

BOARDING HOUSE

Information Handbook 2023



2023





BOARDING AT FIRBANK GRAMMAR

For more than 110 years, Firbank Grammar has provided exceptional education and outstanding opportunities to its students. Students consistently achieve academically and in their co-curricular pursuits and are a part of a strong community that supports excellence.

Firbank boarders are at the heart of our School, living on-site in our purpose-built boutique Boarding House. The School welcomes students from across Australia and overseas, providing them with a unique opportunity to learn and grow, while also teaching them valuable life skills. The Boarding House is a warm and nurturing environment which celebrates each boarder as an individual whilst creating a culture of sisterhood amongst their boarding peers. Our experienced staff work hard to ensure that every girl can reach her potential with the best possible academic, emotional and social support. Our Boarding House is small in size but big in personality. As with all boarding houses, there are rules which must be abided by but not so large that rules can't be changed if the students propose a better option that benefits and is safe for all.

Head of the Senior School Leandra Turner is responsible for overseeing Firbank's boarding students and boarding program. With over thirty years of experience in teaching, Leandra is well qualified to ensure that the boarders get the absolute most out of their time at Firbank. Leandra values wellbeing and student voice, making the boarders feel like an essential part of Firbank. "At Firbank, we have so much to offer our boarders, with exceptional facilities and traditions designed to bring out the very best in these independent young women. More than that, though, our Firbank Boarding House is a 'home away from home' and I am committed to making students feel a strong sense of belonging." - Leandra Turner

Our Head of Boarding, Miss Elizabeth Wischer, has recently been appointed to support both the staff and students in our boarding community. Elizabeth brings with her over six years boarding experience as both a Boarding House Assistant at Toorak College and Head of House at Scots All Saints College. With a passion for holistic wellbeing and pastoral care in students, with a particular focus of integrating ICT in education settings, Elizabeth aims to build on the tremendous work of our Boarding House Assistants to introduce wellbeing and ICT initiatives that are relevant to the girls' as they enter a fast paced and ever-changing environment outside of their schooling boarders. Elizabeth will also be teaching Year 12 Psychology and be a Year 7 Mentor at Firbank Grammar School.



Elizabeth Wischer
Head of Boarding



Leandra Turner
Deputy Principal & Head
of Senior School

FIRBANK

BOARDING HOUSE AIMS

Firbank Grammar's Boarding House aims to:

- Provide a positive boarding experience for our students.
- Provide a safe, happy and comfortable environment.
- Provide excellent pastoral care and live the values set by Firbank Grammar.
- Provide opportunities for the boarders to become leaders.
- Create a sisterhood of students from all parts of Australia and the world where understanding, responsibility, tolerance, empathy and respect for others are lived out daily.
- Foster respectful communication between the Head of Boarding, supervisors, boarders, parents and the local support person.
- Help the boarders to realise their academic potential and make their hopes and dreams a reality.

WHERE WE LIVE

Set within the spacious grounds of Firbank Grammar's Senior School, the Boarding House is located in the Bayside suburb of Brighton. The location provides students with easy access to the Melbourne CBD and the beauty of the local Bayside Brighton environment, including beaches and shopping strips only 10 minutes from North Brighton train station.

Senior students (Years 11 and 12) live on the top floor of the Boarding House, where they enjoy some independence and self-regulation. Year 12 students only are accommodated in single rooms.

Junior students live on the ground floor. All boarders in Years 8-11 are expected to share a room with another boarder to encourage interaction, tolerance and respect.

The Boarding House aims to provide a community away from home which supports and enhances all students' experience of academic, sporting, cultural and social life at the School.

Firbank accepts boarding students from Year 8 onwards. Consideration will be given to a Year 7 student, providing they are a week-only boarder (i.e. they are picked up Friday afternoon and returned Sunday evening).

New boarders will have an opportunity to visit the Boarding House before moving in. At the beginning of the year, all boarders arrive the day before school commences to move into their rooms and meet their roommate, as well as other key people who will become an important part of their boarding journey, including a 'Big Sister' who is a current boarder and is there for support and guidance.

All boarders must stay in the Boarding House for the first weekend of Term 1 to attend the 'getting to know you' activities where together they will bond over food, fun and interaction.

Firbank Grammar seeks the cooperation of parents and a local support person in the observation of the rules which are a necessary part of communal living. You are welcome to contact the Boarding House at any time. As in any aspect of School life, the partnership between parents/local support person and the School plays a very important role in the student's wellbeing and success.

* By recommendation of the Department of Student Services

GENERAL INFORMATION

IMPORTANT DATES

Term 1

- Tuesday, 31 January to
Thursday, 6 April 2023

Term 2

- Wednesday, 26 April to
Friday, 23 June 2023

Term 3

- Wednesday, 19 July to
Friday, 15 September 2023

Term 4

- Tuesday, 3 October to
Friday, 8 December 2023

STUDENT-FREE DAYS

On long weekends, it is strongly encouraged for students to have a break away from the Boarding House if this is possible.

- **Labour Day long weekend in March**
Monday, 13 March 2023
- **Anzac Day if it falls on a Friday or Monday**
Tuesday, 25 April 2023
- **Curriculum Day and King's Birthday**
Friday, 9 June and Monday, 12 June 2023
- **Mid-Term Holiday**
Monday, 21 August 2023
- **Cup Week**
Monday, 6 November 2023
- **Melbourne Cup**
Tuesday, 7 November 2023

"I am so thankful for what the Boarding House has done for me. Without it, I and many of my fellow boarders would not have had the opportunity to attend Firbank and to have had the experiences that have shaped us as young women. Firbank has prepared us to be ready to take on the next chapter of our lives.

The Boarding House is a community and together we have a unique place in the School. It is our home during term and I feel comfortable and relaxed there with my boarding sisters. In addition, Firbank boarders have access to all the fantastic facilities that the School has to offer including the pool, gym, sporting grounds and library. I have really appreciated how much my horizons have expanded and the lasting friendships I have made with my fellow boarders and day girls.

Boarding at Firbank has taught me comradeship, how to be independent and the ability to share - all vital attributes on my life journey."

- Testimonial from a Year 12 boarder

KEY STAFF

- **Deputy Principal & Head of Senior School**
Mrs Leandra Turner
lturner@firbank.vic.edu.au
- **Head of Boarding**
Elizabeth Wischer
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9591 5188
- **School Nurse**
Mrs Penny Featherstone
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9591 5134

AUSTRALIAN BOARDING SCHOOLS ASSOCIATION

Firbank is a member of the Australian Boarding Schools Association, which ensures appropriate standards are met in both accommodation and care for students who attend boarding schools in Australia.



BOARDING HOUSE HOURS

The Boarding House will open at 1.00 p.m. two days before the commencement of each school term and will close at 5.00pm on the last Sunday after the school term concludes.

The Boarding House will close for all school holidays with the exception of the September holidays when accommodation may be provided for Year 11 and 12 boarders doing the VCE Units 3 and 4.

Boarders who are resident overseas will need to be accommodated with homestay families in the holidays if they are not able to return home.

All boarders are expected to return to the Boarding House by 6.00 p.m. after all term breaks and holidays.

SUPPORT FOR BOARDERS

Sometimes being away from home can cause homesickness or make a student feel lonely. Firbank boarders are part of our School community and form a sisterhood that is always there for them when they need it. If a boarder ever feels overwhelmed, alone or unable to solve a problem, there is always someone for them to turn to who can help, provide advice or just listen. In addition to family and friends, a boarder is supported by:

- Elizabeth Wischer, Head of Boarding
- The Boarding House Captain who is there for support and guidance
- Year level mentors and wellbeing leaders
- Health Centre nurses who are ready to listen and advise as well as provide health care
- Leandra Turner, Head of Senior School
- The School Chaplain
- Firbank counsellors

Students should always seek help or advice when they are feeling down or unable to cope. Help is always just a conversation away.

'GETTING TO KNOW YOU' ACTIVITIES

At the beginning of the school year, activities are organised to help students get to know their fellow boarders.

There are a number of celebratory activities that take place throughout the year to mark special occasions such as monthly birthdays, Chinese New Year and Christmas.

INTERNATIONAL STUDENTS

At Firbank, all students on a student visa are required to have a local support person, regardless of their age. Only Firbank will approve the local support person – this cannot be delegated and must be issued with ISA.

International students are an important part of the Firbank boarding community and are fully supported by the boarding staff, international student co-ordinator, wellbeing leaders, mentors and teachers. The Head of Boarding will liaise with all of these and the Deputy Principal to ensure an integrated approach to the boarder's progress both academically and socially.

All students are provided with a student safety card which provides 24/7 contact details in case of an emergency.

Please refer to the International Student Handbook for all information pertaining to international students.

SHORT-TERM BOARDING

We also offer short-term boarding if space is available. This is particularly useful for parents who need to travel for work or for pleasure. Students are welcome to stay for a week or more based on the family's needs. Another option is to stay in the Boarding House during the week and head home on Friday afternoon and return Sunday evening.

To learn more about our short-term boarding options or to make a booking, please visit the Firbank website (firbank.vic.edu.au) or contact Donna Galloway on 9591 5123 or dgalloway@firbank.vic.edu.au

COVID-19 VACCINATION

Two doses of the COVID-19 vaccination are required for any student, including short-term boarders, prior to entering the Boarding House. This is not negotiable and certificates will need to be supplied with enrollment information.



CONDUCT

BOARDING EXPECTATIONS

It is the expectation of Firbank Grammar that our boarders are of an age where they are responsible for themselves and their behavior as individuals and as members of the School community. We encourage high levels of personal integrity and moral standards with all students conducting themselves in a considerate and thoughtful way. Boarders are to contribute positively to the day to day running of the Boarding House.

There are a few guidelines in the Boarding House to foster a homely and relaxed environment. The rules are for the safety and wellbeing of both individuals as well as the entire boarding community.

The boarding staff work hard to develop relationships in the House between themselves and boarders. This is built on mutual respect, consideration and communication. We ask that students come into boarding with the expectation that they will comply with the rules and routines of the House and offer their full cooperation. Parents and/or the local support person will be notified of any situations that arise. Boarding staff should be always informed of the boarders' whereabouts. *In loco parentis*, requirements are that we always remain responsible and accountable for every student.

Boarders may not use or be in the possession of non-prescription drugs, alcohol or tobacco/vapes at any time. This would be considered a major breach of the rules and could lead to significant consequences.

No boarder may leave the campus without permission. Curfew times are to be strictly observed and boarders must contact the House if they are going to be late for any reason.

Signing in and out of the Boarding House is mandatory as is answering the phone if the Boarding House calls the student.

Bullying or the perception of bullying is not tolerated, and any reports of alleged bullying will be investigated and acted upon in a timely manner.

Discipline is sometimes necessary but is based on the concern for the welfare of individuals, responsibility and accountability for the actions of every student and non-judgmental care for the student's outcome. Every effort is made to guide students through a process of reconciliation and restoration, but boarders may be suspended or permanently excluded from the Boarding House if found to be in serious breach of the rules.



LEAVE

PERMANENT WEEKEND LEAVE

A permanent arrangement whereby a boarder spends weekends in the care of her parents/local support person can be established by completing the electronic leave forms which must be submitted to the Head of Boarding.

WEEKEND LEAVE

All requests for leave are subject to the approval of the Head of Boarding. Students need to be organised and have all arrangements in place by Thursday night.

Boarders are required to complete their leave forms by Wednesday night. Approval from parents/local support person must be received by the Boarding Office by Thursday night.

Weekend leave commences after school on Friday. Boarders are required to return to the Boarding House no later than 6.00 p.m. on Sunday night or by 8.30 p.m. if with family or their local support person

LEAVE CONDITIONS

As the School accepts responsibility for the boarders, we require them to notify duty staff of their whereabouts and sign in/out.

At no time may a boarder be absent from school or the Boarding House without staff permission.

Please note:

- A copy of a current Working With Children's Check must be supplied to the Head of Boarding prior to any overnight stays with friends or relatives.
- Boarders not staying with their guardians are required to include the names and WWCC numbers of people with whom they may spend their leave. We ask parents to check the form and sign it to indicate their approval. Hosts must contact the Head of Boarding via email, by the Thursday prior to the leave, to confirm leave arrangements.
- Electronic leave forms are available on the Boarding page of the School website.
- Boarders may go to the shops in Bay Street or Church Street until 5.30 p.m. Monday to Thursday.
- Friday leave is from 3.30 p.m. – senior boarders (Years 11 and 12) must be back in the Boarding House by 10.00 p.m.
- Any request for weeknight leave must go through the Head of Boarding. We prefer students to take leave on weekends only, not during the week, unless going out with a parent for a special event.
- City leave will only be approved for younger boarders (Years 8-10) after consultation with parents or their local support person.
- There is an expectation that any boarder wishing to return to the Boarding House later than 11.00 p.m. on Friday and/or Saturday nights must have their parent/local support person organise an overnight stay elsewhere. Boarders are expected to arrive back at the time stated on their leave form. They are to sign in on their return. All boarders are expected to remain with their host and carry their mobile phones.

LOOKING AFTER PERSONAL BELONGINGS

The Boarding House operates on a system of trust but, from time to time, things go missing or are misplaced.

- Boarders are responsible for their own property and are expected to take due care of the Boarding House property.
- Clothes and linen must be clearly marked in bold print.
- Books and personal possessions should be named.
- Money and valuables should not be kept in bedrooms or handbags – they should be signed in at the office for safekeeping.
- Boarders must open an ATM or online bank account.
- Parents are expected to monitor their child's use of this money.
- It is unwise to lend or borrow property, however, when it happens, the borrower has an obligation and responsibility to take due care.
- Year 9-12 students may obtain permission to keep a bicycle at Firbank, provided their parents have completed the appropriate permission form (available from the Head of Boarding) and have a helmet, as well as knowledge of the road rules. Bicycles are the responsibility of the owner.
- Rooms must be kept neat and clean and food items and used crockery and cutlery **MUST** be placed in the dishwasher. A room inspection will occur every fortnight and all boarders must be in their room at this time.
- Personal items need to be covered by the family's insurance policy – overseas students should consider having personal insurance for their valuables.
- A record should be kept of all serial numbers of items such as cameras, mobile phones, iPads and laptops.
- Boarders are permitted to have their own mobile phones in the Boarding House, however, these may not be taken into the dining room. Mobile phones may not be used during study times or after lights out. Boarders up to Year 9 hand in mobile devices at night.
- It is strongly recommended that boarders keep their passports and airline tickets in their envelope in the Boarding House safe storage area. There is a sign in/sign out system to ensure a reliable record is maintained.
- At the end of Term 4, rooms must be completely vacated and all belongings taken home. Allowance is made for international students to store a small number of items.

LAUNDRY

Boarders are responsible for their personal washing, with detergent provided by the School, however, they are welcome to purchase softeners, etc. They are expected to be efficient and considerate of others when using the laundry facilities. Duty staff will encourage the boarders to be organised and can offer help when needed. The laundry will be locked at 10.00 p.m. each night and will not be unlocked until the following morning at 7.00 a.m. so as not to disturb the sleep of boarders in nearby rooms.

A name tag is provided for the boarders to place on the washing machine or dryer when their laundry is in progress.

Linen should be changed and washed at least once per two weeks. A spare set of linen (named) is kept by the student in their room.

Linen and mattress protectors are sent to a commercial laundry at the end of each term. All items must be clearly named.

PETS

Pets (including fish) are not permitted in the Boarding House, with the exception of short-term visits. The Head of Boarding will bring in her toy cavoodle, Daisy, during the weeks for companionship for the boarders.

DRIVING

Boarders who are holders of a P Plate driver's licence are allowed to drive. Parking is limited but every effort will be made to accommodate in a safe area.

They are NOT permitted to drive with fellow boarders unless the fellow boarders parents/guardian has given explicit written permission to allow their child to travel with their friend. The School will hold no responsibility for any accidents.



RESOURCES

ACADEMIC

Within the Boarding House community, it is possible for students to draw on a wide range of educational/academic expertise to assist them in their studies.

STUDY

The Boarding House will facilitate student learning by providing an environment in which boarders can work effectively.

Years 8 to 9 will have supervised study in the library from 4.00 p.m. to 5.00 p.m. Years 10, 11 and 12 may work in their own rooms. Homework is compulsory from Monday to Thursday for all boarders.

All bedrooms are furnished with a desk, chair and lighting to facilitate learning in a boarder's own time.

Private tutors may use the Boarding House facilities. They must be signed in and out by the boarder involved and conduct the tutoring in the designated study room in the boarding house. Tutors are not permitted to enter a student's bedroom. The payment and timing of such sessions must be arranged by the student directly with the tutor. An information sheet is available, which sets out relevant details.

Academic endeavours and progress are monitored in the House. The Head of Boarding will liaise with the staff of the day school to maintain a full picture of the academic progress of each boarder. Each student's progress is monitored by the Head of Boarding and where special needs are perceived, every effort is made to assist students to reach their potential.

TECHNOLOGY

The Boarding House has extensive Wi-Fi coverage. As it is part of the School's network system, it has the same restrictions as for day students.

Students may bring their own mobile devices, which can access the School's wireless network. The School is not responsible for the care or maintenance of individual mobile devices or the programs they contain.

SPORT

Access to sporting facilities, both on and off campus, allows the boarders to pursue their own sporting interests. It is our aim to foster the development of a lifelong interest in personal fitness and wellbeing. Some boarders are elite sportswomen and follow rigid timetables. The Boarding House will facilitate unusual schedules, including mealtimes and curfew.

CULTURAL

Boarders are encouraged to access the cultural life of the city of Melbourne by attending plays, concerts, exhibitions and readings.

Students are also encouraged to pursue their own cultural interests in music and the arts and to become involved in the cultural life of the School and Boarding House.

ROUTINES

Boarding provides an opportunity to develop a sense of community and responsibility to that community. It is expected that boarders will adhere to the established routines for their own benefit and that of the whole community.

MUSIC TUITION

Boarders enrolled in individual tuition in instrumental or vocal music are required to attend all timetabled lessons.

RECREATION

Depending on availability, boarders have access to facilities in the Physical Education and Sports Complex. Boarders must be supervised by a staff member. Television is available in the recreation room and Netflix is available.

VISITORS

Boarders may have visitors after school. The boarders are expected to introduce their visitors to the staff on duty and sign them in and out with the visitors' book. Friends may be invited to a meal by arrangement. Boarders are also permitted to have a school friend sleep over on a Friday or Saturday night with the correct paperwork supplied. Boarders can also sleep over at a school host family also with the correct paperwork supplied.

LOCAL SUPPORT PERSON FOR OVERSEAS STUDENTS IN THE BOARDING HOUSE

The local support person is responsible for the following:

- Transport of the student to and from the airport.
- Assistance with orientation, uniforms, books, banking, phone, etc.
- Arranging accommodation for the student for term vacations and term breaks.
- Liaison with School, Boarding House and the student's parents as required.
- Assistance with the maintenance of the good health of the student, as necessary.

BOARDING HOUSE ACCESS

The Boarding House is out of bounds during the day. Year 12 students may return if they have spares, at the discretion of the Head of Boarding. They must sign in and out. No day students are permitted in the House during the school day.

The only exception is during WAL when Years 10 and 11 may also return to the Boarding House after lunch on a Wednesday. There is an expectation that this is to study.

DEVICES

Years 8 and 9 must hand in their devices to the Boarding House Office at 9.00 p.m.

They may collect them after they are up and dressed for school the next morning. Charging facilities are available.

DAILY ROUTINE

WEEKDAY ROUTINE	TIME	LOCATION	EXPECTATIONS
Accounting	7.00 a.m. – 7.15 a.m.	Assigned Bed/bedroom	<ul style="list-style-type: none"> Wake up. School uniform.
Breakfast	7.30 a.m. – 8.20 a.m.	Boarding House Dining Room	<ul style="list-style-type: none"> Head to breakfast in Dining Hall. Medication, brush teeth, get ready for school.
Leave for School	8.00 a.m. – 8.30 a.m.	Boarding House	<ul style="list-style-type: none"> Tidy up bedroom: make bed, open blind, empty bins. 8.40 a.m. leave for school.
<i>Attend School 8.30am – 3.30pm</i>			
Free time	3.30 p.m. – 4.00 p.m.	Boarding House	<ul style="list-style-type: none"> Free time. Grab a snack, get changed into comfy clothes. Afternoon tea available in Pantry.
Prep/Homework Years 7-9 only	4.00 p.m. – 5.00 p.m.	Learning Hub in Library	<ul style="list-style-type: none"> Hand in technology before 4.00 p.m. Leave house to go to Library.
Dinner	6.00 p.m.	Boarding House Dining room	<ul style="list-style-type: none"> Leave for dinner. Casual clothing.
Unsupervised homework/free time/supper	7.00 p.m. – 8.45 p.m.	Boarding House	<ul style="list-style-type: none"> Free time. Shower, brush teeth, get ready for following day. Boarders who missed prep/homework due to sport may complete their hour of work in the study room.
Hand in electronics Years 7-9 only	9.00 p.m.	Boarding House Office	<ul style="list-style-type: none"> Hand in electronics. Get ready for a restful night's sleep.
Pantry closed	9.00 p.m.	Pantry	<ul style="list-style-type: none"> Wipe down benches, put dried plates and cutlery away and empty bins.
Own Room	<ul style="list-style-type: none"> Year 8 & 9 – 9.15 p.m. Year 10 – 9.45 p.m. Year 11 & 12 – 10.30 p.m. 	Assigned bedroom and bed	<ul style="list-style-type: none"> Students are encouraged to read a book and settle down before bed. Desk lamps on, main room lights off.
Lights Out	<ul style="list-style-type: none"> Year 8 & 9 – 9.30 p.m. Year 10 – 10.00 p.m. Year 11 & 12 – 11.00 p.m. 	Assigned bedroom and bed	<ul style="list-style-type: none"> Lights out. Students must remain in their own bedrooms and bed unless the bathroom is required.

WEEKENDS

Phones must be taken when leaving the campus. Boarders must ring the Boarding House office on 9591 5110 or 0429 907 225 if they are running late for any reason.

- **Senior boarders (Years 11-12)**
must be back inside the Boarding House no later than 11.00 p.m. (Friday and Saturday)
- **Junior boarders (Years 7-10)**
must be back inside the Boarding House no later than 9.00 p.m. (Friday and Saturday)

Junior boarders (Years 7-9, excluding Year 10)
must be back inside the Boarding House no later than 6.00 p.m. or earlier Sunday to Thursday unless they are at GSV sport/rowing and the Boarding House is notified. Friday and Saturday night curfew is 9.00 p.m.

Year 10 boarders must be back inside the Boarding House no later than 9.00 p.m. or earlier Sunday to Thursday unless they are at GSV sport/rowing and the Boarding House is notified. Friday and Saturday night curfew 11.00 p.m.

Senior boarders (Years 11 and 12) must be back inside the boarding house no later than 10.00 p.m. Sunday to Thursday. Friday and Saturday night curfew is 11.00 p.m.

Saturday-Sunday	
Saturday Leave	Boarders may go to the city or shopping centres or around Brighton with parent/local support person permission.
Sunday Leave	Boarders may go to the city or shopping centres or around Brighton with parent/local support person permission. BOARDERS MUST BE BACK INSIDE THE BOARDING HOUSE NO LATER THAN 5.30 p.m. Boarders may come back by 8.30 p.m. if they are with parents/local support person.
Sunday Night	Sunday night is a study/school preparation night. Sunday night is considered a weeknight, so shower and bedtime routines apply as for Monday-Thursday.

Weekly Routine	
Sunday	Dinner/prepare clothes, etc. for school tomorrow.
Monday	Homework/dinner/laundry/free time before bed.
Tuesday	Study/homework.
Wednesday	Homework/dinner/laundry/free time before bed to tidy room for inspection on Thursday.
Thursday	Homework/dinner/room inspection/laundry/free time before bed. House meeting at dinner. Weekend arrangements to be submitted on Thursday and finalised with Head of Boarding.
Friday	Informal program.
Saturday-Sunday	Informal program until dinner.

MEALS

The Boarding House employs a catering firm to provide meals for the boarders.

All meals are eaten in the dining room. If on the odd occasion a meal is eaten in a bedroom, the dirty dishes must be put in the dishwasher that day. No dirty dishes are to be left in rooms overnight as they attract mice and cockroaches.

The pantry is available for the use of all boarders to prepare snacks and drinks. Boarders must put all dishes in the dishwasher neatly. On Friday night, the caterers will leave a meal that can be heated at the boarders' leisure. On a Saturday night, UBER Eats is available to all boarders, and they are required to make their selection and place an order on the Boarding House phone with the supervisor.

No deliveries after 7.00 p.m.

Please Note: Any products containing nuts are NOT allowed in the Boarding House or the dining room. If nut products are found, these will be confiscated.

THE PANTRY

The Pantry is open 24 hours but cooking is not permitted after 9.00 p.m. due to noise. A thorough cleanup must follow all cooking, including the dishwasher filled and benches wiped clean.

BREAKFAST

Breakfast is at 7.45 a.m. to 8.15 a.m. during the week. Correct school uniform must be worn. The servery is closed at 8.15 a.m. and the dining room is closed at 8.30 a.m. sharp. During the weekend, a self-serve breakfast is available in the pantry.



RECESS AND LUNCH

During the week, boarders collect their food for recess and lunch from the servery and are able to eat in the dining room, although it is encouraged they sit out in the yard with their friends.

AFTERNOON TEA/ DINNER

Friday night dinner is a casual evening whereby the Boarding House assistant will assist with dinner arrangements.

WEEKENDS

Boarders are encouraged to add to the shopping list by Wednesday and, within reason, food will be delivered Friday afternoon.

GENERAL MEAL INFORMATION

- Vegetarian, vegan and gluten-free options may be requested.
 - Lactose-free, low-fat and soy milk can be supplied for both the dining room and Boarding House pantry upon request.
 - Forms are filled out for weekly and weekend meals. Boarders may ask for meals to be saved if they are not able to attend dinner due to other commitments.
 - Boarders may buy their own supplies. All personal food items should be clearly labelled before being placed in the boarder's personal box, in the pantry cupboard or refrigerator.
 - Storage is limited, so Boarding House staff regularly check the use by dates and correct storage of boarders' food items, discarding food which is out of date or has not been correctly stored or labelled. Takeaway will be discarded after 2 days for health reasons.
 - A fully equipped pantry kitchen allows boarders to cook food for themselves. They are expected to wash, dry and put away all items used. Cooking is not allowed after 8.00 p.m.
 - An evening meal is available on the day boarders return. Saved meals are available when boarders' activities do not allow for them to be present at dinner time. If boarders repeatedly request saved meals and these are not eaten then the save will discontinue.
 - Boarders are actively encouraged to communicate with kitchen staff to ensure their needs are being met and to use opportunities provided for feedback on the food and service.
- Fruit is always available in the pantry area of the Boarding House and in the dining room.
 - Bread, milk, tea, coffee and hot chocolate are always available.
 - A main meal is provided each evening.
 - All requests for a special diet must be included on Consent2go.



TRAVEL

Overseas travel arrangements must be made and finalised no later than two weeks prior to the end of term. All boarders must attend classes until the end of term and arrive back the day before a new term begins. The Boarding House will not open prior to this day and alternative arrangements will need to be made with guardian and local support persons if early accommodation is required.

Except at the end of year or in exceptional circumstances, no student will be permitted to leave the Boarding House early or leave late. Boarders may not leave the Boarding House after 10.00 p.m. or before 7.00 a.m. as the door will be alarmed.

The only exception is for boarders participating in early morning rowing or swimming in which case a door code will be provided to them. The Boarding House will close at 6.00 p.m. on the last day of term.

All public transport transfers to the airport must be approved by parents/local support person.

Rooms must be left neat, tidy and clean on departure. A large bin will be supplied on request. Parents should notify the Boarding House of a boarder's safe arrival. The boarders must keep mobile phones switched on and charged right up to their arrival.

We are now employing a student transfers company for students to and from the airport at the start and end of term time. The car concierge service has drivers with registered WWCC and drive and check-in the students at the airport. This is now mandatory for all students travelling to the airport (they can't find their own way there through taxi or skybus). Parents will be invoiced of this service if their child uses it.



HEALTH POLICIES AND PRACTICES

Head of Boarding and all Boarding House assistants have a current First Aid Certificate, Anaphylaxis, Asthma and Child Safety qualifications. The Health Centre is open from 8.30 a.m. to 3.30 p.m. Monday to Friday. The boarders can attend local medical clinics. In case of emergencies requiring hospital treatment, students will be taken to Monash Medical Centre or Sandringham Hospital. For minor conditions, the Health Centre manager makes decisions about the treatment of the boarders on a day-to-day basis. If boarders are not well enough to attend school, they will stay in the Health Centre under the care of the Health Centre staff. They will not be allowed to stay in the Boarding House. Boarders who have spent the day in sick bay are not permitted afternoon/night-time leave.

After hours, Boarding House staff determine appropriate treatment – they will refer to the Health Centre staff, the nurse on call or a local medical practitioner should they require advice. If parents request that their child see a doctor, then appropriate arrangements will be made. In the case of a condition of a more serious or infectious nature, the student's parents or local support person will be contacted to discuss appropriate management.

Boarders are not allowed to keep any medication in their rooms without the permission of the Health Centre staff or the Head of Boarding. Any student bringing medication requires an explanatory email from their parents/local support person.

To the extent possible, any boarder who has been referred to a specialist should be accompanied by a parent/local support person, at least for the initial appointment. All boarders should have their own Medicare cards. For international students, expiry dates are monitored by the international student administrator, Mrs Julie Ferres jferres@firbank.vic.edu.au.

All Firbank parents/local support people are required to enter current and complete medical records on Consent2go.

To keep our Boarding House COVID-19 safe, all boarders are to strictly follow instruction from the Deputy Principal, the Head of Boarding or Boarding House staff. This may include temperature checking, Rapid Antigen Testing and being taken for a COVID-19 test at a government testing site.

Any boarder diagnosed with COVID-19 will be required to isolate in an external apartment within the school ground and may not leave without permission.

SMOKING, ALCOHOL AND DRUGS

The possession and use of alcohol, cigarettes, vapes and drugs is strictly prohibited. Matches, cigarette lighters, oil burners, candles, electric kettles, blankets and incense are also forbidden.

At Firbank, we use the health and safety application Consent2go. This is an innovative, parent-controlled electronic medical form. It is an electronic version of the forms such as excursion permission forms. This system reduces the burden on parents to complete many forms throughout the year.

Parents can access and complete the forms using a PC, laptop, tablet or mobile phone to enter details such as emergency contacts, medical information including asthma, allergies, notes and care instructions which relate to the student.

Parents will receive an email from Consent2go inviting them to enter the details for their child on the electronic form. This information is owned and controlled by the parent but visible to the School.

We would appreciate parents' assistance in completing the forms as soon as possible. This will ensure that we always have current information about each child.

GENERAL REQUIREMENTS

CLOTHING

Complete school uniform (named) is required, as stipulated in the school uniform list.

For casual clothing and footwear, we suggest the following:

- 3 pairs jeans/shorts
- Casual footwear
- 2 pairs tracksuit pants
- 3 pairs pyjamas (not to be worn outside of the Boarding House)
- 3 casual jumpers/long-sleeved tops
- Dressing gown
- Slippers/thongs/flip flops
- Casual tops
- Socks
- Swimming costume, goggles and cap

Other clothing and items as required:

- Waterproof/warm jacket
- Fold-up umbrella
- Suitable boots or waterproof shoes
- Hat
- Sunscreen
- Sunglasses

Other items:

- Sporting or musical equipment or items associated with other activities
- Toiletries - toothpaste, shampoo, conditioner, deodorant, soap, face washers
- Makeup is not permitted during school hours
- Dirty laundry bag/basket
- Coat hangers
- Headphones for computer use
- Personal heat pack (HOT WATER BOTTLES AND ELECTRIC BLANKETS ARE NOT PERMITTED)
- Small thermos
- Sanitary items

LINEN (THIS IS ESSENTIAL)

- 2 flat and 2 fitted single bed sheets
- 1 continental quilt/doona/comforter
- 4 pillow cases
- 1 quilt cover
- 4 bath towels
- 1 pillow
- 2 beach towels

Boarders will be given their own labelled laundry clothes basket or hamper. All articles must be clearly marked with the owner's name on woven tapes.

Please do not bring excessive luggage, as storage is limited.

Valuable items should be clearly marked.

No candles, kettles, coffee makers, rice cookers or cooking equipment may be used in bedrooms.

FIRBANK ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners and custodians of this land, the Kulin Nation people, and we pay our respects to Elders past, present and emerging. We recognise their continuing connection to the land and waters and thank them for protecting this coastline and its ecosystems since time immemorial.

The Kulin Nation consists of the five language groups who are the traditional owners and lived in what is known as the Port Phillip region. The language groups are connected through shared moieties (divided groups) - the Bunjil (wedge-tailed eagle) and the Waa (crow). Bunjil is the creation spirit of the Kulin and Waa, the protector of the waterways.

The five language groups are:

- Boonwurrung (Boon-wur-rung)
- Dja Dja Wurrung (Jar-Jar-Wur-rung)
- Taungurung (Tung-ger-rung)
- Wathaurung (Wath-er-rung)
- Woiwurrung (Woy-wur-rung), commonly known as Wurundjeri.

Their collective traditional territory extends around Port Phillip and Western Port bays. It extends up into the Great Dividing Range and the Loddon and Goulburn River valleys.





FIRBANK
GRAMMAR

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45 Royal Avenue, Sandringham VIC 3191 ELC - Year 6 Co-Educational Campus
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