



# BOARDING HANDBOOK 2024



STUARTHOLME SCHOOL

*International School of the Sacred Heart*

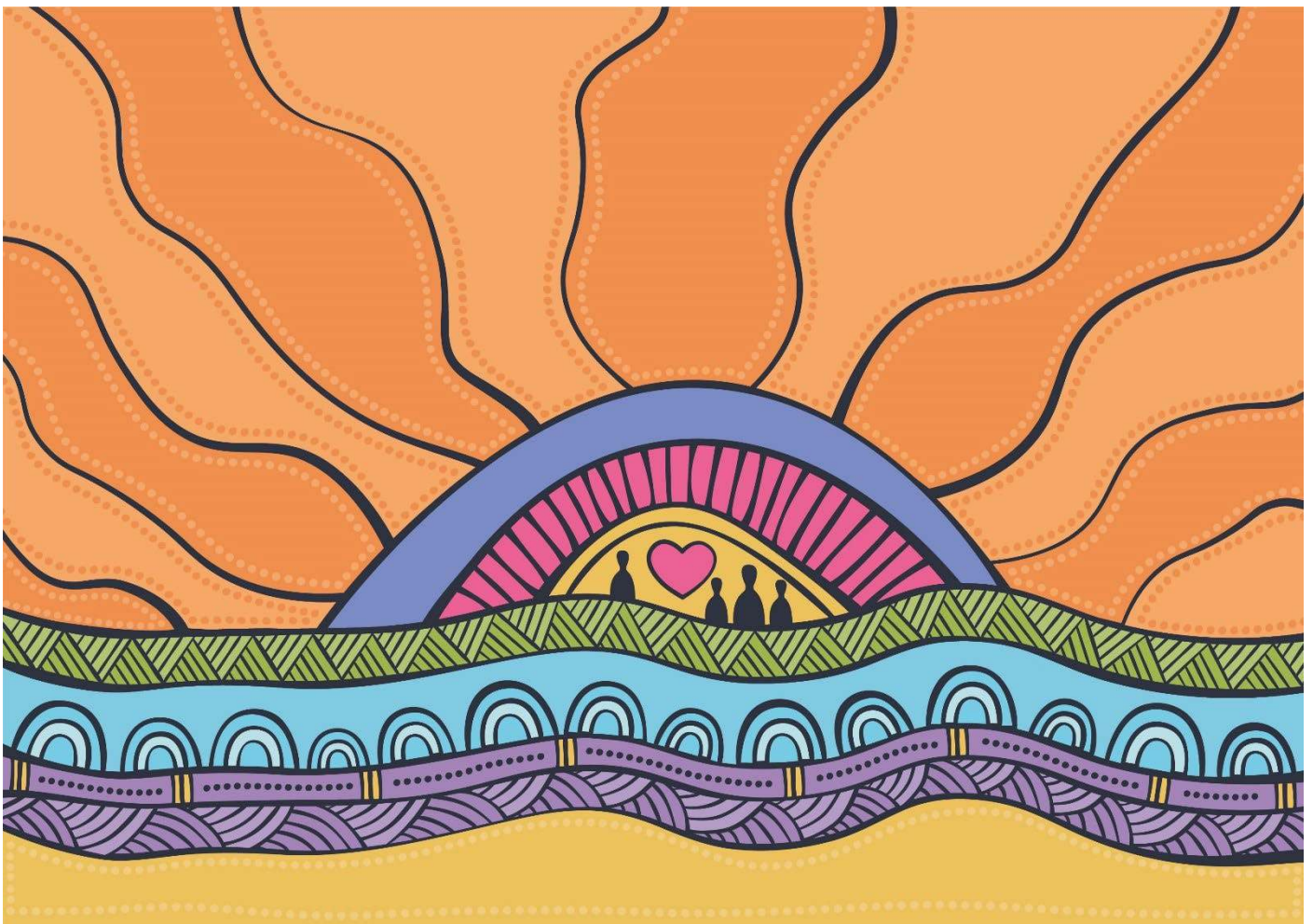


## ACKNOWLEDGEMENT OF COUNTRY

Meanjin, the Turrbul word for black spike. It describes how the traditional custodians of the greater Brisbane region saw the land we live and learn on. Large mountains covered in black fertile soil piercing the cloudless blue skies. Rugged shorelines shearing through the ebb and flow of Maiwar, the Brisbane River.

To our traditional custodians Meanjin was a place of opportunity and hope, much like it is for us today at Stuartholme. May we as visitors on this land remember to appreciate the beauty of what surrounds us and thank those who cared for this land for centuries.

It is on this land that our First Nations People became the first scientists, diplomats, economists, agriculturalists and so much more, founding their place as the world's oldest living culture. Today we acknowledge our First Nations Elders, past present and emerging. We acknowledge their histories, cultures, languages and a future fuelled by reconciliation and hope.



*Artwork by Danielle Leedie-Gray, Artist, Stuartholme Alumna and past boarder.*



## PRINCIPAL'S WELCOME



It gives me great pleasure to welcome you to the Stuartholme School Boarding House.

*"In coming to a School of the Sacred Heart, you have come into a family and come into a home."*

Mother Janet Erskine Stuart

Boarding has been central to Stuartholme School since its inception and resides at the heart of our campus. Central to the vision of our foundress St. Madeleine Sophie Barat, our staff work to cultivate a *home away from home* where our young women can be supported and succeed in a caring and compassionate environment. This environment ensures our students can embrace the many opportunities available to them as they enrich the life of our school community.

Thank you for entrusting your daughter to the care of Stuartholme School and our boarding team. As a staff, we feel incredibly blessed and privileged to form part of your daughter's journey. Our experienced boarding team work tirelessly to provide positive experiences for your daughters and understand the significance of working in partnership with all boarding families.

I wish you and your daughter all the very best for a fulfilling year in Stuartholme boarding - one full of excitement, hope, joy, and great learning and growth. I know firsthand from witnessing the community in action that your daughter will form tight bonds as part of her extended boarding family, extending well beyond the gates of Stuartholme.

Once again, welcome to our boarding family.

Yours in Cor Unum,

Danny Crump  
**Principal**

## DEAN OF BOARDING WELCOME

I am thrilled to introduce you to our beautiful boarding experience at Stuartholme School!

Our Boarding House is situated at the centre of the school, thus in essence, is the heart of the school. As such, our boarders hold a very special place in our school community- and it's not just due to location but to their active involvement, compassion and resilience. You will find that our Boarders bring warmth and a genuine connection to all they meet. They are open and generous to all new students knowing that a friendly face is very important, not only on the first day, but on each and every day.

*Our boarders live by our school motto 'Cor Unum' – one heart.*

We feel honoured that you have placed your trust in us and we hope that the boarding experience provided by the Stuartholme Community is a positive and memorable one for both you and your daughter.

Three important pieces of advice:

- As you know, boarding life is one bound by routine and high expectations, all of which form part of our wider duty of care. I encourage you to acquaint yourself with this Boarding Handbook as it provides key insight into these key aspects at Stuartholme Boarding.
- Familiarise yourself with myStuartholme as this is the platform we use to communicate and update parents and carers. It also has a wonderful resource, SchoolTV, on our boarding tile, which is a plethora of wonderful helpful resources for parents, staff and students.
- As a community, we value, welcome and encourage open communication. Our Leaders of Boarding are the best first port of call; however, I am always here to assist and support.

As a valued member of our community, I look forward to welcoming you and together, with our beautiful staff, families and fellow boarders, being a part of your special Stuartholme boarding journey.

**Jane Morris**  
**Dean of Boarding**



## BOARDING HOUSE CONTACTS & KEY 2024 DATES

<b>Dean of Boarding</b>	Ms Jane Morris	Email: <a href="mailto:jmorris@stuartholme.com">jmorris@stuartholme.com</a> Phone: 0408 821 306
<b>Deputy Dean of Boarding &amp; Leader of Year 9-10</b>	Ms Claire Lawler	Email: <a href="mailto:clawler@stuartholme.com">clawler@stuartholme.com</a> Phone: 0438 155 889
<b>Leaders of Boarding</b>  <b>Leader of Year 11-12</b>  <b>Acting Leader of Year 7-8</b>	Ms Melissa Robinson  Ms Jo Butcher	Email: <a href="mailto:mrobinson@stuartholme.com">mrobinson@stuartholme.com</a> Phone: 0498 245 956  Email: <a href="mailto:jbutcher@stuartholme.com">jbutcher@stuartholme.com</a>
<b>Sharon Beirne Health and Wellness Centre</b>	Nurse Unit Manager – Kylee Brain	Phone: (07) 3510 6420 Email: <a href="mailto:HealthandWellnessCentre@stuartholme.com">HealthandWellnessCentre@stuartholme.com</a>
<b>Boarding Reception</b> <b>Monday – Friday</b> 8am-4pm  <i>Outside of these hours please email.</i>	Dianna Fitzgerald	(07) 3510 6438 Email: <a href="mailto:boardingreception@stuartholme.com">boardingreception@stuartholme.com</a>
<b>Boarding House Phones</b>  <i>These are situated on the landing of every floor</i>		
<b>Level 3 Grenoble</b> <b>Year 11-12</b>		(07) 3510 6458
<b>Level 4 Amiens</b> <b>Year 8-10</b>		(07) 3510 6462
<b>Level 5 Cottesmore</b> <b>Year 7</b>		(07) 3510 6486

## IMPORTANT DATES FOR 2024

TERM DATES				
	<b>Boarders' Travel Day</b> <i>The House opens at 9:00am</i>	<b>Term Commences</b>	<b>Term Concludes</b>	<b>Boarders' Travel Day</b> <i>The House closes at 12:00pm</i>
<b>Term 1</b>	Monday January 22 <ul style="list-style-type: none"> <li><b>Boarders return day</b></li> </ul> Tuesday January 23 <ul style="list-style-type: none"> <li><b>New Student orientation</b></li> </ul>	<b>Wednesday, January 24</b>	<b>Thursday March 28</b>	Thursday March 28
<b>Term 2</b>	Sunday April 14	<b>Monday April 15</b>	<b>Friday June 14</b>	Friday June 14
<b>Term 3</b>	Sunday July 7	<b>Monday July 8</b>	<b>Friday September 13</b>	Friday September 13
<b>Term 4</b>	Monday September 30	<b>Tuesday October 1</b>	<b>Friday November 29</b>	Friday November 29

## COMPULSORY 2024 BOARDING EVENTS:

As a valued member of the boarding house, all boarders are expected to attend several compulsory events held in Term 1 and 2. Boarder leave will not be approved during these times unless permission is sought from the Dean of Boarding. Dates are below:

<b>Saturday 27 and Sunday 28 January</b>	Closed weekend for building connections and to allow girls time to settle into Boarding after the Christmas break.
<b>Thursday April 25 (ANZAC Day)</b>	ANZAC Day Cup – an annual friendly competition between Amiens and Grenoble House
<b>TBC</b>	Procession of Lanterns

PARENT & COMMUNITY EVENTS		
<b>Term 1</b>	Tuesday January 23	Boarder Parent Network Meeting followed by Boarding Family BBQ
<b>Term 2</b>	Sunday April 14	Boarder Parent Network Meeting
<b>Term 3</b>	Sunday July 7	Boarder Parent Network Meeting <i>Friends of Boarding Function</i>
<b>Term 4</b>	Sunday September 29	Boarder Parent Network Meeting



## PREPARING FOR BOARDING AT STUARTHOLME

For many new boarders going to a Boarding House is the first time that they will spend a significant amount of time away from home, their family, and their friends. Below are a few issues and life skills useful to discuss at home prior to Boarding. The following points may assist you in preparing your daughter for her move to Boarding.

### **Suggested personal/life skills needed are:**

- Being able to make a bed
- Being able to organise and care for personal belongings
- Being able to keep an individual room tidy
- Being able to sit quietly during study times
- Being able to socialise and mix with others
- Being able to budget personal funds
- Being able to organise laundry and items that need washing
- The importance of showering each day, changing underwear, using deodorant, and managing menstruation
- Knowing the importance and value of leisure/recreation times
- A willingness to join the school sporting and co-curricular program
- Knowing the necessity of respecting peers
- Understanding the important relationship that Boarding Staff have with all boarders
- Knowing the advantages of participating in community activities
- The requirement to leave all medication and its management with the Unit Manager of the Sharon Beirne Health and Wellbeing Centre.





## BOARDING CHARTER & CODE OF CONDUCT

Stuartholme is Brisbane's only Catholic girls boarding school, grounded in the traditions of the Society of the Sacred Heart. It is a Boarding experience that is based on care, mutual respect and trust, where every boarder is welcomed and known as an individual. At Stuartholme School, we believe our core purpose in boarding is to care for and nurture the students who have been placed in our charge.

At the heart of Stuartholme boarding and working in conjunction with the 5 Goals of Sacred Heart Education, are our Boarding values:

***Active Growth. Advocacy. Humility. Kindness.***

These values inform all aspects of Boarding life and encourage the development of the young woman as a whole person.

**We share a common vision: to create the best version of ourselves, one that is happy, resilient, compassionate, and actively involved in the community.**

### **We believe that:**

- Every member of our boarding community has an important role to play in the creation of a caring, respectful and thriving "boarding family" where we offer our assistance when needed and support each other.
- As part of growth into adulthood, our boarders need to take ownership of their behaviour, accepting responsibility for their actions and taking steps to heal relationships, through the restorative justice process.
- Our boarders should be provided with opportunities to engage in challenging and stimulating cultural, spiritual, sporting, service and social activities to support and foster a holistic and balanced lifestyle.



## Boarders are expected to:

- Follow the directions and instructions of school and boarding staff and follow all school and boarding rules
- Be kind, caring and supportive to staff and fellow boarders
- Be prepared and punctual to all classes, study sessions, meals and events
- Respect personal and community property
- Conduct themselves in a way that does not bring the name of the school into disrepute through any action intended or unintended
- Maintain a tidy room which includes bed made daily, cupboards organised, clean clothing hung up and/or folded in drawers. Desk should be clear as this is a study space.
- Respect the rights of all students and staff
- Contribute positively to the learning environment
- Knock before entering another boarder's room. Staff follow this rule also.



## OUR CATHOLIC LIFE

### Weekly Mass

As a faith-based school, weekly mass is an important part of our community. Mass is compulsory for Boarders. Key details for our weekly services include:

- Boarders wear their full school uniform to mass. This includes socks, shoes and winter uniform items when necessary
- Boarders are to be in the Chapel by 4:55pm on Sundays
- Mass begins at 5:00pm
- Parents and families are most welcome to attend
- All boarders should return from leave on Sunday with sufficient time to prepare for mass
- Whatever their religious views or affiliation, students are expected to demonstrate a respectful attitude towards worship



## LIVING AWAY FROM HOME

One of the many incredibly positive aspects of Boarding is that boarders learn to value mutual respect, patience, privacy and tolerance as they navigate communal living. While our caring team of staff at Stuartholme School work to provide a nurturing, supportive “home away from home” environment, we know that for some young people, adapting to the sudden change can be a challenge, due to routines, expectations and living in a communal environment. Staff and boarders understand that we uphold the dignity and importance of personal space and privacy at all times.

### **Our Boarders gain independent living skills, through some of the following:**

- Ensuring their laundry is kept up to date
- Managing personal leave requests with parents and boarding
- Keeping their bedroom area tidy, with bed made daily and cupboards tidy and organised
- Cleaning up after themselves in common areas such as The Nest
- Joining co-curricular activities and keeping their commitments to attend all training and games- and communicating in a timely manner with relevant staff and students when unable to attend.
- Developing time management skills around academic study, and co-curricular activities.



## THE SETTLING-IN PERIOD

Living away from home for the very first time can be an unnerving experience. It is completely normal and understandable for young people living in new communal environments and surroundings to feel awkward, out of place and want to go home. As parents and carers, you can expect to hear from your daughter when they are feeling homesick or unsettled. We ask that you please encourage your daughter/s to see their Leader of Boarding or supervisors in house if they require some extra support to settle in. Often, just having a comforting word in house with staff and other boarders can make a huge difference.

Also, SchoolTV, our online resource for parents, staff and boarders (available on MyStuartholme) has a series dedicated to homesickness.

### **What about parents?**

The settling in period also impacts parents too! It is normal for you to miss your daughter/s particularly at the start of term, or after you drop off your daughter for the first time.

- A few tips that other parents have found helpful:
- Limit your phone calls to a specific time of the day
- Try to avoid phone calls right before bedtime
- Contact your daughter/s Leader of Boarding. If they are not in house at the time, there will be staff in house who can assist you and your daughter/s immediately.
- Email or text messaging is a great way for you to make contact about day-to-day events as it removes the emotional impact of hearing your voice when a boarder has been experiencing a difficult transition period.



# COMMUNICATION

## With home

Mobile phones and other technological devices are a convenience that can provide huge advantage in communication and organisation; however, they also come with a range of issues in a boarding environment. We are unable to always monitor the online activities of all boarders, especially if they have a large amount of data or an online streaming service provided by you. Please be mindful of this. There are several “net nanny” resources available to you which may help you monitor your daughter/s online activity from home. For those who are not familiar, “Net Nanny” allows you to do two main things:

1. Set times where certain or all Apps will not be accessible
2. Set time limits for each App’s use per day: for example, “30 minutes of Facebook everyday”.

## With Boarding Staff

Communication between the family and the Boarding House needs to be open and honest in order to build and develop relationships. We welcome all communication with us, whether it be questions, concerns, feedback, or just touching base with us.

Due to the busy nature of Stuartholme, it is not always possible to immediately reach the Leaders of Boarding on the phone. For matters that are non-urgent in nature, it is usually easier to email the Dean of Boarding or Leaders of Boarding with a basic query and to ask them to call back when convenient. Please keep in mind that Leaders of Boarding conduct shift work and are not always on duty.

For more urgent matters or emergencies, please do not hesitate to contact Jane Morris, Dean of Boarding, the Health Centre, or Boarding Reception. Important contact information can be found at the front of this handbook.

## In House communication includes:

- Whole House and Year Level meetings which occur weekly.

- Dinner announcements – short items that refer to happenings that may be occurring the next day or week (as required).
- Notice boards - display of information about daily life in the House including birthdays, cleaning rosters and recreational activities

## Communication with families includes:

- Stuartholme School Boarding closed Facebook group
- MyStuartholme Boarding updates
- Monthly online newsletter from Dean of Boarding, featuring year level updates, house news and recreation
- Year level weekly highlights from Leaders of Boarding

## Communication with the Day School

Communication with the day school for all student related matters, i.e. late to school arrivals, early departures and all day absenteeism (if not returning as per notification in REACH) is to be directed to Student Reception (07) 3510 6425, the school absentee line (24 hour message bank) (07) 3510 6488 or by downloading the school app onto your mobile phone and submitting the student absence via the absentee tile on the app.



## Boarder Parent Network Committee

We are blessed to have a vibrant and committed Boarder Parent Network Committee that meets on the first day of each term. Year Level Parent Representatives attend in person or by conference call and bring forward any concerns or issues that parents might have. Any parent is welcome to attend the meetings.

## TECHNOLOGY DEVICES AND INTERNET

**MyStuartholmeeartholme** is the school's learning management system that holds all the information for parents, staff, and students in one place and is easy to access. Parents can use this to keep up to date with key events and academic information and their daughter's academic progress. There is a Boarding Tile on MyStuartholmeeartholme which you can access regularly, and you will receive regular posts when Boarding uploads something to this section.

### Mobile Phones

Managing mobile phones appropriately can be a learning curve or challenge for some students and, as with other forms of modern technology, where used inappropriately, sanctions may include confiscation for a period of time. While Boarding staff proactively monitor student phone usage, boarders must remain vigilant and aware of appropriate management of technology, in accordance with Stuartholme's Student responsible use of technology and social media policy.

### Three rules In House:

1. Year 7 boarders are not allowed to use or have social media apps on any device. If allowed at home, they will be expected to delete these apps prior to returning to the boarding house. Staff do conduct spot checks and if social media apps are discovered, the boarder can expect to lose their phone.
2. Year 7-10 boarder hands in their phone at their year level's designated quiet time each night. They can collect their phone the next morning after 6:30am.
3. Year 7-12 boarders: Phones are not allowed in study, dinner and mass

### Photos and Privacy:

- Photos are not to be taken in the Boarding House of other students or staff without their permission.
- Boarders are not allowed to photograph themselves or another student if they are dressed inappropriately.
- Boarders are not allowed to upload photos of themselves in school uniform or identifying their school onto social media sites.



## ACADEMIC EXPECTATIONS

Part of our boarding motto is to “be your academic best” and boarding is committed to supporting each student achieve their best, but never at the expense of their wellbeing.

Just as parents would encourage their child to study and practise with determination when at home, no less is expected of the boarders. Their academic progress is monitored by the boarding house leaders who are in regular communication with teachers and Leaders of Student Wellbeing. Boarding staff try to ensure that all girls are putting in their full effort, to be the best they can be, and are not focused on simply results.

Boarders are expected to use their study time appropriately and effectively.

**Study is a quiet time and phones are not permitted.**

<b>First Study Session</b>	All Year Levels 5:00pm – 6:00pm
<b>Second Study Session</b>	Year 7 & 8 7:00pm – 7:30pm
	Year 9 7:00pm – 8:15pm
	Year 10–12 7:00pm – 8:30pm
<b>Extra Study Time</b>	After 8:30pm

Options for quiet or collaborative study spaces are available so Boarders can choose the environment which best suits their study needs.

### Academic Tutoring

Specialised academic tutors are on site Monday through Thursday from 5:00-8:00pm.

Should a Boarder need more one on one academic support, private tutors can be accessed through Academic Services in the Day School.

### Library Hours

The library is open from 7:30am to 6pm Monday to Thursday and 7:30am to 4:30pm on Friday with teacher/librarian, Mrs Gaggin, offering assistance with all subject-related tasks. If you need assistance outside of hours, please email [dgaggin@stuartholme.com](mailto:dgaggin@stuartholme.com).



## HEALTH AND MEDICAL

Stuartholme School's Health Centre is staffed by Registered Nurses who provide care and medical support throughout the week. Concerns regarding a boarder's health should be directed to the Nurse Manager, or Nurse on Duty in the Health Centre.

Health Centre: 07 3510 6420

Hours of Operation:

Monday-Friday: 7:30am-9:00pm

Saturday: 5:00pm-10:00pm

Sunday: 5:00pm-10:00pm

Outside these hours, one of our Registered Nurses is on call for emergencies. Boarding Staff can contact the Nurse on Call at any time.

### Illness

The Health Centre has developed a health promotion management strategy designed to improve the health of the whole school community by removing from the campus those students whose condition is contagious and therefore placing other students at risk.

In the event that your daughter may be infectious, you will be contacted by the nursing staff to collect and care for your daughter until she is no longer infectious.

### Medication Policy

Students are not permitted to have medication on their person or in their rooms. It is compulsory for all tablets and medicines e.g. Panadol, Nurofen, antihistamines, vitamins etc. to be handed in to the Health Centre where the Nurse will label and supervise the dispensing according to the doctor's

instructions. Some medications such as Ventolin, may be kept in the possession of the boarder with the permission of the Nurse Manager.

### Medical Appointments

Students are assessed firstly by one of the Nurses who determines the urgency of the student's need to attend the doctor.

Most doctor's appointments are scheduled for after school. At times the student may need to attend an appointment before the end of the school day and this is arranged by the Health Centre Manager or the Nurse on duty.

### Allied Health Appointments

If your daughter has confirmed dental, orthodontic or other appointments, please contact the Nurse Manager with details so that transport can be arranged by staff (with an escort if required).

### Hospital Admissions

In the event of an injury or acute illness, it may be recommended that your daughter attends a hospital emergency department. If so she will be escorted there by a supervisor or nurse who will usually remain with her, depending on the illness and child's age. If your daughter is going to be in hospital for more than 24 hours, we will ask you to come and be with her or provide a relative or friend who can stay with her.

### Medical Certificates

In the event of absence due to illness or injury, a QCAA AARA form (Years 11 & 12) is required for any missed exams, non-completion of assignments or assignments not lodged by the due date in Years 11 and 12. Please complete the Application for Changes to Assessment Date Wizard (see link under Requesting an Extension). These forms can be found on myStuartholme under the Academic Services tile/Assessment Absences tile.

In Years 7-10 the student's parent/guardian must contact the Leader of Learning to discuss the absence and negotiate an alternative time to complete the assessment. Please refer to the Assessment Policy available on myStuartholme for further details.

## LEADERSHIP

Boarding has developed formal structures to promote student leadership. The Big Sister/Little Sister Program allows Boarders in Year 11 to care for an individual Year 7 girl as she starts her new life in the boarding community. Other new Boarders are mentored by buddies from their year level.

### Boarding Captains and Vice Captains

Each Boarding House, Amiens and Grenoble, is led by a Captain and a Vice Captain who are elected by the House they represent.

The duties of these students include:

- Monday dinner nights
- Contributing to House Meetings
- Meeting regularly with the Dean of Boarding
- Attending functions with other Boarding Schools (Captain's dinners etc)
- Organisation of House events (ANZAC Day Cup etc)
- Setting a good example for younger students

### Student Mentors

Years 7 – 11 each have an elected Year 12 Student Mentor. These students are elected by the whole Boarding House and their role is to provide peer support to younger students and be a friendly face who has already walked in their shoes.

The duties of these students include:

- Meeting regularly with the Dean of Boarding
- Organising activities with their designated Year level
- Participating in House events (ANZAC Day Cup etc)
- Setting a good example for students



## RECREATION AND CO-CURRICULAR ACTIVITIES

### Recreation Program

Stuartholme Boarding has a thriving recreation program which aims to cater to our girls' physical, spiritual, social and emotional wellbeing which includes both onsite (e.g. crafts, swimming) and offsite (e.g. Southbank, and Queen Street Mall).

Boarders will have the opportunity to visit other schools such as St Joseph's Nudgee College, Marist College, and St Margaret's.

At the beginning of each term a recreational calendar will be posted to the Recreation Tile on My Stuartholme outlining cost, times and dates of activities.

Boarders are responsible for signing up to recreational activities via REACH.

Dress codes are in place (e.g., sun shirt at the beach, sleeved shirts for outdoor activities, modest attire for all events).



### Gym

Boarding students in Years 7 to 12 can access the school gym at Freers and sign up for \$60 during the school term, which is facilitated group fitness classes.

### Co-Curricular opportunities

Stuartholme boasts a wide range of co-curricular activities across many areas. Please see the Co-Curricular Handbook for full details of activities available. The full outline is also on MyStuartholme.

It is an expectation that all boarders will participate in at least one co-curricular activity each semester while at Stuartholme. Getting involved keeps girls busy and is great for forming connections with other boarders and day students. Forming connections and being part of a team has been shown to have a positive effect on mental health and keeping busy is an excellent strategy for keeping homesickness at bay.

### Non Stuartholme clubs

While we understand that some boarders may wish to participate in local competitions, we encourage our girls to be involved in school offerings before than outside clubs. While transportation to school activities is usually provide for boarders; the co-ordination and transport arrangements for non Stuartholme activities remains the responsibility of parents of participants.



## BOARDING ROUTINES

Monday to Friday			
6:00 – 7:45am	Breakfast and Co-curricular activities		
8:00 – 8:10am	Bed made, bedroom floor cleared & desk tidied. Year 7 to 11 boarders must leave the House for school by 8:10am. Year 12 boarders to leave by 8:15am.		
3:00 – 3:15pm	Welcome home and afternoon tea in The Nest		
3:00 – 5:00pm	Free time and scheduled Co-curricular activities		
STUDY	5:00 – 5:50pm	Year 7 and 8	Supervised study in Renard Level 2 classrooms
	5:50 – 6:00pm		Dining Room set up
	5:00 – 6:00pm	Years 9 and 12	Supervised study in Renard Level 2 classrooms
6:00 – 6:20pm	Dinner: Monday to Friday		
6:20 – 6:40pm	Laundry collection		
SECOND STUDY	7:00 – 7:30pm	Year 7 & 8	Study in The Nest
	7:00 – 8:15pm	Year 9	Supervised study in Renard Level 2 classrooms
	7:00 – 8:30pm	Year 10, 11 and 12	10 and 11 Supervised study in Renard Level 2 classrooms Year 12 Study in The House in own rooms.
7:45 – 8:00pm	Year 7 and 8 Supper		
8:15 – 8:45pm	Years 9 to 12 Supper		
8:30 – 10:00pm	Third study period option for Year 11 and 12 students in own rooms		
Weekend			
6:00 – 9:30am	Breakfast (Saturday)		
7:00 – 9:30am	Breakfast (Sunday)		
10.30am	Morning Tea		
11:30-1:30pm	Lunch		
3:30pm	Afternoon Tea		
6:00-6:30pm	Dinner		
5:00pm Sunday	Mass		
6:30pm	Laundry collection		

## Bedtime and Lights Out

In consideration of others, once boarders are in their own bedrooms a quiet atmosphere must be maintained. We request that parents finish up their evening phone calls within 10 minutes of quiet time so that girls can get settled and ready in time for lights out.

YEAR LEVEL	QUIET TIME this is where girls will brush teeth, prepare for the next day, relax and unwind in their own room before lights out *YR 7-10 Phones to be handed in at this time	LIGHTS OUT
Year 7	8:30pm	8:45pm
Year 8	8:45pm	9:00pm
Year 9	9:00pm	9:15pm
Year 10	9:15pm	9:30pm
Year 11	10:00pm	10:15pm
Year 12	10:15pm	10:30pm



## TRAVEL & LEAVE

### REACH

Boarding uses REACH, an online boarding management program. This is where all leave requests must be submitted. Each parent and boarder will have their own REACH account and can access this account through MyStuartholme or the REACH Student and Parent App (available on Apple and Android devices).

The system is an online portal, which allows boarders to apply from any IT device and allows parents to approve leave remotely, without any unnecessary emails or calls to boarding staff.

This allows boarding staff to assist in travel plans and knowing the whereabouts of all boarders at any time. Parents are to approve all leave applied for by boarders using REACH. The names of approved hosts can be recorded by parents using REACH.

Final approval for all leave, except parent leave, is determined by the year level Leader of Boarding, Deputy Dean and Dean of Boarding.

### WEEKEND LEAVE

**All full day and overnight weekend leave must be submitted to REACH no later than 6:00pm Thursday.**

Unless it is an emergency situation, any leave entered after this time will not be approved.

Any changes to weekend leave must be communicated to the Boarding House- a phone call to notify a staff member in house will ensure our records on REACH are correct.

### START & END OF TERM EXTENDED LEAVE

All boarders are expected to be in the boarding house the day prior to school starting, so they are prepared and present for day one of school.

**Parents who wish to withdraw their daughter/s for extended leave**, of three days or more must lodge the request via the link on the Academic Services page or the Policies and Procedures page on myStuartholme **at least three weeks prior**. Please refer to the Assessment Policy on my Stuartholme/Assessment Information for further details. Please use this link to take you to the Academic Services page: <https://my.stuartholme.com/homepage/1204> where you will find the 'Request for Extended Leave' under 'Links'.

- Please ensure assessment schedules are reviewed prior to making the leave decision.

### PERMISSION TO SELF-DRIVE:

The privilege of driving a car to school has been extended to our senior boarding students who possess a valid provisional driver's licence.

All Boarders who drive a car to school are bound by a set of rules, which include:

- Written permission from parents for the students to drive a car
- Written permission from parents for the student to drive one other year 12 student in their car, including the name of the passenger. This permission will cover one trip only. Each additional trip will require permission prior to the day.
- Written permission from the parents of the nominated passenger to travel with the designated driver.
- No boarder is allowed to park their car on school grounds.
- If a student car is found on school grounds, they will be towed away at the expense to the family.



## LEAVE CATEGORIES & EXPECTATIONS

*As part of our Duty of Care, in ensuring the safety of our boarders, strict rules are in place to ensure that the boarding house is always aware of our boarders' whereabouts.*

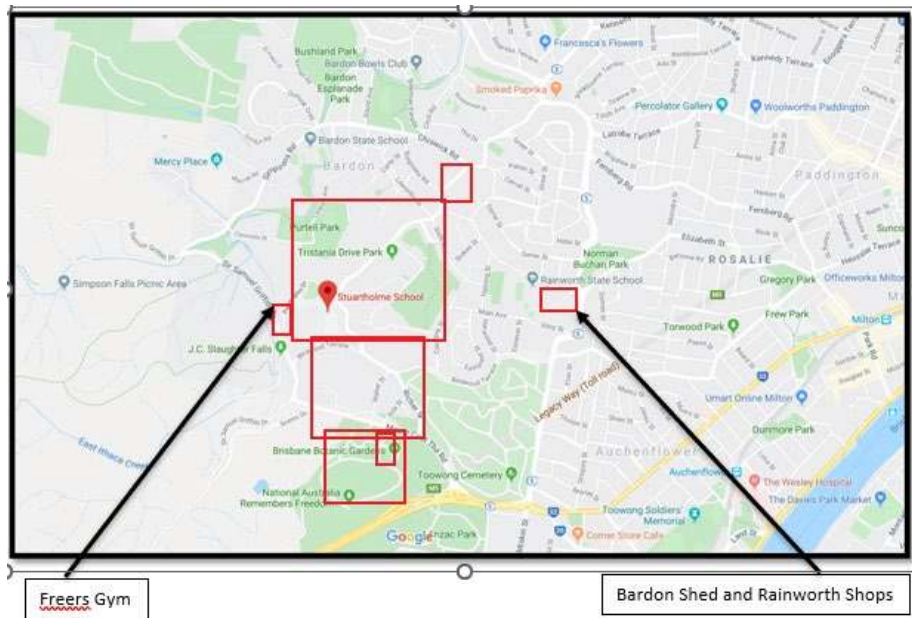
**When on leave, it is an expectation that all Boarders be back in house by 9:00pm**

**As a matter of safety, we ask that Parents and Hosts accompany the boarder to boarding reception**

Weekday Leave: Monday-Friday 3:00-4:45pm	Year Group	Location	Parent Approval needed via REACH	Expectations
	7 & 8	<b>Local Shops:</b> Sweetshop, Bardon Café Toowong	No	-No off site leave without supervisor
	9, 10	<b>Local Shops:</b> Sweetshop, Bardon Café Toowong, Freers Gym	No	-Group of 3+ -Must have a phone -Only one visit per week (Mon-Thurs)
	11-12	<b>Local Shops:</b> Sweetshop, Bardon Café Toowong, Goodlife or Freers Gym	No	-Group of 2+ -Must have a phone
<b>Weekend Leave:</b> Friday-Sunday  *Expectation that all boarders are in house by 5:00pm for Mass	7-8	Local Shops, Botanical Gardens Mt Cootha		-Group of 3+ -With a Supervisor -Must have a phone
	9	Local Shops Toowong	Over 3 hours: yes	-Group of 3+ -Must have phone
	10	Local Shops Toowong Indooropilly Botanical Gardens	Over 3 hours: Yes	-Group of 3+ -Must have phone
	11-12	Local Shops, Mt Cootha, Indooropilly, Botanical Gardens	Over 4 hours: yes	-Group of 2+ -Must have phone
<b>REACH approval</b> Overnight Leave	All Boarders		Yes	Parental approval Compulsory parent approved host

We encourage the girls to use the grounds for walking and running. Boarders going for a walk, or a run must have the number for Boarding Reception in their mobile phones and ensure their mobile phone is fully charged before leaving the House.

- Years 7 must stay on campus in a group of three or more.
- Years 9 – 12 may move off campus in a group of three or more and may not go further than the boundaries indicated in red below:



## FINANCES & EXPENSES

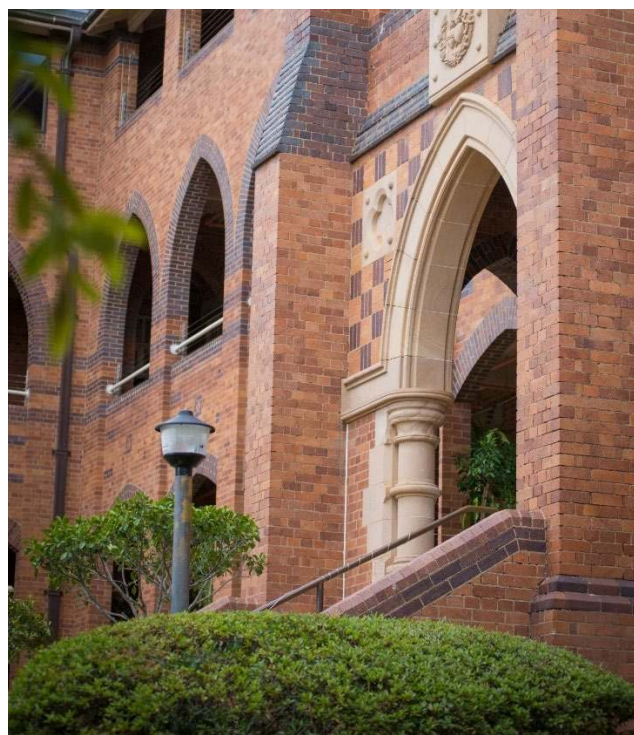
We are a cashless school. We encourage you to provide your daughter with a debit card, where you can transfer funds and monitor your daughter/s usage.

### Boarding Activities

Any rec activities with a cost over \$20 will be charged through Clipboard, a prepay system linked to myStuartholme.

### Taxis

The school does not cover any taxi expenses for personal boarder transport. The House can supply taxi vouchers for individual boarder use, which are then charged back to the family account.



## WHAT TO BRING TO BOARDING

### Essential items:

Minimum of 3 uniforms (academic dress)	
School sports uniform	
2 laundry bags and 2 lingerie bags (available from School Shop)	
2 pillows plus 2 pillow cases	
King single doona and 2 doona covers or blankets	
2 sets of fitted/flat king single sheet sets Years 8 to 12. Please note that fitted sheets are provided to Years 7, only flat sheets required.	
3 bath towels	
2 face washers	
1 beach towel	

### Personal items:

At least two sets of smart casual clothes i.e. dress, good jeans, skirt and smart tops, that would be appropriate for Monday's House Dinner, Mass and (as required) other more formal occasions.	
At least three sets of casual clothes, shorts and tops for summer, jeans for winter	
7 sets of underwear	
2 sets of pyjamas for each season	
1 dressing gown/brunch coat	
Thongs (for beach and showering)	
Sneakers	
2 sets of dressy shoes i.e. nice sandals or boots for winter	
Swimmers, swim shirt/rash vest (mandatory for Years 7 – 9)	
Hat (other than school hat) and sunscreen	
Toiletries and toiletry bag/basket (please include sanitary items)	
Laundry marker pen	
Shoe polish	
Sewing kit	
Drink bottle	
Small backpack/small hand luggage	
Small alarm clock	
Coat hangers	
Lock for lockable cupboard with two keys	
Hairdryer and/or straightener	
Small fan for desk	
Mug, bowl, knife, fork and spoon labelled for use in our communal areas	
Family photos/decorations for room	
"Go Card" for public transport	
Sleeping Bag (required for school camps)	
Raincoat (required for school camps)	

All items **MUST** be clearly named, preferably with **sew-on labels** for clothing. All clothing items are laundered on site by commercial grade machines. Permanent pen marking of the girls' names is **not** sufficient. We cannot take any responsibility for lost clothing if it is unmarked.



## WHAT NOT TO BRING TO BOARDING:

While we want our boarders to feel at home in boarding, there are some items which should remain at home:

- battery operated decorations such as fairy lights or lanterns
- candles, matches, lighters and incense burners (banned)
- bicycles, skateboards, scooters, rollerskates/blades
- offensive material - shirts, posters or music
- pets
- heaters
- cooking appliances
- electric blankets

## OUR BOARDING HOUSE

### The Nest

We affectionately refer to our main common room as The Nest. This is a large communal space where afternoon tea is served each afternoon. There is a kitchenette with microwaves, fridges, a dishwasher and kettles for tea/coffee/hot chocolate. Couches, cushions, and a piano make this a cosy space where girls can relax and spend some time together.

### Laundry

A laundry service is provided in The House. Each girl is expected to purchase two large blue laundry bags and two small mesh underclothes bags from the School Shop.

- Boarders put their dirty washing into the laundry trolleys before bedtime each night
- Boarders collect their clean laundry after dinner each night
- It is expected that all boarders must change their bed linen and towels once a week according to the roster for linen changing
- All items must be clearly and securely named with either a fabric market pen or sew-on labels
- Washing machines and dryers are provided for Year 12 use only on each floor of the House
- Unnamed items are displayed in The Nest and at the end of each term unclaimed items (other than uniforms) are donated to charity
- Irons and ironing boards are available and are located on Level 3 and Level 4
- Uniforms will be pressed by the Laundry staff and if requested, minor repairs can be carried out in house.

### Kitchen / Dining Room

Our dedicated and award-winning catering staff from Connective Cuisine, provide a nutritious and varied menu for the girls, overseen by a nutritionist and dietitian, and all efforts are made to accommodate specific dietary requirements, including but not limited to, vegetarian, vegan, gluten free, dairy free. The Boarding kitchen is a nut free environment. Having a healthy and well-balanced diet is important to growing girls. Three meals are provided daily, supplemented by morning tea, afternoon tea, and supper. Please see MyStuartholme for the most up to date menu.

### Student Voice

Stuartholme Boarding has a student led food committee (The Breakfast Club) which meets with the catering staff each fortnight to discuss the menu, propose changes, and decide on any upcoming theme nights. The members of this committee also assist the catering team in organising and advertising the theme nights.

### **Each boarder must adhere to the following Dining Room guidelines:**

- All boarders are expected to attend dinner from 6:00-6:20pm.
- Phones are not allowed in the Dining Room.
- Boarders must dress appropriately for meals. Closed in shoes are mandatory.
- Pyjamas are not to be worn to any meal.
- Boarders are to wear full school uniform to breakfast from Monday to Friday.
- Weekend breakfasts are relaxed and pyjamas may be worn.
- Punctuality and respectful table manners are expected at all times.
- A themed dinner is held every term and boarders are encouraged to dress according to that theme.

- If a boarder has special dietary requirements, this needs to be communicated to their Leaders of Boarding. All dietary needs are catered for.



## **FREQUENTLY ASKED QUESTIONS**

### **What Do You Do About Lost Property?**

Every year, the boarding community is left with a vast amount of lost property, the majority of which is not named or claimed. It is important that at the start of each term you and your daughter check that all of her clothes and shoes are named clearly. Boarders should check lost property regularly to claim any of their clothes which have made their way there. Should an item become lost or misplaced, every effort is made to recover the item. At the end of each term, all unclaimed property is donated to a number of Op Shops around Brisbane.

### **Can I Have Food Delivered to Boarding?**

Our Catering Team provides nutritious food for all boarders. Attendance at all meals is compulsory. On weekends only, at the discretion of the Supervisor in charge, boarders may occasionally order food to be delivered to the school. Students may use meal delivery apps such as UberEats etc. When their food arrives, students must collect from the roundabout in groups of three.

### **What is the Security like at Stuartholme?**

The security of the boarders within the House is of the utmost importance. Alarms are activated by the cleaners at the completion of their shift and by the overnight staff at the commencement of their shift. Access to the building after this time is via Boarding Reception only. Uniformed security guards make regular rounds of the school grounds overnight.

We ask each boarder to be very careful with the security of her belongings. Girls are reminded to lock away valuables. Each boarder is provided with a small cupboard in her room which must be locked with a coded lock supplied by you. Personal devices i.e. phones, ipads and ipods can only be covered by the parents' insurances. Only items owned by the school are covered by insurance; personal items are not. All items should be named clearly. Any damage to the Boarding House will be charged to the boarder concerned. Each girl is responsible for her own area and must ensure it is clean and unmarked. Any damage needs to be reported to a supervisor immediately.

### Am I Eligible for Education Allowances?

Are you aware of all the education allowances to which you may be entitled?

#### Queensland State Government Allowances

- Remote Area Tuition Allowance
- Remote Area Travel Allowance
- Remote Area Allowance
- Remote Area Disability Supplement
- School Transport Assistance Scheme – Queensland Transport <https://www.tmr.qld.gov.au/Travel-and-transport/School-transport/Assistance-schemes/School-Transport-Assistance-Scheme.aspx>

For further information regarding the remote area QLD allowances please refer to:  
<https://www.qld.gov.au/education/schools/financial/ruralremote/rural>

#### New South Wales State Government Allowances

- Living Away from Home Allowance
- NSW Transport School Drive Subsidy

#### Commonwealth Government Allowances

- Assistance for Isolated Children
- Youth Allowance
- Austudy (Secondary and Tertiary)
- Abstudy (Aboriginal Study Assistance Scheme) [www.centrelink.gov.au](http://www.centrelink.gov.au)

For further information regarding all of the above allowances and other information, please visit the excellent Isolated Children's Parents Association (ICPA) website at [www.icpa.com.au](http://www.icpa.com.au).





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**STUARTHOLME SCHOOL**

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