



**TOOWOOMBA  
ANGLICAN SCHOOL**  
Est. 1911

## BOARDING HANDBOOK



## CONTENTS

Welcome To Toowoomba Anglican School Boarding .....	1
Boarding at Toowoomba Anglican School .....	1
Statement Of Commitment to Student Safety.....	2
Boarding Staff.....	2/3
Boarding Contacts .....	3/4
Formal School Uniform .....	4
Dress Code for Clothes Other Than Formal Uniforms .....	4/5
What Not to Bring .....	5
Safe Storage of Belongings.....	5
Naming Of Items.....	5
TAS Uniform Shop.....	5/6
Lost Property .....	6
Storage Of Clothes.....	6
Storage Of Travel Documents .....	6
Personal Expenditure and Pocket Money .....	6
Rooms.....	6/7
Laundry .....	7
Cleanliness .....	7
Manners And Etiquette .....	7
General Behaviour and Expectations.....	8
Health And Well-Being .....	8
Medical Forms .....	8
Communication With Health Centre .....	8/9

School Council Committee	Education and Welfare	Page ii	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	8	Revision Release Date	October 2023
All printed documents are UNCONTROLLED			

Safety And Protective Clothing.....	9
Toiletries.....	9
Immunisations .....	10
Haircuts .....	10
Communication.....	10
Acceptable Use of Technology .....	10
Senior Boarding Policy .....	11
E-Mail Use .....	12
Privacy .....	12
Community Social Media Policy .....	12
Student Driving Policy & Student Car Travel Permission Form .....	12
Community Drug and Alcohol Policy.....	12
Boarding Students Casual Employment Guideline .....	12
Communication With Staff .....	12
Parent Lounge .....	13
School Website and App .....	13
Daily Boarding Routine .....	13
Boarder Activities.....	13
Camps And Tours.....	14
Special Events.....	14
Emergency And Evacuation Procedures.....	14
Homework And Study Use of Devices.....	14
Time Management and Organisation .....	15
Parent/Teacher Interviews .....	15

School Council Committee	Education and Welfare		Page iii
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	8	Revision Release Date	October 2023
All printed documents are UNCONTROLLED			

Meals ..... 15

Leave..... 16

General Information ..... 16

Types Of Leave ..... 16-18

Boarder Travel Information..... 19

Presentation Day ..... 20

Closed Weekends..... 20

Financial Support for Boarding Families..... 20

Policies Listed in the Handbook..... 21

School Council Committee	Education and Welfare		Page iv
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	8	Revision Release Date	October 2023
All printed documents are UNCONTROLLED			

Toowoomba Anglican School is an independent Anglican co-educational school, catering for students from Kindergarten to Year 12. The school has been educating and nurturing students for over one hundred years, with our motto “Sola Nobilitas Virtus”- “A person’s integrity is their greatest virtue”. Toowoomba Anglican School boarders share in the academic, co-curricular and sporting opportunities afforded to all students whilst we pride ourselves in our pastoral care of all boarder girls and boys.

Our beautiful 12-acre campus is located on the edge of the Great Dividing Range. This provides an ideal semi-rural setting with plenty of room for students to be active. Set among gracious old trees, the architecture of the buildings reflects the proud tradition of the school as well as embracing state-of- the art facilities and amenities.

## **WELCOME TO TOOWOOMBA ANGLICAN SCHOOL BOARDING**

It is an honour and privilege to guide and nurture our boarders and we have a long history of serving the needs of this wonderful community. Boarding indeed is a special journey, where your son or daughter will encounter a multitude of experiences. Lead by a dedicated and experienced staff, TAS Boarding is more than just a house; TAS Boarding is Four Houses, One Family. We pride ourselves on the values of family and the strong foundations created over the years within our boarding community.

Such a heart-warming and exciting experience to welcome our new boarders and their families to our School and to mingle amongst those that have journeyed with us for generations. We thrive in providing a journey that nurtures and cares for each individual whilst providing them with opportunities that would otherwise escape them.

TAS is proudly Co-educational and deeply committed to the ‘family’ atmosphere and it is within our four houses that each boarder can feel safe, secure and included. It is a place where brothers, sisters, friends and newcomers can all feel welcome and contribute openly to the boarding fraternity.

I invite you to read through the handbook and familiarise yourself with the happenings of boarding and how they pertain to you individually. You are more than welcome to contact our Boarding Office at any time should you have questions or concerns but also know that your child’s House Parent is the first port-of-call.

This is a magnificent start to what will be a wonderful journey, not only for your child/ren, but for you as a boarding family. We welcome you to our School, thank you for entrusting your daughter and/or son to us and your trust in us and the school. It is a genuine privilege to witness the growth of each boarder and to walk beside them as they journey through these years. It is our hope that they become the best version of themselves and strive to make a difference in our world.

May your time at TAS be blessed, successful, happy and welcoming and may you enjoy the journey that awaits.

Bianca  
Director of Boarding

Lingard

School Council Committee	Education and Welfare	Page 1 of 24	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## **BOARDING AT TOOWOOMBA ANGLICAN SCHOOL**

Residential Life is a vital element of Toowoomba Anglican School. Our family-style boarding houses a strong sense of community to help the students feel at home in their surrounds. Every effort is made to see that their residential life is engaging, varied and rewarding.

Dedicated, well-qualified staff work with students to create a balanced program where there is focus on their development as people of sound character. Students enjoy the camaraderie of their friends and the support of the staff as they learn and develop age-appropriate life skills.

With a vibrant community of students from Toowoomba, regional Queensland, interstate and overseas, boarding is central to the Toowoomba Anglican School community. The mix of students brings together young people from very different backgrounds for a shared experience and develops a sense of camaraderie that is essential in building a caring and positive community. Some of our students also take advantage of our weekly boarding option to return home each weekend and spend time with their families. The nature of our co-educational model leads to a dynamic environment and a flexible approach, where we aim to nurture the individual but also recognize that there is a need for routine to provide the best care for over 100 students boarders. While boarders lead busy lives between study, co-curricular and socialising, Toowoomba Anglican School offers a variety of extra-curricular activities on campus and excursions to keep them stimulated throughout the year.

Toowoomba Anglican School operates four boarding houses, which have been specifically designed and resourced to achieve an environment wherein every boarder can feel safe and happy. Year 7 and Primary boarders are catered for in Bligh House. Our Year 8-12 boarders reside in Arnott House for girls and Stoneleigh House for boys.

## **STATEMENT OF COMMITMENT TO STUDENT SAFETY**

The Toowoomba Anglican School supports the rights of children and has the safety, welfare, and wellbeing of students as a priority. Toowoomba Anglican School is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of this commitment, Toowoomba Anglican School Boarding Staff are dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and regular training in place to effectively address the safety and wellbeing of all students in our care.

## **PARENT LOUNGE AND POLICIES**

Please note all references to the Parent Lounge and School Policies throughout this Handbook will become active on your receiving your Parent Lounge log in details prior to commencement.

School Council Committee	Education and Welfare		Page 2 of 24
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## BOARDING STAFF

The boarding staff are led by the Director of Boarding who is directly assisted by the Boarding Administrator. House Parents are appointed to manage each Boarding House, supported by a Residential Coordinator, Boarding Assistants, Health Centre Staff, Laundry/Ancillary and Kitchen staff.

### Director of Boarding – Mrs Bianca Lingard

BEd (P-10), Grad Cert Learning Support, Secondary Teacher.

### Stoneleigh House – House Parent – Mr Dan Biscoe

Bed (Science), Master in Secondary Teaching

### Arnott House – House Parent- Mrs Roxanne Piers-Blundell

BA, Grad Dip L & T.

### Bligh House – House Parent – Ms Chelsey Holman

BA/Secondary Education

**Assistant House Parent - Miss Teagan Deer** – BBiomed Sc, Grad DipRep Sc, M.Ed (Secondary)

## BOARDING CONTACTS

### Senior Houses

#### Head of Arnott – Mrs Roxanne Piers-Blundell

M +61 (0) 0457 516 566

P +61 (7) 46029282

E [rpiers-blundell@taschool.qld.edu.au](mailto:rpiers-blundell@taschool.qld.edu.au)

#### Head of Stoneleigh – Mr Dan Biscoe

M +61 (0) 0457 521 572

P +61 (7) 46398140

E [dbiscoe@taschool.qld.edu.au](mailto:dbiscoe@taschool.qld.edu.au)

### Middle Houses

Head of Bligh – Ms Chelsey Holman

#### Assistant House Parent - Miss Teagan Deer

M +61 (0) 0457 506 480

P +61 (7) 46398171

Student lines: +61 (7) 4639 8175 E [cholman@taschool.qld.edu.au](mailto:cholman@taschool.qld.edu.au) ; [tdeer@taschool.qld.edu.au](mailto:tdeer@taschool.qld.edu.au)

### Director of Boarding

Mrs Bianca Lingard

M +61 (0) 0448 115 815

E [blingard@taschool.qld.edu.au](mailto:blingard@taschool.qld.edu.au)

School Council Committee	Education and Welfare	Page 3 of 24	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## Boarding Office

Mrs Josie Meagher

P +61 (7) 46398122

E [boardingoffice@taschool.qld.edu.au](mailto:boardingoffice@taschool.qld.edu.au)

## Health Centre

Sr Sue Crawford RN, Sr Lauren Lingard EN, Sr Sarah O'Neill RN, Amy Bertolo.

P +61 (0) 4639 8120

P +61 (7) 4639 8121

F +61 (7) 4639 8109 E [healthcentre@taschool.qld.edu.au](mailto:healthcentre@taschool.qld.edu.au)

## Accounts Office (payments and fees)

Mrs Robyn Laundon

P +61 (7) 46398103 E [accounts@taschool.qld.edu.au](mailto:accounts@taschool.qld.edu.au)

## Uniform Shop

Mrs Alison Winten

P +61 (7) 46398124 E [clothingshop@taschool.qld.edu.au](mailto:clothingshop@taschool.qld.edu.au)

## Enrolments Office

Ms Elizabeth Stewart

P +61 (7) 46398105 E [enrolments@taschool.qld.edu.au](mailto:enrolments@taschool.qld.edu.au)

## Reception (General School enquiries)

P +61 (7) 46398111

F +61 (7) 46398100 E [reception@taschool.qld.edu.au](mailto:reception@taschool.qld.edu.au)

## FORMAL SCHOOL UNIFORM

Please note that the Summer Uniform is worn in Terms One and Four and the Winter Uniform is worn in Terms Two and Three. **ALL BOARDERS** are to begin the term in Full Formal Uniform.

Secondary School Boarders from Years 10-12, and Choristers are to bring their Blazers and Ties every term of the Year.

Students are required to follow the school rules regarding uniform during school hours and for school events. In addition to the correct uniform, it should also be clean and neat. As Boarders have a laundry service, they should set the standard in this regard. Shoes should be polished and school-branded hats should be worn outside during the school day. Please note that uniform items that are damaged or need repair, should be tended to as soon as possible. Students are not to be wearing clothing that is ripped etc.

Hair is to align with the policy of our day school. Haircuts can be organized by Heads of House.

School Council Committee	Education and Welfare		Page 4 of 24
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## DRESS CODE FOR CLOTHES OTHER THAN FORMAL UNIFORMS

When going on leave and returning, it is expected that Senior boarders will be properly attired. Thongs are not an option. Clothing should be reflective of a smart casual guideline/understanding. Ripped, torn, dirty, inappropriate revealing clothing is not acceptable. Years 7 and Primary School Boarders depart and return in School Uniform. We would hope that the students take pride in their appearance and note that how they present creates an image of perception. House Parents are a source of information with regards to the standard. Rugby shorts, singlets, work gear etc. are acceptable in the House but are not suitable for leave. Boarders should have appropriate clothing for Chapel and this standard should be mirrored when attending events linked to school that require smart casual. Hair and personal hygiene should also meet the standard.

### Examples of outfits:

**Girls** – jeans, shorts, skirts, dresses and top with appropriate footwear. (no thongs or slides).

**Boys** – shirt (t-shirt or collared), shorts, jeans, chinos, and appropriate footwear. (no thongs or slides)

### Casual Clothes

Dress codes also apply to the Boarding House and its environs. Students should always have footwear on outside of the Boarding House. Clothing should be clean and neat. Offensive or provocative t-shirts/garments should not be worn. No student should ever be shirtless outside the boarding house. Hats should always be worn outside. Clothing should be respectable and appropriate for the occasion. At mealtimes in the dining room, students need covered shoes (not slipper/ugg boots).

Singlets are not permitted. Students should not enter the dining room with muddy or wet sports clothes and hats should never be worn indoors. It is strongly recommended that students wear casual clothes if they are on leave but if they do wear items of uniform off campus, they must be worn in a manner that matches the school rules.

### Other items

**Bedding** – items can be supplied but students prefer their own pillows, doona and doona covers.

**Sports equipment** – certain facilities are available to the boarders outside of school practice and match times and on weekends. Even if they do not choose these sports for co-curricular activities, they may wish to bring items such as Tennis racquets, Basketball, Soccer and Rugby balls. Bicycles and Skateboards/Scooters must be accompanied by a helmet. It is the law that all cyclists wear helmets. Bicycles can be stored on campus.

**Electrical Equipment** – all house electrical equipment will be tested and tagged during Term 1. Personal computing devices, a small music system and alarm clock are all acceptable.

**Books/games** – reading books is actively encouraged and students can bring these to the Boarding House but is worth noting that the library and the Houses have a comprehensive stock of books for all ages. Board games and playing cards are acceptable.

School Council Committee	Education and Welfare		Page 5 of 24
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

**Personalisation of rooms** – photos and posters are allowed and encouraged but any item on display must be age appropriate for the all the members of the House.

**Pets** – no pets of any kind are allowed to be brought by students.

## WHAT NOT TO BRING

Absolutely no alcohol, drugs, cigarettes, vapes are allowed at any time. Weapons or dangerous implements.

## SAFE STORAGE OF BELONGINGS

We recommend valuable items be handed in to House Parents for safekeeping or left at home. Lockable safes are provided in Stoneleigh house. Girls are encouraged to purchase similar (Officeworks) for storing jewellery, personal items, and wallets.

## NAMING OF ITEMS

All items of clothing, including civvies, must be named. Nametags can be ordered online or through the Uniform Shop and should be sewn onto all items of uniform and civvies. Please send spare nametags with students so that they can name any items that may need labelling. While the Laundry operates daily, the children still require at least 3 sets of the one item (one on, one in the wash, and one in the cupboard).

## TAS UNIFORM SHOP

Toowoomba Anglican School operates a [Uniform shop](#) to provide all uniform requirements. The shop is located under the library, adjacent to the Health Centre, at the top of Haddington Street. There is no parking available in this area, so parents are advised to park in Campbell Street and walk through the school grounds to the shop. They need to be purchased via [Flexischools](#). If you do not have a [Flexischools](#) account, you are able to create one via this link: <https://www.flexischools.com.au/>.

For new students or for a change of season involving a large quantity of uniforms, it is recommended that you make an appointment with the [Uniform Shop](#) Manager, who can be contacted on 07 4639 8124, or email to [clothingshop@taschool.qld.edu.au](mailto:clothingshop@taschool.qld.edu.au).

All purchases must have prior approval by parents with an email authorisation to enable students to attend the [Uniform Shop](#) to collect their items. Payment is required prior to purchase using the [Flexischools](#) system.

Prior to the school term commencing, there will be additional opening hours, which are displayed on the [webpage](#).

## LOST PROPERTY

For items of clothing that are believed to be lost or have not been returned from the Laundry, boarders are encouraged to see the House Parent for assistance in locating these items. Any accumulated lost

School Council Committee	Education and Welfare		Page 6 of 24
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

property will be displayed at the end of each term for collection. If not collected will be donated to a local Charity.

## **STORAGE OF CLOTHES**

It is easy for boarders to accumulate too many items of clothing during the year. Please be aware that storage is limited, and the end of each term is an opportunity to take home clothes and items that are no longer required, even if they need to be brought back later in the year, for example, the summer uniform. It is good practice to draw up an inventory for your child so that all items are returned home again.

## **STORAGE OF TRAVEL DOCUMENTS**

The School Safe is available for the secure storage of passports and travel documents. Please hand these to Mrs Josie Meagher at the commencement of the school year, or term as boarders are not permitted to keep these in the dormitories.

## **PERSONAL EXPENDITURE AND POCKET MONEY**

For each boarder, a Boarder Activity Levy is assigned to the school fees account. Each term, students will commence with \$150. The funds are used for weekend activities and excursions, as organised or directed by House Parents. Bus fares are also reconciled in this levy. However, Taxi fares are charged to the school fee account.

We require our boarders to have their own keycard/debit card for purchases outside of those listed above. Wallets and/or cash that they may have should be secured in personal safes or handed to House Parents. No responsibility is taken for lost or stolen money that has been left in the dorm areas. Parents are requested to closely monitor their son or daughter's keycard/debit card expenditure.

## **ROOMS**

Students are to leave their room in a neat state each morning. This also applies when departing for leave. They are expected to change their sheets on the allotted night and keep the room free of excessive laundry.

### **Minimum requirements to pass room inspection:**

- Student must be present in the Room at inspection
- Blinds up or curtains open
- Windows open (depending on weather)
- Laundry in bag on hooks
- Clothes tidy in cupboard
- Bed made

School Council Committee	Education and Welfare		Page 7 of 24
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

- Floor clear
- Towels on rails
- Desk clean and tidy
- No rubbish/items left on the floor
- No foodstuffs in dorm areas
- Bins Emptied

## LAUNDRY

- Toowoomba Anglican School offers a comprehensive laundry to all students.
- Items other than socks and underwear, are to be placed into cotton laundry bags, (supplied and named)
- Socks, underwear and personal items are washed together in a mesh bag, (supplied and named)
- Laundry drop off and collection happens during the week, depending on house.
- All uniform items can be washed but occasionally dry cleaning is required (blazers)
- Students can undertake their own washing and/or ironing, using the facilities in each House. They must provide their own laundry powder/sprays etc. Laundry facilities should be used appropriately and kept tidy at all times.
- Bed linen – most students prefer their own Doona, cover and pillows but they will be provided with clean sheets.
- Fresh towels are provided each week.
- Please name ALL belongings.

## CLEANLINESS

It is essential that students maintain high standards of personal hygiene and cleanliness. This applies to their rooms and clothing. In addition to being a matter of personal pride, it is also necessary in a communal living area. Many teenagers can be forgetful and choose not to follow a personal hygiene routine fully. Bodies, rooms and clothes must be kept clean and students having difficulty in this regard, can be helped by the Health Centre staff and House Parent/s.

School Council Committee	Education and Welfare		Page 8 of 24
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## **MANNERS AND ETIQUETTE**

Manners are important to harmonious communal living. Good manners are essential and help to build respect. All students are expected to:

- Say please and thank you to all
- Tip hats (boys) and wave (girls) when using pedestrian crossings
- Not interrupt each other in conversation
- Introduce themselves and shake hands when meeting someone new
- Greet visitors who may be walking in and around the school with a simple 'Hello' and smile.
- Open and hold doors for each other and staff
- Allow staff/adults through doors first
- Offer their seat for staff/adults or injured students
- Invite staff/adults ahead of them in dining queues
- RSVP to invitations
- Turn up to events and activities to which they have committed themselves
- Contact staff/coaches/organisers if they are unable to attend
- Dress appropriately for occasions
- Appropriate use of cutlery

See also "Expectations of a TAS Boarder."

## **GENERAL BEHAVIOUR AND EXPECTATIONS**

Living in close proximity with your peers is one of the most rewarding but also challenging aspects in any boarder's experience. Individuals who treat others with respect will find they are in turn well-respected. Students need to learn to be tolerant of others and respectful of privacy. The boarding staff and the rules should be observed and to do otherwise creates tensions and mistrust which leads to an unpleasant environment. Every student should strive to make the Boarding House a positive environment. Due to the nature of boarding and the closeness of the community and the subsequent impact they have on others, some behaviours are entirely unacceptable:

- Exclusion, bullying or victimisation
- Stealing

School Council Committee	Education and Welfare		Page 9 of 24
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

- Unauthorised leave at any time
- Consumption or possession of alcohol or illicit drugs/smoking/vaping
- Having unauthorised visitors in the boarding house
- Being alone in the House without permission; and
- Entering someone else's room without permission.

All boarders are subject to the school's policies and failure to adhere to these policies will bring sanctions. The same is true in Boarding and all students are expected to adhere to these. Failure to do so will lead to the imposing of sanctions or consequences. These may include loss of privileges, additional duties, restriction on leave, detentions and suspension.

## HEALTH AND WELL-BEING

The school places emphasis upon the wellness of the children by ensuring that students understand and carry out their responsibilities with respect to personal hygiene. The school has a fully equipped Health Centre, where medicines are dispensed, and students can be admitted if unwell. Qualified nursing staff are on duty 24 hours a day, seven days each week. A doctor visits our Health Centre on request.

## MEDICAL FORMS

Parents are to complete a hardcopy Medical Form upon enrolment, thereafter, medical details can be updated and amended directly through [Parent Lounge](#). Annually, parents will be requested to verify (through Parent Lounge) that they have reviewed their son/daughter's medical details. This will also occur when consent is given for camps.

Please also complete the Pharmacy form and Boarding Student Medical Consent form. Medical information can then be updated on [Parent Lounge](#). However, if there are notable changes, please also contact the Health Centre.

### New Students

We request that all parents who are new to the school contact the Health Centre if their child has known allergies/ significant health issues, so a suitable action/care plan can be devised for the appropriate care of students.

## COMMUNICATION WITH HEALTH CENTRE

The School's Nurse will contact parents after a student's initial consultation by the Doctor or Dentist and where appropriate, parents will be notified of the outcome or if a child is unwell and it is necessary that the student remain in the Health Centre. The nurses are happy to receive phone calls or emails from parents when concerns of a medical nature arise.

School Council Committee	Education and Welfare		Page <b>10</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## Appointments

Appointments pertaining to health **must be coordinated** through the Health Centre Nurses who in turn notify relevant others. Health Centre staff are aware of school commitments and events to aid in the coordination of appointments. All appointments must be entered into REACH and an accompanying email to the Health Centre notifying the nursing staff of this as well.

## Medical Escorts

Please nominate a person who would agree to be your child's medical escort should the occasion arise and provide their contact phone number. In some circumstances, when an adult is unavailable, we may need to make alternative arrangements and parents' permission for these arrangements will be sought. We endeavour to have all students escorted by a Chaperone, volunteer day parent, House Parent or Staff member, senior students. Any taxi fare is charged to the Boarder's School Account. If a student requires consultation by a Medical Specialist, we ask that the student be escorted by a parent or guardian. The specialist may require certain medical history that only the parent/guardian could know and equally important is the communication of the Doctor's assessment of the child's condition. Please be aware that some situations do occur where a Medical Officer or Allied Health Professional declines to see children unless he/she is in the accompaniment of a parent or guardian. If insufficient notice is given, we cannot guarantee that a chaperone will be available.

## Dental

The Health Centre requests that parents ensure their child's regular check-ups where possible during the school holidays. If parents wish to use a private dentist in Toowoomba or the Public Dental Clinic, please notify the Health Centre staff of this request.

## Medications

Students are not permitted to have any medications either with them or in the Boarding Houses; therefore, all medications are to be handed into the Health Centre in their original packaging. The exception to the rule is for those children who experience Anaphylaxis, Asthma and Diabetes and are required to carry these medications with them. Please refer to the Drug Policy which covers these areas. All students who suffer from travel sickness are to supply their own medication. Please provide enough medication to last the whole term. This medication is to be handed into the Health Centre and will be dispensed as required. If travel sick medication is not supplied by parents, it will be purchased on their behalf from the pharmacy.

## Vitamin/Mineral Preparations

These are to be given to the House Parent or Health Centre and must be in their original packaging. If the parent wants the student to self-administer, a letter is signed by the parent and giving full directions and parental consent for their son/daughter to self-administer the preparation.

## **SAFETY AND PROTECTIVE CLOTHING**

We all have concerns for children's safety and as such insist that protective sport equipment is used for bicycle riding, rollerblading/skating/rip-sticking on the school premises. No students will be permitted to

School Council Committee	Education and Welfare		Page <b>11</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

do rollerblading/rip-sticking/bicycle and scooter riding unless the protective equipment is worn. For all contact sports, mouth guards are compulsory. The Health Centre can order a mouth guard but wherever possible, students should return to school equipped with the requirements of their chosen sport. We strongly recommend that a pair of rubber thongs be purchased to be worn at shower time. This is to avoid planter warts and/or other skin conditions that can be contracted in warm moist environments.

## **TOILETRIES**

All students should return to school each term with personal toiletries to last the term. Secondary students can make their own purchases during town leave. Please note that spray deodorants are **not permitted** in the Houses. Roll-on deodorants are permissible.

## **IMMUNISATIONS**

We request that parents review their child's immunisation status yearly and address any necessary vaccinations during the holidays and prior to commencing at Toowoomba Anglican School. Working in partnership with Queensland Health, a school-based Vaccination Program will be facilitated at Toowoomba Anglican School. School based Vaccination Programs are regarded as a highly efficient and cost-effective way of immunising an age group. Current vaccination schedules are available at the Health Centre, your local Doctor or [www.health.gov.au/health-topics/immunisation/immunisation-through-life/national-immunisation-program-schedule](http://www.health.gov.au/health-topics/immunisation/immunisation-through-life/national-immunisation-program-schedule) .

## **HAIRCUTS**

There are some occasions when boarders are requested to have their hair cut to conform to the Uniform Policy of the School. Please refer to haircuts for boys and girls in the General section of the School's Information for Parents Booklet. The House Parents can arrange haircuts and the boarder will be expected to use their debit card to cover cost. Where necessary, parents will be contacted should a boarder require a haircut immediately, or an appointment has not been possible by the parent.

## **COMMUNICATION**

There are several modes by which parents can communicate with their children. Boarder parents are encouraged to use:

- Email- each boarder has his/her own email address
- Facebook/Facetime
- Letters and parcels, (still very appreciated by students)
- Mobile telephone/ SMS

Generally, students can be contacted by phone directly in the Boarding Houses on weekday nights:

- Arnott House 7.00pm to 9.00pm

School Council Committee	Education and Welfare		Page <b>12</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

- Stoneleigh House 7.00pm to 9.00pm
- Bligh House from 6.45pm to 7.45pm.

On weekends parents can contact their sons and daughters when the boarders are present in their respective houses. We do realise that communication is important, and we will endeavour to be of as much assistance as possible. House phones and mobile phones are usually accessible during these times.

We do ask that no calls be made to the Houses after 7.50pm for Bligh House and 9.00pm for Arnott and Stoneleigh Houses during the week, after 8.00pm for Bligh House and 9.00pm for Arnott and Stoneleigh on weekends. In an emergency, please contact the appropriate House Parent directly or, when necessary, the Health Centre.

Students need to be fully aware of the [Student Mobile Devices Policy](#). A full list of relevant Policies is provided at the end of this handbook.

## **ACCEPTABLE USE OF TECHNOLOGY**

You may access the above policy via your [Parent Lounge](#).

School Council Committee	Education and Welfare	Page <b>13</b> of <b>24</b>	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## SENIOR BOARDING POLICY

Within the Senior Houses access to personal devices and laptops is structured and varies for the different age groups. It is important that all note that no personal device is allowed overnight unless as stated in details below. All devices are handed in at night for charging and returned to students when needed. Please see the table below.

Years 8-10	Years 11
<b>Laptops</b>	<b>Laptops</b>
Monday-Friday	Monday-Friday
7.45am – Ready for School	7.45am – Ready for School
8.30pm – Hand in to boarding staff overnight  (extension of time may be granted during assessment times at discretion of House Parent)	9.00pm – Hand in to boarding staff overnight  (extension of time may be granted during assessment times at discretion of House Parent)
Students have access to laptops within these times and include homework and study. After school, access limited and dependent on afternoon arrangements.	Students have access to laptops within these times and include homework and study. After school, access limited and dependent on afternoon arrangements.
Saturday / Sunday	Saturday / Sunday
Weekend usage is dependent on program.	Weekend usage is dependent on program.
When in House and access is available, students can use this time for further study and assessment work. Laptops are handed out when study begins, then handed back in at 9.00pm, Saturday evening. All laptops and phones are handed in at 5.30pm on a Sunday to allow for preparation for the week.	When in House and access is available, students can use this time for further study and assessment work. Laptops are handed out when study begins, then handed back in at 9.00pm, Saturday evening. All laptops and phones are handed in at 5.30pm on a Sunday to allow for preparation for the week.
<b>Phones</b>	<b>Phones</b>
Monday & Tuesday	Monday – Thursday
Students have access to mobile phones from 4.30-6.00pm to call, check social media etc. After dinner and study, phones are available for 15 minutes and handed in at 8.45pm and locked in Tech room.	Students have access to mobile phones from 3.30-9.00pm to call, check social media etc. Students leave phones behind for dinner and study sessions. Mobile phones are handed in at 9.00pm and locked in Tech room.
Wednesday & Thursday	

Students have access to mobile phones from 7.00-8.45pm to call, check social media etc. Mobile phones are handed in at 8.45pm and locked in Tech room.	
Friday-Sunday	Friday-Sunday
Access is given from 4.30pm on Friday night. Handed in at 9.00pm.  Saturday access is given from 10.30am until 9.30pm and then handed in.  Sunday access is given from 10.00am-5.30pm.  Dorm time on Sunday morning is dedicated to refreshing linen and cleaning so limited use at this time is encouraged.	Access is given from 3.30pm Friday night until 5.30pm Sunday.  Dorm time on Sunday morning is dedicated to refreshing linen and cleaning so limited use at this time is encouraged.
Should a student fail to meet the expectations of the House rules around phones etc., these devices will be confiscated for a set time. Students will still be able to call home from the office phone. No phones are allowed at meal times or during study sessions.	Should a student fail to meet the expectations of the House rules around phones etc., these devices will be confiscated for a set time. Students will still be able to call home from the office phone. No phones are allowed at meal times or during study sessions.

Please note it is the student's responsibility to stay abreast of study and curriculum demands. If a student fails to do so and contact with classroom teacher reveals that they are not completing due work, access to the personal devices (phones) will be limited to avoid subject failure. It is recommended that parents are aware of their student's access to social media outlets and movie/tv streaming usage/access as this greatly impacts their ability to complete necessary work.

## **E-MAIL USE**

E-mail should be relevant and sent where it is considered to be the best form of communication. Students should limit their use of e-mail during class to the sole purpose of communications directly related to the subject being studied in that class. During non-class time, students must limit their use of e-mail. Students may only use e-mail to communicate about matters not related to the curriculum if they have the express permission of the House Parent or Director of e-Learning.

Students need to be fully aware of the [Acceptable Use of Technology Policy](#). Please refer to the Annexures.

School Council Committee	Education and Welfare	Page <b>15</b> of <b>24</b>	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## PRIVACY

This Policy may be accessed from the School Website via "[Privacy Policy](#)".

## COMMUNITY SOCIAL MEDIA POLICY

These may be accessed from your [Parent Lounge](#).

## STUDENT DRIVING POLICY & STUDENT CAR TRAVEL PERMISSION FORM

These may be accessed from your [Parent Lounge](#).

## COMMUNITY DRUG AND ALCOHOL POLICY

This Policy may be accessed from your [Parent Lounge](#).

## BOARDING STUDENTS CASUAL EMPLOYMENT GUIDLINE

This Policy may be accessed from your [Parent Lounge](#).

## COMMUNICATION WITH STAFF

If a concern arises with respect to your child's boarding life, parents are encouraged to contact the House Parent and then, if necessary, the Director of Boarding. The House Parent/s are in regular communication with the school's academic staff regarding the welfare of the children. Should it be a concern related to their academic journey, parents are encouraged to contact the specific subject teacher or home group teacher.

### Boarders Support Group (BSG)

**Chairperson** – Mr Brian Brennan

### House Parent Representatives

**Arnott** - Amy Quinlan, Vanessa Gleeson  
**Bligh** - Sanicia Fegan, Baden Crittle  
**Stoneleigh** - Leonie Brassey, Emily Martin

Please note that if you have any specific query, questions or suggestions pertinent to your child's Boarding House, you are encouraged to contact the Parent Representative of that house. Please see boarder contacts as above. If parents wish to contact teachers, then arrangements need to be made through the school Office.

### Boarding News

House Parents will send regular email updates to parents/caregivers during the term with news about events in respective Houses. Updates and Weekend Programs are also posted on Facebook/Instagram.

## PARENT LOUNGE

School Council Committee	Education and Welfare	Page <b>16</b> of <b>24</b>	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

Parent Lounge enables parents to login and view information that the school holds about you and your children. Please take the time to check and update your contact information and son/daughter's medical details via the [Parent Lounge](#). If you need assistance accessing or navigating Parent Lounge, please do not hesitate to contact Liza at Reception. All policies mentioned throughout this Handbook, are also accessed via this [Parent Lounge](#).

## **SCHOOL WEBSITE AND APP**

Toowoomba Anglican School has an extremely informative website at [www.taschool.qld.edu.au](http://www.taschool.qld.edu.au) which provides a fantastic starting point for you and your family to explore all Toowoomba Anglican School has to offer.

The App is available for download through the [App Store](#) for iPhone users or [Google Play](#) for Android. The school will 'push out' notifications, through the App, updating parents of upcoming meetings and information sessions, arrival times of excursions back at the school, to name a few. It is a valid tool for school life!

There is an active Facebook page and Instagram page where highlights are posted.

House Parents and authorised staff also post news and photos regularly to the Toowoomba Anglican School Boarding page on Facebook. <https://www.facebook.com/groups/tacapsboarding>. Parents are invited to request to join this private group to stay up-to-date with events and activities.

## **DAILY BOARDING ROUTINE**

With a large number of students to mobilise each day, it is important that everyone in the House adheres to the daily routines. This is especially important for mealtimes and roll calls. From time to time, variations to the daily routines are made for special events or circumstances and students are notified of these in advance. It is important to note that the routines do vary slightly between age groups and Houses, Arnott and Stoneleigh on the one hand and Bligh on the other. The respective House Parent will communicate your daughter or son's Weekday and Weekend House routines to you. Please see the relevant House Outline Document within your welcome pack.

## **BOARDER ACTIVITIES**

Part of the success of the Boarding operation at Toowoomba Anglican School involves recreational and social activities that are organised at weekends for the boarders. Obviously there needs to be a balance between active and passive, noisy and quiet, structured and independently organised times. Students are encouraged to participate in as many activities as possible.

Many of our Boarders are involved in official school sport on Friday evenings, Saturday mornings and Sundays. These take priority, as school commitments, over leave. Students and families are asked to give these events their full support. Information regarding the arrangements, staffing and the students involved in School excursions will be communicated through Parent Lounge.

School Council Committee	Education and Welfare	Page <b>17</b> of <b>24</b>	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

The House Parents produce a weekend program at the end of each week. It contains all the specific activities for that weekend. This program is then distributed to all Boarding House staff, Health Centre and the Kitchen staff. The program includes the departure and arrival times of various sporting groups, tours, or visiting teams, the coordination of use of facilities across the campus and the activities planned for the boarders who are staying in for the weekend. A copy of this program is posted to the Boarders Facebook page.

## **CAMPS AND TOURS**

These are specifically designed for students from Year 3-12. It is expected that all students will attend. A letter is sent from the school to all parents regarding the details for the appropriate venue for the year. Parents need to complete the necessary paperwork well in advance and send boarders back to school at the commencement of term with the necessary items for camp/tours.

## **SPECIAL EVENTS**

During Terms One and Four, a Boarders' Mystery Trip is undertaken. Camps, Tours, Book Week, alternatively the Secondary Play/Primary Musical in Term Three and planned Year Level Socials, may require boarders to return to school with the necessary equipment for a costume.

### **Off Campus Sporting or Cultural Activities**

For your child to participate in such activities, the following procedure must be followed:

- Please refer to the Sports Department for Representative nominations.
- We recommend that you discuss any such granted activity with your child's House Parent.
- The Boarding Office also needs to be informed herewith and leave procedures need to be duly followed and confirmed.
- Parents are responsible for arranging transport to and from the off-campus activities.

### **Privately funded and arranged coaching activities**

There are a number of activities in which your child may become involved, on a user-pays basis. Most are private coaching activities that function on or from the school campus. They might include from year to year: Tennis, Speech and Drama, Music Tuition, and Music Practice Supervision, off campus Judo, Karate, Dancing, Gymnastics, Fitness, Equestrian etc. The registration for such activities is organised by parents as is the cancellation of a service. We are happy to answer questions and encourage the use of such services to enrich the lives of our students.

For official school sports of Rugby, Soccer and Netball, registration forms are distributed as soon as they are available. All players need to be registered to be covered by the organisation's or Association's insurance.

School Council Committee	Education and Welfare		Page <b>18</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

Please contact the School or Sports Department if you require more information and they will be able to redirect your enquiries.

## **EMERGENCY AND EVACUATION PROCEDURES**

An evacuation and safety plan are explained to all boarders at the commencement of their time in the House and drills are practiced at the start of each term and regularly at other times, with boarders in the Houses. All entrances to Boarding Houses are alarmed. The campus is patrolled each night and checked by a local security firm.

Evacuation procedures and maps are located throughout the Houses. House Parents are responsible for the safety and supervision of all staff and students during any such events.

## **HOMEWORK AND STUDY USE OF DEVICES**

Devices can be used for homework, but it is not always necessary depending on the nature of the work. Students have access to the school Wi-Fi network, but certain applications and websites are blocked.

These include inappropriate websites at all times and the restriction of access to social media during this study time. It is recommended that you limit the amount of data the students can access through their phone plan as such excess data can be used to bypass our safety feature on the network.

Primary School and Year 8/9 Boarders undertake their homework in their allocated classrooms, whilst Seniors are in their respective Houses.

## **TIME MANAGEMENT AND ORGANISATION**

Most students have adequate time to complete their homework/study, some need help and guidance in this regard. Tools such as year or term planners in their room, electronic diaries, and the use of alerts on their phone should be used in conjunction with the Outlook calendar to assist students develop good study habits. Many students find the routines of boarding help them to stay on top of their work and gives them greater opportunity to study with others.

Boarding does not cure all academic issues, nor does it cause them all. The student is an individual and has individual needs. The boarding staff liaise with their teachers to monitor performance and effort and we provide opportunities for the students to get assistance in planning, tutoring and motivation.

### **Who to contact?**

If you have any concerns about your child(ren)'s performance or progress the best person to discuss this with is the Home teacher for general enquiries or subject teachers for specific subjects.

## **PARENT/TEACHER INTERVIEWS**

Interviews are an ideal time to discuss the progress of your child with their teachers but due to the distances involved, it is not always possible to attend. If you are unable to attend, please consider calling the teachers for a discussion and particularly for older students, it is possible for them to attend on their own or with a member of the boarding staff. If you are visiting Toowoomba at other times, you may wish

School Council Committee	Education and Welfare		Page <b>19</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022

to arrange a meeting with select members of staff. This can be done by contacting the relevant staff. Zoom/Teams is also an option. There is also a link via [Parent Lounge](#) for booking Parent/Teacher Interviews.

## MEALS

### General Meal Information

The school supplies meals for the students and staff of the boarding school. The menus are cyclic and are fashioned to the needs of the students. The Director of Boarding, Kitchen Manager and representatives of each House meet twice per term as part of the TAS Residential Rep. Group.

- Fresh fruit is available for breakfast, after school and always at the weekend.
- A hot item for breakfast is offered every day of the week.
- Morning and Afternoon Teas are supplied daily with fresh fruit always available as an alternative to the menu. Suppers consisting of staples are provided during the week, and the weekends are more treat specific.
- Lunches are made available in the Dining Room and there is therefore no need for boarders to have access to the tuck-shop.
- Weekday dinner is served for Bligh houses from 5.45-6.15pm and Senior Houses between 6.15-6.45pm. These arrangements allow for a more personalised service and closer supervision of the boarders.

### Manners in the Dining Room

It is expected that the manners being taught at home will be always on display in the Dining Room. Boarding Staff are allocated to sit at various tables for breakfast meals and are encouraged to sit at a table of their choice with the students for their evening meals. Other School Staff are often present at mealtimes during the week and sit with students for meals. The arrangements are meant to reflect as much as possible the normal routine of a large family dinner.

### Special Dietary Needs

The present policy of the school is that the Kitchen will only provide your child with special dietary needs after your child has been diagnosed/examined by a medical practitioner. This certification needs to be lodged with our Health Centre and the Kitchen will then work with you to create a daily menu for your child. Increased costs of providing special foods are negotiable with the school.

### Anaphylaxis (severe and sudden allergic reaction)

Anaphylaxis occurs when a person is exposed to an allergen to which they are sensitive. The most common allergens are foods, medications, and insect bites. To help minimise a student's risk of exposure to a potential allergen, we ask that parents/caregivers do not provide sweets, lollies, soft drinks and peanut products and that all medication that is sent to school is clearly labelled.

School Council Committee	Education and Welfare		Page <b>20</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## LEAVE

It would assist the Boarding Operation hugely if all weekend leave requests were entered into Reach by 5.00pm Thursday. This is to facilitate the travel and meal arrangements of boarders and House Rosters and excursions for the weekend.

We take our duty of care seriously and therefore require that all leave of absence be arranged formally via the leave App. There are a variety of types of leave, and these are explained below.

Any absence from the school day is considered Special Leave and requires permission from Mr Dave Klan, Head of Secondary School, Mr Jason Locke, Head of Primary School and the Director of Boarding.

All Bligh Boarders are to leave and return in Full Summer Uniform (for Terms One and Four) and Full Winter Uniform (for Terms Two and Three), unless leaving directly from official sporting fixtures.

## GENERAL INFORMATION

Students must meet all school commitments before going on leave.

Arnott and Stoneleigh boarders are permitted to leave and return in smart but definitely not casual civvies.

Students are required to check out and back in with the Supervisor on duty in the House.

It is a legal requirement that students or their hosts are entered in Reach and the Pass activated by the boarding staff member on duty.

Students must ensure that their area of the Boarding House is tidy, with valuables secured, before departing.

Hosts/Family members are asked to present to the respective boarding house to collect their child. We do not want to have students leaving the houses and meeting hosts elsewhere for pick up.

## TYPES OF LEAVE

### Afternoon leave

Senior students will be given the opportunity to have brief leave one afternoon a week to go to Mackenzie Row, Eastville or Mary Street Village shops. All students must wear their full Secondary sports uniform, with an appropriate hat. This leave is granted by the House Parent.

Students must sign out with the House staff member on duty before commencing leave (not before 3.45pm) and back in with the staff member on duty at conclusion of leave (by 4.50pm)

Students must travel in at least pairs. At least one member of the group must have their mobile phone with their number registered with the approved leave provider/House Parent.

School Council Committee	Education and Welfare		Page <b>21</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## Town Leave – Weekend

Senior students will be given the opportunity to walk, bus or cab downtown (at own expense) to Grand Central – other locations by negotiation – one weekend day.

This leave is granted by the House Parent.

Phone calls or messages from staff must be responded to in a timely manner or future privileges will be revoked.

Students must sign in and out with the staff member on duty in their respective houses. Students may only attend on allocated day, during allocated hours.

If students are choosing to see a movie, the times need to be recorded prior and the ticket stubs returned. In most cases, however, a Boarding staff member will accompany the students to the movies.

Students may go on Town leave in smart casual clothing or full school uniform that has met the approval of the staff member on duty. Bligh House attend shopping trips in full formal uniform.

Behaviour is to be that expected of a Toowoomba Anglican School student.

## Tea Leave

Monday to Friday

Requests for Tea Leave must be lodged through Reach by noon on the day of the requested leave. *One Tea Leave per week is the usual limit* as we do not wish to have too many interruptions to the academic or extra-curricular program. This leave may commence from 3.30pm unless a student has sporting or school commitments, in which case leave commences as soon as the student is able to leave in full school uniform, usually 5.15pm. All Bligh students must return to school by 7.00pm, Senior students by 8.00pm. It is essential that homework be completed either prior to, during, or after this leave.

## Weekend leave

Students departing directly from school on Friday afternoons should be in full uniform or smart casuals.

If departing after 5.00pm Friday, or throughout the weekend, Seniors may choose to wear either their School Uniform or smart casual clothing. Students can wear smart casual clothing if returning to school over the weekend.

**NB:** If returning on a school morning, students **MUST** be in formal School uniform.

Should a change or request occur on the weekend, outside Boarding Office hours, this leave request must be directed to the appropriate House Parent/s. If travel arrangements have also changed, please contact the House Parent/s directly to inform them of this change. Alternatively, a message can be left with the Health Centre and the nurse will pass this to the House staff. It is possible that boarders may not be on campus due to a weekend activity.

School Council Committee	Education and Welfare		Page <b>22</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## Day Leave

This leave is taken on a Saturday, Sunday, or a Public Holiday. Again, requests should be received by the House Parent or Boarding Office in a timely manner. Day leave is taken after Breakfast, usually about 9.00am. Students should be returned no later than 6.00pm. No guarantee can be given for leave for parts of the day as it often depends on the activities planned for the day.

Hosts need to contact the House Parent/ Boarding Office well in advance to avoid disappointment.

## Overnight Leave (Weeknights)

This leave is permissible during the week at the parent's request, or a nominated host. Students need to be back at the boarding house by 7.45am the following morning.

As with the return from Weekend Leave on a Monday morning, boarders must be in full school uniform, ready for the day. The only exception to this is those who are returning from district representative sport.

Students must complete their homework on these nights. Requests should be received by the House Parent or Boarding Office at least one day in advance.

## Private Off-Campus Lessons, Sporting Representation Leave Training and Matches

Parents are requested to organise leave arrangements for any private lessons, training and matches and confirm these arrangements with the House Parent and Boarding Office. As an option, parents may be able to arrange transport with the relevant coach or parents of other children in the team.

## Medical Leave

These arrangements must be made through the Health Centre. The Health Centre will then inform the House Parents and Boarding Office. We endeavour to have all students accompanied by a Medical Chaperone, volunteer parent, House Parent, or staff member. They mostly accompany the student to the appointment by taxi. The taxi fare is charged to the boarder's School Account. Students must be collected from the Health Centre for their appointment and returned to the Health Centre on completion of appointment. Boarder Host Forms request a medical chaperone, wherever possible, to be nominated to assist with medical visits. (For more specific details, please refer to the section on the Health Centre).

## Sibling Visits

We allow older brothers and sisters to visit their siblings at Toowoomba Anglican School and allow our students to visit siblings on other campuses close by. House Parents must be notified, and permission sought for such visits to occur. All visitors must report to the Front Reception to sign in.

## Gating

Gating is a term used to describe a student who is not permitted to take leave of any form. This is often a consequence of failure to abide by the sign-in and sign-out (SISO) procedures, taking unapproved leave or returning late from leave. The duration can vary depending on the circumstances. During a period of Gating – leave cannot be requested unless the student speaks to the Director of Boarding in person.

School Council Committee	Education and Welfare		Page <b>23</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## Sign-in Sign-out (SISO)

For safety it is essential we know where students are always. As such we require them to sign-out of the Boarding House when they leave, even if their destination is to another on-campus location. The same is true of their return to the Boarding House. The only exception is for mealtimes in the dining room as the whole boarding community is in the same location.

SISO is completed by a face-to-face interaction with the Supervisor on duty or House Parent. No student should be departing the house without speaking with a staff member first.

## **BOARDER TRAVEL INFORMATION**

### Beginning and End of Term Arrangements

At the beginning and end of the year, parents make their own travel arrangements. Overseas parents are asked to book all tickets for their child as soon as possible. Please contact the Boarding Office to check other flight arrangements for boarders and to provide details of travel to the airport. If the Boarding Office is required to assist with arrangements, it needs to be contacted with adequate notice. Approximately four weeks before the end of term, a reminder email will be sent to enter End-of-Term Travel into Reach. At least two weeks' notice relating to End of Term Travel is required, should the Boarding Office be required to make a bus booking.

### International Parents – Documents

At the beginning of each school year, parents are asked to please ensure VISA and PASSPORTS ARE CURRENT FOR THE FULL SCHOOL YEAR. Parents are advised to keep a colour photocopy of their son or daughter's Passport, at home.

### Return of Documents/Other Items with Boarders

It is of utmost importance that should school fees, camp forms or any other item be returned in the care of a boarder, parents inform House Parents of the items travelling with the student. This allows the House Parent to ensure that these documents are collected and passed onto the appropriate personnel.

### Travel Bookings (Bus bookings only)

The Boarding Office may assist parents by making the bookings with the fares being charged to the main school account. Any student under 15 travelling via Greyhound Australia or Murrays will require a Chaperone over the age of 15. The Boarding Office also makes every effort to book students travelling to the same destination at the one time. Full details of travel required need to be submitted in writing to the Boarding Office or via Reach. Failure to meet the deadlines for information at the Boarding Office may result in the booking not being made at all. We can give no guarantees on bookings received after the deadlines.

### Transporting Boarders

The current system of charging taxis or hire vehicles to the School Account is best suited to our needs. As far as possible, boarders will be placed in groups to travel in taxis and no Primary School Boarder will ever travel alone.

School Council Committee	Education and Welfare		Page <b>24</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

## Airport Collections

The boarding staff are happy to assist with travel arrangements to and from the Toowoomba Wellcamp Airport and the Brisbane International and Domestic Airports for the commencement and end of each term. For us to cover costs, charges are dependent on location. With the increased emphasis on security at airports and the pressures on our resources when flight bookings are made over several days and at a wide variety of times throughout each day, we ask parents/ guardians to book early and within the time frames listed below:

### Commencement of Term 1

Parents generally make their own travel arrangements. Please contact the school up to two (2) weeks prior to the commencement of the year if assistance is needed with these arrangements.

### Commencement of Terms 2, 3 and 4

Collection from the Brisbane International and Domestic Terminals will preferably be on the day prior to the start of the new school term between 11.30am and 3.00pm.

### Conclusion of Terms 1, 2 and 3

We would appreciate bookings for international flights to be made between 9.00am and 1.00pm and for Domestic Departures between 8.00am and 1.00pm. Please keep in mind when making these bookings, staff and students need to depart Toowoomba at least four (4) hours prior to international flights and three (3) hours prior to Domestic flights. It would be further appreciated if departures from Well Camp Airport are a viable option in the case of Domestic flights.

### Conclusion of Term 4

Parents generally make their own travel arrangements.

## PRESENTATION DAY

The Years 3 to 12 Presentation and Prize Day is conducted on the last morning of the last week in Term 4 and this concludes school for the year. Attendance by students in Years 3 to 12 at this event is compulsory and we strongly encourage all parents to attend where possible. If it is not possible for parents to attend and therefore collect their child at the end of the year, we ask that private arrangements at the airport are made as our staff are involved with this ceremony and cannot assist with airport escorts at this time.

## MANDATED CLOSED WEEKENDS

There are closed weekends on the first and second weekends at the start of the year. In Term One, the first two closed weekends are in order to settle new boarders into routines and enable opportunities to establish new friendships amongst the entire boarding cohort. On these weekends, there are activities organised to encourage the development of camaraderie e.g., and Mystery trips, Colour Run etc.

In Term Four, the final weekend is closed and hosts our End of Year Function.

School Council Committee	Education and Welfare		Page <b>25</b> of <b>24</b>
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			

No leave is allowed at any time over closed weekends. This includes Tea Leave on Friday and Sunday nights. Of course, there are sometimes special circumstances and events and these are catered for through the provision of Special Leave. In these circumstances, leave is sought from the Director of Boarding through the House Parents.

## **FINANCIAL SUPPORT FOR BOARDING FAMILIES**

### **Assistance for Isolated Children**

The Commonwealth Government allows benefits for boarding students who require special remedial help and/or live in isolated areas. Applications should be directed to:

Centrelink Student Services PO Box 815

INDOOROOPILLY QLD 4068

Telephone: 132 318 or your nearest Centrelink office.

### **Living Away from Home Allowance**

The Department of Education, Training and the Arts grants a Living Away from Home Allowance to parents (resident in Queensland) of boarding students. Applications should be directed to: Department of Education, Training and the Arts PO Box 15033, CITY EAST, QLD 4002 Telephone Toll Free 1800 248 997

## **POLICIES LISTED IN HANDBOOK**

- [Boarding Students Casual Employment Guideline](#)
- [Privacy Policy](#)
- [Student Acceptable Use of Technology Policy](#)
- [Student Code of Conduct](#)
- [Community Social Media](#)
- [Student Driving Policy](#)
- [Student Car Travel permission form](#)
- [Student Homework Policy](#)
- [Student Mobile Devices Policy](#)
- [Community Drug and Alcohol Policy](#)

School Council Committee	Education and Welfare	Page <b>26</b> of <b>24</b>	
Document No.	TAS02 BD HBK	Document Owner	Director of Boarding
Revision No.	7	Revision Release Date	September 2022
All printed documents are UNCONTROLLED			



**TOOWOOMBA  
ANGLICAN SCHOOL**

Est. 1911