Best time to phone Monday – Thursday

7am – 8am
4pm – 6pm
6.30pm – 7pm
8.30pm – 9.30pm

Please note – no incoming personal calls for boarders will be accepted between 7pm and 8.30pm Sunday – Thursday evenings. This is study time.

By Fax

The School fax number is +61 3 9788 7894
By email
wlawson@tps.vic.edu.au  Students are given an email address that can be used on the School's internet network at School. The internet connection in the Boarding House is not part of the School's network, so your daughter may care to use Yahoo, Hotmail or similar in the Boarding House.

Mobiles
Can be used after the school day, from 3.30pm - 7pm Monday to Thursday. There are no restrictions from Friday 3.30pm until Sunday 7pm.

Phones are not permitted during study time from 7pm - 8.30pm Sunday to Thursday.

Telephones
Local Calls
There is no time limit charge on local calls made from landlines. You do not have to dial the Melbourne prefix (03) for calls within the Melbourne metropolitan area.

Calls beyond Melbourne – Interstate and International
Outside the Victoria telephone zone, you need to dial the area code before the telephone number. Country calls, interstate calls within Australia, and international calls on landlines are timed charged. Charges for calls are listed in the telephone directory.

International direct dialling (IDD) does not attract a service fee, whereas calls through the operator have a charge added for the operator’s time. When choosing to dial direct, you will need to use the following:

0011 + country code + area code + local number.

Check the telephone book if you have any queries regarding the procedure. Most students have mobile phones. We recommend you find the most cost-effective plan for your daughter, or choose a prepaid mobile.

Skype
The Peninsula School laptop computers have built in webcams, enabling easy access to Skype for communication with families at home. Skype is blocked on the School network, however Boarding House students have full access to it.

Boarding House Leave
Weekend leave
Can you stay overnight with friends away from the Boarding House?

The Head of Boarding House will permit a student to stay overnight from the Boarding House ONLY where approval from the student’s parents/guardian has been received in writing. This written approval must state the following: The full name of the person your daughter will be staying with and age (must be over 21 years)

- The address at which this person lives, a contact telephone number, days, dates and times of leave.
- All boarders must return to the Boarding House by 5.30pm on Sundays (or Mondays on public holidays).
- Parents may also use the Weekend Leave Approval Form at the back of this document, to advise the Head of Heather Reilly House of overnight stays.
- Weekend Leave will be granted four times per term.
- The House Supervisor will only approve weekend leave to stay with the nominated people at addresses that have been approved by parents, using the official Weekend Leave Approval Form (attached).
- Students must: have completed the Weekend Leave Approval Form with their leave details by Thursday 6pm. Only then will a student’s request for leave be considered. Report to the Boarding House Supervisor upon leaving and returning to the House.

Local leave to Frankston, Mornington and Mt Eliza

- Local leave can be taken after school from Tuesday to Thursday
- Students must fill in the leave folder
- Let staff know and have them sign the leave form
- Sign in on return
- It is the student’s responsibility to be back in the Boarding House by 5.30pm for dinner.

Weekend evening leave

- Students in Years 10 -12 must be back at the Boarding House no later than 9.30pm
- If you do not comply with these rules you will lose the privilege of evening leave the following weekend.

Please note – Girls must travel in pairs or with an adult if they are using public transport and be back at the house by 8pm. Taxi is the preferred option of travelling back to School in the evening.

Melbourne’s Weather

Melbourne’s temperature during the day in summer can vary between approximately 18 and 35 degrees Celsius. However, on some days the temperature can go up to 40 degrees. The heat is dry rather than humid. The evenings are much cooler.

Some people believe Melbourne is the place to experience four seasons in one day. This means that the day can start off hot and perhaps a cool change will bring rain and cooler weather, with the evening being quite cold.
Due to the weather being so variable, students are advised to carry extra clothing, such as a knitted jacket or light coat, when the weather turns cold. You will need a good quality umbrella especially during May and September. The Boarding House is a short walk from the School and an umbrella is a must when it is raining heavily!

For information about Melbourne’s weather visit: www.studymelbourne.com.au/living_in_melbourne/climate

Dining Room and Meal Times

Boarders are provided with a nutritious breakfast, a weekday lunch from the School canteen and a cooked evening meal. The meals in the Boarding House are wholesome and tasty and reflect a mixture of Western and Asian cooking styles and flavours.

No student is allowed to be absent from a meal unless she has permission. It is not usual for such permission to be granted during the week. Dress is informal for all evening and weekend meals (neat casual clothing and footwear must be worn). School uniform is usually worn for formal dinners. School uniform is required at breakfast on weekdays. Table manners are to be of a high standard. Parents should note that no phone calls are accepted during meal times.

All students take their turn to be responsible for the setting, clearing and other servicing of tables for meals. Students are rostered in pairs for daily kitchen duty, Sunday to Friday. On Saturdays all boarders are required to help with kitchen duty.

Meal times

**Monday to Friday**
- Breakfast – 7.30am - 8am
- Dinner – 6pm

**Saturday and Sunday**
- Breakfast – 9.30am - 10.30am
- Lunch – 12.30pm
- Dinner – 6pm

Extra food from home

- Any extra food must be stored in the boxes provided and kept in the kitchen area
- Any perishable food is to be stored in the fridge or freezer
- No food is to be kept in the rooms
- No cooking in the rooms
- All dirty dishes to be taken back to the kitchen and washed.

Weekends

Eating Out

Food from all over the world is available in Melbourne’s restaurants and cafes. It is a cosmopolitan city with people from hundreds of nationalities living in the city and suburbs. Restaurants from a diverse and multicultural background can be found in the city and neighbouring Carlton, Fitzroy and St Kilda. Some restaurants can be very costly. The Age newspaper, one of the two Melbourne daily newspapers, publishes The Age Good Food Guide. You will find that there are also places where you can go and eat well yet not expensively.

Guardians

Overseas students may have a local guardian in Melbourne appointed by their parents. Guardians may include Peninsula School staff at no extra cost.

Banking

Australian currency

Australian currency is based on the dollar (A$1), which is equal to 100 cents. There are six coins: five, ten, twenty, fifty cents and one and two dollar denominations. There are five notes: $5, $10, $20, $50 and $100 denominations.

The total cost of your purchase may not be in any of the six coin denominations. To overcome this, traders usually bring the cost of the purchase up to the 10 cent mark or down from the 5 cent mark for cash payment. For example, you would pay $2.60 for purchases totalling $2.57. However, when payment is made using a bank card/EFTPOS (electronic funds transfer at point of sale), a credit card or cheque, the full amount must be paid.

Banking hours

This may vary for different banks. Most banks are open for transactions from 9.30am to 4pm from Monday to Thursday and from 9.30am to 5pm on Fridays. Some banks are open on Saturday mornings (usually 9.30am – 12 noon).

Banks are closed on Sundays. Automatic teller machines are available 24 hours a day.
Opening an account

New students are strongly advised to open their account within the first month of their arrival in Australia. International staff will provide assistance with this on arrival. The School’s preferred bank is the National Australia Bank, which has a branch in Mt Eliza.

When opening an account, banks use a points system as a security check. You will need to produce your passport, a letter from The Peninsula School stating you are enrolled as a student, and possibly another form of identification before being permitted to open the account.

Tax File number – Bank Accounts

As you are not an Australian Citizen and do not work or pay tax in Australia you will not have a Tax File Number. This means that the bank is required by law to deduct 49.38% from any interest you earn on your bank account. For information on obtaining a Tax File Number contact the Australian Taxation Office or go to www.ato.gov.au

Automatic Teller Machine (ATM) Card

A plastic card for use in automatic teller machines is issued when opening a bank account. Students under 18 years are not charged fees as long as they abide by the bank’s rules for use. Students over 18 years may be charged a monthly fee by the bank. Further information regarding fees and charges can be obtained by contacting the bank.

You are supplied with a Personal Identification Number (PIN) to enable you and only you to have access to your account. Please do NOT let anyone else know your PIN as this potentially allows them to steal your card and withdraw funds from your account at any time. Automatic teller machine cards give access to your account day or night, using an automatic teller machine located in most shopping centres, outside banks etc. There is an upper limit of $1000 on withdrawals through an ATM in any one day. You may also be able to use this card when shopping (EFTPOS).

Postal Service

The main Mt Eliza Post Office, in Mt Eliza Village, is open from 9am to 5pm Monday to Friday. The Kunyung Local Post Office is a Post Office agency and has extended opening hours seven days a week.

There is a post box on Wooralla Drive, near the Boarding House. Stamps are available - ask a Boarding House supervisor.

Living Away From Home

Most people, when they travel from one country to another, suffer some sort of home sickness. This is natural.

After your arrival in Melbourne, your initial reaction may be that of confusion, tiredness and excitement. You may still like everything that you see and you may think that the Australian people are very kind and helpful. Later on, it may be possible that you may feel somewhat disappointed and lonely. You may even wonder why you came to Australia in the first place!

When School begins, you may see that many of the Australian students are outgoing, assertive and even challenge the teachers during discussions. The method of teaching, and the different accents of the teachers, may be confusing and strange to you. You may find it difficult to cope with having to make your own decisions when you are not used to doing this.

Your reaction to these factors is natural and you should not fight against it. Try to learn to overcome these difficulties.

If you have any problems dealing with this period of adjustment, do not be shy about asking for help. There are many people at The Peninsula School who you can ask for assistance, such as the Heads of the Boarding Houses, the International Staff, one of the Boarding House supervisors, your tutor or your year level co-ordinator. Your guardian and the other students may also be a source of support for you.

Making friends in and out of class is another way of adjusting, as is taking an active part in class activities such as discussions and practical work. Try extra curricular activities such as an activities group, drama group, or any of the large number of sports available at The Peninsula School. These will all help you to cope with the change to a new school and a new country. The Australian students will accept you if they see you making an effort to use your English and communicate with them.

By taking up some of these suggestions you may find they will help you to settle down to your new environment quickly.
Embassies and Consulates
For a list of Embassies and Consulates in Melbourne please go to www.onlymelbourne.com.au and type Embassies or Consulates in the site search tab.

Social Customs
In Australia, it is common practice to thank someone for the smallest deeds. For example, when someone in the library gives you a book, it is common courtesy to say thank you. The domestic and cooking staff at the Boarding House are not servants and it would be very impolite not to say hello and thank you to them.

It is also common practice to look people in the eyes when you are talking to them.

If you are invited for a meal with an Australian family, it is important that you arrive on time. If you are going to be late on the arranged date, a telephone call to explain to your host/hostess why you are late and your expected time of arrival will be very much appreciated.

If you are not able to eat a certain type of food, due to religious beliefs for example, do let your hostess know beforehand. It is good practice for you to eat quietly and not too quickly. Also, you should not leave the table until everyone has finished. Your willingness to offer to wash the dishes after a meal would be a welcome gesture.

General information on life in Melbourne is available at www.studymelbourne.vic.gov.au.

Duty Roster
All girls will be responsible for completing a duty for the week. This is done on rotation, on a weekly basis, so everyone has a share of the duties.

Duties
- Laundry – collecting laundry baskets for washing and returning baskets with clean laundry to rooms.
- Sitting room – after house meetings please make sure chairs are away and the area is tidy for the day. In the evening help clear up after supper.
- Bathroom bins – to be emptied each morning.
- Kitchen – am/pm – to clear and wipe tables and help put cereals and condiments away. Help put clean china and cutlery away from the dishwasher, empty the bin.

Rules For Study
Please note that the structured study times are from:
- 7pm and 8.30pm and again between 9pm and 10pm (for older students) Sunday to Thursday inclusive.
- 8.30pm - 9pm is supper time and a chance to have a break and socialise.
- Students are also encouraged to study at times other than those designated.
- Girls must be quiet and not be on their mobiles.

They must stay in their room and not disturb others within the Boarding House.

General Information for Boarders
School Chapel
All students have the opportunity to attend weekly Sunday services in the School Chapel. Secondary students, who are not already confirmed members of the Anglican Church of Australia may, with their parents’ consent, be prepared for confirmation by the School Chaplain.

Rooms
All rooms are carpeted and each student is provided with a study desk, chair, and wardrobe/cupboard. A centrally controlled wall heating system services the House, as well as air conditioning in all community areas.

Tidiness Within The Boarding House
Students are entirely responsible for the ordinary cleanliness and tidiness of their rooms as well as care of its facilities. Maltreatment will result in the repair costs being charged to the student’s School fee account. The cleaning staff vacuum and dust the rooms each day.

Possessions and Equipment
Valuables
Like most teenagers, girls can sometimes be completely blasé about their possessions such as passports, jewellery, mobile phones, iPods, purses etc – but they become very upset if something goes missing. It is essential that the girls use their lockable spaces or the safe in the staff duty room at Heather Reilly House and not leave valuables lying around as temptation. Any items kept by staff will be logged on each girl’s record card and if necessary a receipt will be issued.

It is recommended that students bring a small lock-up box in which to store any valuables. Rooms have a lockable drawer.

CD Players and Computers
Students may have their own CD player, iPod or similar. There is a communal television and DVD player. All students in Years 7 – 12 have laptop computers as part of the School curriculum. Students are required to purchase a laptop via the School’s laptop purchase scheme (which includes insurance cover). Details are available from the School’s International office.
Private insurance for both audio and computer equipment is essential. School insurance does not cover boarders’ personal property.

**Electrical Appliances**

- Hairdryers, hair straighteners and electric alarm clocks are permitted
- NO electrical cooking appliances
- NO portable electric heaters
- NO electric blankets
- NO personal TVs.

All electrical items will be tested and tagged according to Australian standard AS 3760.

**Bicycles**

Bicycles are a convenient means of transport in this area and provision is made for their storage. Some form of locking system and private insurance is essential. Safety helmets are compulsory on public roads in Australia.

**End of Term/Year Packing**

**At the end of term**

It is expected that all students will leave their room and storage areas in a tidy manner for cleaning. No item left on the floor or under the beds and desk tops to be cleared.

**End of year**

All items have to be cleared from rooms at the end of the school year. Overseas students who are returning the following year can leave cases and bedding at School for storage.

**Dress and Clothing**

It is our aim to keep to a minimum the expense and competition that can result from having a wide range of casual clothing. We seek the co-operation of parents and guardians in keeping casual dress within sensible bounds.

**Uniform**

- All School and sports uniforms are available from the School Uniform Shop.
- The girls must look neat and tidy with their hair tied back, if it is shoulder length or longer, with the red or navy School ribbons, which are available from the Uniform Shop.
- Dress length is at the knee and no higher
- Black leather School shoes only (no high heels or trainers)
- Jewellery - watches and only small stud or sleeper earrings (gold or silver) may be worn with the uniform.
- No nail varnish
- No make-up is to be worn during the school day
- Keep your uniform clean and in good order at all times
- Emergency mending should be taken to the Boarding House Supervisor.

Students should refer to their student record book for further information regarding the uniform policy.

**Dry Cleaning**

Arrangements can be made to pick up and return dry cleaning each week. This service, if used, is charged to the student’s School account at the end of each term.

**Laundry**

An outside laundry service is available and arrangements can be made to charge a student’s School account. Provision is made for the students to use the house laundry, which includes automatic washing machines, tumble dryer and ironing facilities. Instruction in their use is provided.

All clothes need to be clearly marked with a sewn name tag, indelible pencil or marker. Names should also be on belts and shoes. This helps each student to manage their own belongings and avoid loss of items.

Please provide three net laundry bags – two large and one medium size for washing laundry, bedding and towels.

The girls have the choice to wash their own items or to be involved in the laundry roster that is available in the Boarding House. The laundry rota allows the students to be more organised with their washing, especially during exam times when study time is priority. It also means during the weekend they are able to socialise with their peers and enjoy the great Australian countryside.

**Recreation**

It is a condition of entry to this School that all students participate in compulsory after-school sports training and in the Saturday school sports competitions.

As well as having extensive grounds and sporting facilities, the School attempts to cater for recreational needs. There is a communal television and DVD player and newspapers are delivered daily. We have a number of social activities with the male boarding students from Jaffray House and a number of outings during the year. Under the supervision of the House Supervisors, boarders may make use of the School’s tennis courts, gymnasium, swimming pools and sometimes the local squash courts.

**Activities in house** - Knitting, arts and crafts, games, disco/social events, outdoor games, as well as, workshops in flower
arranging, make up and fashion, aerobics and dance will be available for the girls to be involved in over the weekends and the evenings in the Boarding House.

Students are also encouraged to write for a School publication (e.g. newsletter) to share achievements or social or recreational events with the wider School community.

The House will conduct one or two compulsory recreational weekend activities per term. No weekend leave will be granted on these weekends and all students will be required to participate in these activities.

Insurance

The School’s insurance policies do not cover the loss of a boarder’s private property. We therefore suggest most strongly that students’ personal property and specific items such as mobile phones, bicycles, computer and audio equipment are covered by insurance obtained privately by parents or guardians.

Guidelines on smoking

Tobacco use is strictly forbidden in the House. No student is permitted to have in their possession cigarettes, matches or tobacco, or to smoke in the School, at School functions or while wearing School uniform. Parents will be notified immediately of any tobacco use. Any student caught smoking will automatically have no weekend leave on the first occasion. A subsequent transgression will result in forfeiture of weekend leave for three weeks. Repeat offenders will be asked to leave the Boarding House and possibly the School.

Guidelines on alcohol

Alcohol use is strictly forbidden in the Boarding House. No student is permitted to have alcohol in their possession, or drink alcohol in the School, at School functions, while wearing School uniform, or in any circumstances that are liable to bring the School into disrepute. A breach of this rule will result in automatic suspension. Repeat offenders will be asked to leave the Boarding House and possibly the School.

Cars

No boarder is permitted to have a car garaged at the School. No boarder will be permitted to travel in a car driven by another boarder without the express permission of the House Supervisor. Boarders holding an overseas driver’s licence who wish to drive on Victorian roads should first clarify whether they are legally entitled to do so. They should also ensure that the car they are driving is fully insured for property damage and personal injury.

Procedures or opportunities for raising matters of concern

Every student has the opportunity to approach an adult for help or advice within the Boarding House or during the school day.

The Boarding House has a house meeting three times a week where students can put forward their ideas and concerns in discussion with others. Other staff they can go to are:

- The Chaplain
- Teaching staff
- School Nurses
- Tutors
- Teaching staff
- International staff
- Head of Boarding
- Boarding supervisors
- In House meetings.

Health And Safety Procedures

The Peninsula School recognises its duties under the Occupational Health and Safety at Work Act 2004, OHS Regulations 2007, and aims to provide a safe and healthy environment for all students, staff and visitors.

Arrangements to ensure these aims are met are provided in the School’s Occupational Health and Safety Policy.

Fire alarms

- Fire practice is done once each term at varying times of the day within the Boarding House.
- A walk through of the escape routes is done with the students at the beginning of each term.
- An up to date room list is located at the fire exits for checking students.
- Fire action notices are located throughout the Boarding House and in every girl’s room.
- Smoke detectors are in every room and throughout the Boarding House.
- Escape routes through the Boarding House are clearly signed and illuminated with emergency lighting.

Checks on fire hydrants and alarms are done on a regular basis.

Fire safety

- No candles or incense sticks are allowed in rooms.
- No aerosols are allowed in rooms unless marked “CFC FREE”.
- Squirted aerosols at smoke detectors can set the alarm off.
- No electrical fairy lights are permitted in rooms.
Security

- During term time the School has overnight security seven days a week.
- All exit doors have alarms that are set at night.
- Visitors must ring or write to the Head of Boarding of their intention to visit their daughter or family and friends.
- No girl will be allowed to leave School without permission from the Head of Boarding.
- Portable electrical equipment – All electrical items will be tested and tagged according to Australian standard (AS 3760).
- Sign out and in book at the front door for students.
- Staff take a register in the evening to check all students are present.
- Staff phone and Boarding House phone numbers are given to the girls in an emergency and for travel.
- Male visitors may not enter the girls’ rooms.
- The Boarding House has sensor lighting outside.
- The Boarding House is fenced with gates that are locked each evening.

Daily Routine

Monday to Thursday

7am to 7.30am. All students out of bed, shower/wash, dress in School uniform, prepare books, rooms tidy and floors clear and duties to be completed

7.30am to 8am. Breakfast

8am. Breakfast kitchen duty students store breakfast ingredients and clean up

8.10am. House meetings on Monday, Tuesday and Thursday

8.30am. All boarders leave the Boarding House to go to School

8.40am. The school day begins

3.30pm. The school day finishes

Students may remain at the School or go to the library, music or drama practice.

Local leave is possible after School (not Monday). The reason for leave must be written on a leave card and signed by Head of Girls’ Boarding or a supervisor on duty. The use of phones is allowed. Personal organisation time (e.g. laundry, rest, homework).

5.30pm. Laundry duty is completed

6pm. Dinner time

After dinner the kitchen duty students clean up, e.g tables, etc.

7pm. Formal study period. Students study at desks in their rooms or specified study areas or dining tables. Use of phones cease during study time

8.30pm. Break time and supper followed by sitting room duty

9pm. Study time continues

10pm. Years 7–10 are to hand in their laptops, shower, prepare for bed, lights out and quiet

10.30pm – 11pm. Years 11 and 12 are to hand in their laptops, shower, prepare for bed, lights out and quiet

11pm. Boarding House is locked and security alarm is set

Friday Timetable

7am. All students to be up, shower/wash, dress in School uniform, prepare books etc

7.30am – 8am. Breakfast

8am. Breakfast kitchen duty students store breakfast ingredients and clean up

All girls return to their rooms to check for tidiness, make beds, open windows, (for daily airing of rooms) lights off. Wait for room to be checked by the Head of Girls’ Boarding or a supervisor.

8.30am. All boarders leave the Boarding House to go to School

8.40am. The school day begins

3.30pm. The school day finishes

Students may remain at the School, go to the library, music or drama practice or badminton training.

Local leave or weekend leave may be taken after school, all leave cards signed by staff and/or parent permission letters for weekend leave given to Head of Girls’ Boarding.

Telephone use, organisation and personal time. (Laundry, rest, homework.)

5.30pm Year 7 – 9 must be back in House.

6pm. Dinner

After dinner the kitchen duty students clean up, e.g tables, etc.

6.30pm - 11pm. Evening activities such as sport, viewing films, indoor games, shopping, possibly out on overnight/weekend leave.
9.30pm. Year 10 - 12 must be back in House.

11pm. Boarding House is locked and security alarm set.

Saturday Timetable
Students with sports commitments depart at required time.

All students out of bed no later than 9am.

Use of telephones. Personal organisation time. (Laundry, rest, homework). All students to complete kitchen duty tasks.

Day or weekend leave card to be signed by staff.

5.30pm. Year 7 – 9 must be back in House.

6pm. Dinner time.

6.30pm - 11pm. Evening activities such as sport, viewing films, indoor games, shopping and possibly out on overnight/weekend leave.

9.30pm. Year 10 - 12 must be back in House.

11pm. Boarding House is locked and security alarm set.

Sunday Timetable
All students are to be out of bed no later than 10.30am.

Use of telephones. Organisation and personal time. (Laundry, rest and homework).

All students to complete kitchen duty tasks.

Day or weekend leave card to be signed by staff.

5.30pm. All students must be in House to tidy rooms and organise their school work for the week.

6pm. Dinner

7pm. Formal study period
Students to remain in their own room or specified study areas
Use of telephones ceases during study time

8.30pm. Break and supper.

10pm. Years 7 – 10 are to hand in their laptops, shower, prepare for bed, lights out and quiet.

10.30pm – 11pm. Years 11 and 12 are to hand in their laptops, shower, prepare for bed, lights out and quiet.

11pm. Boarding house is locked and security alarm is set.

Suggested Boarders’ Requirements

The full School uniform according to regulation.

The School sports uniform, according to sport selected and to regulation.

A Peninsula School bag and blue sports bag for sports clothes (available from the School).

Other Items:
- 2 sets of casual or weekend clothes
- 1 Doona (quilt or bed spread)
- Torch
- Dressing gown
- 1 Linen bag
- 3 Towels
- Face washer
- Comb and brush
- Small sewing kit
- Clothes hangers
- School raincoat
- Warm jumpers/jacket
- Pyjamas/nightwear
- Black shoes
- Casual shoes
- Shoe laces
- Slippers/thongs
- Toothbrush and toiletries
- Handkerchiefs
- Underwear
- Umbrella

Please note: The Boarding House provides pillows, and blankets, but not linen (sheets and pillowcases).

Optional: Bicycle, lock and helmet.

All items must be clearly and permanently marked with the student’s name and must be in good condition.
A Quick Rules and Guidelines

Check List

1. Try to speak English in the house as much as possible, especially at meal times.

2. Each student must be dressed in clean, neat clothes for meals. Please do not wear pyjamas at any meal time.

3. If wearing School uniform off the School grounds you must wear the full uniform. No combinations of thongs or different shoes or jackets with part of the uniform.

4. Boys are only allowed to visit at certain times. The supervisor must be informed about any boys visiting. All visiting boys to only come to main front door of the House.

5. No boys allowed in the girls’ rooms at any time.

6. A House meeting is held three times a week. We meet in the lounge room.

7. Please follow the duty roster. You are responsible to follow the duties on the day your name is listed. (Swap with another student only when really necessary.)

8. Each student to introduce any visitors they have to the Head of Girls’ Boarding or other residential care supervisor.

9. All students who leave the Boarding House after school, on the weekend and overnight must have the parent permission letter or leave folder completed. Each student must have this signed by the Head of Girls’ Boarding or other supervisor before leaving and on return. Please let the Head of Girls’ Boarding or other residential care supervisor know when you have returned.

10. You are only allowed to stay out overnight if the Head of Girls’ Boarding House has received written approval from your parents. This written approval must include: the complete name of the person with whom you are staying, their address and their telephone number. Please use the parent permission letter for overnight leave.

11. You can only take weekend overnight leave four times during any one term.

12. Any time you are leaving the Boarding House and then returning to the Boarding House please tell the Head of Girls’ Boarding or other residential care supervisor. This includes going over to the School, to a music lesson or to the library.

13. From 6pm onwards on Sunday to Thursday all students are to remain at the Boarding House unless you have permission to be out after this time (e.g. School production, VET courses, family outings).

14. Students are expected to keep their rooms clean and the kitchen clean and tidy. Students are to take full responsibility for their personal belongings (label clothing and special items) and should keep valuables in secure places.

15. Every student is expected to be quiet and in their own rooms at the designated bed times.

16. Female students are not allowed to enter the bedrooms of male boarding students in Jaffray House. Female students are not to visit male students during their study period or after dinner Sunday to Thursday.

17. Be responsible with your laundry and washing. Your bed linen, sheets etc. must be washed at least weekly.

18. Breakfast is from 7.30am to 8am Monday to Friday. On weekends meal times for breakfast, lunch and snacks are more flexible.

19. Dinner is at 6pm daily.

20. Students are not permitted to return to the Boarding House during school hours, unless they have permission from the Head of Boarding or from the International Director.

21. Please follow the hygiene requirements of the Boarding House.

22. All students to be out of bed on school mornings by 7.30am. The Supervisor will begin waking students at 7am or earlier.

23. On Saturdays and Sundays you must be out of bed no later than 10am. On Sundays you must be in bed no later than 10.30pm.

24. Please leave the Boarding House for School no later than 8.30am.

25. From 7pm to 8.30pm is study period on Sundays through to Thursdays. During study time please stay in your room.

26. On Friday and Saturday nights:
   - Year 7 – 11 students are to return by 10pm
   - Year 12 students are to return by 11pm

27. Disciplinary actions are a warning, then loss of weekend and/or after school leave.

Other disciplinary action may apply when necessary at the discretion of the Head of Boarding and the International Director.

These rules and guidelines are to protect everyone’s rights to enjoy a safe and happy environment.