

2017 BOARDER HANDBOOK



Immanuel College
established 1895

INTRODUCTION

WELCOME TO IMMANUEL BOARDING

Our boarding culture is one of a family style environment where responsibility for the students is given by caring staff whose main aim is to build up strong, sensitive and meaningful relationships with the students. Both a male and a female house parent are in attendance or readily available at all times while students are in the house and awake.

The aim of this booklet is to give students and parents some guidelines on the everyday running of the Boarding House.

Immanuel College has a proud history of boarding going back to its inception in 1895 at Point Pass, which is near Eudunda. Back then Immanuel was singularly and exclusively a boarding school.

Now Immanuel Boarding is a unique coeducational experience with both males and females being accommodated in the one complex. Naturally there are areas exclusively for the females and the males, but then there are common areas where all students can mix in a friendly, convivial and supportive manner.

Presently there is accommodation for approximately 169 students, with 73 of these being in the main double storey building, 49 in eleven self-contained units and 43 in eight fully equipped houses.

Living in community, all students are expected to take care of their own personal space as well as contributing to the overall care of the house. Living in community too means being tolerant towards others, helping and assisting where necessary, having fun, but being bold enough to speak out when values are compromised. Our aim living in community is to make things as close to the home and family environment as possible.

May your time boarding at Immanuel College be rich and rewarding where friends made and experiences gained are for life.

Please feel free to contact either of us at any time regarding the boarding life of your daughter/son.

Kevin Richardson, *Principal*
Bernie Dean, *Director of Boarding*

"The Lord will watch over your coming and your going" Psalm 121:8

CONTENTS

5	Boarding Staff Roles	20	Health Services
5	Director of Boarding	20	Medication
5	Deputy Director of Boarding	22	General Information
5	Housemother	22	Student Counselling
5	Supervisors	22	Sunday Worship
6	Contact Details	22	Boarding House Dress
7	Requirements	22	Meals
8	Schedules	22	Room Allocation
8	General Routine – Weekdays	23	Air Conditioners
8	General Routine – Saturday	23	Ball Games
8	General Routine – Sunday	23	Banking
9	Morning Duties	23	Bedrooms and Room Adornment
9	Card System	24	Common Room
9	The School Day (8.25 am – 3.25 pm)	24	Computers
10	BRC (Boarder Representative Council)	24	End of Term Packing and Cleaning
10	Specific Aims	24	Insurance of Student Belongings
10	What does this mean for a BRC member?	24	Laundry
10	A leader is	24	Lost Property
10	Activities	25	Mail and Communications
10	Captains	25	Mobile Phones
11	Study (Years 7–10)	25	Newspapers
11	Study Areas and Times	25	Night Time Emergencies
12	Guidelines (Years 11 & 12)	25	Out of Bounds Areas
12	Duties	25	Security
12	Schedule	25	Storeroom
12	TVs	25	Taxis
12	Study	26	Televisions
12	Supper/Breakfast	26	Foxtel
13	Guidelines (International Students)	26	Visitors – Known
13	Student Visas	26	Visitors – Unknown
13	Orientation	26	Cars at the Boarding House
13	Personal Safety	28	Behaviour Management
13	Student Support	28	Swearing or Unacceptable Language
13	OSHC	28	Smoking
13	Holidays	28	Bullying & Harassment
13	Travel	28	Counselling
14	Cars	29	Inappropriate Material
14	International Student	29	Student Expectations
	Complaints and Appeals	29	Staff Role in Enforcing Expectations
15	Leave	29	Search Procedure
15	Guidelines	29	Consequences
15	Standard Leave Guidelines	30	Re-entry to Boarding
16	Monday – Thursday Evening Leave	30	Alcohol and Drugs
16	Bike Rides with Own Bikes	30	Social Conduct of Boarders
16	Roller Blades & Skate Boards	30	Cost of Repairs
16	Swimming	30	Discipline and Communication with Parents
16	Exeats	31	Grievances or Complaints
16	Holidays	32	Weekly Boarding
17	Defining a Boarding Term	32	Preamble
18	Fire Alarm/Drill	32	Expectations
19	Homesickness	32	Conclusion

BOARDING STAFF ROLES

DIRECTOR OF BOARDING

The Director of Boarding (DoB) has the responsibility for the proper functioning of the Boarding House under the direction of the Principal. This involves total oversight of all the operations of the Boarding House – academic, pastoral, sporting and other activities, catering, laundry etc. The DoB heads the residential staff team and is responsible also for the selection and development of staff. Policy initiation and review is one of the main roles of the DoB. From such policies, the direction and day to day conduct of the Boarding House is determined. While some decisions are delegated to residential staff, the DoB retains responsibility for those decisions. The DoB is available at all reasonable times to speak with parents and boarders.

DEPUTY DIRECTOR OF BOARDING

The Deputy Director of Boarding (DDoB) assists the DoB in all aspects of the operation of the Boarding House. Whenever the DoB is absent from the Boarding House, the DDoB is the person who will make decisions about the day to day operations of the Boarding House.

HOUSEMOTHER

The role of our Housemother is to be the main pastoral support person for the boarders. She will look after matters regarding physical wellbeing and arranging doctors' appointments and follow-ups. In this area, she will also accompany to appointments, those boarders who need an adult presence with them during their appointment. The Housemother is the first point of contact for all matters regarding the physical and emotional wellbeing of the boarders when they are in the Boarding community. This role is very much concerned with strengthening the communication between home and the Boarding House and the Housemother is one of the prime liaison staff members in the College.

The Housemother will assist new, and continuing boarders, to deal with issues such as homesickness, disagreements with friends, and the many other such events that occur in boarders lives and would normally be handled by their parents. At such times, the Housemother will be in contact with home to ensure that parents are fully aware as to how their child is dealing with life away from home.

SUPERVISORS

The role of the Boarding House Supervisor, also known as Master/Mistress on Duty (MOD), is to extend to each boarder and the boarding community as a whole, a level of care and attention that will assist their growth academically and socially. This is a multi-faceted role and largely encompasses parenting, teaching and showing a good example of a mature adult.

They administer the Boarding House under the direction of the Head of Boarding and the Principal. When you call or visit the Boarding House, it is invariably a Supervisor that you will meet first. During their time in the Boarding House, the Supervisors will look after study, take meals with the boarders, assist and guide their recreation, accompany them to outings and activities, provide medications and bandages when required ... and a whole range of other activities. Supervisors act in their role guided by College policy and the Director of Boarding.

Two specialist roles in the supervisory staff include the Activities Coordinator and the Youth Minister. While both these roles are also supervisory in nature, they also have dedicated responsibility for the activities that the boarders engage in on weekends and the development of their spiritual life respectively.



CONTACT DETAILS

BOARDING HOUSE OFFICE

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Fax: (08) 8375 1766
Leave Email: boardinghousestaff@immanuel.sa.edu.au

DIRECTOR OF BOARDING

Mr Bernie Dean
Office: (08) 8375 1767
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Email: bdean@immanuel.sa.edu.au

DEPUTY DIRECTOR OF BOARDING

Mr Ujith Perera
Office: (08) 8375 1765
Mobile: 0418 772 360
Email: uperera@immanuel.sa.edu.au

HOUSEMOTHER

Mrs Gilly McAleer
Office: (08) 8375 1765
Email: gmcaleer@immanuel.sa.edu.au
Mobile: 0400 503 705



REQUIREMENTS

In addition to the College Uniform and Sports Uniform (details which are to be found in the 'Information Handbook'), boarders require the following articles:

- 1 Pillow, 2 pillowcases
- Continental quilt (doona) or blankets as required
- 2 Towels (at least), face washers
- Hairbrush, comb
- 2 fitted sheets for a single mattress and 2 top sheets (beds are 200cms x 90cms)
- Headphones for CD/radio/DVD players
- Rubber thongs (showering)
- 2 Pairs of pyjamas (summer & winter)
- Alarm Clock - optional
- Coat hangers
- Soap, shampoo, deodorant and other personal toiletries
- Toothpaste and toothbrush
- Heat Pack & Ice Pack (named)
- 1 lock for wardrobe

Note:

- **For safety reasons, no fridges, electric blankets, radiators, electric fans or personal kettles are allowed.**
- **No TVs are allowed**
- **All electrical equipment must be compliant tested and appropriately tagged as proof of test.**
- **No aerosols.**

It is extremely important that all articles of clothing and personal possessions are clearly and permanently named.

The Boarding House provides name tags and a very safe labelling system for all boarders' clothes. It is essential that **ALL** clothes are marked with the boarders' name.



SCHEDULES

GENERAL ROUTINE - WEEKDAYS

No one moves around the House or Units other than to bathroom before 6.30 am unless to see a MOD when sick.

7.00 am

First wake up call

7.15 am

Breakfast call

7.15 am

Breakfast

7.30 – 8.15am am

Housemother Clinic

7.50 am

Hot breakfast ceases

8.00 am

All students to have finished breakfast in the Dining Room.

- ***Before leaving for school, beds must be made, rooms vacuumed and other duties completed.***

8.00

Boarders on jobs to report jobs as done.

8.15 – 8.25 am

Boarders complete assigned tasks. Students move out of Boarding House for school. All boarders must sign out on their way to school.

3.25 pm

School finishes and students 'sign in' on return to Boarding House. Students change into casual clothes. Afternoon tea in the Dining Room.

3.45 – 5.00 pm

Students sign out at Reception for leave or College related activities.

3.25 – 7.00 pm

Academic tutor on duty in the Margaret Ames Centre.

5.30 pm

All leave completed.

5.40 pm

Move out for evening meal.

5.50 pm

Evening meal. Phones are not to be used in the dining room during dinner.

6.30 pm

Students prepare for study.

6.50 pm

Students move to study.

7.00 pm

All students at study 7–8.30 pm (except Friday). Years 11 & 12s in own rooms or common room. Years 7–10 in the Margaret Ames Centre.
(See Page 11 for further details)

8.30 – 9.15 pm

Supper and recreation. Finish showers by 9.15 pm

9.15 pm

Recreation finishes. Supper finished. Years 10–12 return to study in own rooms or prepare for bed.

9.30 pm

Years 7–9 quiet in rooms.

9.45 pm

Lights out for Years 7–9.

10.15 pm

Year 10 lights out.

10.45 pm

Year 11 lights out. All lights off except for Year 12s still studying in own room.

Lights out at MOD discretion on Friday, usually half an hour later than normal.

GENERAL ROUTINE - SATURDAY

- **Students involved in early sport need to rise and prepare for their commitment a minimum of 30 minutes before leaving or being picked up for sport.**

Rooms to be neat and tidy at all times over the weekend.

7.00 am

First wake up call

7.25 am

Breakfast call

7.30 – 10.00 am

Breakfast in the Common Room

12.00 – 1.00 pm

Lunch – to be eaten outside or in main common room, not in own rooms

5.55 pm

Move out for dinner

6.00 pm

Evening meal

- ***Lights out – at MOD discretion, generally around 11.30 pm***

GENERAL ROUTINE - SUNDAY**8.00 am**

First wake up call

8.45 - 11.00 am

Breakfast in the Common Room and the BBQ area

9.20 am

Move to Chapel

9.30 am

Chapel

12.00 - 1.00 pm

Lunch - to be eaten outside or in main common room

5.55 pm

Move out for dinner

6.00 pm

Evening meal

7.00 - 8.00pm

Study for Years 7-12 in rooms.

8.00 - 9.15 pm

Supper and recreation. Finish showers by 9.15 pm. Years 7-10 to hand in diaries at Reception.

9.15 pm

Recreation finishes. Supper finished. Years 10-12 return to study in own rooms or prepare for bed.

9.30 pm

Years 7-9 quiet in rooms.

9.45 pm

Lights out.

10.15 pm

Year 10 lights out.

10.45 pm

Year 11 lights out. All lights off except for Year 12s still studying in own room.

MORNING DUTIES

- Rostered jobs may include such things as cleaning of Dorm, Unit, House; putting up a flag; ensuring set communal areas are clean and tidy; putting bins away.

Cleaners clean the common area of the main Boarding House, units and houses each weekday and some areas on weekends. However, boarders are required to tidy their own rooms each day before school.

Boarders are expected to:

- Make their bed each day
- Draw curtains, switch off air conditioning units, lights etc
- Hang clothes in wardrobes
- Hang towels for drying
- Put dirty laundry in their laundry bag
- Tidy the desktop
- Clear the floor of objects and rubbish. Put bins outside. Cleaners do not clean individual rooms.
- Vacuum as often as necessary
- Change linen at least once per fortnight and take dirty linen to the laundry for washing at set times
- Complete allocated jobs

All rooms and living areas should be appropriate for tours and inspections daily.

CARD SYSTEM

As an encouragement and reward for students, 'green cards' of congratulations are issued each weekday to students keeping their personal space in an immaculate condition. These cards lead to rewards as they accumulate. 'Red cards' issuing warnings lead to negative consequences involving leave restrictions.

THE SCHOOL DAY**(8.25 am - 3.25 pm)**

- After the Boarders leave for school at 8.25 am the Boarding House is locked until the end of the school day. Therefore, in the morning boarders are to take with them all of their school requirements for the day.
- All school bags and books are to be taken over to school, never left outside the Boarding House.
- Students need to sign in at reception on returning to the Boarding House.
- Boarders in Year 11 and 12 who have free lessons after lunch may return to the Boarding House if it is staffed. They will also need to have obtained permission from the school to return to the Boarding House. Forms for this are available from the Senior School Office.

BRC

BOARDER REPRESENTATIVE COUNCIL

THE BRC is made up of four Year 12s and two boarders from Years 10 & 11. The Principal may also appoint other boarders as members of the BRC at anytime during the year.

SPECIFIC AIMS

- To offer the students a voice in matters affecting Boarding House life.
- To offer increased involvement in responsible decision making.
- To involve students in the management of the Boarding House community.
- To generate programmes/activities for a homely environment.
- To care for younger and new boarders, identifying their needs and being their voice.
- To support and interact with Boarding Staff in a positive manner at all times.
- To promote unity among boarders and an understanding of cultural differences.

WHAT DOES THIS MEAN FOR A BRC MEMBER?

- They will have a role of service to the boarding community.
- They will hold a position of –
 - Responsibility and leadership
 - Showing care and respect
 - Leading by example, displaying good manners and social skills.
 - Supporting and reinforcing positively Immanuel's ethos (not silent or passive support of inappropriate actions).
 - Encouraging unity amongst all year levels.
 - Get to know all boarders.

A LEADER IS

- A good listener
- A loyal team player
- Fair and decisive
- An open communicator
- Good at assisting
- One who respects confidentiality
- Someone who can air their concerns about boarders in a safe environment

ACTIVITIES

Activities that the BRC have been involved in include:

- Orientation weekend
- An active and positive presence at recess, lunch/dinner and during weekends
- Dining Room, especially Grace and Return Thanks
- Group meetings
- Fundraising ventures
- Excursion planning & assistance
- Assisting students to settle in (big brother/sister role)
- Leading 'Reflections' times.

CAPTAINS

Two students (1 female and 1 male) from the elected BRC shall be appointed by the Principal and the Director of Boarding as Boarding House Captains.

- A student shall not be eligible to hold the position of College Captain and Boarding House Captain.



STUDY

YEAR 7-10



- Students to be in their allocated study area and ready for work by 7.00 pm.
- Students who are late for study will be subject to leave restrictions.
- There is to be quiet during the study session (7.00 – 8.30 pm) each night. **You work on your own** and there should be no movement around the house during this time.
- Group study may be permitted during the time period 7.00 – 8.30 pm if the guidelines for group study are adhered to.
- Computers must only be used for homework during study time – **sending or reading of emails, social networking etc, viewing Facebook or playing computer games is forbidden.** Students who are found doing so will take responsibility for their inability to use computers properly.
- Music practice is to be completed before study or a 30 minute block can be booked during the study time. This must be booked **before** study starts and is for music students only.
- Students can access the school network and internet through wireless connection from all areas of the Boarding House.
- Students may use headphones during study, but definitely no audible music.
- Showering, washing clothes, watching TV or making or receiving phone calls during study time is not permitted.
- Phones may not be taken to study in the Margaret Ames Centre or used anywhere during study time. This includes units and houses.

STUDY AREAS AND TIMES

Years 7-8	In the MAC	7.00 – 8.30 pm
Year 9	In the MAC	7.00 – 8.30 pm
Year 10s	In the MAC	7.00 – 8.30 pm
	In own room	9.30 – 10.15 pm
Year 11s	In own room	7.00 – 10.45 pm
Year 12s	In own room	7.00 – 11.00 pm

Year 12s may be granted extended study in Common Room until after 10.00 pm if necessary.

GUIDELINES

YEARS 11 & 12

It is a privilege, not a right, to live in a Unit/House. Apart from the main Boarding House Common Room, all areas are gender specific.

- **No student is to be in an area or Unit/House belonging to the opposite gender.**
- **Students are responsible for the state of their Unit/House, and any damage is to be reported immediately. Green Cards will not be issued if the common living area is not tidy.**

All external doors have security alarms fitted. For access to MODs after 11.00 pm, telephone and then follow instructions given by MOD. If after 11.30 pm, students are to be accompanied by another student, where possible, when required to leave a Unit/House.

DUTIES

Each student is responsible for the tidiness and cleanliness of their own room, and students in each Unit/House are responsible for the tidiness and cleanliness of the kitchen, bathroom and living room area. The cleaners will clean the lounge, kitchen, bathroom and toilet, Monday through Friday, provided the areas are tidy and student duties are completed.

All duties are to be completed by start of school during weekdays.

SCHEDULE

- 7.00 am PA call. Breakfast in Dining Room between 7.15 am – 8.00 am, or in own Unit/House.
- 8.20 am Duties finished and students leave Boarding House for school. Consequences will occur if you do not sign in and out.
- 5.50 pm Dinner in the Main Dining Room.
- 7.00 pm Study.
- 9.15 pm Students to be in their own Unit/House Sunday to Thursday (10.30 pm on Friday and Saturday)
- 11.00 pm All lights off Sunday – Friday.
- 11.30 pm All lights off on Saturday.

TVS

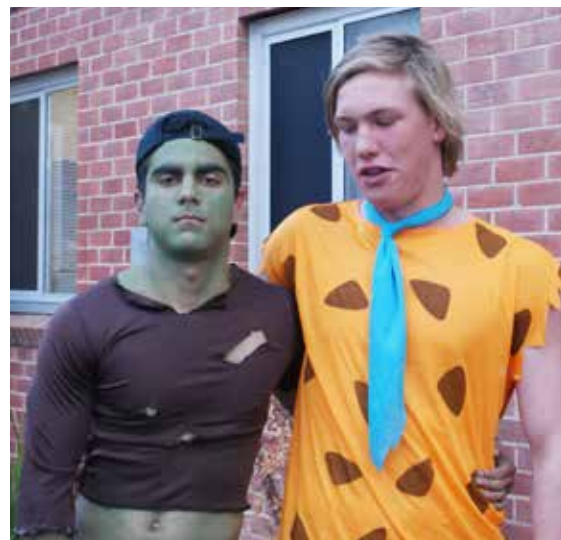
TVs in houses and units are only available for Year 12s. TVs may be viewed on weekdays after school until 7.00 pm. Off between 7.00 pm and 8.30 pm on Monday to Thursday and Sunday during study.

STUDY

Year 12 students are expected to be doing private study between 7.00 pm and 10.30 pm Monday through Thursday, except for a short study break. Students should work quietly in their own room, with no audible music and no watching of TV between 7.00 pm and 8.30 pm. Students may quietly seek help from another student, but mixed gender study can only be done in the main Common Room between 7.00 pm and 9.30 pm. On Sundays study is compulsory between 7.00 pm and 8.30 pm.

SUPPER/BREAKFAST

Year 12 students are able to have supper in own Unit/House Sunday to Friday, but may join the rest of the boarders for Saturday supper, served in the main Common Room. Students requiring a cooked breakfast are to go to the Dining Room. Supplies will be available from the Kitchen on Mondays, Wednesdays and Fridays with most of the week's supplies being collected on Mondays. Orders to be placed before school on the relevant days.



GUIDELINES

INTERNATIONAL STUDENTS

STUDENT VISAS

Immanuel College (CRICOS 00362G) is registered with the Australian Government to enrol international students on 500 study visas. International students are required to follow all Boarding House guidelines and all Immanuel College regulations including those relating to the conditions of their visas.

Student visas are granted subject to a number of strict conditions which refer to attendance, academic performance, behaviour both in and out of school, accommodation, changing education providers, residential address, work and health insurance. It is important that you understand and comply with your visa conditions as non-compliance could result in your visa being cancelled and you would then be required to leave Australia. During your International Student Orientation, International Programs staff will explain all of your visa conditions to you carefully, so you understand what is expected of you at the College and in Boarding.

At any time you may contact the Director of International Programs or the International Student Services Coordinator, in addition to the Director of Boarding if you have questions.

ORIENTATION

In addition to Boarding Orientation, all new international Boarders are required to complete an International Student Orientation program which helps students understand the conditions of their visas and all aspects of life in Adelaide and at Immanuel. This program is conducted by staff based in the ELICOS (Intensive English) Centre at the start of each term. Students who arrive late to start at the College have individual orientation sessions.

PERSONAL SAFETY

Your safety and wellbeing is the highest priority for Immanuel College and your parents. During your International Orientation, staff will reinforce the steps you can take to stay safe while living in Adelaide. Your Boarding Orientation will provide you with information about all Boarding rules designed to keep you safe while you are enrolled at Immanuel.

On arrival, you will be given an International Student Emergency Contact card with important phone numbers you can use if you feel unsafe, including the Immanuel 24 hour phone number.

STUDENT SUPPORT

Immanuel Boarding provides comprehensive support to all students living on campus and there are a number of additional people available specifically to assist international students with concerns about school or boarding. For additional help, you are able to access extra support at the College including pre-departure briefing, on-arrival reception, orientation, help with medical insurance (OSHC), 24 hour emergency support and interpreting assistance.

It is very important to deal with problems early before the issues become more complex and harder to solve.

OSHC

All international students have Overseas Student Health Cover (OSHC) as part of their enrolment at Immanuel. You are required to carry your OSHC card with you at all times, and produce it as required at medical visits.

HOLIDAYS

International students with 500 visas must be at Immanuel to attend classes during term time and must return for the first day of term and only commence holidays after the last day of each term. Term dates are available on the College website, student diary, from Boarding and ELICOS staff.

All international students who do not return home for the holidays are required to live in an Immanuel registered Homestay, with their parents or persons approved by their parents.

Any international student who remains in Adelaide during holiday periods will be placed in an Immanuel registered Homestay unless he/she is staying with close relatives such as parents, grandparents or siblings aged over 21. Homestay Hosts are carefully selected, trained, monitored and supported by College staff. International students pay a commercial market rate to Host families.

If you require holiday Homestay during term break, you will need to complete the Request for Homestay form and return this to the International Student Services Coordinator, by Week 6 of term.

TRAVEL

If you intend to travel within South Australia, interstate or overseas during the school

holidays, you are required to discuss your plans with the International Student Services Coordinator (ISSC) BEFORE making any arrangements.

In most cases, you will be required to provide written evidence of your parents' permission and a copy of your full itinerary to the Head of Boarding and ISSC for any planned travel. Airport pick-up by Boarding staff must be arranged in advance.

Travel should only occur during school holidays.

International students and their parents must check term dates BEFORE making any bookings. Each student and family will be emailed a copy for reference. Savings in the cost of air tickets will NOT be accepted as a legitimate excuse for absence during term time. Immanuel staff may make a new flight booking for students who ignore published term dates and make arrangements for an early departure or a late return.

If for any compelling or compassionate reason you need to travel during term time, you must have approval **in writing** from the Director of International Programs BEFORE making any arrangements.

This is a requirement for your personal safety and a condition of your student visa. Immanuel College is legally required to know where you are going to be during the school holidays and to monitor your attendance.

CARS

As a condition of your enrolment at the College as an international student on a 571 visa, you are not permitted to own, hire or drive cars or motorbikes. International students are not permitted to travel at any time in vehicles driven by other international students or any other L or P plated drivers. This is in addition to the normal rules of travel that relate to all boarders.

INTERNATIONAL STUDENT COMPLAINTS AND APPEALS

International Students on study visas and their parents are able to access the Immanuel Complaints and Appeals Policy and Procedures (International) to facilitate the resolution of a dispute or complaint. Internal procedures are conciliatory and a non-legal process. International students may

be accompanied by a support person, not involved in the grievance, during all stages of the process.

If an international student is dissatisfied with the results of the internal complaints procedure, he/she will be informed of the external Complaints and Appeals process available to them at minimal or no cost. Nothing in the College's Complaints and Appeals Policy negates the right of an overseas student to pursue other legal remedies.



LEAVE

Leave is a privilege and MODs need to know where students are at ALL times.

All matters of leave are always at the discretion of MODs and they have a right to grant or cancel any leave that has been requested.

- Being absent from the Boarding House without signing out or breaking leave arrangements is a serious matter and will result in very firm disciplinary action.

If a student is going to miss lessons at school eg. leaving early for exeats, holidays etc, **the relevant Head of School must be notified in advance for approval.**

- All leave is subject to the students not being required for school activities eg. sport and training. Permission to miss school activities **must** be sought by parents by contacting the relevant college personnel eg. Sports Coordinator. Please be aware that the College's whole sports timetable is based on our fielding all nominated teams. Boarders must complete sports requirements before any weekend leave can be taken.

HOST LEAVE

The following letter must be read and agreed to before boarders can take any overnight leave. The host must respond by email saying clearly that they will abide by the conditions contained in the letter.

Dear Host Family,

Thank you for being so generous as to provide an overnight outing for the boarders. Your generosity is greatly appreciated.

As you would be aware, the boarders are living away from home in the care of the College. We take that care role very seriously and hope that we are able to provide a stimulating and safe environment for the boarders to grow to their full potential. We need your help in this area.

Boarders are subject to a set of behavioural expectations whilst in the care of the College. Those expectations are many and varied. Some however impinge on your care of them while they are away from the boarding house in your charge. Under no circumstances are boarders permitted to use alcohol, non-prescribed drugs or tobacco when here in the boarding house. Those conditions must also extend to the boarders while you are looking after them as well. I am aware that this can present some difficulties but it must be a condition of your looking after them

whilst they are signed out from the boarding house. The boarders must be kept safe in your care as much as in ours.

Additionally, boarders in your care will need to adhere to the rules of the boarding house in regard to relationships. At all times, boarders must preserve the dignity of a proper set of behaviours with regard to their associations with their friends with whom they may have a close and special relationship.

If they leave your home for any reason whilst away from the boarding house on leave with you, please be certain that they know that your expectations are the same as ours while they are out. It is a serious and significant responsibility that you have taken on by allowing the boarder to stay with you. On behalf of the boarder parents, I thank you for that.

If you have any queries about this letter please do not hesitate to call me.

Yours sincerely,

Bernie Dean

Director of Boarding
Immanuel College

M: 0407711619

E: bdean@immanuel.sa.edu

Please acknowledge that you have read this letter by emailing your response to:
boardinghousestaff@immanuel.sa.edu.au

Once we have received this acknowledgement we will be able to approve the boarder's leave.

GUIDELINES

All leave taken while you are in the care of the Boarding House must be entered properly onto the REACH leave system.

All overnight leave for the weekend must be completed by 9.00 pm on a Wednesday evening. Any leave submitted after this time runs the risk of not being approved. Timely submission of leave is solely the boarder's responsibility. Parents need to have approved the leave, if necessary by the Thursday evening.

Occasional leave to local areas during the week and on the weekend will be approved by MODs on duty.

Leave travel arrangements must be approved by staff before taking the leave. Travelling in

cars must be specifically approved on EACH occasion of taking leave.

STANDARD LEAVE GUIDELINES

All leave is to be completed by 5.30pm on weekdays and/or before dark unless exempted below.

McDonalds, The Bay and the Ville

Years 8 & 9

Groups of 3 or more with a maximum of 6, and must be with a Year 10-12 student except for the Ville.

Maximum Times:

45 minutes – the Ville

60 minutes – McDonalds

Back before 5.30pm – the Bay

Friday, Saturday and Sunday – sign out before 8.00pm or before dark at other times for McDonalds (subject to review in Semester 2).

Year 10s

Groups of 2 or more with a maximum of 6.

Maximum Times:

45 minutes – the Ville

60 minutes – McDonalds

Back before 5.30pm – the Bay

Friday, Saturday and Sunday – sign out before 9.00pm for McDonalds.

Year 11s

Groups of 2 or more with a maximum of 6.

Maximum Times:

45 minutes – the Ville

60 minutes – McDonalds

Back before 5.30pm – the Bay

Friday, Saturday and Sunday – sign out before 9.30pm for McDonalds.

Year 12s

Maximum Times:

45 minutes – the Ville

60 minutes – McDonalds

Back before 5.30pm – the Bay

Friday, Saturday and Sunday – sign out before 10.00pm for McDonalds.

The Bay, Marion and the City

(Friday, Saturday & Sunday)

Transport arrangements to and from the leave must be approved before leaving the Boarding House.

Years 8 & 9

Groups of 4 or more with a maximum of 6, with at least 1 boarder from Year 10-12. Up to 4 hours during the day. To return before dark.

Year 10s

Groups of 3 or more with a maximum of 6. Up to 5 hours during the day. Latest departure time 6.30pm. To return by 8.00pm.

Year 11s

Groups of 2 or more with a maximum of 6. Up to 5 hours during the day. Latest departure time 6.30pm. To return by 8.30pm.

Year 12s

At their reasonable discretion as discussed with duty staff. Latest departure time 8.30pm. To return by 11.00pm.

All other leave is to be submitted for approval by 9pm Wednesday.

Sign out when you leave and sign back in as soon as you come back to the Boarding House.

Weekend sport must be entered into the REACH system by Thursday night. If venue is uncertain, then add the last details on Friday afternoons.

At all times, commitments to the College and the Boarding House must be completed before any leave can be taken.

If the student is spending time with a host, the host, is required to pick up the student from the Boarding House Reception. On occasions, boarders will need to take a Host's letter when going on leave.

Please note that MODs have the right to **cancel leave** even when parents and hosts have approved it – if this happens, students may leave the Boarding House only in the company of their parents.

All boarders must carry their phone on leave and must respond to any call from the boarding house.

MONDAY – THURSDAY EVENING LEAVE

Night leave during the week can only be permitted in special circumstances after negotiation between parents and the Director of Boarding. The normal situation is that

leave is completed by 5.30 pm Monday to Thursday.

BIKE RIDES WITH OWN BIKES

Rides will be allowed to specified places. Discuss in detail with Director of Boarding in advance. Helmets must be worn at all times on bikes.

ROLLER BLADES & SKATE BOARDS

These may be used in designated areas on the school campus, eg. roads, black tennis courts, on the paved area behind the Chapel, but not on the paths.

When riding bikes, scooters and skate boarding, a helmet and appropriate safety gear **must be worn**.

SWIMMING

Unsupervised leave to the beach for the purpose of swimming (in areas patrolled by lifeguards) may be granted. This leave may be taken on weekdays after school or on weekends. Jetty jumping is prohibited.

EXEATS

There are weekends when all boarding students are expected to leave the Boarding House (these occur twice a term). Students are expected to leave by 6.00 pm on Friday (or Thursday) and return after 6.00 pm on Sunday (or Monday). Some students, however, may choose to stay in for their own reasons. Normally inter-school sport is programmed for each Saturday, irrespective of whether it is an Exeat Weekend. Boarders who are regular members of 'A' Grade teams are expected to be available for matches.

If a student is staying in the Boarding House for any part of the 'Exeat weekend', an additional cost will be charged to relevant student's school account. Boarders who are required to stay in will not be charged.

The Boarding House must be informed by Tuesday of that week if a student wishes to stay in over the Exeat weekend.

HOLIDAYS

Students are not permitted to leave for holidays earlier than the stipulated time, except when permission has been granted

by the Principal. Students need to vacate the Boarding House by 6.00 pm if possible on the last day of each school term, except for Term 4 which has different finishing dates for different year levels. When returning to school after holidays, boarders are expected to be in between 9.00 am – 8.00 pm on the day prior to the beginning of the school term.

For all vacations the buildings must be fully cleared. Clothes and other personal possessions may be located inside a suitcase or other bag, and stored at the Boarding House during the April, July, and September vacations. Overseas students may leave luggage at the Boarding House during the Christmas vacation. All other boarders are required to take home all of their items. Nothing may be stored.

Please note that the College does not have insurance to cover damage, loss or theft of items left in storage areas.

DEFINING A BOARDING TERM

The boarding term starts on the day boarders arrive, which is the day before school actually begins. If school begins on Monday morning then the boarding term begins on Sunday morning.

It is expected that all boarders have left by 6.00 pm on the last day of school.

School actually ends after the last class or organised activity for that day (normally Friday) or after the final exam (in Term 4) for students in Year 12.

Boarders need to vacate as soon as they can at the end of the term. As well, home-stay for students unable to go home eg International Students, will be organised from the last afternoon of the school term until the day that the boarders need to return – the day before the actual school term begins.

FIRE ALARM/ DRILL

On the sounding of the alarm all students will immediately:

- Leave the House by the nearest available exit. **Walk; do not run.** Make all others in your area aware of the problem. At night wrap yourself in a doona or blanket.
- Students in Units/Houses will be alerted by the general siren and, if possible, an intercom call.
- Students from Units/Houses will move through the nearest exit.
- All students will assemble in groups on the Senior School lawn for a roll call by BRC and MODs. Order for assembly to be in year level groups in alphabetical order. Boarders must sit down, stay in the correct position and remain silent so that directions can be given quickly.
- Students remain in assembled groups until given further directions by a member of the Fire Department or a MOD.

Note: During school time, the students in the Boarding House (at that time) will assemble in a group on the main school oval. School time will be regarded as 8.00 am to 6.00 pm, Monday to Friday.



HOMESICKNESS



It is perfectly normal for a student living in completely new surroundings, and in a multicultural, communal environment, to feel strange and miss home and family.

We think it is important for students to realise that they are likely to feel homesick and that it is quite normal and something they should acknowledge and seek help to overcome, by talking about it with Boarding House staff.

It is important for parents to emphasize the benefits of involvement in and out of the classroom. Involvement in sport, music, drama and other activities is very beneficial and should be encouraged wherever possible. It also serves as a distraction from feelings of homesickness.

In the early stages, while it is comforting to you as a parent to touch base with your child often, the contact with home can often accentuate feelings of homesickness. Often a student who is apparently coping quite well will suffer a set back after phoning home. Always try to end phone calls on a positive note.

It is important for parents to realise that they will hear of, or experience, the worst of their child's homesickness. Students will tend to contact home when they are feeling at their lowest. They may focus on the negative aspects. Try to encourage them to think positively. Please contact the Housemother if you have any concerns.

Poor grades and difficulty with work can be symptoms of homesickness in the early stages. Contacting the Head of School is recommended if you believe their academic development is being compromised. The Head of School will work closely with you and your child's teachers to assist them through this. A recurrence of the problem sometimes occurs after Exeat weekends or after term holidays. However, usually this is overcome very quickly on returning to school.

To assist in the settling in process, new boarders are encouraged not to have weekend leave from the Boarding House until the first exeat, except as part of the organised activities program. It is vital to develop a sense of belonging with other boarders in those early days.

Perhaps the most helpful way of working with homesickness is for the boarder and home to speak often with the Housemother about what is happening.

HEALTH SERVICES

Access to medical care is available through Health Hub, Morphettville Medical Centre, The Domain at Marion, and 24 hours a day through Women's & Children's Hospital, Flinders Medical Centre and Ashford Hospital. A locum from Morphettville Medical Centre is available after 6.00 pm.

Each student MUST submit a completed Immanuel College Health Information Form to the College Health Centre (or bring to the Boarding Housemother on arrival) before the first day of living in the Boarding House and annually thereafter. This is a legal requirement to enable staff to meet any health needs.

Each student is required to have a Medicare Card in their own name and keep in their possession. Any health card numbers need to be filled in on the Health Care Form and are recorded in students' personal files. Parents are encouraged to obtain Health Benefit 'extras' cover. This assists in obtaining appropriate care to hasten rehabilitation, if required.

Transport will, if possible, be provided by the Housemother, Boarding House staff or taxi/tram depending on the nature of the appointment and age of student. The Housemother will accompany students to specialist appointments and report back to parents.

Immanuel College has SA Ambulance membership which covers the cost of any callout during school hours or school organised activities **when accidents occur. It does not cover pre-existing conditions such as asthma etc. Parents are very strongly encouraged** to have private ambulance cover.

Novar Gardens Pharmacy (8294 9793) has a special arrangement where parents can set up an account, to be billed for student's medical prescriptions plus incidentals. Permission can be given by phone but it is advised to set a dollar amount.

The South Australian Dental Service has Dental Therapists and Dental Assistants who provide general dental care to all students less than 18 years of age for \$35.00 per course of care. Each course of care refers to whatever treatment is required, no matter how long it takes for treatment, until the next recall. The first dental check with SADS and the last check before a child turns 18 is free. Students with Health Care Card and Pensioner Concession Card are entitled to free dental care. GP+ Dental Clinic provides a service for students attending Immanuel

College. It should be noted that check ups and treatment are performed by dental students and overseen by a qualified dentist. Private dental appointments can be obtained through the Boarding Housemother.

Immanuel College Health Centre is open between 9.00 am and 3.30 pm Monday to Friday. Parents are encouraged to discuss any health concerns with the Boarding Housemother on 8375 1765.

Any student who is injured at school, at a sporting event, or while living in the Boarding House, is required to complete an Incident Report Form and submit it to the College Health Centre. If a student is seriously injured, insurance cover is available by contacting the Health Care Manager on 8294 3588 in the College Health Centre.

Students who have spent time in the Health Centre on any day will be expected to take it easy after school and not have leave or take part in any sporting activities.

It is the student's responsibility to purchase their own general hygiene requirements and each student is required to provide a named icepack/heatpack.

Overseas students will be screened for Tuberculosis at a chest clinic upon arrival.

MEDICATION

Boarding students are required to inform Boarding House staff if they are sick and require medication. Boarding students are not permitted to have any medication in their rooms, or their possession, except for asthma, diabetic, contraceptive medication and vitamins. Students who take these medications are still required to inform staff at commencement of taking. Students who need to take asthma and diabetic medication at a different time to their routine administration also MUST inform a staff member.

Boarding House staff and Senior First Aid staff can administer any medication to a boarding student if the student presents a medication plan or letter signed by a medical professional - this includes nurofen/panadeine. Parental permission alone is required for over the counter medications.

All medication, including over the counter medication (such as Paracetamol and cough mixtures) is placed in individual sealed plastic bags, labelled with name and date and kept

under the supervision of Boarding House staff. This ensures that the right medication is taken for the right reason by the right person and is documented in accordance with legal requirements. It is the students' responsibility to request their medication at the prescribed times. Younger students will be reminded.

Overseas students are requested not to bring medication from their home country if it is not accompanied by authorisation from a Doctor in English. The medication **must** have English labels and instructions otherwise they will be confiscated.

Staff will not administer any form of medication to students unless it is accompanied by a prescription label or medication plan signed by a Doctor, and is written in English.

You are encouraged to discuss any health concerns with the Housemother in the Boarding House on 8375 1765.

A physiotherapist is available once a week through the College Health Centre. Private physio appointments can be arranged through the Boarding Housemother.

A Massage Therapist is also available once a week through the Health Centre.

The boarding house has established excellent contacts with the following health care professionals and we recommend that boarders use these people for their health needs:

PhysioCare, Marion Road

Jetty Road Dental, Glenelg

Dr Lane Hinchcliffe, The Health Hub,
Waterloo Street, Glenelg

Scripts can be filled at the pharmacist at The Ville and the cost of that added to the boarder's account.

The boarding house conducts a fluvax clinic early in the second term through the Health Hub. This is conducted at the boarding house.



GENERAL INFORMATION

STUDENT COUNSELLING

The chaplains and counsellor are part of the pastoral care team in the delivery of student services.

In her specific role Mrs Helen Nowosilskyj coordinates Vocational Education and Training (VET), Work Education and Career Pathways.

One to one and small group (personal) counselling support is also available. Mrs Sue Wowk's counselling role is a full time one.

Mr Mitch Winkel-Davis is the Christian Youth Worker and provides Pastoral Care within the Boarding House on a regular basis. Mitch is also involved in Pastoral Support within the school, camps and classrooms.

Counselling support takes many forms and includes addressing personal and health related issues, career and life coaching, study skills, time management and organisational skills. Their service is confidential.

In order to book an appointment you can make direct contact with one of the counsellors, if they are available when you call in, or you can report to the Student Services window to book a time. Bookings can also be made through the Housemother.

Alternatively you can send an email:
Mrs Wowk: swowk@immanuel.sa.edu.au
Mrs Nowosilskyj: hnowosilskyj@immanuel.sa.edu.au
Mr Winkel-Davis: mwinkel-davis@immanuel.sa.edu.au

SUNDAY WORSHIP

Boarders are invited to attend Sunday Church services, either in the College Chapel, or at a Church of their choice. The congregation, which meets in the College Chapel, is called the Immanuel Lutheran Church (ILC) and is a member of the Lutheran Church of Australia, SA District.

Should parents consent to their son/daughter making a decision as to whether they attend church, then that consent needs to be forwarded to the Director of Boarding in writing.

BOARDING HOUSE DRESS

Dinner Dress

Neat casual wear, including shoes, sandals or ugg boots. No torn clothing, bare midriffs, hats, hoods or singlets. Boarders must wear shirts that cover their shoulders at meals in the dining room.

Chapel Wear

Neat casual wear. Trousers, good shorts or jeans, shirt, jumper, coat, skirts, dresses, slacks, plain or striped T-shirts, shoes.

All matters of dress code are always at the discretion of the Boarding House staff. Boys are to be clean shaven at all times when living on campus.

Dress within the Boarding House

All students must be adequately attired whenever they are outside of their bedroom or bathroom.

The wearing of PJs, boxer shorts or other night attire as an outer garment is not allowed in mixed gender areas.

Students may choose not to wear footwear when moving around their residence but footwear MUST be worn in all other parts of the boarding house. Footwear must be worn in the Dining Room and at all times when in front of the Music and Art rooms, moving to any other part of the school or when on leave.

MEALS

Attendance at all meals is compulsory, except for Year 12s who may choose to have breakfast in their own Unit/House, and for students who choose to miss breakfast on Saturdays and Sundays.

If needed, boarding staff will bring a 'late tea' to the Boarding House for sick students or students who miss out on tea because of sport practice or school related activities. Boarders must leave their school ID card when collecting a late meal. It will be returned when the plate is bought back.

The Boarding House has supplies of fresh fruit, afternoon snacks and supper available for boarders each day. These can be accessed from the dining hall, common room or from boarding staff at reception.

Every boarding meal includes a 'healthy option' and the catering staff use healthy ingredients such as low fat milk, cheese and oils in preparation of each meal.

The Boarding House caters for a variety of diets, including allergies and vegetarians. Please inform the catering staff if you have special needs.

ROOM ALLOCATION

Depending on the ratio of female and male students, and number of students in different year levels, boarders are allocated to either a new room or new room mate each term. The room allocations are drawn up by the BRC and confirmed by the Director of Boarding. Once published, the room allocations will not be changed again until the start of the next term.

Students are placed in either houses, units or the main Boarding House, dependent on their year level.

However a range of factors are considered when allocating rooms and room mates in the hope of fostering the most positive living environment and development of your child. Consideration is given to such factors as:

- friendship
- study habits
- supportive students with less confident students
- sporting commitments
- past behaviour
- previous room tidiness
- past room placements.

If students have any concerns at any stage regarding their room allocations, please contact the Director of Boarding to discuss your concerns as there are often issues that either the Boarding House or parents are unaware of. All concerns must be communicated to the Director of Boarding during the school term (not during holidays), so that it can be addressed appropriately when drawing up dorm plans. The final draft, as published at the end of term, will not be altered once published. This is a major issue of fairness and will not be altered.

AIR CONDITIONERS

Students in Units/Houses need to turn their units on and off at the power point.

All other air conditioners are to be operated by MODs only.

In order to stop air conditioning units from malfunctioning the ambient temperature needs to be set at between 22°C and 24°C.

BALL GAMES

Ball games are not permitted inside any of the buildings or on House lawns. This is to avoid damage to buildings and injuring by-standers.

Billiards Gear – may be borrowed from MOD office. All of the gear must be returned with nothing missing or broken.

Table Tennis – bats and balls may be borrowed from the office.

BANKING

Students are encouraged to have a card account which can be operated from an ATM or EFTPOS outlet. The nearest outlet is at the Village Shopping Centre.

BEDROOMS AND ROOM ADORNMENT

Areas are to be kept clean and tidy at all times.

Dirty clothing is to be placed in a laundry bag.

Teeth and shoe cleaning to be done in bathrooms.

Music is to be kept to reasonable levels at all times. After 7.00 pm on weekdays and 9.00 pm on weekends, headphones must be used – i.e. no audible music.

VALUABLES MUST BE KEPT IN LOCKED WARDROBE, PADLOCKED BOX OR AT MAIN RECEPTION SAFE.

Other students' areas and property are to be respected at all times. Students are not allowed to enter another student's area without their permission.

Students cannot sleep in another student's room, even with another students' permission.

Mattresses must not be removed from bed bases.

While it is great that students are able to adorn their rooms with pictures, posters and other decorations, these adornments must be kept within the ethos of Immanuel College's Christian character and charter.

Any adornment showing the human body such that it causes offence to personnel legitimately placed in a position where that person cannot help but view such, is not acceptable.

Any adornment/enhancement that has an offensive nature in language, message, presentation or character is not acceptable. This includes audio and visual eg. CDs, magazines, posters etc.

Staff reserve the right to question, assess with others and ultimately remove or have removed, material, which is deemed to be offensive to the character and charter of Immanuel College or they personally find offensive.

Please see Pages 29–30 for further details on inappropriate material.

COMMON ROOM

The common room kitchen area is available for use by students during their free time.

Students must clean up after themselves.

BRC members and staff will light the fire as required. No other students are to tamper with the fire or fire tools. All students can help by keeping the wood boxes full.

COMPUTERS

Personnel in the College, including the Boarding House, reserve the right to check students' computers from time to time for inappropriate and/or illegal content as per the 'Inappropriate Materials' policy.

Personal laptops may be brought to the school, however, the school is not responsible for any damage or loss incurred. The laptop **MUST** be taken to the Information Technology Assistant before it is plugged into the school network so that an effective virus scanner can be installed. Most of the rooms have data points such that students can plug into the schools' network.

The Boarding House has wireless internet connection, so students are able to access the internet and intranet from all areas of boarding should they not have access to a data point.

Desktop support is available from College IT personnel from 8.30 am – 4.30 pm Monday to Friday.

END OF TERM PACKING & CLEANING

All vacuuming, cleaning and packing to be completed before departing, or on the last night of term (this includes your own room, spare rooms and the Kitchen/Living Room areas).

- All food and eating and cooking utensils from Units/Houses to be returned to the kitchen and fridges defrosted.

- All students will have supper in the Common Room on the last evening and breakfast in the Dining Room on the next morning.

Cleaning

Wipe all cupboards, drawers, desk, bookshelf, and any marks off walls and as directed by MODs.

Vacuum

Floor, including under and around bed.

- Gear being left at school over the holidays (case or boxes) to be taken to storerooms.
- Gear being taken home to be left tidily in room until departure.
- Room cleanliness to be checked by MOD before leaving the Boarding House.

Last Night Before Bed:

- Take medications home
- Take valuables from reception home
- Empty laundry pigeon hole.

Last Morning Before School:

- Final gear to store room (sleeping gear only).
- All rubbish bins to be emptied.
- Final check that your room is clean and all gear is in storage or taken home.
- Staff will do a thorough check of all areas once students have departed. Any broken or missing items will be charged to students living in that area.

INSURANCE OF STUDENT BELONGINGS

The College does not have a policy covering the damage to or loss of goods belonging to students in boarding. Consequently parents are encouraged to, if they feel it necessary, extend their own personal possessions policy to cover such goods.

LAUNDRY

- The school laundry is open only at allocated times.
- Each student has his/her own laundry bag.
- **All clothing is to be named, and nametags are preferable to laundry marker pens which tend to fade. If necessary this can be done upon arrival to Boarding House.**
- Boys take their washing to the laundry on Sunday and Wednesday, and girls on Monday and Thursday.

- Coin-operated laundry facilities are also provided within the Boarding House for personal laundry.

LOST PROPERTY

- After checking room and laundry, report matter to MODs and complete a 'Lost Property' slip. Please notify MODs if missing items are found.

MAIL AND COMMUNICATIONS

- Incoming mail is delivered to the Boarding House Monday to Friday.
- The Boarding House also has fax and email facilities (*Please see Page 6 for further details*).

MOBILE PHONES

- Students may use their own mobile phones but not during evening study or after lights out. Any phones in use during these times will be confiscated. Parents are strongly requested not to call at these times. Urgent contact is to be made via boarding staff.
- The Boarding House will accept that, while mobile phones are a fine means of communication, it will not be responsible for their security in the Boarding House. Responsibility rests entirely with the owner/operator.
- MODs reserve the right to confiscate mobile phones if they are used during study or after lights out.
- Mobile phones that are used inappropriately will be confiscated and returned only after a clear and honest determination to abide by the rules is received from the boarder. This rule is non-negotiable.

NEWSPAPERS

The Advertiser and *The Australian* newspapers are delivered each day to the Boarding House office. The Stock Journal and regional papers are also delivered each week.

NIGHT TIME EMERGENCIES

Students phone the MOD on 8375 1765. Another option is to open an alarmed door.

OUT OF BOUNDS AREAS

The following areas are out of bounds to boarders 4.00 pm to 8.30 am Monday to Friday and at the weekends:

- The classroom areas after 4.00 pm (unless in designated study rooms).
- Kitchen and Dining Hall – except at meal times.
- Workmen's sheds and maintenance areas.
- Private house area and back of kitchen.
- Morphett Field (MOD approval needed for these areas).
- Morphett Road side of the oval.
- Outside of the boarding complex after 6.30pm unless approved by a MOD.
- Immanuel Primary School buildings and grounds.

SECURITY

- **All** personal property must be clearly named.
- It is the responsibility of boarders and their parents to ensure that valuables and other personal property are adequately insured.
- Valuables should be kept in a locked wardrobe or box.
- Cash or other small valuables may be kept in the MOD safe.
- Tampering with safety equipment (fire alarms, extinguishers and fire hoses) is strictly forbidden.
- Tampering with security devices and sensors is strictly forbidden.

STOREROOM

- During term time all cases, large bags and boxes must be well sealed and stored in the storeroom.
- During the April, July and September vacations the storerooms are available to store all belongings not required at home.
- During the Christmas vacation only overseas students may leave luggage in store rooms.

TAXIS

- Students will require cash or taxi vouchers for payment when using taxis. Boarders are to book their own taxis and then inform boarding staff about the booking.
- Whenever a boarder uses a taxi, they **MUST** record the number of the taxi and ask for a receipt. Whenever a boarder enters a taxi, they must text the number of the car to the DoB on his mobile. This will help track down any vehicle that creates problems for the boarders.

The preferred method for boarders to use hire vehicles for travel is to make a booking with a company called AB Passenger Service. This company has a close relationship with the Boarding House and their drivers are fully vetted and have had all legal checks carried out before carrying any boarders. Parents are encouraged to communicate with this company to set up an account and to make their own personal contact with that firm. They have special reduced rates for our boarders and are reliable. Their drivers will wait for boarders at the airport and bus station with a name board for the boarder who has booked them. Their contact number is 0407 972 295.

TELEVISIONS

The bringing of personal TVs is not allowed in the Boarding House.

- TVs are located in Year 12 units and houses and the Common Lounge.
- Should students wish to play video games they can use the TVs in any of the lounges, units or houses, in cooperation with other students.

FOXTEL

- The Boarding House has Foxtel channels on the common lounge TV.

VISITORS - KNOWN

- Parents are welcome at any time and should feel free to make requests to MODs to take their children out at any time. Parents are welcome to attend meals with boarders. This needs to be discussed with the Director of Boarding in advance.

- Day students are very welcome in the boarding house under a set of guidelines. They are also very welcome to stay in the boarding house on Friday or Saturday nights as long as permission has been requested and approved by the Wednesday night preceding that weekend.
- Visits from friends should occur during daytime before 5.30 pm weekdays and 6.00 pm weekends, with visitors reporting to the MOD at reception.
- All visitors other than parents are restricted to the common areas of the Boarding House ie. the Reception area, Common Room and Courtyard.
- All visitors must sign-in at reception upon arrival/leaving the Boarding House.
- Friends can sleep over on the weekend with approval from the Director or Boarding.

VISITORS - UNKNOWN

All visitors need to be announced and then identified by their host. **Due Care** will be taken to ensure that visitors are known to the MOD or the boarder

or

Have the appropriate College's visitors' identification clearly displayed

or

Are in the company of College personnel known to the MOD.

Under no circumstances can a MOD or a student permit a visitor past Reception unless the appropriate due care has been taken.

Should there be any element of doubt concerning the integrity of a visitor then the MOD must contact Security, the Director of Boarding or his designate immediately.

CARS AT THE BOARDING HOUSE

Boarders being permitted to have a car at the Boarding House is a privilege. It is a privilege approved on a semester basis by the Principal. A car may not be bought onto the campus until this approval has been granted in writing.

Cars may be approved for the following reasons:

- travel to and from VET studies
- participation in elite sport training and games
- travel to and from home on holidays and exeats.

Cars may only be used for the purpose specifically approved by the principal. In applying for permission to have a car on campus, copies of the vehicle's registration and insurance papers must be supplied. Additionally, the boarder must also provide a copy of their driver's licence.

Keys are kept in the Boarding House office. Duplicates are not to be held by the boarder.

Cars must be parked where directed. This privilege may be withdrawn if the rules are not adhered to, or the boarder's behaviour means that such a privilege is not warranted.

Cars are not to be used for normal leave or transporting other students without specific permission, in writing, from the Principal.



BEHAVIOUR MANAGEMENT

1. If you have been:

- late to study or meals
- not in correct uniform
- untidy
- littering
- disobedient
- dishonest
- using offensive language (refer to Policy on Swearing)
- rude
- disrespectful
- discourteous
- spitting
- chewing gum
- disruptive

Then:

Your MOD will discuss your problem with you and determine an appropriate discipline action eg. cancellation of leave.

2. If the behaviour is repeated or the above not satisfactorily met:

Then:

Your MOD will discuss your problem with you and determine an appropriate discipline action. eg. cancellation of leave.

3. If your behaviour is not improving, or if you have been:

- late returning
- out of bounds
- misbehaving in public
- defiant
- damaging property
- breaking leave arrangements
- interfering with other people's property
- in someone else's area when they are not present.
- aggressive
- fighting
- insolent
- malicious
- abusive to others

Then:

Your MOD will discuss your problem with you and determine an appropriate discipline action and/or refer you to the Director of Boarding Services or his designate who will determine an appropriate discipline action eg. suspension or expulsion.

4. If you have clearly rejected all efforts to help you improve your behaviour or if you have been:

- abusive to an adult
- maliciously violent
- using alcohol or drugs
- deliberate vandalism
- smoking (see following)
- in possession of explosives, flammable materials or knives
- in a 'no go' area of the opposite sex
- In possession of items listed under the 'inappropriate materials' policy
- involved in other serious or illegal activities such as blatant harassment (thuggery, verbal bashing)
- stealing
- truant

Then:

You will be directed to the Director of Boarding Services or Principal who will determine an appropriate disciplinary action eg:

- any of the above
- cancellation of leave
- suspension or expulsion

This 4-stage list of discipline consequences has been provided to ensure fairness and consistency in our discipline program, and to encourage students to grow in accepting responsibility for their actions.

SWEARING OR UNACCEPTABLE LANGUAGE

Swearing lowers the tone of the Boarding House and is offensive to most people in boarding. Many students seem unaware of the frequency with which they swear.

We have a zero tolerance, but distinctions are made between circumstances.

Circumstance:

- Student to student (low level)
- Group of students
- Student to student - loud/aggressive
- In staff member's presence
- Student to Staff

Consequence:

Your MOD will discuss your problem with you and determine an appropriate discipline action and/or refer you to the Director of Boarding Services or his designate who will determine an appropriate discipline action.

SMOKING

Not allowed on campus or when on leave from the Boarding House.

Consequence:

Students returning from short or extended leave who smell of cigarette smoke will be given one warning and then consequences will be imposed.

BULLYING & HARASSMENT

The bullying policy is exactly as per the school diary.

COUNSELLING

Students will be referred to school counsellors where appropriate.

INAPPROPRIATE MATERIAL

STUDENT EXPECTATIONS

All students need to ensure they are aware of the expectations of Immanuel College Boarding House in terms of what can be offensive, a form of harassment, potentially harmful to other members of boarding community and/or can be seen as inappropriate or even illegal. The inappropriate items and content can be broadly grouped, but not limited to, the following categories: Alcohol and Drugs, Weapons, Pornography, Hate Material (eg. racism), Violence, Illegal Activity and Extremist Groups and Cults.

STAFF ROLE IN ENFORCING EXPECTATIONS

Every member of the boarding staff in their course of duty has the right to search for and remove materials such as posters, pictures, music, movies, computer files, alcohol, cigarettes, drugs etc. that can be considered inappropriate.

Every member of the boarding staff in the course of their duty, and often with the assistance of IT personnel or other staff approved by the Principal or the Director of Boarding or his designate, also reserve the right to perform spot checks on the content of personal electronic and other such devices (eg. computers, iPods, mobile phones and memory sticks) for inappropriate content.

SEARCH PROCEDURE

From time to time, it may be necessary for us to conduct a room search to find articles gone missing or as a result of evidence that a student or students may be in possession of inappropriate items or content in some form. Normally we would have the student whose room we are searching or a BRC member or another student present with us, but the Director of Boarding, his designate or the Principal may authorise a search without the student(s) present.

Where practicable there will be a Boarding House staff member and at least one other person (boarding staff, IT staff and/or BRC members) conducting the search.

At all times the Boarding House staff members are in charge of and controlling the search, with the others helping. When participating in the search, the BRC members need to be seen as supportive of and assistive to the students, and acting in support of fairness, justice and equity.

After the search has been conducted, the boarding staff will determine what further action needs to be taken.

CONSEQUENCES

In General:

Students in possession of, viewing or distributing inappropriate material will in the first place be counselled and the material confiscated and/or destroyed and/or kept for future reference. Parents/Guardians will be contacted where necessary. Students will then be given community service, gated, suspended or expelled, depending on the circumstances, the level and depth of involvement and the type of material in question. Students may also be required to undergo further counselling by school or outside counsellors. In some cases it may be necessary for the school to inform outside agencies, such as police, of inappropriate or illegal material (or activity) that has been found.

More Specifically:

There is a range of material available that is both illegal and inappropriate both from the Internet and other electronic sources which young people can potentially view eg. websites, discussion groups, shared in peer-to-peer (P2P) networks, via instant messaging programs, short-message service (SMS), or sent as spam (junk mail) via email on mobile phones, via blue tooth, on iPods, memory sticks, computer games, CDs, magazines and other items.

• Pornography

Pornography is defined as explicit representation, description or exhibition of sexual activity in literature, films, videos etc intended to stimulate erotic rather than aesthetic feelings (Oxford Dictionary).

It is widespread especially on the internet and there is both legal and illegal pornography ranging from easily accessible 'softcore' pictures to harder to locate child pornography.

In Australia, the Office of Film and Literature Classification, use the same guidelines for the classification of films and computer games, to classify potentially inappropriate internet content.

• Hate Material

Groups promoted by racial hatred material, anti-gay and anti-semitic material and others often have websites and other literature that reflect their views.

• **Violence**

Violence on the internet and other media can include instructional sites such as bomb or weapon making, vigilante or violent groups that display explicit violent behaviour such as domestic bashings and rape.

• **Illegal Activity**

Content can be displayed on the internet and other media which promotes illegal activity such as copyright infringement (especially with music files), security breaches (e.g. unauthorised access to computers) or fraudulent schemes, online or otherwise.

• **Extremist Groups and Cults**

Extremist groups or cults can offer information online or by other means about what they believe in or what they do. Often these groups use the internet as a way to recruit new members.

• **Advertising: Online and Other Media**

There is an amount of advertising material on the internet and in other media, which is inappropriate for young people. This advertising can be sent through online services on the internet which provides expensive delivery channels for advertisers.

RE-ENTRY TO BOARDING

Students returning from a suspension will need to present themselves for a re-entry interview with the School Counsellor, Director of Boarding and/or Principal.

ALCOHOL AND DRUGS

Both substances are banned from the Boarding House and the grounds of Immanuel College. We have a zero tolerance towards the use and/or abuse of alcohol and drugs.

Students who return from leave smelling of alcohol or displaying behaviours indicating that they have been partaking of alcohol or an illicit drug will be thoroughly investigated.

Consequences of students being in possession of, consuming alcohol or taking illicit drugs will range from suspension to expulsion from the Boarding House.

SOCIAL CONDUCT OF BOARDERS

Boarders are to be discreet at all times.

Except for the Common Room, Courtyard and Reception Foyer all areas are gender

specific and are designated as 'no go' areas to the opposite sex.

Unacceptable behaviour of boarders on campus is as follows:

- Boys in girls' areas, girls in boys' areas.
- Boys and girls meeting in areas and circumstances unknown to MODs.
- Boys and girls together in secluded areas and not able to be directly supervised. This includes on the house verandahs or between the houses.

As a general rule, use common sense and the 'daylight rule' principle, i.e. that daylight must be seen between the couple at all times. Staff on duty will decide and direct boarders with regard to any inappropriate social behaviours.

Consequences of students violating the above, depending on the violation, will result in action ranging from a verbal warning through to suspension and expulsion.

COST OF REPAIRS

From time to time repairs need to be made to Units or Rooms either through fair wear and tear or through vandalism or malicious actions.

If the actions are negligent or malicious then the perpetrator will suffer the consequences and will be liable for the costs of making good the damage.

Naturally we want to place the cost of repairs in the hands of the people who caused them, but should the culprit(s) not be disclosed then those occupying the room will share the costs.

DISCIPLINE AND COMMUNICATION WITH PARENTS

In situations where a student has been involved in a serious disciplinary matter or where a pattern of minor problems has been identified, the Director of Boarding Services will inform parents.

The Director of Boarding Services will consult with the Principal where the behaviour problem requires suspension or expulsion, and parents will be informed both verbally and in writing.

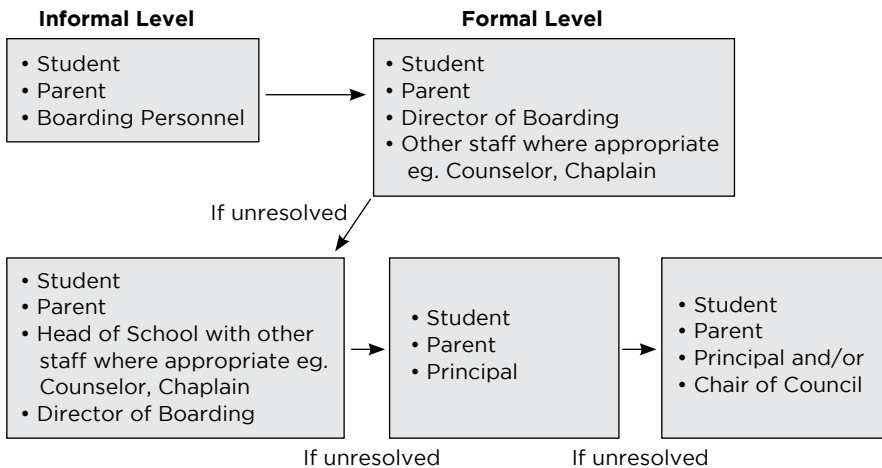
GRIEVANCES OR COMPLAINTS

The purpose of these guidelines is to establish mechanisms for students and parents to lodge a complaint or grievance against boarding staff member(s) or any other boarding school matter. It is our belief that student(s) and parents/guardians should have access to a process based on the principles of natural justice, so that complaints and grievances can be heard and resolved.

In dealing with grievances/complaints the following principles should be fundamental:

- Where a grievance arises, in the first instance, it should be dealt with in an informal manner (eg where the grievance arises at the in-house level there should be a genuine attempt to resolve the grievance at that level).
- If a grievance cannot be resolved informally, it may be considered under formal grievance procedures.
- Grievances should be discussed and resolved in a general framework of cooperation which emphasizes prevention of further disputes rather than just a cure.

Therefore, the process to use is:



WEEKLY BOARDING

PREAMBLE

Weekly boarders are those students who live close enough to the College such that, as agreed between the parents and the College, they regularly return home on a weekend. Weekly boarders are a valuable part of our boarding community and are entitled to the same rights and privileges as everyone else in boarding.

Weekly boarders receive a remission of fees; these fees covering 5 days per week.

EXPECTATIONS

It is expected that a weekly boarder would return home Friday, leaving before 6.00pm and arrive back Sunday after 6.00pm. Sometimes they leave Saturday after sport and return Monday morning. Leave and return is flexible according to circumstances, however it is expected that they be absent for 2 days (more if it is a long weekend) every week of the term.

It is expected that a weekly boarder would not return to the Boarding House for any reason (unless by prior arrangement with the parents; circumstances demanding).

Staff reserve the right to turn a weekly boarder away from the Boarding House during a weekend should they feel that the weekly boarder is abusing his/her rights as a weekly boarder.

Should a weekly boarder wish to stay in for the weekend and not return home, then the parents will need to negotiate this with the Director of Boarding or that person's designate. Normally there will be a charge of \$40 or more per day.

Once a weekly boarder signs out from the Boarding House and leaves the College grounds they become the responsibility of their parents.

Once a weekly boarder signs out for the weekend to return home then it is not expected that the person will return to the Boarding House during that time.

Once a weekly boarder signs out for the weekend to stay at another person's house with the consent of his/her parents, then it is expected that the person will not return to the Boarding House during that time.

A weekly boarder does not have the right to come and go as she/he pleases, using the Boarding House as a base or 'drop in' place, or to collect school homework or sport related items because it was inconvenient to take them in the first place.

CONCLUSION

This policy is designed to make clear the boundaries within which a weekly boarder lives in the Boarding House. It is expected that there not be a problem with a weekly boarder abusing the rights, privileges and constraints within which a weekly boarder lives.





Immanuel College

established 1895

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