



Pymble Ladies' College



Boarding Handbook 2020

FOR BOARDERS AND THEIR FAMILIES

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Welcome to *Pymble* Boarding



It is a privilege to be a member of this beautiful community and to lead our committed staff and dynamic girls to provide an environment that encourages, supports and nurtures every Boarder to strive for the highest. I cherish the opportunity to work with your daughter, learning of her aspirations, supporting her to meet challenges and celebrating her successes.

Our Boarders are the heart of *Pymble*. We celebrate the unique gifts that each girl brings and provide a supportive, responsive and home-like environment in which they can flourish. With access to exceptional learning opportunities, state of the art facilities, an extensive co-curricular program, beautiful grounds and a caring and professional staff, our girls are empowered to embrace opportunities to develop a broad perspective of life and to make meaning of their world as confident and capable young women.

With more than 100 Boarders, our community has a strong sense of pride and identity. Opportunities to build lifelong friendships with girls from around Australia and beyond abound, while the building of strong relationships with Day students is actively encouraged through a variety of initiatives.

Integral to our success as a close-knit community is a Boarding team who is highly experienced, nurturing and particularly attuned to the special needs of adolescent girls. Our staff are deliberate in their efforts to know each girl and to understand her hopes and dreams. They take the time to guide her by responding to her ideals and needs as a unique learner and as a person.

We value our partnership with our Boarding families and actively encourage open communication. There are many ways in which families can engage with the Boarding community and we welcome your involvement in various events and learning opportunities.

We want the best for our girls and it is our hope that they will graduate from *Pymble Ladies' College* with a belief in their own capacity to create and engage in a life that is filled with love and joy; fun and laughter; hope and faith. Most of all we want our girls to know who they are and to value their own uniqueness.

Carolyn Burgess
DIRECTOR OF BOARDING



Boarding Head Prefect

I have felt so special and privileged to attend a school as diverse and enriching as *Pymble*. For me, the past five years in Boarding has been characterised and shaped by the incredible staff, friends made, and opportunities provided, to which I owe my whole heart.

Boarding is a unique experience. To be away from home, friends and family is one of the most challenging yet rewarding things I have ever done. In saying this, it is important to make acknowledgement of all Boarding parents and carers who make these incredible opportunities available to us. To you, we are all eternally thankful.

Maddie, Annabelle and I are keen to promote wellbeing and sisterhood among girls in Years 6 to 12 with the rest of the Boarding Prefect Body and Year 12 girls to embrace the “unending chain” of which we so often speak. I am so excited to lead my friends and sisters through the next year, as we venture forward into another incredible year in Boarding at *Pymble*.

Isabel Wilson

BOARDING HEAD PREFECT 2020

Boarding Deputy Head Prefects

I started Boarding at *Pymble* in Year 7, all the way from Walgett, a small country town nine hours from Sydney. It has been a massive journey and I am excited and grateful to represent Boarding, alongside Isabel, Annabelle and my Year 12 Boarding sisters.

Boarding at *Pymble* has opened my eyes to the world around me and helped me to recognise how fortunate we are to attend such an incredible school. My favourite memories from Boarding are the times spent sitting around chatting to whoever joins in. Through these conversations I have learnt so much about my fellow Boarding sisters and myself. There are so many different people with different stories, and there is always something interesting and new to learn.

I aim to enhance this loving and respectful environment in which every Boarder feels welcomed and valued. I also hope to strengthen the relationship between Day girls and Boarders to ensure each girl is aware of the wide network they can rely on in being a part of the *Pymble* family.

Boarding is a big part of what makes me who I am. It has set me up with lifelong connections and helped me to develop independence and resilience. I cannot thank my parents and the Boarding community enough for this part of my life. It is a privilege to lead in this special family.

Madeline Warden

BOARDING DEPUTY HEAD PREFECT 2020

Boarding Deputy Head Prefects

As Boarders, we come together from all parts of Australia and overseas. I'm from Warren, a small town of 2,000 people in regional NSW, just about the same size as the *Pymble* community! The experience of starting Boarding in Year 7 has taught me a vast amount of responsibility and provided many opportunities which would not be possible at home.

While Boarding has its challenges, I feel so fortunate to have been given the chance to attend a prestigious school like *Pymble*. It is also an absolute honour to culminate my Boarding experience as Deputy Head Boarder for 2020. Isabel, Maddie and I cannot express how excited we are about the year to come.

Our vision for 2020 is to provide a sisterhood full of support for the Boarding girls and to create an open environment to support the wellbeing of each other. My particular passion is for mental health and I recognise the challenges of homesickness, especially for our new Boarders. I cannot wait to work on initiatives to promote a real sense of flourishing within our Boarding community. I am grateful for the amazing opportunity and I look forward to the year ahead and all that it entails.

Annabelle Webb

BOARDING DEPUTY HEAD PREFECT 2020

Introduction

The College has a long and proud tradition of Boarding, with 20 of the College's first 60 students enrolled as Boarders in 1916. Today, Boarding still plays a key role in College life, developing students' leadership capacity and facilitating their growth towards becoming capable, caring and confident young women.

Our aim is to create and sustain a unique environment for students where active engagement in community and College life is promoted. Boarding at *Pymble* is a special experience, and one that provides students with the opportunity to develop skills important in the management of daily routine and for living independently in the future.

At the centre of this experience is the nurturing process so vital to the wellbeing of the girls. Boarding staff are people who love working in the Boarding House environment. They are passionate about caring for young people and contribute in a significant way to the overall development of each girl.

The College places a high priority on the professional learning of its staff. We provide ongoing opportunities to engage in learning relevant to Boarding, the development of adolescents and other appropriate areas. This allows us to provide the highest level of care and support for our Boarders.

The College Vision, Mission and Values

- Our Vision** We will continue to journey toward our vision of providing an education for our girls that is universally acknowledged for its outstanding quality and exceptional opportunities.
- Our Mission** As we look to 2020, our College mission remains the foundation for our plans. We remain committed to creating a personalised learning environment for each *Pymble* girl so she develops a passion for learning and scholarship, a strong assurance of her own worth, and the desire and values to contribute meaningfully to her local and global communities.
- Our Values** Five important values reflect our spirit, heritage and traditions, our Christian beliefs as a Uniting Church school, and our commitment to providing meaningful, personal learning experiences for every *Pymble* girl.

- Care** Care for self and concern for others sustain and enhance our social, physical and learning environment. We express care daily through considerate and compassionate attitudes and behaviour.
- Courage** Through the attributes of fortitude, strength of character, resilience and determination, we gain the confidence to stand up for what is right, respond to the needs of others, and make a positive, purposeful contribution to the world around us.
- Integrity** As evidenced through sincerity, a commitment to the truth, and habits of sound judgment and ethical conduct. By adhering to high principles, we develop the moral framework fundamental to achieving great personal fulfilment and contributing to society.
- Respect** Enables the richness and diversity of all backgrounds, cultures and abilities to be held in high regard. Through respect, we promote greater self-esteem in ourselves and others, and create a community where achievement, education, life balance and a love of learning are supported.
- Responsibility** Encourages leadership and initiative, a spirit of service and commitment, and the opportunity to make a positive contribution to the school community and, ultimately, society at large.

Boarding Houses

Pymble has three Boarding Houses situated within the College grounds: Goodlet, Lang and Marden. Lang House and Marden House were built in 1916, with Goodlet House built a decade later. All Boarding Houses provide a comfortable 'home away from home' for students during their Secondary School years at the College. The College caters for more than 120 Boarders, who are predominantly from rural NSW; however we also have Boarders from the Sydney metropolitan area, interstate and Boarders whose parents currently live overseas.

The Director of Boarding has ultimate accountability for the Boarding school and provides strategic leadership, while House Supervisors lead the Houses at the operational level and are supported by the Assistant House Supervisors and support staff. This structure is designed to cater for the specific needs of girls at different year levels and at different stages of development.

Personalised Learning

One of the four signposts identified in our *Towards 2020* strategy is 'Personalised Education'. Personalised learning means every *Pymble* girl is known and respected for her skills, abilities and character. She delights in her learning experience at *Pymble* because it reflects her unique strengths, interests and desires, and reinforces her wonder and joy as a global citizen. She is encouraged to move beyond what is known, uncovering along the way her ability to question, discover, reflect and improve.

At *Pymble*, she is encouraged and empowered to learn because she is at the centre of her learning. She grows in her ability to think ethically, creatively and critically, because her family and teachers are working together to help her understand who she is and who she can be. She relishes challenge. Encouraged to learn anywhere and anytime, she adopts an approach that enables her to realise her full potential.

As she journeys from dependence to independence and finally interdependence during her school years, the values enshrined in the *Pymble* community will be hers. As she grows in wisdom, she will also grow in compassion, determined to make a difference in her local and global community.

Our purpose in Boarding is to support the principles of Personalised Education by enabling our girls to flourish.

Principles that underpin quality care in the Boarding School

Research shows that students thrive in an environment where they feel secure and where they are encouraged and supported to take positive risks in learning and life.

The research indicates that the most effective and productive school environments for students are those that promote appropriate risk taking within the context of a community of support. In other words, when students feel that they can take on new challenges (even though they may fail to achieve the desired outcome) and know that the school environment and parent support is such that if they 'fall down' along the way, they will be helped back up again. This helps students to generally aspire towards and attain higher goals.

The challenge for educators, carers and parents is to enable our students, through affirmation, to understand the difference between doing the best they can and over-extending themselves to the point of frustration and anxiety. Setting realistic goals that match the individual's potential is important and College staff will endeavour to guide the girls in maintaining the appropriate balance.

WELLBEING

The Boarding staff strive to provide each student with a strong sense of wellbeing. They embrace this responsibility and focus on the following key aspects of care for the Boarders.

- Sensitivity to the needs, feelings and concerns of the girls.
- Respect for personal worth and dignity regardless of racial, cultural and religious differences.
- Respect for the individual's spirituality or faith.
- The need for balance and time for silence and space.
- Time to share the joys of life.
- Promoting and fostering an enthusiasm for life, acknowledging that life can be difficult at times but also very good and deeply enriching.
- Understanding and acknowledging the challenges the girls confront as they transition from one physical, emotional and personal phase of growth and maturity, to the next.

Wellbeing is 'intentional' and we teach the girls to plan their activities with time built in for 'intentional' wellbeing.

For example, as part of our 'Love It' program, Boarders have after hours access to the Aquatic and Fitness Centre, which are staffed by a qualified lifeguard and fitness instructor. We also provide a range of leisure equipment including bikes for Boarder use and many opportunities for off-campus activities and the development of friendships with Boarders from other schools.

Principles that underpin quality care in the Boarding School

OUR BOARDING COMMUNITY

Our Boarding community becomes a true community when the following exist:

- our College values frame all we do
- standards and expectations for students are clearly stated and understood
- every member of the community strives to support an approach that develops self-discipline and respect for others
- positive and productive relationships are developed between students, staff and parents;
- all members engage actively in the life of the College.

There is a positive climate and a safe, supportive and caring environment marked by:

- mutual understanding and encouragement for all
- co-operation, respect and tolerance
- care, support and guidance
- sharing, consultation and collaboration
- honesty and integrity
- an effective care network for every student within each Boarding House to ensure she enjoys a sense of belonging and connectedness
- opportunities for initiative and leadership.

The rights and responsibilities of Boarders

Students who live in our Boarding community have the right to feel safe, secure and well cared for in a home-like environment. It is important that our students understand that they have certain rights and responsibilities.

RIGHTS

1. To be happy and fulfilled, and enjoy a sense of freedom within clear, safe boundaries.
2. To be treated with respect by all.
3. To live in a home-like environment that is aesthetically pleasing, clean, comfortable, safe and secure.
4. To have opportunities within the Boarding environment to grow and develop, and to learn how to manage themselves on a daily basis.
5. To develop the skills and knowledge necessary to live independently and to be an effective member of a community.

The rights and responsibilities of Boarders

6. To have the opportunity to develop their individual gifts and talents and to pursue studies and other College activities in well maintained, well organised and supportive residences in order to achieve their potential.
7. To have opportunities to develop and demonstrate initiative and leadership.
8. To be able to access a range of experiences that broaden the dimensions of life in a Boarding school.

RESPONSIBILITIES

1. To endeavour to live the College values.
2. To interact with each other in a caring, positive and supportive manner.
3. To display at all times respect for self, others, the staff, property and the environment.
4. To fulfil all requirements in relation to Boarding House processes.
5. To be honest and open in all communication.

CONSEQUENCES FOR BREACH OF EXPECTATIONS

1. Our model for teaching students to accept responsibility for their actions focuses on the consequence 'fitting' the action/behaviour.
2. Disciplinary matters will be managed in line with College policy and procedures.

Student leadership

The College is committed to developing student leadership capacity at all levels. We strongly promote to our girls the concept of shared leadership and are working to establish a culture of leadership within the Boarding community.

We believe that all girls possess leadership capacity regardless of age or current skills or experiences. It is the responsibility of Boarding staff to assist the girls to develop this skill and to practice leadership in a meaningful way. Accordingly, we offer a broad range of leadership opportunities to our Boarders.

Student leadership

Formal positions and leadership roles include but are not limited to the following, which comprises our Boarding Student Executive Team:

- Boarding Head Prefect
- Boarding Deputy Head Prefect
- Boarding Prefect Marden
- Boarding Prefect Goodlet
- Boarding Prefect Boarders' Representative Council
- Boarding Prefect Environment and Sustainability
- Boarding Prefect Community Engagement
- Boarding Prefect Performing Arts and Sport and Activities

Communication

Research shows that successful outcomes for students occur when genuine partnerships exist between parents and staff. The key to building such partnerships is good communication.

The Boarding staff are committed to ensuring that communication with parents will be:

- timely, accurate and thorough
- honest and open
- respectful
- informative and supportive of facilitating student and parent needs
- sensitive to special situations and circumstances
- in line with College policy.

Complaints

Parents and students are encouraged to communicate with the House Supervisor in the first instance. The Director of Boarding is readily available to speak with students and parents as matters arise. The College's complaint policy is available on *MyPymble*.

Special programs for Boarding students

Boarders have special needs in relation to their access to learning, recreation and wellbeing activities. Our staff work hard to facilitate these needs in the most appropriate and effective manner. While we want the girls to grow in all aspects of their personal and College life, we encourage independence and responsibility. We also acknowledge that our girls are away from their parents and families and need support in their College and personal life as a Day girl would by being home with her family.

Boarding staff can play a vital and significant role by building relationships based on trust and care and by seeking to support when necessary. The programs listed below are unique to the Boarding community and have been designed and developed to assist the Boarders to feel supported in all they do.

LIVE IT

Part of our responsibility in Boarding is to ensure that our girls are well equipped to face the challenges of day to day life beyond Boarding. The 'Live It' program is a work in progress that aims to teach our young adults basic life skills such as how to pay bills, cook basic meals, change a tyre, write a thank you note, sew on a button and do laundry. It is envisaged that this program will be implemented throughout 2020 using a 'passport' system to log competence in each of the life skills.

LOVE IT

Many of our Boarders come from distant locations and going home for the weekend or having visitors can be rare events. Families also send their daughters to *Pymble* to have a Sydney experience. Furthermore, in the home setting, most families have activities and events that keep them busy over the weekends.

We recognise all of these factors and seek to engage our Boarders, embrace the opportunities inherent in city living and mimic home life through our Love It program. The Love It program provides a range of opportunities for our Boarders to create connections with their Housemates and the local community in a safe and measured manner. The Love It program provides our Boarders with fun and enriching opportunities to help them make the most of their Boarding experience.

Risk assessment and planning for external excursions is a College policy and process and must be adhered to by all Boarding staff. Staff must complete all documentation in accordance with the Excursion, Risk Management and Workplace Health and Safety policies and apply the principles and processes for these policies rigorously.

LEARN IT

Our Evening Study Program, 'Learn It', is designed to enhance achievement of academic potential, life balance and personal fulfilment. The program aims to provide our girls with key academic support staff to help them to understand how to manage their daily routine and to get the best out of each day. Students will be guided towards developing productive homework and study routines. Compulsory time in the Library and/or Senior School Centre – Kate Mason Building provides the Boarders with the opportunity to access teaching staff for support in preparing homework; in revision; in seeking support for subject related work and Academic Tutors and in learning effective study skills.

Special programs for Boarding students

The program provides yet another opportunity for Boarding staff to identify any matter that relates to the wellbeing and performance of a Boarder in relation to life in the Boarding House.

The following guidelines are to be adhered to by students during the Evening Study Program;

- Each year group is to be located in a separate class room on the middle level of the Senior School Centre – Kate Mason Building.
- If the library is being used, Years 10 and 11 will be located on the upper level and Years 7 to 9 will be seated in discreet groups on the lower level.
- Boarders are required to work silently and effectively during the Evening Study Program.
- Should the Boarders wish to collaborate, clear parameters will be set with names of the Boarders involved, the aims of the activity and a time limit of up to 20 minutes.
- Mobile phones should not be brought to the Evening Study Program.
- Access to Academic Tutors is limited to 20 minutes per boarder, this will be coordinated by the supervisor. If an Academic Tutor is free, Boarders are referred on for assistance. Academic Tutors keep a record of students who have sought assistance.

LEAD IT

Our 'Lead It' program provides a variety of opportunities for Boarders to demonstrate and develop leadership capacity. The various opportunities are explained below.

BIG SISTER PROGRAM

We pride ourselves on the sense of community that exists in Boarding at *Pymble* and our 'Big Sister' program is an important part of building relationships across the various age groups. The program is designed to support younger girls to transition into Boarding by linking them with a Boarder from Years 10 or 11 who will act as a friend and mentor. Another aim of the Big Sister program is to help younger Boarders develop a sense of autonomy and to encourage the development of safe and responsible behaviour outside of the College.

Our Big Sisters are excellent role models who consistently demonstrate the College values. They try, whenever possible to go out of their way to assist their Little Sister helping with homework, organisation, friendship conflicts and even homesickness. Big Sisters have a wonderful opportunity to provide genuine support, interest and empathy for their Little Sister.

SPIRIT HOUSE CAPTAINS

Our Spirit House Captains are Year 11 Boarders who are voted for by their fellow Boarders and hold an important leadership position in our Boarding Community. There are two representatives for each of the four Spirit Houses, Goodlet, Hammond, Lang and Marden. These Year 11 girls are responsible for many of the important activities that take place throughout the year including working with our Chaplains to organise our fortnightly Chapel services, planning activities over our Community Weekends and competitions for the Angus Cup and Sports Cups.

Special programs for Boarding students

BOARDERS' REPRESENTATIVE COUNCIL

The Boarders' Representative Council (BRC) is integral to the success of our Boarding Community and is charged with the following core accountabilities:

- build and sustain the sense of community within Boarding
- advise of concerns and recommend improvements and initiatives on behalf of all Boarders
- demonstrate and promote the College values through exemplary leadership.

The Council meet fortnightly and are ably lead by our BRC Prefect. Each year group has two elected representatives on the BRC. The tenure for these positions is two terms.

BOARDING PREFECTS

All of our Year 12 Boarders have an important leadership role in the Boarding Community. There are, however, designated leadership positions which play an essential role in the leadership of the Boarding and wider school community.

Boarding leaders are voted for by their peers and teachers as part of a whole of College process. The following positions are available

- Boarding Head Prefect
- Boarding Deputy Head Prefect
- Boarding Prefect Marden
- Boarding Prefect Goodlet
- Boarding Prefect Boarders' Representative Council
- Boarding Prefect Environment and Sustainability
- Boarding Prefect Community Engagement
- Boarding Prefect Performing Arts and Sport and Activities

COMMUNITY DAYS

Community Days are special times in our Boarding calendar where all Boarders are required to be in attendance. They are specially designed to promote a sense of community and to provide Boarders with skills that are important to their time in Boarding.

The first Community Days take place on the weekend at the end of Term 1 Week 1. Other Community Days are dispersed throughout the year. Two of these days include a service with the Pymble and Gordon Uniting Church congregation. Leave is only available for extenuating circumstances on Community Days and must be approved by the Director of Boarding well in advance.

BOARDING FAMILY FRIENDS PROGRAM

Each year, the College conducts the Boarding Family Friends (BFF) program to assist new Boarding students from rural areas and overseas settle into *Pymble*. A BFF is the family of a Day student who has indicated that they are willing to be a part of the program. Each BFF is matched up with Boarders and their families in the same year group and, wherever possible, the College attempts to match families and students with similar interests and backgrounds.

Special programs for Boarding students

BFF responsibilities include contacting their Boarding family to welcome them to *Pymble*, visiting the Boarder at the College, inviting her home for dinner or afternoon tea and hosting her at home for a weekend. Families are most welcome to continue the relationship with the Boarding student if both the BFF and Boarding family wish to do so. Some students will develop their own friendships as they settle in and may no longer need the introductory support that the BFF program offers. All Boarding Family Friends are required to provide a Working With Children Check along with their date of birth for verification processes.

ANGUS CUP, BOARDERS' SPORTS CUP AND BOARDERS' HOUSE CUP FOR EXCELLENCE IN PHYSICAL ACTIVITY

The Angus Cup is as almost as old as *Pymble* itself and is an important inter House competition where Boarders compete in a range of fun activities to win points for their Houses. Similarly, the Boarders' Sports Cup and the Boarders' House Cup for Excellence in Physical Activity include a range of activities which attract a point score. The Cups are awarded on the eve of Speech Day.

PYMBLE AND GORDON UNITING CHURCH – OUR EXTENDED COMMUNITY

In the past few years the Boarding community has developed a strong, effective and positive relationship with the congregation at Pymble Uniting Church (PUC). As a College of the Uniting Church, this relationship with PUC is important to us and we enjoy the partnership we have with the church.

The girls participate in the church program as a way of contributing to community and as a way to engage community and embrace the broader members of the community. Many of the female members of the congregation were Pymble Ladies' College students and many have daughters, granddaughters and great granddaughters at the College now. They love the contact they have with our girls and enjoy seeing groups of them at their church each Sunday. It is a unique and valuable program and one that we will seek to endure.

The girls choose which Sunday of each term they will attend church and are accompanied by staff members as required. All Boarders are required to attend Church at least once a term.

NEW BOARDER AND FAMILY ORIENTATION PROGRAM

This program adds a new dimension to the orientation process for new Boarders by including their family in a weekend of activities. Parents and siblings are invited to attend and participate in special activities while our new Boarders are introduced to key aspects of Boarding life. This orientation program takes place prior to the return of students to the College for the new school year.

We also encourage our new Boarders to visit us throughout the year. Research has shown that the more frequently a new Boarder visits the Boarding School the more seamless the transition.

New Boarders are strongly encouraged to maintain regular contact with us. We are always happy to show you around the Houses, welcome you for dinner or to organise a sleepover and time in the Day school for our new girls.

General information

LIVING IN COMMUNITY

As *Pymble* may be your daughter's 'home away from home' for a number of years, our goal is to assist her adjustment to Boarding life. We support each student, whether she is a new or returning Boarder, to settle in and to make connections with members of her Boarding House and the Boarding community.

Homesickness is a very common experience for students who live away from home, and the House Supervisors and Assistant Supervisors are experienced in supporting students and their parents when this occurs.

Senior Boarders are always willing to give younger students their time and advice. Every new girl is given a House 'Buddy' to help her to settle in, introduce her to fellow housemates, show her the practicalities (such as how to use the washing machines) and accompany her on her first day of school. It is also valuable to remember that every Boarder has been a new Boarder at some stage and understands just how the new girls feel! Given time to settle in, new Boarders will soon feel like they are members of a very large family and will be relaxed and confident enough to enjoy the opportunities that the College has to offer.

PROMOTING POSITIVE BEHAVIOUR

Our Boarding community is bound by the College values of Care, Courage, Integrity, Respect and Responsibility. It is through support for these values that our students will demonstrate the appropriate behaviour and help to maintain a positive and warm Boarding environment.

As members of the community, students who live in the Boarding Houses are expected to meet our expectations of positive, appropriate and supportive behaviour and the standards set with regard to cleanliness and order.

Boarding staff are focused on promoting positive behaviour rather than highlighting negative behaviour. This philosophy is the guiding principle in our care of and support for the Boarders.

HEALTH CARE CENTRE

The College has a well-established and resourced on-site Health Care Centre (HCC). The facility is open from 7.30am until 6.00pm. There are two Managers of our HCC and they work closely with the Director of Boarding and House Supervisors. Each Wednesday a General Practitioner from Pymble Medical and Dental Centre visits the HCC. Physiotherapists from Ku-Ring-Gai Sports and Spinal Physiotherapy also attend the HCC on a regular basis. Boarders have the opportunity to book an appointment and may do so through their House Supervisor or the HCC. Boarders and relevant Boarding staff will be notified by email the day before the appointment to confirm details of the appointment. If Boarders are unable to attend their appointment, the HCC must be notified at least 2 hours prior to the scheduled appointment. If Boarders repeatedly miss appointments, a cancellation fee may be charged by our providers. Please note, there is no appointment required to see nursing staff. If a Boarder is unable to attend class due to illness, she is cared for at the HCC. If medical attention is required, staff will make arrangements for the Boarder to see a doctor. Relationships established over the years

General information

with a number of local doctors, dentists and specialists enables the College to access these services outside business hours. Either the Director of Boarding, House Supervisor or nurse at the HCC will notify parents of any illness or injury of a serious nature. An ambulance will be called if there is need for urgent care. When a contagious illness occurs, students will be required to return home or to their guardian where practical or transferred to hospital as soon as possible.

MEDICATIONS PROCESS

The College has policy and procedures to support the safety and wellbeing of our students. The Health Care Centre manages the students' illnesses and accidents throughout the course of a school day and does so by following and applying College policy. Boarding policy and procedures align with College policy but have inclusions that reflect the nature of residential life and the needs of our students.

Boarders must adhere to the expectations below in relation to medications and the use of these within the Boarding Houses:

1. Parents and carers must discuss the medical needs of the student with the House Supervisor prior to the student entering the College and Boarding.
2. Each Boarding House keeps a supply of non-prescription medications including paracetamol and other pain relief medication; cold and flu medications; and general medical items required for non-serious and non-prescribed medications. Any Boarder who requires prescription medication for treatment of an illness must comply with the expectations for handing medications to the House Supervisor. Parents are required to notify staff if the medication was initially prescribed and purchased externally.
3. If medication is required by a Boarder this must be handed directly to the House Supervisor or senior member of staff in the Boarding House.
4. The medication must be clearly identified and in its original packaging.
5. It must show clearly the name of the student, date of issue and expiry, the prescribing doctor and the dosage to be administered.
6. This medication will be registered by the House Supervisor and locked in the safe in the office until it is administered to the student.
7. Students are required to remind staff in the Boarding House that medication is to be administered and should take the medication in the office in the presence of a staff member.
8. Staff member signs and dates the Medication Register.

Should the status of the student's health condition change at any time during her stay in Boarding, it is the responsibility of the parents or carers to notify the Boarding House staff in the first instance and then provide this in writing. This notification should include any change to dosage or type of medication, and include all the details required when medication is provided to the Boarding House staff.

General information

STUDENT SUPPORT SERVICES AND COLLEGE COUNSELLORS

Boarders have a range of staff, including their House Supervisors and support staff, who they can access to help deal with challenges and homesickness. In addition, each student has access to the College counsellors who can provide care and support during challenging times or emotional hardship. Students can confidentially meet with the counsellors at any time. Parent consent is required for Boarders in Years 7 to 9 who wish to see a counsellor.

GUARDIANSHIP

Where possible, Boarders should have a nominated guardian in Sydney who is able to give permission for the student to go on leave and to attend excursions, and who is an emergency contact person should parents be difficult to reach. Guardians should also be available to care for a Boarder in their home should she become ill and need to be cared for away from the Boarding House. Unless supported by appropriate documentation, the guardian is not considered a 'legal' guardian and as such is not able to communicate with the College about any confidential or financial matter that relates to the student for whom they are the guardian, without the written consent of the parents. If parents of Boarders travel from their home location, it is important that they notify the House Supervisor of their dates of travel as well as the identity and all contact details for their daughter's nominated guardian. All guardians who are not family members are required to provide a Working With Children Check along with their date of birth for verification processes.

LEAVE AND VISITING ARRANGEMENTS

Social contact with family and friends and outings away from the Boarding House is important for all Boarders. While leave arrangements are flexible at the College, all leave must be approved by the Boarding House Leadership team. This includes contacting Boarders' parents/carers and the host family to ensure that we can feel confident that our Boarders are kept safe.

Boardingware is the software program used by the College to manage student leave. All leave must be entered in Boardingware by 5.00pm Thursday each week. This gives staff adequate time to carry out appropriate checks so that we can all feel assured that our duty of care obligation is being met and families can feel confident that a strict process has been followed. Late Leave will only be approved in exceptional circumstances and at the discretion of the House Supervisor.

Unescorted Leave, available to Years 8 to 12, is the exception to the above and is authorised following initial consent from parents and carers at the commencement of the year and throughout the year at the discretion of the Boarding Leadership team. Boarders in Year 7 must be escorted to any appointments, shopping or other leave.

All Boarders taking leave are required to report to the staff member on duty and sign out using Boardingware before leaving the House. Years 7 to 9 Boarders are also required to be collected by the host from the foyer of Marden House or to be escorted by a member of staff to meet the host. The same processes apply for signing in when the Boarder returns from leave.

General information

No Boarder is to be out alone after dark, unless written permission has been given by parents. Permission from parents and the Deputy Principal is required for Boarders who wish to drive a vehicle. Boarders are not permitted to travel alone in a taxi. The use of Uber and other ride sharing companies is not permitted. Registered driving services that provide Working With Children Checks are permitted.

Community Weekends and Community Days

Community Weekends and Community Days are times in which special activities and inter-House competitions are held. These dates are advertised well in advance so that you can plan ahead. Leave will only be granted during this time in exceptional circumstances.

Leave during school hours

Boarding staff are not able to approve leave for the Day School. Requests for leave during school hours for up to one day must be submitted in writing to the Head of the relevant Day School at least three days in advance. Leave in excess of one day needs to be requested through the Dean of Students at least two weeks in advance. Once approval for leave from the Day School has been granted, a leave request can then be entered in Boardingware for approval by the House Supervisor.

Leave with Parents

We encourage parents and carers to visit their daughters whenever they can and understand that sometimes opportunities for a visit to Sydney come up at the last minute. Families are most welcome to take their daughters out and usual protocols around entry of leave do not apply. The only exception to this is our Community Days.

Leave options and permissions required

Type of Leave	Description	Timings	Permissions
Weekend Leave	Available to all Boarders. Boarders may go home or visit a pre-approved host or carer for all or part of the weekend.	Between 3.30pm on Friday and ending by 8.00pm on Sunday or 8.00am on Monday, in consultation with the House Supervisor. Boarders returning to the House on either Friday or Saturday night must return by 9.30pm (Marden House) or 10.00pm (Goodlet and Lang Houses).	Entered into Boardingware before 5.00pm on the preceding Thursday. Approval by Boarding House Leadership team.
Dinner Leave	Available to all Boarders. Boarders may attend outings with parents, grandparents, nominated carers or Boarding Family Friends.	School nights between 3.30pm and 8.30pm (Marden) and 3.30pm and 9.30pm (Goodlet and Lang).	Request should be submitted through Boardingware.

General information

Type of Leave	Description	Timings	Permissions
Appointment Leave	Available to all Boarders.	Ideally after school hours.	Request should be submitted through Boardingware.
Sport Leave	Available to all Boarders for all sporting events.	As required by sporting teams.	Years 6 to 9 Boarders may sign themselves out of Marden House if the sport is onsite. Offsite Sport Leave for Years 6 to 9 Boarders must be entered in Boardingware for approval by the Boarding House Leadership team by no later than Thursday 5.00pm. Years 10 to 12 Boarders sign themselves in and out of Houses for all sport leave.
Unescorted Leave Years 10 to 12	Available to Years 10,11 and 12 Boarders at the discretion of the Boarding House Leadership team. This leave may be used for shopping, offsite library study and appointments at approved destinations.	Between 3.30pm and 5.30pm (6.00pm in summer) Monday to Friday and for up to four hours during the day on weekends.	Initial approval to be provided by the parent/carer at the commencement of the school year.
Unescorted Leave Years 8 to 9	Available to Years 8 and 9 Boarders at the discretion of the Boarding House Leadership team. These Boarders may leave the College unescorted, in small groups, for approved destinations between Pymble and Chatswood.	Between 3.30pm and 5.00pm Monday to Friday and for up to three hours during the day on weekends.	Initial approval to be provided by the parent/carer at the commencement of the school year.

Please note: Community Days are exceptions to the above and leave will be only be granted during this time in exceptional circumstances.

VISITORS

Boarders are most welcome to have visitors to the College. All visitors must report to their daughter's Boarding House on arrival. They are not permitted to enter the girls' rooms and must use alternative places to meet, such as the foyer in each house, the Joan Hammond facility or the verandah and gardens at the front of each Boarding House.

General information

Family members are also most welcome to join us anytime and unannounced for a visit and/or a meal in the Boarders' Dining Room at breakfast and dinner. Family members may even like to come along on one of our 'Love It' adventures.

For all other visitors, we ask that the following times be adhered to:

- Monday to Friday between 3.30pm to 5.00pm and Saturday and Sunday between 9.00am to 5.30pm

PARENT VISITING HOURS

Parents are welcome to visit their daughter at any time outside of academic program hours and are asked to let the House staff know of their intention to do so prior to their arrival. Students who have College commitments such as training or rehearsals must still honour them, and parents are welcome to attend the activity with their daughter, where appropriate.

For all other visitors, we ask that the following times be adhered to:

- Monday to Friday from 3.30pm to 5.15pm
- Saturday and Sunday from 9.00am to 5.30pm

HOST FAMILY AND FRIENDS

Parents should provide the House Supervisor with a list of host families and friends that their daughter may visit. Parents can add to this list, in writing, at any time during the year by providing names, addresses and phone numbers, including a mobile number of host adults (18 years and older). We ask parents to indicate whether hosts are relatives, family friends, Day girl families or their daughter's friend. Boarding staff contact host families to confirm all leave arrangements. All hosts who are not family members are required to provide a Working With Children Check along with their date of birth for verification processes.

BOARDING PARENT GROUP (BPG)

As a Boarder parent, you are automatically a member of the Boarding Parent Group (BPG), which provides valuable support and information to the Boarding community. The BPG committee meets with the Principal, Deputy Principal, Director of Boarding, House Supervisors and key staff to discuss matters affecting our Boarders.

Throughout the year, the BPG also organises functions for Boarder parents to gather together in relaxed and friendly social settings to meet other parents and Boarding staff. One of the special occasions hosted by the BPG is the Welcome Drinks held on the evening prior to the commencement of school. This function provides the opportunity for parents and carers to gather informally and to develop relationships with staff and other parents and carers.

Parents are notified of events in the weekly College *Newsletter* and are encouraged to participate in BPG activities.

General information

START OF TERM

On the day before term commences, the Boarding Houses open from 2.00pm. Parents are asked to advise the Boarding House staff of the estimated time of arrival of their daughter after a holiday break. Students travelling by Countrylink School Travel booked through the House Supervisor do not need to advise staff, as they will have the relevant travel information.

RETURN OF BOARDERS AT THE START OF TERM

Boarders are welcome to arrive at their Boarding House from 2.00pm on the designated day of return and from 5.00pm on public holidays. In circumstances that prevent this, the House Supervisor can make alternative arrangements to meet individual needs.

SCHOOL HOLIDAYS

All Boarders return home or stay with their guardian during the school holidays. Girls may leave the College for the holiday break after 3.30pm on the last day of each term. Between terms, the following applies:

- all students need to take valuables home with them
- all belongings must be taken home at the end of each semester
- excess luggage may be stored in the Boarding House, space permitting.

VALUABLES

The College is unable to accept responsibility for any money, jewellery, mobile phones or other valuables brought to school by the students, however, we will support students in trying to locate items should anything be misplaced. Every Boarder has access to a lockable space located in their room for the storage of any valuables they choose to keep at school. Some Boarders also choose to have personal effects insurance.

POCKET MONEY

Parents are asked to make use of electronic banking for Boarders to access funds.

SECURITY

Boarding Houses are locked during the school day for safety and security and are alarmed. A Security guard is on duty on the premises, overnight.

CHURCH AND CHAPEL

One Sunday per term, all Boarders are required to attend a 9.30am service at Pymble Uniting Church, in full school uniform including hats. A Boarders' Chapel service is also held in the War Memorial Chapel at the College once every fortnight before dinner. An appropriate dress code is to be maintained for these occasions.

General information

Twice per year, our Boarders host the Pymble Uniting Church congregation at a combined service followed by brunch in the Boarders' Dining Room. The dates for these two services are included on the Boarding Calendar and all families are welcome to attend.

CO-CURRICULAR ACTIVITIES PROGRAM

All students are encouraged to participate in some kind of activity each week, whether in competitive or social College sporting teams, the music and arts program or other College activities. Practice and training sessions are either before or after school and are organised by College staff. If a Boarder has an activity before or after school and/or on weekends, she must notify the House staff of her time and travel arrangements. Boarding staff must know where the girls are at all times.

Boarders may also join College sports teams, some of which play in district competitions. School sport commitments take precedence over district competitions. All Year 7 students are encouraged to play two sports during the school year.

FOOD SERVICE AND MEALS

Meals at *Pymble* are tasty and nutritious and the standard of service is excellent. A weekly menu is designed by our professional caterer, Alliance Catering, in consultation with the Director of Boarding and the Boarders' Representative Council. The Director of Boarding and the Boarding Prefect for Environment and Sustainability also meet regularly with the catering service manager to review food plans and discuss special dietary requirements. Meals are mostly buffet service and feature healthy, well-presented and varied menus with an abundance of choice.

Breakfast is available from 6.30am to 7.50am in the Dining Room during the week. On Saturdays, Boarders eat breakfast in their Houses and, on Sundays, brunch is served in the Dining Room. At lunch, Boarders are required to 'take away' their lunch from the Dining Room and to sit with the Day girls. Dinner is served at 6.00pm in the Dining Room. Fresh fruit and food for afternoon tea and supper is available from the Boarding House kitchen.

Each Tuesday night a more formal dinner is held and Boarders sit in their Spirit House Circles, a vertical, house-based group, who remain together throughout their time at *Pymble*. A more formal standard of dress is required for these meals.

MAINTAINING A BEAUTIFUL AND FUNCTIONAL ENVIRONMENT

As members of a residential community our Boarders are asked to demonstrate on a daily basis the five College values of Care, Courage, Integrity, Respect and Responsibility. Each student is required to show consideration to others and pride in her home by maintaining a high level of tidiness and cleanliness in her surroundings, including the bedrooms, kitchen and common areas.

General information

LAUNDRY

Each Boarder is responsible for her own personal laundry and for ensuring her clothes and belongings are labelled. Laundry facilities include washing machines and dryers. These are provided in each House. In the interest of maintaining a quiet night for all, washing machines are not to be used after 9.30pm. New Boarders are encouraged to seek support from Boarding House staff if they are not experienced in washing their own clothes. Boarders are required to change their sheets weekly. Sheets and towels will be collected each Tuesday and returned, following laundering by an external provider, on Thursday. A dry cleaning service is also available. Charges for dry cleaning will be included in the end-of-term account.

ELECTRICAL ITEMS

The safety of our girls and members of the Boarding community is paramount. Please do not bring powerboards or double adaptors to the Boarding House. All personal electrical items will be tested and tagged for safety and must meet Australian standards.

IT RESOURCES

To facilitate the College's goal of assisting students to become sophisticated and responsible users of technology, Boarding Houses have network points and/or wireless capabilities installed in all bedrooms.

Access to the internet and the College intranet system is available for students through the use of laptops, desktop computers and printers, with additional facilities also available in the Library. *Pymble* has adopted a Bring Your Own Technology (BYOT) Program. Within BYOT, parents may choose to supply an existing laptop that meets College standards or, alternatively, choose from a range of College recommended PC and MAC laptops available for purchase on the College website. Only technology running a full operating system (e.g. Windows 8 or Mac OS X) is allowed. For further information about the BYOT Program and to purchase if necessary, please refer to the BYOT Program on the *MyPymble* homepage.

IT staff are available to help students with software and hardware problems including broken laptops, printing problems and internet-access problems with support available during term from 8.00am to 5.00pm Monday to Friday.

Students will be permitted to access a range of social media in line with the College policy and as approved by the Principal. Boarders have the privilege of having Skype installed on their laptops.

General information

BOARDERS' CHECKLIST

Storage in each room is limited and for this reason we ask that clothing is kept to a minimum. Clothing suitable for the beach, bushwalking, shopping and doing homework, as well as smart clothes suitable for Chapel services, are suggested.

All Boarders are required to have a rugby jersey for Jersey Day, which is held in June. A pink Boarding jersey is available for purchase.

Please ensure that all items and clothing are clearly labelled. Students are required to bring the following items and clothing (these are in addition to the *Pymble* School uniform list):

- 1 pillow
- 2 sets of sheets (King Single for Year 12)
- 1 rug and/or doona and doona cover (No electric blankets)
- 2 bath towels and facewashers
- 1 smart casual outfit for Chapel Services and Formal Dinners
- 2 pairs of pyjamas
- Dressing gown and slippers
- Underwear
- 1 pair of good shoes
- 1 pair of casual shoes or sandals
- 1 pair of thongs
- 1 swim suit for weekend use
- 1 beach towel and 1 bathing cap (see College uniform list)
- 1 umbrella
- 1 overnight bag for weekend outings/ visits
- Toiletries including soap, toothpaste and tissues
- Brush and comb
- Coat hangers
- 1 drawstring laundry bag (labelled)
- 1 delicates wash bag
- Sporting equipment (e.g. tennis racquet, hockey stick etc)
- Alarm clock

A day in the life of a *Pymble* Boarder

WAKE-UP TIME

The day can begin as early as 5.00am for those girls who have co-curricular activities and commitments. Most other students will wake between 7.00am and 7.15am and girls in Years 7 to 11 are expected to attend breakfast served in the Dining Room, which is open until 7.50am. Year 12 girls have the choice of breakfast in Lang House or in the Dining Room. There are breakfast supplies in Joan Hammond House if the girls have sporting commitments that mean that they miss the dining room service.

SCHOOL TIME

The school day commences at 8.15am. Boarders need to leave their Boarding House by 8.00am. Before leaving, girls are required to make their bed, tidy their area and leave the floor clear of all items of clothing and other belongings. The door and window should be open and the bin placed in the hallway. Lights and other electrical items need to be turned off. Boarders should leave in perfect school uniform.

RECESS AND LUNCH

On school days, Boarders go to the Dining Room at recess and lunchtime in order to select their morning tea and lunch from the buffet; they are asked to take their food outside and eat with their friends in the appropriate year area.

HOME TIME

Girls are in class until the end of the school day at 3.15pm and are required to sign in on return to the Boarding House. Mail is left on the table in the hallway. Afternoon tea is provided in the kitchen and this is a great time to get to know the other Boarders. Girls also enjoy this time to relax and have a chat about their day at school. Between home time and dinner, some girls have sports training, music practice or co-curricular activities to attend. There is also a Homework Club program in the Library, where help is available from teachers on duty from 3.30pm until 4.30pm

DINNER

All Boarders need to be in the Dining Room by 5.55pm to say grace. Girls are expected to be polite and considerate of others in their speech and behaviour and to dress neatly for dinner. School uniform is worn for breakfast but should not be worn for dinner. For hygiene reasons, hair should be tied back neatly for all meals and hands are to be washed. Boarders must wear closed-in footwear to the Dining Room in support of the safety requirements and an appropriate standard of dress. Boarders are not permitted to order food to be delivered to the College unless it has been approved by the House Supervisor.

A day in the life of a *Pymble* Boarder

LEARN IT EVENING STUDY PROGRAM

Each of the year levels, other than Year 12, has a minimum of two nights of compulsory attendance at the Learn it, Evening Study Program. Year 12 students have the choice of attending the Library or Kate Mason Senior School Centre on any of the nights it is open and are responsible for making the decision based on their own needs. This program provides the opportunity for girls to access a broad range of academic staff who are engaged to support the Boarders. The teaching staff and Academic Tutors are allocated in relation to the needs of the girls and the year level groupings and generally cover a range of subjects and expertise.

PRIVATE ACADEMIC TUTORS

We hope that the opportunities inherent in the Learn It program, including the scheduling of teaching staff and Academic Tutors during the Evening Study Program, provide appropriate academic support for our Boarders. We do understand, however, that on occasion families may wish to engage the services of a private academic tutor.

In line with legislation and to help ensure the safety of our Boarders, the College adheres to the Private Academic Tutors Policy – Boarding. The policy can be found on the College website and includes the following requirements

Approval for private tutors will be in line with legislative requirements and at the discretion of the Director of Boarding.

All private tutors are required to provide a current Working with Children Clearance (WWCC) and a Drivers' License for verification purposes. The WWCC will be verified by the Human Resources Department prior to the commencement of tutoring.

Parents must provide contact details for the tutor to the Director of Boarding.

Parents are responsible for any financial arrangements made with the tutor and for monitoring the quality of the tutoring.

Tutorials will be conducted in Joan Hammond House or in the Goodlet Demountable between the hours of 3.30pm and 6.00pm weekdays. Tutoring outside of these hours must be approved in writing by the Director of Boarding.

Our Boarding Houses

MARDEN HOUSE – YEARS 7, 8 AND 9

Boarders in Years 7, 8 and 9 call Marden House home. Programs and activities in Marden House are designed for this age group and facilitate the social, recreational and learning needs of students while providing a positive and enjoyable experience.

- Year 7 students share a dormitory of three or four students.
- Year 8 students share a room usually with one or two others.
- Year 9 students generally have their own rooms depending on space and numbers.
- Rooms are usually rotated each semester.

APPOINTMENTS

Parents must notify the House Supervisor when a student has an appointment and their daughter will be escorted by a staff member to and from their appointment. A Big Sister allocated through the Big Sister program is also permitted to escort her Little Sister to an appointment providing it is outside school hours.

BEDTIME

- Year 7 must be in their rooms with lights out by 8.30pm.
- Year 8 must be in their rooms with lights out by 9.00pm.
- Year 9 must be in their rooms with lights out by 9.30pm.

BREAKFAST AND WAKE-UP

All Boarders are required to arise no later than 7.15am Monday to Friday, depending on co-curricular commitments, and to attend the Dining Room for breakfast from 6.30am to 7.50am. Breakfast on Saturday morning is within the Boarding House and brunch on Sunday is in the Dining Room from 10.00am until 1.00pm to allow the girls to sleep in. Boarders must leave their House by 8.00am on a school day.

ELECTRONICS

Years 7, 8 and 9 are required to hand their phone, laptops and any personal devices to the Boarding staff prior to lights out at night.

Our Boarding Houses

LEARN IT EVENING STUDY PROGRAM

Students in Years 7 to 8 are required to complete their homework/prep in the Library or Kate Mason Senior School Centre from Monday to Thursday, enabling them to take advantage of the Academic Tutors and teaching staff assisting. Evening Study for all Marden House Boarders is before dinner, from 5.00pm to 6.00pm (dinner is from 6.00pm to 6.30pm). After dinner the girls are required to return to the Evening Study program from 6.30pm to 7.30pm and may choose to stay later (until 8.30pm) depending on their workload. Year 9 students complete Evening Study in the Library after dinner, from 6.30pm to 8.30pm, where they too can access the help of the teaching support staff.

SHOPPING

Self-escorted shopping leave is not permitted for any student in Year 7, however, with parental permission, a Big Sister from Years 10 to 12 can escort her Little Sister on shopping leave to designated locations. Boarders in Years 8 and 9 may have the opportunity to go to Pymble and/or Gordon and/or Chatswood shops in small groups following parent approval and at the discretion of the House Supervisor and/or Director of Boarding. This leave is available between 3.30pm and 5.00pm Monday to Friday and for up to three hours on the weekend.

WEEKEND ACTIVITIES

Marden House Boarders participate in various weekend activities as part of the Love It program. The program is organised by the Director of Boarding in consultation with the Years 7 to 9 Boarders and includes outings such as trips to the movies, trips to the beach, bowling, rock climbing, staff-escorted shopping trips, performances at the theatre, laser tag, ice skating, visits to The Rocks and local markets. Suggestions from students and their parents are always welcome.

GOODLET HOUSE – YEARS 10 AND 11

Goodlet House currently accommodates students in Years 10 and 11. Year 10 students generally share a room either in a dormitory or in groups of two to three while Year 11 students will often have their own room, depending on space and numbers. Rooms are rotated every semester or as required.

APPOINTMENTS

Boarders can travel independently to appointments, however, parents must provide written permission and appointment details to the Boarding staff by email.

BEDTIME

All Year 10 students are to be in their rooms with main lights out by 10.00pm. Year 11 students may continue working quietly in their rooms until 11.00pm. Showers and laundry should be finished by 9.30pm each night.

Boarding Houses

BREAKFAST AND WAKE-UP

All students are required to arise no later than 7.15am, depending on co-curricular activities, and to attend the Dining Room for breakfast from 6.30am to 7.50am. Staff wake Year 10 Boarders at 7.00am and Year 11 Boarders by 7.15am. Breakfast on Saturday morning is within the Boarding House, and brunch on Sunday is in the Dining Room from 10.00am until 1.00pm to allow the girls to sleep in.

DINING OUT

Boarders are permitted to take escorted dinner leave during the week from 3.30pm to 9.30pm depending on co-curricular activities, which must take priority. Dinner leave must be submitted by parents through *Boardingware*.

ELECTRONICS

Year 10 Boarders are required to hand in their phones, laptops and personal electronic devices for the night before 10.00pm, Sunday to Friday inclusive.

LEARN IT, EVENING STUDY PROGRAM

All Years 10 and 11 students are required to participate in Evening Study from 6.30pm to 8.30pm in their rooms or in a small group in the common room. It is compulsory for all Year 10 students to complete their study in the Library on Monday, Tuesday and Wednesday nights and for all Year 11 students to attend Evening Study in the Library or Senior School Centre – Kate Mason Building on Monday and Wednesday nights to ensure their academic needs are being supported.

SHOPPING/ACTIVITIES

Shopping leave can be taken after school and on weekends. Students in Years 10 and 11 are permitted to take up to four hours of shopping leave on the weekend with all co-curricular or other College commitments taking priority.

Year 10 – After-school shopping leave (Monday to Friday) may be taken from 3.30pm to 5.30pm (6.00pm in Summer) . Year 10 students are allowed four shopping leaves per month (up to four-hours duration on weekends)

Year 11 – After-school shopping leave (Monday to Friday) may be taken from 3.30pm to 5.30pm. Year 11 students are allowed five shopping leaves per month (up to four-hours duration on weekends)

Students are not permitted to self-escort after dark. Girls are permitted to travel between Pymble and Chatswood and Pymble and Hornsby. Self-escorted permission notes must be signed by parents and returned to the House for Boarders to be given this privilege.

Boarding Houses

LANG HOUSE – YEAR 12

Lang House provides Year 12 Boarders with dedicated resources, care and support required by students during their final year at Secondary School. Lang House enables the girls to maintain connections and support for each other during their final year of schooling in what can often be a challenging and stressful time. Each student has her own room for the whole year.

BEDTIME

There is no official bedtime for Year 12 students due to their varying study routines, however, all students are required to be quiet in their own rooms by 10.00pm. Please note our philosophy of care in Boarding and our interest in ensuring students get enough sleep to support their wellbeing frames these expectations.

BREAKFAST AND WAKE-UP

Year 12 Boarders can choose to have breakfast in the Dining Room or in their Boarding House. Students are responsible for waking themselves before 7.30am on a school day and should leave the Boarding House by 8.00am. Breakfast on a Saturday is in the Boarding House at any time and brunch on Sunday is in the Dining Room from 10.00am until 1.00pm to enable the girls to enjoy a sleep in.

DINING OUT

Girls are permitted to take dinner leave during the week from 3.30pm to 9.00pm, depending on co-curricular activities, which must take priority. Dinner leave must be submitted by parents through *Boardingware*.

DRIVING AND KEEPING A CAR IN BOARDING

Boarders must seek permission from the Deputy Principal to drive and keep a car at school. The 'Driving and Keeping a Car in Boarding' application form is available on the *MyPymble* portal or upon request to the Administrative Assistant for Boarding and should be provided at the time permission is sought.

As well as following all the regulations for student drivers at the College, Boarders must follow the additional processes implemented in Boarding and monitored by the House Supervisor.

Boarding Houses

Please note the following guidelines.

- Boarders are asked to park only on the College side of Avon Road.
- Boarders will be required to leave their car keys with Boarding staff.
- Boarders must not leave the school premises to go to their car at any time during the school day.
- Keys will be provided to the Boarder when details regarding destination and departure and return times are provided.
- Keys must be returned to Boarding staff on re-entry to Boarding.
- Boarders must carry a fully-charged mobile phone at all times.
- Boarders are not permitted to transport fellow students, other than siblings.

LEARN IT EVENING STUDY PROGRAM

All Year 12 students are required to participate in Evening Study from 6.30pm to 8.30pm in their rooms, in a small group in the common room or in the Library or Kate Mason Senior School Centre where they can access the professional help of staff. Year 12 Boarders are efficient in setting their own study routine and may choose to work before or after this time allocation.

PERIOD 5 PREP

Year 12 students may return to the Boarding House if they have a prep lesson. Parental permission must be given as there is no official supervision in the house at this time.

SHOPPING/APPOINTMENTS

Year 12 students are able to attend appointments independently. Parents are required to notify House Supervisors when their child is attending an appointment.

Shopping leave can be taken after school and on weekends. Year 12 students are permitted six normal shopping leaves (up to four-hours duration on weekends) and one six-hour shopping leave per month. All co-curricular or other College commitments must take priority over all shopping leave.

Boarders are required to follow the leave and sign-out procedure before departing from the Boarding school. During winter, after-school shopping leave (Monday to Friday) may be taken from 3.30pm to 5.30pm. In summer, after-school shopping leave may be taken from 3.30pm to 6.00pm. No student is permitted to travel independently after dark. Girls are permitted to travel between Pymble and Chatswood and Pymble and Hornsby. Year 12 girls may travel to the city in addition to the destinations listed above. Independent travel permission notes must be signed by parents and returned to the House for seniors to be given this privilege.

Boarding Houses

JOAN HAMMOND HOUSE

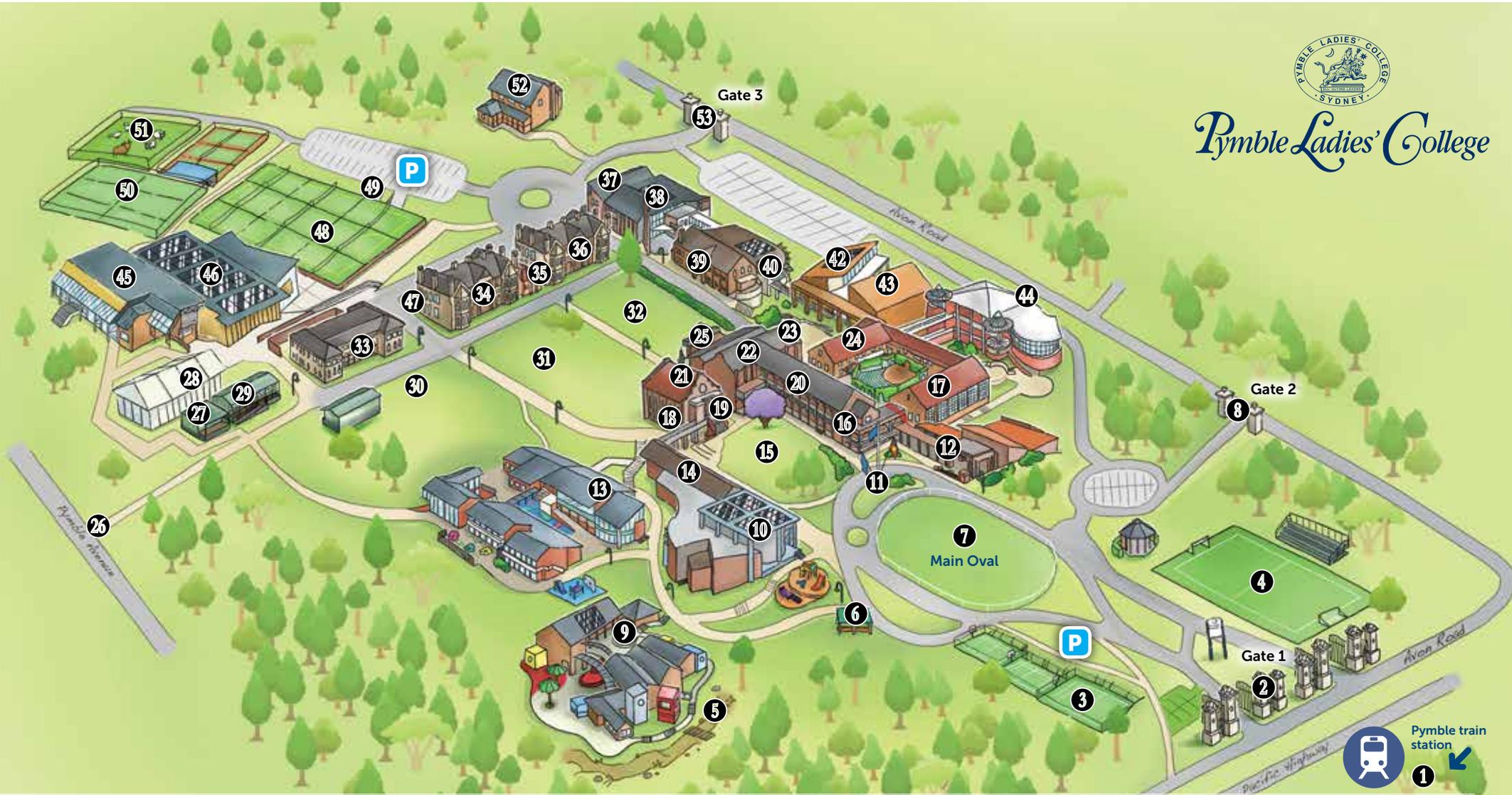
Located between Marden and Lang House, Joan Hammond House is unique in meeting the needs of Boarding students and their families, along with those of the administrative staff. Joan Hammond House is open and available to all members of the Boarding community and is suitable for a broad range of purposes. It may be used as a meeting place, a work centre, a venue for families to meet, a place for travellers to freshen up and to wait for their daughters, a place where friends who visit our girls can meet, and a place where families will find peace and quiet and space to be on their own when time for visiting is limited.

AVONMOORE – PARENT AND FAMILY ACCOMMODATION

Visiting parents and families are welcome to stay in Avonmoore, the College's guest accommodation. Avonmoore provides close and convenient short-stay accommodation alongside Gate 3 near the Boarding Houses. Staying at Avonmoore is a lovely way to spend quality time with your daughter during the school term.

As a guest, you are able to make your own family meals or you are most welcome to attend the Dining Room. Your daughter is able to reside at Avonmoore during your stay if there is sufficient space. To facilitate equitable use of this facility bookings beyond three nights must be approved by the Director of Boarding. Accommodation charges will be shown on your daughter's College invoice.

Bookings are made via *MyPymble* or by emailing accommodation@pymblelc.nsw.edu.au.



- 51 Agricultural Plot
 - 43 Art Centre (Ferguson House)
 - 52 Avonmoore
 - 25 Boarder's Dining Room (Main Hall)
- Boarding**
- 33 Goodlet House
 - 30 Goodlet Lawn
 - 35 Joan Hammond Admin.
 - 34 Lang House
 - 31 Lang Lawn
 - 36 Marden House
 - 32 Marden Lawn

Centenary Sports Precinct

- 46 Braith Williams Aquatic and Fitness Centre
 - 49 Centenary Car Park
 - 47 Centenary Walkway and Centenary Artwork
 - 45 Gym, Artistic Gymnastics Centre (Jeanette Buckham Gymnasium)
 - 48 Mollie Dive Field
 - 50 Sporting Courts
- College Reception**
(Isabel McKinney Harrison Centre)
- 12 College Reception (Isabel McKinney Harrison Centre)
 - 18 College Uniform Shop (new location)

- 14 David Blackwell Music School
- 25 David Macfarlane Centre (DMC)
- 17 Dorothy Knox Building
- 37 Facilities Management
- 11 Flagpole Lawn
- 2 Gate 1 – Main Gates (John Marden Gates)
- 8 Gate 2 – Staff Parking
- 53 Gate 3 – Deliveries (Roland Love Gates)
- 10 Gillian Moore Centre for Performing Arts (GMCPA)

- 15 Gloucester Lawn
- 26 Grey House Walk
- 29 Health Care Centre
- 19 Heritage Centre (Archives, Development, Alumni)
- 4 James Kelso Pavilion and Field
- 13 Junior School (John Reid Building)
- 3 Liane Tooth Field
- 20 Main Colonnade
- 22 Main Hall
- 7 Main Oval

- 16 Middle School (Main Colonnade)
- 6 Preparatory and Junior Schools Pick-up / Drop-off Area
- 9 Preparatory School
- 1 Pymble Train Station
- 5 Riverbed
- 44 Science Centre Science Lecture Theatre
- 39 Secondary School Library (Conde Building)

- Senior School Centre (Kate Mason Building)
- 38 CISCO Room
- Jacaranda Café
- Jobson Lecture Theatre
- 27 Speech and Drama Centre
- 42 Technology and Applied Studies Centre (TAS)
- 40 The Hub – IT Centre
- 28 The Pavilion
- 24 Upper School (Robert Vicars Building)
- 21 War Memorial Chapel



Pymble Ladies' College

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All' Ultimo Lavoro – Strive for the highest