



# Scotch Boarding Handbook 2023

A GUIDE FOR STUDENTS AND  
PARENTS OF SCOTCH COLLEGE

SCOTCH  
COLLEGE



PREPARING BOYS FOR LIFE



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# Welcome

## Message from the Headmaster

Scotch College has a long history of welcoming boarding students dating back to our commencement in 1897. The preliminary prospectus for Alexander Scotch College, as we were then called, stated that within a month of the opening date, well situated accommodation for boarders would be provided. This promise was met when the Council rented Nuestro Nido (the residence of the Hon Frederick Piesse c 1897) as a temporary boarding facility.

Boarding has always been a priority at Scotch College. As we celebrate 125 years of operation in 2022, boarding continues to be a strategic priority evidenced by the recent upgrade and expansion of our Middle School boarding house.

Our ongoing mission is to continue to serve families from rural, interstate, and overseas locations so that within a caring and supportive community context, they can access the world class education offered at Scotch.

**Dr A J O' Connell**  
Headmaster



## Message from the Head of Boarding

Welcome to Boarding at Scotch! Our community is welcoming, diverse and vibrant. Boys will develop a sense of belonging, create lifelong friendships and be very well supported in their academic and co-curricular pursuits.

Our pastoral care and family values help the boys form strong friendships with peers and respectful relationships with staff. Our Heads of Residence and House Mothers work with parents to help to create a "home away from home" in the Boarding House. We've created a safe and caring environment that sets your son up for success emotionally, socially and academically. Diversity is celebrated.

Situated less than 2km to both the Swan River and Indian Ocean, there are plenty of opportunities for boys to try activities such as surf lifesaving, rowing and sailing whilst they are living at Scotch.

Our Boarding Houses overlook 10 hectares of playing fields and the adjoining Lake Claremont, so there is no shortage of room for the boys to exercise or to just relax and enjoy the vista. The size of our campus is remarkable, given we are in the heart of one of Perth's most sought-after locations.

We organise frequent outdoor activities, including the opportunity to walk the Bibbulmun Track in stages. By Year 12, he will have completed the entire 1000km track and developed resilience and team building skills along the way.

Our Boarding Houses are home to approximately 10 per cent of the school's population, cared for by a team of boarding and academic staff. We have six families living on site to help care for and guide the boys as they live in boarding as well as other boarding and academic staff who work with the boys each day.

We invite you to come and visit our community and discover how our safe, caring environment ensures your son thrives while living away from home.

**Jordan Owenell**  
Head of Boarding



# Scotch College

VISION, MISSION AND VALUES

## Vision

A learning community with an international standard of excellence.

## Mission

To develop young men with strength of character, self-understanding, a passion for sustained learned and spiritual enquiry who will become active members of the global community.

## Core Values

As a Christian college, these are our core values and tenets:

**Integrity** adherence to moral and ethical principles; soundness of moral character; honesty

**Service** acts of helpful activity; assistance and support; to do someone service

**Stewardship** using talents, abilities and resources in a responsible and honourable manner

## At Scotch, We Promote

**Individuality** through knowing every boy

**Openness** through spiritual inquiry

**Opportunity** through breadth of experiences for learning

**Equity** through equality of opportunity for all

**Excellence** through personal achievement

**Respect** through valuing self, family, community and environment

# Scotch Boarding

## VISION, MISSION AND VALUES

As a member of the Boarding staff we recognise the differences between learning at school and living within a Residential community. As such, we have developed our own Vision, Mission and Values that sits alongside the day school and is centred around supporting boarding families to raise their sons at “home” in the boarding house:

### Our Vision

To create a “home away from home” where all students and their families are well supported in a safe and secure environment during their time at Scotch and well prepared for life after Scotch.

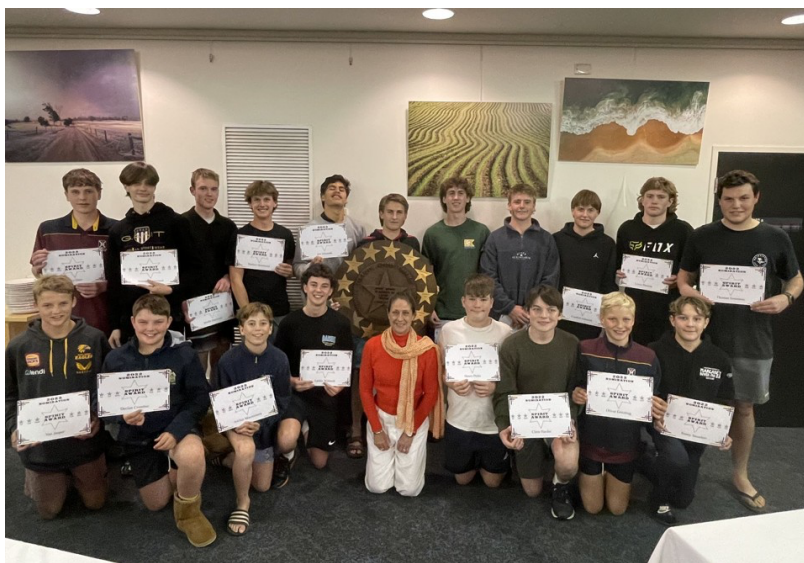
### Our Mission

To develop young men with strength of character, self-understanding, a passion for sustained learned and spiritual enquiry who will become active members of the global community.

### Our Values

Since 2009, Scotch College Boarding has adopted a very unique and special set of values and each year we nominate a set of students from each year group for our coveted SPIRIT award. The word SPIRIT is an acronym for a set of values that we hold dear.

- S parkle** Sparkle is about connection. Sparkle it what you exude, your special essence. The glint in your eye.
- P assion** Passion is what fuels you, what lights your fire. It helps build your identity and motivates you to succeed.
- I magination** Imagination is the ability to visualise your goals and to be creative in how you express yourself.
- R esilience** Resilience is the ability to bounce forward. Learn from the things that you find challenging.
- I ntegrity** Integrity is the ability to live your values through your actions. To be true to yourself, be honest and reliable
- T enacity** Stick at it! Ride the bumps and persevere. Self-discipline is a fundamental determinate of success in life



# Boarding at Scotch College

The Boarding community has been an integral part of the life of Scotch College for the entire history of the school. It has not merely been accommodation for boys at the College but has in itself been a positive educational experience.

Boarding has provided a structured, supportive and caring educational environment in which boys develop skills and attitudes which prepare them to become contributing and caring adults in modern society.

At Scotch, we believe in maximising the opportunities your son has by allowing him the flexibility to manage his time to experience all that living in Perth has to offer. Some examples

of these opportunities could be community sport, weekend trips to the City or Fremantle, visiting the beach or the Swan River, arts, music and cultural activities or even extra study courses or part-time work.

Our motto is “preparing boys for life” and we aim to do this by planning activities and experiences that encourage boys to build their own unique identity by pursuing their passions, whilst still developing a growth mindset to try new things and step outside their comfort zone. Our aim is for boys who leave Scotch boarding to be well-rounded, creative, compassionate, and always striving to do their best.

## Specific Aims of Boarding at Scotch

### Academic

Students will be in an environment where it is possible to work independently in a quiet and conducive atmosphere and also have the opportunity to seek extra assistance when needed from one of our highly skilled academic tutors. Boys have access to modern educational facilities and resources at all levels of their schooling. They will be encouraged to set their personal goals as high as possible and to work with purpose to achieve their objectives. We want our boys to develop a depth of knowledge but also the necessary skills to be able to adapt their ways of thinking to a wide range of topics. Our Cognitive Curriculum at Scotch looks to develop students' skills in the areas of communication, research, self-management, thinking, and social interaction.



## Social

Students and staff living in a communal situation will need to balance their individual pursuits with respect for others and also the physical environment in which we live. Boarding students will have the unique opportunity to meet and interact with a diverse range of people and will learn to celebrate difference and appreciate each others' talents, skills and beliefs. A sense of family, and being a part of a special community, will be an integral and necessary requirement of the boarding experience.



## Physical

Students will be exposed to, and encouraged to participate in, appropriate activities which enhance their bodies and minds and broaden their outlook. As well as a busy school sport programme, compulsory for all students in both winter and summer seasons, boys are also encouraged to pursue other physical pursuits to stay active and healthy. Living on campus has the advantages of living close to a gym, basketball and tennis courts, ovals and a swimming pool. There are also many local sports clubs in the surrounding suburbs and a golf club just a short walk away.



## Spiritual

Scotch College is a Uniting Church school and is therefore firmly based on Christian values. Students will be required to participate in worship and community service activities and will be encouraged to do so in a positive and active manner. They will be encouraged to challenge and develop their faith and will, at all times, be required to strive to live by Christian principles.

# Expectations

There are a number of expectations that the boarding community has of its members. Talking these over with your son, and understanding the importance of these, would help set a framework for him before he begins at Scotch College.

- Scotch College is a school of the Uniting Church, and as such, upholds Christian principles. We strive to emulate a Christian community in our residences, with notions of mutual respect, forgiveness, honesty, tolerance and understanding.
- Students coming into the boarding community should understand that the nature of large group living inevitably restricts certain aspects of their individual freedom. There is a need for all students to develop a sense of balance between the needs of the individual and the needs of the community.
- The boarding community operates on trust. Once that trust is broken by an individual, he forfeits the basic freedoms that he is normally allowed until he can show that he is indeed trustworthy and responsible enough to use his freedom appropriately.
- Membership of any community requires contribution. For the Scotch boarding community to enjoy harmony and happiness, each member of the community must contribute.
- Although the relationship between staff and boarding students is one of caring and supervision, students must take direction and discipline from staff in a respectful manner.
- All students have the right to feel safe in their environment and as such the College views any form of bullying, harassment or theft as very serious. An individual's personal space and belongings should be respected at all times.
- The School area is a NO SMOKING ZONE. Smoking is not permitted and boarding students are absolutely forbidden to have in their possession, bring on to the premises, consume or use any alcoholic beverage or non-prescribed drug, or associated implements. This also applies to leave situations.

## Chapel

In accordance with Scotch College being a Uniting Church school, boarding students are expected to attend Chapel during the term. Chapel is held weekly as part of the day school programme.



# Care For Your Son

## Pastoral Relationship

Scotch College is not only a boarding facility but aspires to establish a 'community' atmosphere within the context of sound Christian principles. Such a community inevitably finds itself operating in a balance between discipline and individual freedoms, the needs of the individual and the needs of the community as a whole.

It also recognises that the student's reason for being in the boarding community is to acquire the best education possible. To ensure that aim, every attempt possible is made to make the residence a 'home-like' atmosphere with accessibility to the staff by the boarding students for help with problems encountered during the year.

In their relationship with boarding students, the boarding staff will carry out their positions of responsibilities with understanding. The relationship is seen primarily as a pastoral relationship reflecting care and concern, balanced by firm discipline. The aim always is to build mutual respect and to develop maturity in your son. Staff will know each boy as an important individual who is part of our community.

## Staff Roles

### Head of Boarding

The role of the Head of Boarding is to oversee all aspects of Boarding at Scotch College.

### Boarding Administration

The role of the Boarding Administrator is to assist the Boarding staff in managing the operational aspects of boarding and offer support to families with administrative requirements.

### Head of Residence

The College has three Heads of Residence to support to Head of Boarding and boarding families. There is a Head of Middle School Residence (Year 7 and 8) and two Heads of Senior School Residence (Years 9–12). The Role of the Head of Residence, along with their staff, is primarily one of carer/mentor, with the emphasis on the notion of working together as a team – parents, boarder and staff – to meet the students' needs.

It is the role of the Head of Residence to oversee the care, supervision and development of the students in their care, including social, spiritual, academic and physical aspects of life. Importantly, the Head of Residence works hard to develop a strong work ethic and a strong character within the boys, based on our boarding values. Staff also strive to create a positive environment, so that boarding students can gain the maximum from their stay in the boarding community, while providing appropriate role-modelling for boarding students.

The main functions and responsibilities of the Head of Residence include;

- Being the primary contact point for parents, the Head of Boarding, teachers and other staff on how each boy is progressing in the boarding setting.
- Mentoring and giving boys feedback on the tasks that they undertake. Counselling them when required or when asked to help them overcome difficulties, whether they be personal, social or academic.
- Developing a strong work ethic and strong values within the boys
- Ensuring that each boy is a positive and contributing member of the wider boarding community
- Ensuring a high level of discipline and respect is upheld within boarding
- Advocating for boarding and boarding families within the day school
- Managing leave requests for families.
- Keeping parents informed and involved in all facets of the boarding community and their son's well-being.

## House Mother

The main role of the House Mother is a pastoral one and to complement the role of the Head of Residence and Head of Boarding. The House Mother provides a female presence around the House adding a balance to what is generally a male environment. The House Mother liaises closely with parents and Health Centre staff, as well as, uniform shop to ensure the boys are well organized and cared for.

## Assistant Head of Residence

Each Head of Residence has an Assistant Head of Residence. The Assistant Head of Residence is tasked with the academic tracking, goal setting and support of boys in their boarding house. The Assistant Head of Residence is a senior member of the Boarding team and works alongside the Head of Residence and the Head of Boarding to care for boys and feedback to families.

## Boarding Mentors

The Boarding Mentors are the staff who supervise the boys on a daily basis and act on behalf of the Heads of Residence and Head of Boarding.

## Boarding 'On-Call' Staff

On every day of the week, whilst the boys are in residence, there will be a Senior Member (Head of Residence, Assistant Head of Residence, Senior Mentor or Head of Boarding) of staff who will be on-call.

On the weekends this person is the primary contact if you need to urgently speak with someone. The on-call roster is available on the fortnightly Boarding newsletter. If in doubt, call the Boarding House and duty staff will direct inquiries to the senior staff member on-call if required.



# Communicating with the Boarding Community

Your first point of contact is your son's Head of Residence. If there is something bothering you about your son's progress or you just want to talk about things in the Boarding House, please let us know. We enjoy hearing from you, as most times what you have to say does put into perspective some of the situations that we share with your son here.

Do not feel that any problem is too small and certainly do not let anything become a crisis on your part before letting us know. Please make a point of contacting or calling in to the Boarding House whenever you are in Perth.

Do not hesitate to contact the Residential Head of Year; House Mother or Head of Boarding at any time during the year if you have any concerns or questions about Boarding or information that you think may be helpful.

Further information pertaining to Boarding can be viewed via the Boarding tab on the Home.Scotch webpage (<http://home.scotch.wa.edu.au/home>), via the Boarding newsletter that is published fortnightly (<https://my.scotch.wa.edu.au/residentiallife/newsletter>)

## Contact Numbers

For calls inside Australia replace (+61) with 0.

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<b>College Reception</b>	Address	Scotch College 76 Shenton Road Swanbourne, WA 6010
	Phone	+61 8 9383 6800
	Opening Hours	Monday to Thursday 8am–4pm Friday 8am–4.45pm

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<b>Head of Boarding</b>	<i>Jordan Owenell</i>	+61 8 9383 6919
	Mobile	+61 401 080 609
	Email	<a href="mailto:Jordan.Owenell@scotch.wa.edu.au">Jordan.Owenell@scotch.wa.edu.au</a>

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<b>Boarding Administration</b>	<i>Jan Usher</i>	+61 8 9460 6655
	Email	<a href="mailto:Boarding.Admin@scotch.wa.edu.au">Boarding.Admin@scotch.wa.edu.au</a>
	Hours	Monday to Friday 8am–4pm (term time)

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## House and Senior Staff Contacts

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<b>Middle School Residence</b>	Office/Mobile Email	+61 8 9383 6909 / +61 402 983 077 <a href="mailto:MSBoarding@scotch.wa.edu.au">MSBoarding@scotch.wa.edu.au</a>
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<b>Head of Middle School Residence</b>	<i>Sean Mecham</i> Mobile Email	+61 402 983 073 <a href="mailto:Sean.Mecham@scotch.wa.edu.au">Sean.Mecham@scotch.wa.edu.au</a>
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<b>Assistant to the Head of MS Residence</b>	<i>Mia Sullivan</i> Mobile Email	+61 422 742 270 <a href="mailto:Mia.Sullivan@scotch.wa.edu.au">Mia.Sullivan@scotch.wa.edu.au</a>
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<b>House Mother</b>	<i>Pam Seaby</i> Email	+61 8 9383 6909 <a href="mailto:Pam.Seaby@scotch.wa.edu.au">Pam.Seaby@scotch.wa.edu.au</a>
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<b>Senior School Residence</b>	Office/Mobile Email	+61 8 9383 6922 / +61 402 983 087 <a href="mailto:SSBoarding@scotch.wa.edu.au">SSBoarding@scotch.wa.edu.au</a>
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<b>Head of Senior School Residence – Stirling Clan</b>	<i>Steven Montgomery</i> Mobile Email	+61 438 952 342 <a href="mailto:Steven.Montgomery@scotch.wa.edu.au">Steven.Montgomery@scotch.wa.edu.au</a>
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<b>Assistant to the Head of SS Residence – Stirling Clan</b>	<i>Michael Ninkov</i> Mobile Email	+61 404 334 754 <a href="mailto:Michael.Ninkov@scotch.wa.edu.au">Michael.Ninkov@scotch.wa.edu.au</a>
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<b>Stirling Clan House Mother</b>	<i>Kerry Wilhelm</i> Email	+61 8 9383 6922 <a href="mailto:Kerry.Wilhelm@scotch.wa.edu.au">Kerry.Wilhelm@scotch.wa.edu.au</a>
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<b>Head of Senior School Residence – Blair Clan</b>	<i>Andy Mellor</i> Mobile Email	+61 401 025 976 <a href="mailto:Andy.Mellor@scotch.wa.edu.au">Andy.Mellor@scotch.wa.edu.au</a>
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<b>Assistant to the Head of SS Residence – Blair Clan</b>	<i>Alex Wood</i> Mobile Email	+61 417 482 802 <a href="mailto:Alex.Wood@scotch.wa.edu.au">Alex.Wood@scotch.wa.edu.au</a>
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<b>Blair Clan House Mother</b>	<i>Theresa Moss</i> Email	+61 8 9383 6922 <a href="mailto:Theresa.Moss@scotch.wa.edu.au">Theresa.Moss@scotch.wa.edu.au</a>
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As our Heads of Residence are teachers in the Middle and Senior Schools it is often difficult to contact them during school hours on their mobile phone. If you do need to catch them during the day, then please email them and they will be in touch with you as soon as possible or if it is urgent then please phone **Boarding Administration** on (08) 9460 6655.

# Student Leadership

We encourage all our boys to be proactive in the Boarding community and provide many avenues for them to share their opinions or take an active role in the community. The two main programs that we have for our boys are The Year 10 Peer Mentor Programme and the Boarding Council.

Our Year 10 Peer Mentor Programme begins in Year 9 when we prepare the boys to become mentors for our New Year 7 and 8 boys. The programme is centred around reminding the boys what it was like to be new and what they felt really helped them to settle into boarding.

In Year 12 the boys have the opportunity to become part of the Boarding Council. The structure of this group is made up of the Boarding Captain, the Vice-Captains of Boarding and other students that have been identified as good role-models and leaders.

## Our Leaders for 2021

### **Captain of Boarding**

Lochie Elliott

### **Vice Captain of Boarding – Senior Residence (Blair Clan Leader)**

Jensen Westerman

### **Vice Captain of Boarding – Senior Residence (Stirling Clan Leader)**

Jett Sibosado

### **Vice Captain of Boarding – Middle School Residence**

Kaymus Brierly

## Clans

The Senior School Residence is divided into two Clans, Blair and Stirling, with boys from Years 9–12. Each Clan has a Head of Residence, an Assistant Head of Residence, a House Mother and a Student Leader (Vice Captain of Boarding). The Clans are a structure similar to that of House groups in the day school but is applicable only to boarding. Your son will be placed into one of these Clans as he enters Senior School and the Head of Residence will then take your son through the rest of his time in boarding.

The Clans are named after significant Scottish Septs or Scotch Boarding Alumni. The Clans promote opportunities for boys from different year levels to mix together. We have a series of activities throughout the year between the Clans that accumulate points and this is designed to promote a group identity and a sense of belonging as well as a bit of fun!



# Uniform Shop

The Uniform Shop is at Royce House, 43 Shenton Road, Swanbourne.

It takes about an hour to kit out a new boarder.

As December and January are the busiest months of the year in the Uniform Shop, we encourage you to make an appointment so that our staff can give you their undivided attention.

## Opening Hours\*

Tuesday	8am–5pm
Thursday	7.30–11.30am
Friday	7.30–11.30am

\*During term time

## Online Uniform Shop

Uniform can also be purchased in the online Uniform Shop. Payment is by credit card or Paypal.

Please go to [flexischools.com.au](https://flexischools.com.au) and click on register, then follow the instructions in the email that you'll receive. Once you have registered at Flexischools, you will need to add your son ('add a student') as a student at Scotch ("Scotch College WA"). Enter him as a student in the year group he will be going into in 2023 (any class is fine).

If you need help with this process, please contact the uniform shop.

You are still welcome to pop into the shop at any time, but please make an appointment for your very first fitting.

To book your appointment please email: [uniform@scotch.wa.edu.au](mailto:uniform@scotch.wa.edu.au)



# List of Uniform and Clothing Requirements

All school uniform items, except footwear, are available from the College. The following lists are a guide only as each sub school has different uniform requirements. The Uniform Shop staff will be able to assist you further with your compulsory items of clothing. Boys should wear their uniform completely and correctly at all times.

## Winter Uniform

- 6x white long sleeved shirts
- Grey shorts (Year 7) – minimum of three pairs
- Grey trousers (Year 8 onwards) – minimum of three pairs
- Grey socks – minimum of six pairs
- 1 x black leather lace-up shoes (not boots)
- 1 x College pullover
- Blazer (Year 8 onwards)
- 1 x school tie
- 1 x house tie (Year 9 onwards)
- 1 x black belt (Year 8 onwards)

## Summer Uniform

- Khaki shorts – minimum of three pairs
- 6x khaki short sleeved shirts
- Khaki socks – minimum of six pairs
- 1 x black leather lace-up shoes (not boots)
- 1 x school tie
- 1 x house tie (Year 9 onwards)
- School cap (optional)

## Sports Wear

Parents should note that it is advisable that the purchase of items of sports clothing be left until near the commencement of that particular sports season when boys will be informed of the requirements. Most items of sportswear are available from the Uniform Shop. Parents are advised to check with the College Uniform Shop before buying any item of sportswear to ensure it is the correct uniform.

- Blue Scotch shorts – minimum of three pairs
- Track suit (Scotch College)
- Sand shoes (non-marking sole)
- Polo shirt (house)
- Polo shirt (school) – minimum of three

## Additional Items for Boarding Students

- Under clothing
- One pair of thongs or sandals
- Clothes hangers
- Several sets of casual clothes (shorts, jeans, shirts) and footwear are useful for recreation purposes and some good clothes for more formal occasions e.g: socials, dinners, chapel, days out etc.)
- 1 x shoe polishing kit
- 1 x hairbrush and/or comb
- 1 x toothbrush
- 3 x towels (2 bath and 1 beach towel)
- One pair of casual shoes for good wear (not joggers)
- 2 x small laundry bags (available in uniform shop)
- 2 x sets of sheets (single for Year 6–8 boys and king single for 9–12 boys) and two pillowcases (also marked with name)
- 1 x single doona and 2 x single doona covers (also marked with name)
- 1 x pillow and pillow protector (also marked with name)
- Swim wear
- 1 x pyjamas
- Alarm clock

**Please note:** Every article should be **distinctly marked with the boy's name using woven name tags only**. Please mark shirts, coats etc. on the inside of the collar, shorts and trousers at rear inside the waist and socks under turned-over tops where applicable.

# Laundry and Clothing

On looking at the uniform list for boarding students, parents may think there is an inordinate amount of clothing required. Let us describe briefly the laundry cycle and why certain amounts of clothing are necessary. Firstly, all our laundry is done on the school premises – a huge undertaking in itself.

Dirty clothes are placed into the laundry on an allocated morning where they will be washed and dried. The clothing is folded and ironed, sorted and then placed in the boarder's pigeonhole by the laundry staff ready for collection after school. Most washing is returned daily.

We find six things which are essential to the streamlining of the huge laundry task:

1. Boarding students must have **every item of clothing marked with your sons FULL NAME (e.g. James Robertson) and black letters on white background**. We suggest name tapes that have the student's name clearly on them are ordered through *Cash's School Name Tapes* <http://www.nametapes.com.au>. We use style eight woven name tapes in black.
2. **Name tapes should be used to mark clothing rather than laundry markers because the writing fades**. Name tapes should be sewn in prominent positions. Socks need name tags sewn on **the upper part** – not the foot. **Do not sew name tags on trade labels as they can easily be removed**. On items of greater value, it may be wise to put a name tag in a hidden position as well. It would be appreciated if a number of spare name tags are left with your son so that they may be sewn onto any new clothing purchased during term time.
3. Socks and underwear are laundered in special net bags to aid in the huge task of sorting. Each boarder has two bags. Only underwear and socks are to be placed into these bags. These can be purchased from the Uniform Shop.
4. Special arrangements can be made for specific items of clothing which cannot be subject to industrial washing and drying. These details should be obtained from the laundry staff. Each House has its own washing machines and dryers and students are encouraged to use them.
5. Please remember that any clothing purchased during term will also need to be named.
6. A spare set of name tapes must be left with the House Mother.

## Lost Property

Every year the boarding community is left with an incredible amount of lost property, especially clothing, the majority of which is unnamed. We have found in the past that lost property accumulates through poor personal organisation on the part of some students. This emphasises the need for all clothing to be named.

## Bed Linen

We find, as a boarding community, the diversity of individual needs concerning bedding very difficult to cater for. Therefore, each boarder is required to provide his own named single bed sheets (for Years 7 and 8), blankets or doona, throw and pillow. Boarding students are expected to use both a top and bottom sheet and pillowslip for hygiene reasons and these should be washed each week. Parents should be aware that Years 9, 10, 11 and 12 students will require long king single bed sheets. A mattress protector will be provided.

## Dry Cleaning

This can be organised by the House Mother through the laundry and we recommend you speaking with the House Mother directly.

# Support for Students within Boarding

Some boarding students experience problems with social adjustment. Teenagers quite often set up active social patterns and enjoy a certain amount of independence. Due to the nature of the boarding community, and the direct responsibility of the staff to the parents and boarding students and the sheer size of our “family” some students, at times, find some of the day-to-day workings a bit hard to adjust to, especially early on during their time in boarding.

To help them cope with this new lifestyle, it would be beneficial to discuss with them some of the differences that might be experienced. If you want more background information please do not hesitate to phone the Head of Boarding, Head of Residence, or House Mother with your

queries. It may be of benefit to encourage your son to make the contact if he is indeed worried about any aspect.

Success in this matter lies in the understanding that a large community, such as ours, is in some respects reasonably inflexible. It is essential that a boarder arrives at an understanding of what is acceptable and what is not and why these things are so. A new boarder has to quickly realise that some social patterns will not fit the new situation and that he must take steps to adjust his behaviour accordingly rather than try to change the community. Our rules and expectations have been put in place with the boys’ best interests and security in mind.

## Homesickness

It is perfectly normal for boys living in completely new surroundings, and in a structured environment, to feel strange and feel homesick. Often homesickness reflects a very positive relationship with family and friends and the home environment. We have included a number of observations on this problem and feel that our suggestions may help your son to overcome this very real difficulty as quickly as possible.

1. We believe it is important for him to realise that homesickness is perfectly normal and that he is likely to feel homesick from time to time, and that it is something that he should not hide from but face up to and try and talk about.
2. It is important for you, as parents, to emphasise the need for complete involvement in and out of the classroom. The best way to prevent homesickness is for boys to keep busy. The person who mopes around after school and misses' classes because he feels sorry for himself only compounds an already difficult problem. Involvement in sport, games, music and other activities is essential and should be encouraged whenever possible.
3. It is important for you to realise that you will hear of, or experience, the worst of your son's homesickness. Boarding students will tend to write or ring when they are feeling at their lowest. They may also tend to exaggerate the worst features of what they are experiencing in order to get your attention.
4. Poor grades and difficulty with work are often closely related to homesickness in the early stages.
5. A recurrence of the problem is quite common after returning from term holidays. However, it is usually overcome very quickly after returning to school and settling in with normal routines and friends. It is important to note that too many day outings or overnight stays over the first few weekends of term can cause great difficulty for your son making the break from home. We encourage you to let your son experience the normal activities of the Boarding House, particularly during weekends, and be mindful that taking him out of boarding too often for little 'breaks' from boarding can actually compound the problem and prevent him from settling into his boarding life.
6. Please encourage your son to see the Head of Boarding, Head of Residence, the House Mother, the Health Centre staff or the School Counsellor if the problem seems to be reaching intolerable levels. Often discussing the problem with someone not directly involved is of great assistance. Encouraging your son to speak with an older student, such as one of the student leaders, who has likely experienced the same thing can also be of great comfort to him.

## Homesickness (continued)

We do not wish to alarm you in any way, but purely make you aware of a very common and usually short-term problem. It is also our aim to help you and your son cope with the difficult settling in period. It is best to deal with any problems that may arise in the early stages, as this is advantageous for all concerned. Understanding, patience and firmness would appear to be the most important qualities necessary for quick and relatively smooth adjustment to the new environment.

Above all, please do not hesitate to contact your son's Head of Residence, the House Mother or Head of Boarding if you wish to discuss the problem.

As well as your son experiencing homesickness, it is not uncommon for you, as parents, to also feel "homesick for your son". The following are a few observations that might help you cope with your own sense of loss.

1. The sense of loss may not be as obvious for you as it is for your son because your daily routine continues. Acknowledging the sense of loss for you is just as important.
2. When a boy goes to boarding school there is a change in the structure of parenting because the daily dependence of the boy is no longer present. Your son will quickly establish an increasing level of independence and often parents are caught unawares by this sudden move of their son from childhood towards the adult world. If your son is making this transition well it is a sign that, as parents, you have prepared him well for adulthood.
3. Despite planning for many years for your son to attend a boarding school, the reality comes suddenly – one day he is at home and the next he is not. Do not underestimate the effect it may have on you, and feel free to contact your son's Head of Residence or the House Mother or Head of Boarding about your own concerns as well as those of your son.

## Bullying

The Scotch community does not tolerate bullying or harassment in any form.

Bullying is any behaviour intended to hurt, injure, threaten or frighten another person. Bullying can be physical (e.g. pushing, stealing), verbal (teasing, threatening, putting down), written (e.g. abusive email) or social/psychological (e.g. ignoring, excluding). Bullying has negative consequences for all concerned and is therefore taken very seriously.

Should students experience bullying (either directly or as a bystander), they are expected to tell another member of the boarding community so that it can be resolved efficiently.

## Family Issues

These do occur and Boarding staff need to be informed immediately. This enables staff to be prepared and to provide the best possible care for your son.

## Death of a Family Member/Friend and/or Community Tragedy

In the unfortunate event that the above may occur it is absolutely imperative that contact is made as quickly as possible with the Boarding staff (preferably either with your son's Head of Residence or Head of Boarding) to discuss the best strategies for informing the boy/s involved.

# Communicating with Your Son

Communication is one of the most important issues for parents and their son/s. We have included some ideas and suggestions for making communication easy with your son.

In cases of emergency, contact can be made with your child through the individual House numbers or his Head of Residence. If it is during school time, contact could be made through Boarding Administration who can be contacted either by email: [Boarding.Admin@scotch.wa.edu.au](mailto:Boarding.Admin@scotch.wa.edu.au) or via (08) 9460 6655.

Prior to commencing in the Boarding community, it has been suggested that parents should discuss with their son when the best times would be for them to call each other. As the boys live in quite a structured environment there are certain times that are great for a chat and others that don't quite suit. The

times that we recommend are between 3.45pm and 5.45pm (if not a sport day) and after Prep until 8.20pm. Generally, mornings are very busy with boys having to wake up, get to breakfast, have a shower (hopefully brush their hair and teeth), clean their room and pack their bags ready for their day at school so this also might not be the most conducive time for you to pry out all the information you want from him.

Please also don't be worried if your son doesn't call you, this generally means that he has settled well and is enjoying his time. You are allowed though to ring your Head of Residence to ask him to give your son the hint that it might be time to ring home because mum and dad miss him.

The best methods we have found to communicate with your sons is by:

## Mobile Phones

Mobile phones are permitted; however, a mobile phone policy sheet must be completed before use and returned to the Head of Residence or the House Mother. Mobile phones will be collected at bedtime each night and kept in the office.

Please be mindful of the amount of data that you provide your son with as we do not have the technology available to monitor your son's internet use whilst using his own data network. Mobile phones can also be used as a 'hotspot' (create an internet connection), for your son's laptop. This will allow him to connect to the internet without using our network, as the computer is now no longer on our network, we are unable to monitor how the computer is being used. If you control the amount of data he can use on the family account, this can limit his screen time.

Alternatively, parents can also choose to install parent control apps to their son's phone in order to have better understanding and control over their son's internet and phone use. Apps can make it easy to track data usage and also make it possible to control the access to certain apps and create curfews for apps, screen time or internet use. A parent control app that has been recommended to us is called OurPact and is available on the app store.

Mobile Phones will not be permitted to be used in the Dining Room during breakfast and dinner nor are they allowed to be taken on any interschool recreation activity.

## Skype

As every boy has access to their own personal computer some families use Skype as an effective medium for communicating with each other. Skype is quite personal as both parties are able to view each other while talking. The other benefit of Skype is that it is relatively economical due to it being streamed across the Internet. Please be mindful not to call your son/s during prep time as we try to limit distractions for both him and others.

## WhatsApp

There are many apps available on either the iPhone or Android platforms that can now be used through a data network (Wi-Fi and internet) to communicate with your sons. WhatsApp is one that is being used throughout the world because as well as messaging and face time calls you can also use them for normal phone calls. Due to the nature of these apps using your local area Wi-Fi networks (your internet) there are no call costs involved, meaning, you can talk for as long as you like and not have to worry about the bill at the end of the month.

## Letters and Postcards

Letters are an excellent method of communication and most boarding students look forward to receiving mail in the afternoons (and are disappointed if they don't get any). Although a letter is not as immediate as a phone call, it has an advantage in that it can be very well thought out and can be re-read days, weeks and years later. In the settling in stage for new boarding students, letters can be much more helpful than phone calls which can make some feel homesick. Please encourage your son to write home as often as possible. Some stamped and addressed envelopes sent with your son may be helpful for letter writing activities.

When mail is addressed to a boarder, it should be addressed as in the following example:

Master IMA BOARDER  
C/- Boarding Community – Middle School Residence  
Scotch College  
PO Box 223  
CLAREMONT WA 6910

## The Fortnightly Boarding Newsletter

The fortnightly newsletter is a means by which the Boarding community tries to keep everyone up to date with what is happening for the boys while they are here with us. It will hopefully arm you with 'topics of conversation' that you can use to stimulate your chat with your sons, especially if they are not being very forthcoming with information!

We also use the newsletter as a place for you to find out other information regarding Boarding. It contains the calendar, weekly menus, a link to the sports pages and even a 'forms section'. Here you can find all sorts of useful forms that you will need for permissions and policies, useful forms for mouthguards and name tapes, and travel forms.

Twice each term the Heads of Residence complete a newsletter article which is filled with information more specific to your son.

The newsletter can be accessed at <https://home.scotch.wa.edu.au/scotch-boarding> or via the Boarding icon that can be found at Home.Scotch.

**Scotch Boarding**

### Latest News

- BOARDING BLOG**
- Scotch Boarding
- Middle School Residence
- Senior School Residence – Blair Clan
- Senior School Residence – Stirling Clan
- Blog Archives

**Week 6, Winter Term 2022**  
We have had a lot happening in the last few weeks in boarding and it has been great to see everyone's efforts. I was particularly proud of the efforts that everyone put in for Ag Day which was a huge success. I like to congratulate boys on finishing off their winter sport season so strongly and for their hard work.  
🕒 2 weeks ago

**Week 2, Winter Term 2022**  
Dear Boarding Families It has been a really positive start to our term in boarding. The boys are well rested and there has been a very positive vibe throughout both houses. PSA sports are going very well and boys are looking forward to finishing off the winter season strongly. This is a great start.  
🕒 1 month ago

**Week 10, Autumn Term 2022**  
Dear Boarding Families, I hope you are all looking forward to having your boys back for the start of the year. A 3 week break in the middle of the year is a great chance for them to all get back in touch with their friends, go on a holiday, and come back fully recharged. I am glad that there are no exams to worry about.  
🕒 3 months ago

# Student Mobile Phone and Laptop Availability

The table below is aimed to provide a brief overview of the times in which boys have access to their mobile and laptop devices within the Scotch College Boarding community. As per our transitional philosophy, the boys' access to devices are regulated during the early years. However, as they progress through the year groups, they are provided with extra opportunities to demonstrate responsible technology use.

Mobile phones and laptops are not permitted on any official interschool boarding recreational activity. Nonetheless, boys are encouraged to take mobile phones with them when on other forms of leave from the College.

Year Level	Phone	Laptop
7	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Collected during prep</li> <li>Access per day during week: Monday to Friday 8–8.20am 3.30–6.30pm</li> <li>Access per day during weekend: Saturday/Sunday 10.30am</li> <li>Collected at 8.30pm.</li> <li>Boys can have their phones but are encouraged by staff not to be in front of screens for long periods on weekends.</li> </ul>	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Access per day during week: Monday to Thursday 6.30–7.45pm Friday No Laptop time</li> <li>Access per day during weekend: Saturday/Sunday One hour per day at the discretion of the supervising staff member. Sunday prep 6.45 to 7.30pm</li> </ul>
8	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Collected during prep</li> <li>Access per day during week: Monday to Friday 8–8.20am 3.30–6.30pm</li> <li>Available for a short time after prep if calling home.</li> <li>Access per day during weekend: Saturday/Sunday Accessed at 10.30am</li> <li>Boys can have their phones but are encouraged by staff not to be in front of screens for long periods on weekends.</li> <li>Collected at 8.45pm.</li> </ul>	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Access per day during week: Monday to Thursday 6.30–7.45pm Friday No Laptop time</li> <li>Access per day during weekend: Saturday/Sunday One hour per day at the discretion of the supervising staff member. Sunday prep 6.45–7.30pm</li> </ul>
9	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Collected during prep</li> <li>Access per day during week: 7.30am–8.15pm</li> <li>Access per day during weekend: Friday and Saturday 7.30am–10.15pm</li> <li>Sunday night Handed in 9.30pm</li> </ul>	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Access per day during week: 7.30am–8.30pm</li> <li>Access per day during weekend: Saturday/Sunday Two hours per day at the discretion of the supervising staff member. Sunday prep 6.45–8pm</li> </ul>

Year Level	Phone	Laptop
10	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Collected during prep</li> <li>Access per day during week: Monday to Thursday 7.30am–6.30pm 8.30pm–9pm</li> <li>Access per day during weekend: Friday and Saturday 7.30am–10.5pm</li> <li>Sunday Night Handed in 9.30pm</li> </ul>	<ul style="list-style-type: none"> <li>Collected every night</li> <li>Collected during prep</li> <li>Access per day during week: Monday to Thursday 7.30am–9.30pm</li> <li>Access per day during weekend: Friday and Saturday 7.30am–10.15pm</li> <li>Sunday Night Handed in 9.30pm</li> </ul>
11	<ul style="list-style-type: none"> <li>Collected Sunday to Thursday night</li> <li>Collected during prep</li> <li>Not collected on Friday and Saturday night</li> <li>Access per day during week: 7.30am–9.45pm</li> <li>Access over weekend Friday 7.30am to Sunday 9.45pm</li> </ul>	<ul style="list-style-type: none"> <li>Collected Sunday to Thursday night</li> <li>Not collected on Friday and Saturday night</li> <li>Access per day during week: 7.30am–9.45pm</li> <li>Access over weekend Friday 7.30am to Sunday 9.45pm</li> </ul>
12	<ul style="list-style-type: none"> <li>Boys enter into a contract with the Head of Residence regarding access to their phone.</li> </ul>	<ul style="list-style-type: none"> <li>Boys enter into a contract with the Head of Residence regarding access to their laptop.</li> </ul>

\*If boys require laptop to complete homework outside of the above times, they can negotiate with the staff member on duty.

# Daily Routines

## Middle School Residence

### Weekday Mornings

7am	Wake up, clean and tidy bedroom, get ready for school (shower please!)
7.25am	Morning meeting
7.30am	Breakfast in the Dining Hall
8am	Return to House, complete duties, get organised for school
8.15am	Leave the House

### Weekday Afternoons

1pm (Friday)	School finishes; move off to sport
3.25pm	School finishes; return to Boarding House
3.45pm	Monday (Year 8) and Wednesday; (Year 7 and 8) Sport training Wednesday; laundry drop off, Thursday; laundry collect
5pm	Showers
5.45pm	Dinner

### Monday to Thursday Evenings

6:30pm	Roll call and meeting
6.45pm	Prep begins; Year 7 and Year 8 in Middle School classrooms
8pm	Prep concludes for Year 7 and 8s; return to Boarding House
8:15pm	Year 7 prepare for bed; personal communication devices handed in
8.30pm	Year 8 prepare for bed; personal communication devices handed in
8.45pm	Year 7 in bed/reading time
9pm	Year 8 in bed/reading time; Year 7 lights out
9.15pm	Year 8 lights out

### Friday Evening

6.20pm	Roll call; nightly meeting
6.30pm	Recreational activity (if applicable), Free time
9pm	Ready for bed; personal communication devices handed in
9.20pm	Reading time
9.30pm	Lights out

### Weekends

The weekend routines are quite flexible and are determined by the different activities that are organised within each House.

### Sunday Evening

5.30pm	All boys return from leave in time for the Sunday meal.
7pm	Prep begins
8pm	Prep concludes
8.15pm	Year 7s prepare for bed; personal communication devices handed in
8.45pm	Year 8s prepare for bed; personal communication devices handed in
8.45pm	Year 7 in bed/reading time
9pm	Year 8 in bed/reading time; lights out for Year 7
9.15pm	Lights out for Year 8

# Senior School Residence

## Weekday Mornings

6.15am	Sport training (only applicable to certain sports)
7am	Wake up, clean and tidy bedroom, get ready for school (shower please!)
7.30am	Breakfast in the Dining Hall
8am	Return to House, complete duties, get organised for school
8.15am	Leave the House

## Weekday Afternoons

3.25pm	School finishes; return to Boarding House
3.45pm	Sport training/free time Monday/Tuesday; laundry drop off, Tuesday/Wednesday; laundry collect
5pm	Showers
5:50pm	Dinner

## Monday to Thursday Evenings

6.35pm	Return to House, prepare for prep
6.45pm	Roll call; nightly meeting
7pm	Prep begins
8.30pm	First prep session ends, boys break for supper and parent contact time. Showers and prepare for bed.
9pm	Year 11 and 12 boys return to their rooms for second prep.
9:15pm	Personal communication devices handed in for Year 9s and 10s.
9.30pm	All boys to their own rooms.
9.45pm	Lights out for Year 9s and 10s. Personal communication devices handed in for Year 11s.
10pm	Lights out for Year 11s and 12s

## Friday Evening

6.20pm	Roll call
6.30pm	Recreational activity (if applicable), free time
9.30pm	Ready for bed
9.45pm	Lights out for Year 9s
10pm	Lights out for Year 10s
10.15pm	Lights out for Year 11s and 12s

## Weekends

The weekend routines are quite flexible and are determined by the different activities that are organised within each House.

## Sunday Evening

5.30pm	All boys return from leave in time for the Sunday meal.
7pm	Prep begins
8.30pm	First prep session ends, boys break for supper and parent contact time. Showers and prepare for bed.
9pm	Year 11 and 12 boys return to their rooms for second prep.
9:15pm	Personal communication devices handed in for Year 9s.
9.30pm	Lights out for Year 9s. Personal communication devices handed in for Year 10s.
9.45pm	Lights out for Year 10s. Personal communication devices handed in for Year 11s.
10pm	Lights out for Year 11s
10.15pm	Lights out for Year 12s

# Catering

Chartwells are contracted to supply all our catering requirements here at Scotch. They have been working within schools for many years and have a thorough understanding of what schools require from their catering department.

Outside of School Hours the boys eat all their meals in the College Dining Hall. During school time the boys receive their morning tea and lunch, which is prepared in the Dining Hall, at either the Middle School or Senior School Canteens.

Dining is generally 'alfresco style', meaning that the boys may enter the Dining Hall at any time, select their meals from the servery and sit where they like. There is no set time that the boys have to remain within the Dining Hall but our staff do monitor this and at times will request the boys stay seated for a certain period of time.

The evening meal usually consists of two protein options, a vegetarian option and a choice of several different types of

vegetables and salads. Of course, dessert is also available after every meal. Our staff are also on the lookout for those boys who sometimes forget to eat their 'greens'.

Fresh fruit is always available within the Dining Hall, Canteen and Residences and is replaced regularly.

The weekly menus are available to view within the Boarding newsletter.

Parents are always invited to join us for dinner in our Dining Hall, a great time to have an informal chat not only with their son/s but also his friends and the staff that look after him. Please feel free to let your Head of Residence know that you are planning to come in for dinner and we will make sure everyone is catered for.

## Dining Hall Meal Times

### Weekday

Breakfast	7–8.15am (cooked options from 7.30am)
Dinner Time	5.30–6pm Year 7/8s 5.50–6.20pm Year 9/10s 6.10– 6.40pm Year 11/12s
Supper	After prep

### Weekend

Breakfast	Saturday 7–8.30am (cooked options from 7.30am) Sunday 8–9am (great Scotch fry up!)
Lunch Time	Saturday 12–2.00pm Sunday 12.30–1.30pm
Dinner Time	5.30–6.30pm
Supper	After prep

## Formal Dining Opportunities

Throughout the year we also expose the boys to different forms of meal settings. This can be in the form of sit down meals where the boys will serve themselves table by table or on some occasions we also ask the catering staff to wait on the boys. The Heads of Residence also make use of the many cafes and restaurants within the area by taking the boys out for breakfast and/or dinner.

## Instep and School Excursions

Take away lunches can be made available to all Boarding boys who are required to be away from the school for the day.

This may include excursions, INSTEP, work placement or any other school related activity. The boys can organise this themselves through talking to their House Mother or Residential Head of Year.

# Health

## Health Centre

The Health Centre provides acute care for illness or injuries to boarding students and day boys, with an increased focus on health education, injury prevention and providing pastoral care.

### Health Centre Staff

Health Centre Manager: Fiona Richmond (Registered Nurse (RN))

Health Centre Staff: Bev Simkin RN, Bec Manning RN, Heather Joyce RN and Annie Murphy RN.

### The Health Centre Opening Times

Monday to Friday	8am–6pm
Saturday (Terms 1 and 4)	9am–12pm
Saturday (Terms 2 and 3)	8.30am–1.30pm

At all other times a registered nurse is on call that can be contacted to access your son's needs.

## Medical Forms

Please return medical forms with enrolment forms, as it is very important we receive this information early in order to check and note any problems or special requests regarding your son.

## Vaccinations

Please ensure your son has had all vaccinations and make sure booster doses are up to date. Recent information from the Community and Child Health Department advises Sabin (Polio) and Tetanus boosters should be updated every 10 years, following the 5-year-old pre-school vaccinations. Combined vaccinations (Measles/Mumps/Rubella) can also be given at an early age as well as a second one at age 15. Hepatitis 'A' vaccinations are now available. Hepatitis 'B' vaccinations should be given to every child at an early age. There is no cure – but prevention is possible. The risk of the spread of Hepatitis 'B' in our homes and schools is very real. The Health Centre also offers annual influenza vaccinations to all our boarders.

## Medication

Health Centre staff support all boys who require over the counter or prescription medication while in boarding. As some medications interact adversely, we ask that parents advise us of any medication that their son is taking.

All medication is administered under the supervision of the Health Centre staff. This enables the Health Centre staff to monitor the effectiveness of the medication. Outside of Health Centre hours, medication will be administered by the boarding staff on duty, from a Webster pack filled by a pharmacist with the student's name, medication, dose and time to be given clearly labelled. Asthma medication must be kept by the student for self-medication.

## Adrenaline Auto Injectors (EPIPENS)

Parents of students with anaphylaxis must provide two anaphylaxis kits containing an EpiPen, antihistamine medication and an Action Plan. One kit is kept in the boarding house office and the other is kept by the student and taken to school each day.

## Accidents

On the sports field, in the residences, or elsewhere on campus should be reported to the Health Centre staff on duty and treatment for all such accidents must be attended to by the Health Centre staff who will then contact the school doctor if necessary.

## Medical Appointments/Transport

All appointments must be organised through the Health Centre so that Boarding can accurately keep medical records. Transport to and from medical appointments can be arranged in the event that a family's Perth-based host is unable to take the student. However, we ask that families make an effort to contribute in this regard.

Please contact the Health Centre by email: [healthcentre@scotch.wa.edu.au](mailto:healthcentre@scotch.wa.edu.au) or call 08 9383 6818. In an emergency situation, an ambulance will be called immediately, and staff will accompany the student until family or the family's nominated Perth-based host can get there.

If your son needs to see a physiotherapist, dentist, orthodontist, chiropractor etc., these appointments should be made with practitioners who are located within the suburbs close to the College (within 10kms). Wherever possible, specialist appointments should be made at a time that family can accompany the student.

## General Medical

Parents are encouraged to call in and introduce themselves to the Health Centre team and the nursing staff are more than happy to answer any questions or concerns you may have while your son is in the residential community.

If you have any concerns or wish to update us about your son's health please feel free to call in or contact us in the Health Centre on 08 9383 6818.

Parents should familiarise themselves with the complete policy on health care contained on the school website, [www.scotch.wa.edu.au](http://www.scotch.wa.edu.au) and use the links to school community/residential students/Health Centre.

## Medical Costs – Australian Residents

When a boarder consults a doctor, or attends a medical appointment, his account will be sent to the parents. Any medication ordered by the doctor and supplied by the pharmacy will be charged to boy's school account via the Health Centre.

## Medical Costs – International Residents

When a boarder attends a medical appointment, the account is sent to the Health Centre where it is processed and sent to Medibank Private. When the rebate is received by the Health Centre the outstanding balance is debited to the boy's school account unless parents advise otherwise. Any medication ordered by the doctor and supplied by the pharmacy will be charged to the boy's account.

# Leave Arrangements and Policies

All leave from the Boarding community is permitted by the Head of Residence, or Head of Boarding in the context of **TRUST**, that students go to the places and hosts they have applied to go to and not anywhere else. It is impossible for boarding staff to follow every boarder and ring every host family to check that boarding students are doing the right thing.

It must be emphasised, however, that even if a leave request by a student is in accordance with the contact as set down within the leave arrangement, **staff still reserve the right to permit or deny leave at their discretion.**

Overnight leave on weekends is permitted for boarding students when going into a family situation where there is parental supervision. The school does not allow boarding students to take overnight leave with young hosts, and this may include some brothers and sisters. This policy does not call into question the integrity or responsibility of specific young hosts but acknowledges that young people and the situations, in which they live, may not be suitable overnight host places for boarding students.

School activities, such as Saturday sport or school camps take priority over leave requests.

If a boarding student stays with **ANY PERSON** who is not an authorised host, or who has not been approved by the Head of Residence, or Head of Boarding, or signs out to go to one place and goes somewhere else, this is seen as a severe breach of this trust and is treated as a serious disciplinary situation.

If a student on leave returns to the boarding house the duty of care reverts to the school and if he wants to leave again he will need to complete a separate application for leave. Boys cannot sign out for the day and then come and go as they please.

Under no circumstances can a boy on leave return to the House after 10pm on any night without having made prior arrangements with his Head of Residence, or the Head of Boarding. If a boy breaches this rule it is seen as a severe breach of this trust and is treated as a serious disciplinary situation.

## Hosts (For Parents)

Parents will be required to complete a **host list** which outlines the people with whom you will allow your son to visit or stay with while on leave. Parental supervision and a family environment is expected for all weekend leave.

**All boarding students require a Perth-based host/guardian that can take the student out of boarding in the event of illness, injury, or disciplinary measures.** A boy's Perth-based host/guardian goes into our system as an alternate contact in the event that parents are uncontactable. The Perth-based host/guardian needs to be specifically identified to Boarding Administration so that they can be entered into our system.

Please ensure that you know or have had contact with the people you put on your son's host list and that they have signed the appropriate form and are comfortable with the notion that they may be supervising your son for weekends. This contract will be supervised by the Head of Residence or Head of Boarding and can only be changed by written request from parents.

When adding or changing a host's details, contact must be made with Boarding Administration and details must be emailed to [Boarding.Admin@scotch.wa.edu.au](mailto:Boarding.Admin@scotch.wa.edu.au) between 8am-4pm Monday to Friday.

Host details cannot be changed over the weekend.

# Reach: Online Leave Management System

<https://rlm.scotch.wa.edu.au>

An online leave management system called REACH manages all leave at Scotch. All support documentation can be located within the 'help' section on the website and a comprehensive induction of the system will be conducted at orientation.

It is our expectation that boys will always sign out of the House, no matter where they are going, and sign back in when they return.

## Leave Types

### Category A

Off campus leave that requires approval from either a parent/guardian or Head of Residence.

#### Overnight Leave

This is leave that requires a boy to stay overnight from the Boarding House either during the week or on the weekend. The parent/guardian must first approve the leave before being further approved by the Head of Residence. Boys need to return by 5.30pm on Sunday night. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

#### Day Leave

This is a period of leave from the Boarding House that does not occur overnight. Boys need approval from their parents or guardians as well as their Head of Residence. Boys must return to the House by 5.30pm. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

#### Year 12 Friday or Saturday Night Leave (5.30pm to 9.30pm)

This type of leave is only available to Year 12 boys and is approved by the relevant Head of Residence. This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

#### Community Sport

This type of leave is for boys to complete if they wish to participate in community sport. It is available to all boys. This leave must first be approved by parents or guardians and then by the Head of Residence.

This type of leave is to be submitted by 8pm on the Thursday prior to the weekend.

#### School Approved Activity

This type of leave takes into account any activities that are approved by either the day or residential schools.

#### Holiday Travel Arrangements

This leave is designed for you to outline your son's travel arrangements. Using this type of leave for the holidays simply helps us with our organisation. This type of leave is to be submitted at least three weeks before the holiday break.

## Category B

Off campus leave that does not need the approval of either a parent/guardian or Head of Residence.

### Local Leave

This type of leave allows the boys to go to Claremont, Swanbourne or Cottesloe. It is for a period of one and a half hours for students in Years 9 to 12. Years 7 to 8 boys may have one hour leave to Claremont Shopping Centre (this is at the discretion of the Head of Residence and is normally only on the weekend). The staff member on duty can approve this.

The relevant Head of Residence may place extra conditions on this type of leave depending on age and other factors that the Head of Residence may be aware of.

### Beach Leave

This type of leave allows the boys in Years 10 to 12 the opportunity to go to the beach. This leave is for three hours only.

The conditions on this type of leave are that the parent/guardian must have completed the beach leave form and deemed their son competent to swim (in flat and surf conditions) and approved them to be able to go to the beach. A list of eligible boys will be located within the House Office.

If the boys are not surfing, then they will be required to swim within the patrolled areas (between the flags). Our on-call person would also have had to check the swell conditions and let the staff member on duty know that the beach is safe to visit.

Staff will not let any boy go to the beach unless the above has been completed and the boys agree to the conditions.

### Recreation

This type of leave takes into account those students who are on recreation. This would have been a pre-organised activity that the boys would have signed up for prior to the weekend.

### Scotch Sport

This type of leave takes into account those students who are at Scotch Sport.

# Holidays

Boarding students are not permitted to leave for holidays earlier than the stipulated time except when permission has been granted by the Head of Middle/Senior School, or Head of Boarding. When returning to school after the holidays boarding students are expected to be in at 5.30pm on the day prior to the beginning of the school term. If travel arrangements do not allow this, then it is necessary to seek, in writing, the permission of the Head of Middle/Senior School or Head of Boarding for approval of variations. Boarding students are expected to travel from home directly back to the Boarding House.

The College views very dimly any request for early departure from, or late return to, the Boarding community (i.e: leaving before the appointed time on the day classes finish or returning after 5.30pm on the day before classes commence).

If there are exceptional circumstances, a request should be addressed in writing to the Head of Middle/Senior School, Head of Boarding or Head of Residence in plenty of time to be fully discussed by the parties involved. If tests are missed due to early departure, then it is usually not possible to reschedule these tests for another time.

The policy guidelines for end of term arrangements are:

Early departure is only permitted in extreme circumstances, for example,

- a) Non-frequency of travel to more remote areas,
- b) Personal one-off situation (emotional instability, family crisis, or highly significant event).

In the case of travel arrangements, genuine need must be established, and it should always be with a regular host. Relevant factors for consideration may include age of the student, time of travel, difficulty with luggage, complexity of the situation and the boarder's ability to cope. Just like any weekend leave, any arrangements should be confirmed by parents in the week prior to holidays with the Head of Residence, Head of Boarding or Head of Middle/Senior School.

All holiday and long weekend travel arrangements need to be entered within the online leave management system (REACH) as 'holiday travel arrangements' with the details of the departure and arrival times clearly noted.

## Travel

All travel bookings are the responsibility of the parents and must be entered into REACH. Parents book students' travel subsidy flights within WA. Subsidised travel forms can be obtained either from the 'forms' section on the Boarding newsletter or by contacting Boarding Administration. A completed copy of these must be forwarded to the school so they can be verified and submitted to the appropriate government department. A cab charge is available for boys to get to airports, train or bus terminals and the cost of these will be charged to your account.

If you have any questions regarding your son's travel or you need to clarify the arrangements, please contact the **Boarding Administration** on (08) 9460 6655 or via [Boarding.Admin@scotch.wa.edu.au](mailto:Boarding.Admin@scotch.wa.edu.au).

## Return Time from Holidays and Long Weekends

The Houses will be open from 3.30pm on the day before school starts. Dinner will be provided at the end of long weekends and at the beginning of term from 5.30pm. If your son must return earlier because of transport arrangements, you must notify the Head of Residence or the Head of Boarding. These details should be emailed to them directly or the relevant House email.

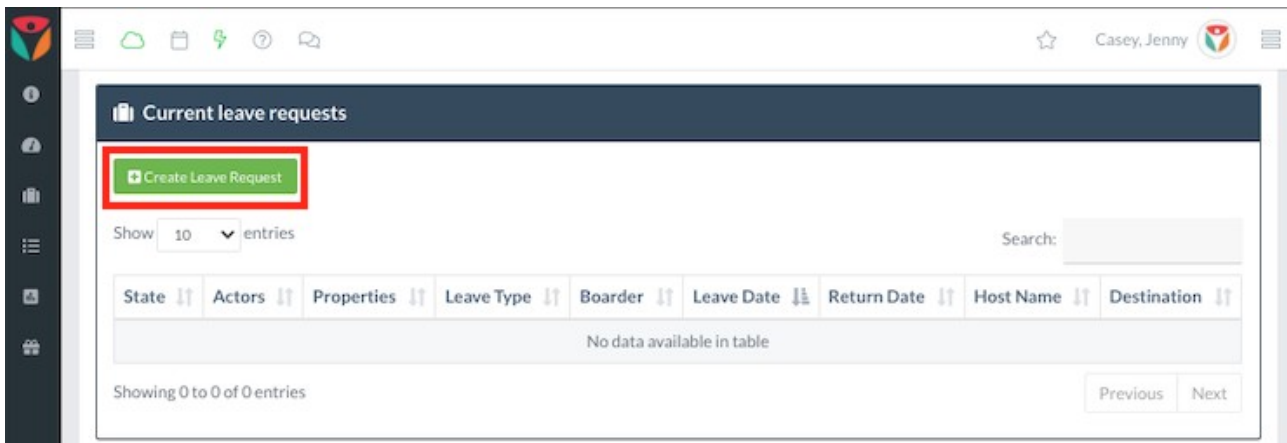
**IF YOUR SON DOES RETURN EARLY, HE MUST STAY AT THE BOARDING HOUSE.  
PARENTS MUST BE AWARE THAT THERE IS NO GUARANTEE OF SUPERVISION BEFORE 3:00 PM**

# Reach – Holiday Travel Arrangements

## Creating a Leave Request

Parent Portal - Create Leave & Approve

You can create a **Leave Request** by selecting the **Create Leave Request** button on your home page in the **Running Leave Log** or by opening the **Leave Page** from the main menu.



Selecting the **Create Leave Request** button will open the **Leave Request Details** screen which sets out the details for a leave request update or submission.

- **Boarder Name** is the name of the student for whom leave is being requested.
- **Leave Type** is the type of leave you are requesting from the drop down menu.
- **Leave Departure Time** is the time and date that the student intends to depart from the school.  
*Note: Some leave types may have pre-set restrictions on when they can be taken and this will be reflected in the departure time that can be selected for that leave type.*
- **Method of Transport (Leave)** is a drop down selector. Select the most appropriate transport method being used for the student's departure from school.
- **Return Time** is the time and date that the student is expected to return to the school boarding house.
- **Method of Transport (Return)** is a drop down selector. Select the most appropriate transport method being used for the student's return to school.
- **Host** are only parents and pre-approved hosts who are already installed on the Reach system will be displayed for selection in this field.

If the host that you want to select for a leave event is not on the selection list you need to email [Boarding.Admin@scotch.wa.edu.au](mailto:Boarding.Admin@scotch.wa.edu.au) two days prior to the required leave so that the host can be installed onto the Reach system

- **Destination** is the leave destination. Keep this description short and descriptive. Additional details about a destination can be added to the Notes field below.

- **Notes** is the field where you can enter any relevant details relating to this leave request that may be helpful for the Boarding Staff to manage this request appropriately.

*Note: Some leave types will have some compulsory notes associated with the leave type. Air Flights for example will require you to enter the flight details so that transport to the airport can be arranged to meet the flight departures and arrivals.*

- **Attached Files** is the section that allows for the uploading of relevant documents for the travel plans. This could include a confirmation for a flight, train or bus.
- **Leave Additional Information** is the section that provides a summary of the leave request key details for quick reference.

*Note: Some leave types will have some compulsory notes associated with the leave type. Air Flights for example will require you to enter the flight details so that transport to the airport can be arranged to meet the flight departures and arrivals.*

- **Recursion** is the section for indicating if this is a repeating event and the frequency of the repeated event. This allows for one leave request to be submitted and approved for the duration of the commitment and required leave dates.

*Note: The ability to select a recurring leave is based on your school's system settings and policies. As a result, this ability may not be available when submitting a leave request.*

- **Leave Audit Trail** provides a list of people involved in the request and approval for any event and any actions that they have taken for the event.
- **Save / Cancel / Delete** -- Be sure to save your leave request when you have completed the details.

**Leave Details**

Save Cancel Delete

**Student**  
No selection  
This is the Student that will undertake this leave request.

**Leave Type**  
No selection  
A leave type is a set of rules that define how REACH reacts when this request is submitted.

**Sticky Notes**

**Leave Additional Information**  
Leave Requested By  
Casey, Jenny (Parent)  
Date  
07/13/2021 03:14 PM  
Actual Leave Date and Time  
Has not departed as yet  
Actual Return Date and Time  
Has not returned as yet  
Request ID  
Not available yet

**Attached Files**  
Add Document  
No Leave Documents yet

**Leave Date and Time**  
07/13/2021 @ 3 PM : 00  
When is the Student "expected" to leave?

**Return Date and Time**  
07/13/2021 @ 3 PM : 00  
When is the Student "expected" to return?

**Leaving Transport Details**  
Transport Types  
+ Add Leg

**Return Transport Details**  
Transport Types  
+ Add Leg

**Host**  
No selection  
Who is taking the Student on this Leave Request?

**Destination**  
Where is the Student going to?

**Recursion**  
Once off  
How should this Leave Request recur?

**General Notes**  
Further information may be required to assist Boarding, such as: Flight details, Destination, Transport, Host Mobile, etc.  
Fill out as much information as possible, including any flight details that are pertinent to approving this Leave Request.

Save Cancel Delete

**Leave Audit Trail**  
No actions have been recorded against this leave request at this time

# Wellbeing

The aim of our wellbeing program is to transition our boys into learning to live within a large community and then as the years progress, shift their focus to becoming a more independent person who once leaving the structured lifestyle of the residential community will have the ability to manage themselves.

Our program uses the five aspects of health (physical, social, spiritual, emotional and intellectual) as a basis for its formation and the activities and opportunities that we provide are also aligned with the developmental pathways of the boys.

Recreation and Wellbeing is all about our boys adjusting from their academic day-to-day schooling to coming home and achieving a sense of balance between study life and personal life.

Some key benefits of providing your son with this healthy study-life balance include:

- Reduced stress levels at school and within the residential community
- Greater focus and concentration when needed during the day in class or on the weekends when studying
- Higher levels of satisfaction in regard to their academic program
- The opportunity to participate more fully in their social life amongst their peers, whether at social events organised through the recreational program or 'hanging out' with mates around the residence
- More time to pursue personal goals and hobbies
- Skills to help them with the transition into adulthood and independent living after school
- Improved health.

Balancing the demands of a boarding student is not an easy thing to do, so here are a few ideas to help them assess their priorities and strike a good study-life balance:

- Getting your son to set goals around what he values highly while at Scotch College
- Managing his time effectively – review academic subject deadlines, priorities socially and success factors
- Create a boundary between balancing study and personal down time where possible
- Build resilience and have a positive attitude
- Avoid stress, mental exhaustion and burnout – fatigue affects your ability to study productively
- Maintaining a healthy lifestyle for your son by:
  - Looking after himself
  - Eating well
  - Sleeping well
  - Exercising
  - Pursue an activity that he enjoys
- Encourage him to find a good support system – learn to ask for help, we all need a little help sometimes
- Enjoy your academic learning.

# Organised Recreation for Boarding Students

Our Boarding students are connected to a broad network, which involves all the other boarding communities within the Perth area. This network provides a wide spectrum of activities that can involve specific year groups or multiple groups. These events get our boys into some of the attractions Perth has to offer and can provide them with a sense of belonging within our community and can break up that sense

of being confined in the boarding environment over the weekend. It is also a great way for our boys to interact with girls and boys from other school in a social setting. The cost of these activities is kept to a minimum. Parents can access information about the coming term's activities from the Boarding newsletter or calendar.

## How does the Recreation Process work?

- The recreation activities are listed in the calendar a term in advance.
- Students can sign up for the recreation activity online through clicking on the activity they would like to attend.
- Sign up for any particular activity can occur at any time and registration for the event closes on the Wednesday prior to the weekend that the activity is due to occur.
- If a student can no longer attend that recreation activity then they have until the Wednesday afternoon to withdraw from the activity through the recreation calendar portal or they can notify the Recreation Officer through the [recreation@scotch.wa.edu.au](mailto:recreation@scotch.wa.edu.au) email address.
- For most of the activities we need to advise the host school on Thursday of the number of boys who are attending the activity on that weekend. If a student pulls out after Thursday, or is unable to attend for any reason, then unfortunately we will still need to charge for the event so as to cover our costs. If the College cancels the event, i.e. small numbers, then the student will not be charged.
- An activity may be cancelled due to weather conditions, low sign up numbers or if an incident occurs before or while at the recreation activity.
- Boarders will be charged an annual Weekend Recreation fee of \$250pa added to their account.

We believe that there is every opportunity for all boarding students to become happily involved in the community.

## Community Sport/Interests

Boarding students have the opportunity to participate in community clubs and activities throughout the year. Generally, most of these opportunities exist through the joining of local sporting teams. Transport to and from training sessions and games is organised by a group of parents from each team and we believe, where possible, every boy should try and involve themselves in at least one community-based activity.

## Expeditions/Camps

During your son's time at Scotch College he will be involved in a number of school camps. These include Outdoor Education Expeditions in Year 7, 8, 9 and Year 10 and there are also a number of music, art or sporting camps that become available depending on your son's involvement in co-curricular activities.

## **Bibbulmun Track** – Only available to boarding students at Scotch College

Each boarding student has the opportunity to participate in this challenge which normally occurs twice a year. It is compulsory for boys to participate in all walks up to the end of Year 10. After this point, the boys can then decide if they wish to continue with the remainder of the walk.

Support and equipment for the Bibbulmun Track is provided by the Outdoor Education Department.

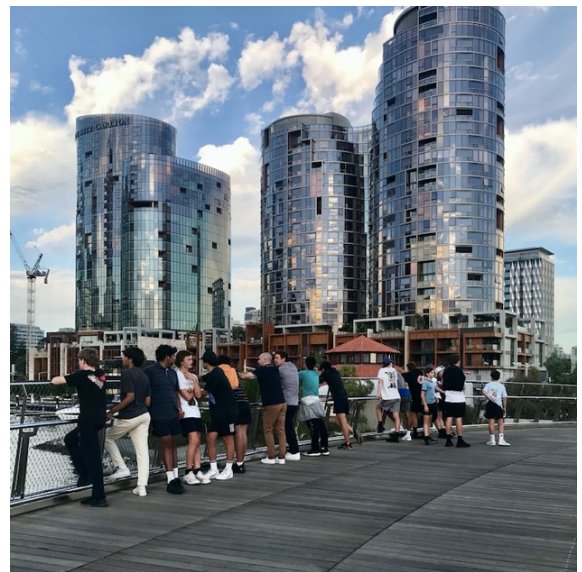
## **Sport**

Sport can play an important part in a boarding student's life. Every boy is encouraged to participate in some form of organised activity to maintain physical fitness. From the range of activities there is generally something to suit everybody, from the teamwork of some of the more competitive games, to the enjoyment of participating in some of the recreational activities.

## **Music and Other Groups**

There are over 15 musical bands at Scotch College. Each student is afforded the opportunity of a well-rounded education by participating in one of these groups. There is something for everybody, from the highly skilled to the complete novice. From time to time groups are taken to art exhibitions, live theatre, films and to areas which provide many recreational pursuits.

Within the Boarding community we have music practice rooms available and one of our Music staff opens the Middle School music rooms on a Tuesday and Thursday evening.



# Academic

## Academic Expectations

Often students coming from other schools, especially smaller schools, at first may find the academic program of a bigger school difficult or daunting. It helps if both you and your son have discussed, and agreed upon, appropriate expectations and goals before they commence their studies at Scotch.

## Prep (Homework)

Prep times are as follows:

- Year 7: 6.30–8pm
- Year 8: 6.30–8pm
- Year 9: 7–8pm
- Year 10 to 12 House: 7–8.30pm (first prep) and 9–9.45pm (second prep)

For the above times to be effective all students need to be organised and exercise the necessary self-discipline and determination to complete all assigned homework, and in the case of senior secondary students, extra study and note-taking in preparation for future assessments. The establishment of good study habits and skills requires personal effort and a positive attitude. The boarding staff and others will aid the students in learning these habits and skills; however, the students must be motivated to succeed in reaching their potential in this most important area.

Students must:

- Be personally responsible for their efforts in prep
- Conduct themselves in a manner which does not disturb others
- Follow established routines and expectations
- Limit movement to an absolute minimum
- Seek assistance from staff and academic tutors when required

## Laptops

Laptops are a necessary part of modern education and their appropriate use is encouraged. They may be used for both academic and recreational purposes. All boys will be provided with a School laptop and boys should not bring other computers to school. These will be collected in each night before bedtime (Years 7 to 11).

## Contacting Your Son's Teachers

You should first contact your son's homeroom teacher (Middle School) or House Head (Senior School) to discuss any concerns you may have. They are then able to contact other staff members for you and have them contact you directly. This will normally save a great deal of time. If you wish to contact your son's teachers, it is best to make contact through email. It is very hard to contact the academic staff by telephone as they are normally teaching. A message can be left through the receptionist for them to make contact.

Your son's homeroom teacher (Middle School) or House Head (Senior School) will also arrange meetings with teachers if you are visiting Perth and/or if you have any concerns regarding your son's academic progress. Your Head of Residence can also be at those meetings so that any plan moving forward is well supported by all relevant stakeholders. There will be the opportunity to meet your son's House Head mid-year to discuss your son's progress. There is also the opportunity to meet with academic staff to discuss reports.

# Academic Support and Tutoring

If your son needs assistance with his academic work, there are a number of options available to him:

- The Assistant Head of Residence organises the academic tutoring roster and any targeted tutoring that is required for boys as well as running goal setting and reflection workshops for boarding students.
- Within each House there are academic staff that can help with many of your son's subject areas. Your son can book a time during prep to seek assistance with problems he may have. The Boarding Mentors in each House are usually university students doing a range of courses from Medicine to Human Movement. Boys are able to seek help from the Boarding mentors at any time.
- Academic tutors, most of whom are recent Scotch graduates who excelled in their WACE or IB Diploma results, also assist the boys each evening. **Every evening there are tutors on roster whereby all boys are able to access help whenever they encounter difficulties with their homework, assignment research or study. This has proven to be very beneficial in helping boys overcome any areas of concern as they arise, and in supporting them during examination periods.**
- Teaching staff also work during prep on weekday evenings to assist boys across a range of subject areas including Mathematics, English and Science.
- Academic Support staff are also rostered to work with junior boarders who need individual assistance or specialised support during prep. Particular attention will be given to working with those students who have an identified learning disability. Similarly, small group sessions designed to improve organisational skills as well as literacy and numeracy skills are also being facilitated.
- Your son's teachers are always willing to give extra assistance when asked. It is important that you encourage your son to seek help from his teachers.
- There are before-school and after-school programmes in the day school that provide a range of academic support services, ranging from peer tutoring to group tutoring and individual specialist help for boys in years 9 to 12.
- Parents are encouraged to talk to the Head of Residence or the Assistant Head of Residence before making a decision to engage an external tutor. These are normally expensive, and it may be that your son's concerns or difficulties can be dealt with successfully by one of the options available through the school. The Head of Residence can assist parents in organising an appropriate external tutor if it is still deemed to be desirable.



# Serious Incidents

Because of the nature and ideals of our College and the concern for students in our care, we need to stress the unacceptability of the behaviors set out below:

- Non-acceptance or defiance of staff directions by a student will not be tolerated; any repeated offences are treated seriously. This would give reason for the College to deny residence to the student.
- Harassment: All students have a right to feel safe in their environment and as such the College views any form of bullying or harassment seriously. A violation of this would give reason for the student to be suspended from the College.
- The possession or consumption of alcohol, or being under its influence, is forbidden to all students at all times. This regulation applies not only at the College but at all functions in any way connected with the College – students may not consume alcohol at all while they are residential students at Scotch. If required, Boarding Management staff reserve the right to search a boy's room if there is suspicion of alcohol being stored on campus.

*Due to the serious nature of this matter, even for a first offence, the normal penalty will be suspension from the College, with the student actually returning home. The student will have to show a genuine willingness to partake in a rehabilitation program if he is to return to the College. A second offence may result in the parent or guardian being asked to remove the student from the College.*

- The possession or use of any form of non-medical drug or hallucinogen is absolutely forbidden. Due to the serious nature of this matter, even for a first offence, the minimum penalty will be suspension from the College. For a second offence, or if the student is found to have sold or distributed any form of non-medical drug or hallucinogen, the parent or guardian will be asked to remove the student from the College. If required, Boarding Management staff reserve the right to search a boy's room if there is suspicion of drugs being stored on campus.
- The possession and/or use of any form of tobacco, including vaping, is absolutely forbidden and will incur penalties up to and including suspension from

the College. The student will have to show a genuine willingness to partake in a rehabilitation program on his return to the College. Persistence of this behaviour after a warning may result in the parent or guardian being asked to remove the student from the College. If required, Boarding Management staff reserve the right to search a boy's room if there is suspicion of tobacco or vaping devices being stored on campus.

- No student ever leaves the College grounds without the appropriate permission. This is regarded as a very serious breach of trust as a student is effectively placing himself in a position where the College cannot accept responsibility for him. He is deemed to be absent without leave.

*A first may result in the student being suspended from the College. If a subsequent offence were to occur this may result in the parent or guardian being asked to remove the student from the College.*

- Any theft by a student is considered a serious matter. Even for a first offence the student may be suspended from the College. If a subsequent offence were to occur this may result in the parent or guardian being asked to remove the student from the College. If required, Boarding Management staff reserve the right to search a boy's room if there is suspicion of stolen goods being stored on campus.
- Students are not to ride as passengers in cars driven by day boys. Parents and guardians are obviously exempt from this rule. For a first offence, the student may be denied residence and for a second offence the parent or guardian may be asked to remove the student from the College.
- The College trusts that students do not move out of their room after 10.30pm. Any student caught engaging in any form of inappropriate behaviour between 10.30pm–7am may result in his position within the Boarding community being reviewed.

# Discipline Options

From time to time students will make errors in judgment as stated above. The following gives a guide to the procedures in place to assist the students and to discipline them, if necessary. It should be noted that this is only a guide and that every case will be looked at individually and that relevant personnel will be consulted before making a decision regarding the action to be implemented.

There are a number of different disciplinary actions that can be implemented within the Boarding community.

- House duty – perform duties within the Boarding House
- House gating (this means limiting leave from the House)
  - Weekday – no day leave granted
  - Weekend – no weekend leave granted
  - May occur for more serious offences or an accumulation of many minor offences – parents to be informed immediately by the staff member implementing the gating.
- Interview with Head of Boarding
- Interview with student, parents and relevant staff
- Probation – implemented by the Head of Residence, in consultation with the Head of Boarding, and parents contacted immediately and then receive a letter regarding the matter and a copy of the contract from the Head of Residence and Head of Boarding
- School probation – implemented by the Head of Senior School/Head of Middle School.
- Isolation from classes – student is isolated at school but continues to live within the Boarding House – implemented by the Head of Senior School/Head of Middle School in consultation with the Head of Boarding – for serious breaches of school rules. Parents are contacted by Headmaster in relation to any decision made in this regard. Boys who are isolated from class are situated in the Assistant to the Head of Senior School's office.
- Suspension from Boarding (denied residence) – student continues to attend classes but is not permitted to stay within the Boarding community – implemented by the Head of Boarding, in consultation with the Head of Residence, for serious breaches of Boarding community rules. Parents are contacted by the Head of Boarding regarding any decision made in this regard. The Headmaster is to be informed.
- Suspension from school and the Boarding community – student to be off the school premises – implemented by the Head of Senior School/Head of Middle School in consultation with the Head of Boarding – for serious breaches of school and Boarding community rules. Parents are contacted by Head of Senior School/Head of Middle School in relation to any decision made in this regard. The Headmaster is to be informed.
- Removal from the Boarding community – A student can be, if deemed not suitable to continue living within the Boarding community, removed from the Boarding community, but may continue to attend the College as a day student.
- Expulsion – implemented by the School Council in consultation with the Headmaster.

Again, this is a guide to the different procedures in place for students whose behaviour needs modifying. The level of action taken will depend on the seriousness of the offence and it is expected that parents will be included and informed of the process as it takes place.

# General Information

## General Dress Standards

Boys are expected to be dressed in a neat and tidy manner when they are out of their room. When attending the Dining Hall, they should wear a shirt with sleeves (no singlets) and footwear. For Chapel, the expectation is long trousers or neat jeans, a collared shirt and no sports gear, with dress shorts being acceptable in the Summer and Spring Terms only. When leaving the campus, boys must wear neat and tidy clothes, including footwear at all times.

No earrings or other jewellery, other than a wristwatch or medic alert bracelet, is to be worn in boarding or on campus.

No tattoos of any kind are permitted.

## Personal Hygiene

Personal hygiene must always be of a very high standard. Students are to shower each day and always straight after sport or evening recreation. Students should ensure that their hair is washed regularly, and all boys must use an antiperspirant deodorant and brush their teeth and hair each day.

## Care Of Room

- Each boy is responsible for the care, cleaning and reporting of maintenance for his room.
- All food kept in rooms must be in an airtight container.
- Students are expected to care for their own clothes, and this means that they should be hung neatly or folded away. Soiled clothing should be kept out of sight in a laundry bag and shoes stored in the bottom of his cupboard.
- Belongings left on desks, on top of cupboards or under beds are to be left in such a way that is not unsightly nor will cause difficulties for the cleaners.
- Students are not permitted to have kettles, heaters, fridges, electric blankets, toasters, televisions or gaming devices etc. in their rooms.
- Some electrical items are accepted such as clock radios, small fans and a small stereo; however, they must be tested and tagged each year to show that they meet electrical compliance.
- The Heads of Residence will decide what is acceptable and what is not.

## Posters and Decorations

Students are encouraged to create a sense of ownership of their own room and area by adding pictures of home, posters and decorations. Some simple guidelines apply and there must be a balance of images and interests. Any poster, which could be considered offensive by any visitor to the House or the staff who work there, is not allowed. Discretion in these matters is the right of the Boarding staff and posters may be removed.

## House Care

It is expected that each boy respects the House in which they reside. Activities like ball games, running, wrestling or other ideas that the boys think up that are likely to cause damage to the House or furniture are not permitted.

It is an expected courtesy that any damage of fixtures, furniture or fittings will be reported to the person on duty immediately. **Students are financially responsible for any breakages.**

All students will receive areas of responsibility for the good order of the House. It is important that each student is conscientious about his particular area of responsibility.

## We are an Allergy Aware School

Scotch College is an allergy aware school and as such students, parents and staff are reminded that no nuts or nut products should be brought into the school.

Whilst we do not claim to be 'nut-free', minimising exposure to particular foods such as peanuts and tree nuts can reduce the level of risk. This can include removing nut spreads and products containing nuts from the Boarding community but does not include removing products that 'may contain traces' of peanuts or tree nuts.

## Phones / iPods / iPads / Stereos (Speakers) / Laptops / Gaming Devices / Monitors

1. The Boarding staff reserve the right to control the noise (bass) level within a boy's room to a reasonable level and to restrict any music, lyrics or groups which are not deemed appropriate.
2. It is understood that all personal belongings are to be cared for by the student and that the College takes no responsibility for lost or stolen goods. It is recommended that all property is named clearly with an indelible method in more than one place.
3. Individuals respect the views of others concerning the type of music played. Headphones are essential to allow for these differences.
4. Such items are easily lost. We must remind parents that no responsibility will be accepted by the Boarding community for any items other than those which are lodged with the Boarding staff.
5. Personal laptops and iPads are **not allowed** in the school, and this includes each Residence. Each boy is provided with a laptop by the School.
6. Personal gaming machines (Playstation, Xbox, etc) are not allowed to be brought into the Residences. Playstations and Xbox machines are provided in all houses for the boys to use. The use of an extra monitor may be discussed with the students.
7. All electronic devices are collected before bedtime for Years 7 to 11 to hand phone's in over the weekend and Year 12s always have phones, unless otherwise advised to the Head of Residence.

## Budgeting / Banking / Pocket Money

Learning how to make choices about what to spend money on is a vital life skill. It is important that your son knows how much money he will receive as a weekly allowance, or per term, and on what he is allowed to spend it.

All boarding students should come to school with a card which enables them to access cash at an ATM. This may be new to some boys so it may be necessary to give your son some lessons on withdrawing cash and accessing account balances. It may be advisable to have the statements from the account sent home, so you are able to check on your son's success with budgeting. Your son should also be advised to keep the card in a secure place at all times.

There are no rules regarding the amount of pocket money you allocate to your son for a term. Good judgment should dictate this. For younger boys, we would suggest around \$10 per week would be adequate. Larger items or expenses should always be discussed with parents.

## Community Sport

Boarding students have the opportunity to become involved within local community sporting teams. We are strong believers in this concept and encourage all boys to immerse themselves where possible. Being involved in community sporting teams allows the boys to meet other people, not only from Scotch, but from the wider community. We have developed strong community partnerships, which will allow us to find a team for a boy in any sport he chooses.

Transport to and from training and games should be organised through the team the boys are representing.

Our recommendation is that boys train once a week with their local sporting team as they already have a heavy school sport commitment.

## Skateboards, Scooters and Bikes

- Skateboards, scooters (Years 7 to 12) and bikes (Years 9 to 12 only) are allowed onsite as long as they are ridden in accordance with the road and school rules.
- An Australian Standard helmet must be worn when riding and it is highly recommended that wrist guards and knee pads (Australian Standard) be worn when riding skateboards and/or scooters.
- Regular servicing must be maintained so as to make sure that all skateboards, scooters and bikes are in safe working order.
- No motorised forms of skateboards, scooters or bikes are permitted.

## School Facilities

Boarding students have access to all of Scotch's facilities whilst they are open and correctly supervised. The swimming pool, Sport centre and Design and Technology centre can be opened during parts of each weekend and during the week and the boys are encouraged to use them as much as possible.

The ovals, basketball courts and cricket nets are always available and are utilised heavily.

# Security Within The Houses

Both of our Houses are alarmed and secured at night.

Each room within the Middle School Residence has its own 'hotel' style digital safe where boys can secure their personal belongings. They also have access to lockable cupboards within their rooms if they choose to use them.

All rooms within the Senior School Residence have access to lockable cupboards if they choose to use them. It is a good idea for families to consider a lockable box for other valuable items.

# Driving and Travelling in Cars

Boarding students with a driver's license may only drive on the school property in the company of their parents or if special permission has been granted by the Head of Boarding.

No cars are to be driven or parked on the premises whilst a boy lives within the Boarding community.

If a rare occasion should arise when a boarder, with a driver's license, wishes to drive a car, or parents wish him to do so, the Head of Boarding must have a written request from the parents. If permission is granted **the keys to the vehicle must be handed into the office where the keys will be stored within the safe.**

We request that **NO** boarding student travels as a passenger in a vehicle driven by another student, unless permission has been granted by the Head of Residence or Head of Boarding, in conjunction with parents.

The need to prevent casual and spur-of-the-moment acceptance of lifts becomes more important as boarding students grow older. While there are a few boarding students who have access to a motor vehicle, there usually is quite a large number of day students who are legally entitled to drive and have ready access to motor vehicles.

# Delivery Meals

Delivery Meals may only be called to the Houses with the permission of the Head of Residence or the on-call staff member. Any meals that are ordered without prior consent will be confiscated.



# Scotch College Campus Map

Admissions & Archives – Campbell House	1	Library/Gallery (JS/MS)	29
Art Centre (JS)	35	MacKellar Hall	27
Art/Design & Tech (MS)	25	Marketing – Campbell House	1
Banking Resource Centre	8	Maths & Commerce	21
Cartoon (MS)	25	Media	18
Cartoon (SS)	17	Medical Centre	22
Chapel	20	Memorial Hall and Scotch Heritage Centre	10
Design	16	Middle School Reception	23
Dickinson Centre	11	Music (MS)	27
Dining Room/Annexe	34	Music (SS)	17
Early Learning Centre	46	Old Scotch Collegians – Campbell House	1
Facilities Workshops	53	Performing Arts (JS)	26
Food Design (MS)	24	Pipe Band (MS)	24
Food Design (SS)	15	Pipe Band (SS)	17
Foundation Theatre	12	Residential Life (7-8)	36
Gooch Pavilion	50	Residential Life (9)	31
Gymnasium	11	Residential Life (10-12)	28
Information & Learning Technology (ILT)	8	Science, Design & Tech	19
Junior School Reception	33	Support Rooms (JS)	32
Kennedy Block	6	Senior School Reception – Collegians House	3
Languages (MS)	24	The Residence	4
Languages (SS)	5	Uniform Shop – Royce House	30
Library (SS)	8		

Public Parking	P	Junior School (JS)	Orange
Staff Parking	P	Middle School (MS)	Dark Blue
Underpass	Diagonal lines	Senior School (SS)	Red
Roads	White line	Residential Life	Teal
Grassed Area	Green	Other Facilities	Light Orange



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