



Trinity Grammar School

2018 Boarding House Handbook

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Foreword

Welcome to the Trinity Boarding House Handbook for 2018. This Handbook is a guide to life in the Boarding House so I hope that it will prove useful to you, although, no doubt, there will be questions, so please feel comfortable in asking.

Through use of this Handbook I hope that all parents, guardians and boys will understand how and why the Boarding House is run the way it is. For new boys and their parents and guardians, some careful reading is needed so that the first few days of Boarding are a little less daunting, and for those returning, it is worthwhile being up-to-date, as there are a few minor changes since last year's edition.

Boarding is a unique experience. Not only do Boarders learn how to cope with living away from family, but also how to make decisions whilst being taught how to live within a community composed of a variety of different people. Their actions are not only a reflection on themselves, but also have an impact on others. At times, new Boarders may need to curb some of their individual freedoms for the good of the whole as they learn to recognise the rights of others and thus continue to acquire tolerance and understanding of them. Boarding at Trinity helps foster the development of one's self in the areas of self responsibility, accountability, self-discipline, independence, leadership, organisation, teamwork, personal care, and growth *"in wisdom and stature and in favour with God and man"*. All this occurs at a time in a young man's life where his School education and his peers are so important and where the pressures of the Higher School Certificate and International Baccalaureate are very significant.

Being a Boarder at Trinity offers a number of opportunities that will develop a young man's character. Being so close to the Senior Campus creates more opportunities for greater School involvement than dayboys are even able to contemplate. The Boarders have a large and extensive support network at their disposal to assist with their sporting, academic, cultural and spiritual development, which enables them to do their best in all endeavours.

Parents and guardians are encouraged to be involved in Boarding House life and all Boarders are urged to be proactively involved in helping to make the Boarding House a warm and friendly home. Should parents, guardians or the boys of the Boarding House wish to make their thoughts known there are a number of avenues for this to occur which are explained in this Handbook.

Ben Cook
Boarding Housemaster

Boarding House Staff Contact details

Title	Name	Contact
Director of Boarding	Dr Heath De Lany	(w) 9581 6143 (m) 0414 754 723 hdelany@trinity.nsw.edu.au
Boarding Housemaster	Mr Ben Cook	(w) 9581 6068 (m) 0420 923 373 bcook@trinity.nsw.edu.au
House Mother	Ms Suzanne Galluzzo	(w) 9581 6067
Staff Member	Mrs Rosey Stewart	(w) 9581 6182
Staff Member	Mr Ringo Mok	(w) 9581 6060
Staff Member	Mrs Heidi Broadbent	(w) 9581 6060
Staff Member	Mr David Zhang	(w) 9581 6044
Staff Member	Mr Samuel Webster	(m) 0435 360 589
Master on Duty Mobile		0414 754 886
Boarders' and Parents'/Guardians' Phone Hours		4.00pm till 5.30pm 8.00 till 9.00pm
Boarders' Phone Numbers		Boys' personal mobile phones

History of Boarding at Trinity – School House



AGAMUS PRO VIRIBUS

The Boarders are part of a proud tradition spanning some 90 years. Traditionally the boarding house has been known as School House. School House was one of the first 16 Houses at Trinity Grammar School. When the School opened in February 1913 there were twenty-nine boys with the provision "made for Boarders". The Boarders were the joy of the Founder and Warden, Bishop G. A. Chambers, who would spend as much time as he could spare in their company.

The School House emblem takes its heraldry from the English maritime authority, "The Boarding House of Trinity", which has responsibility of all pilotage, lighthouses and buoys involved in shipping in the British Isles. This ancient House has very successfully controlled the coast of England for a long time and it is only fitting that the Boarders, who are the life of Trinity Grammar School, should be connected with this noble English House through its emblem.

The "Jack" of Trinity House is a rectangular flag, divided into four parts by the Cross of St. George. In each of these four parts is located a 3-masted vessel of the Victorian era, sailing under fore rig only and proudly flying the Cross of St. George.

In assembling the coat of arms for School House, this ship was superimposed on the Cross of St. George and placed in the triangle of Trinity. The design is intended to convey the sense of noble tradition and courage, virtues we seek to uphold in School House. In keeping with its strong maritime association, the colour of School House is navy blue. Since 1913 School House has varied in size and nature but has remained central to the life of the School. For this reason School House Boarders have always been known as the "Heart of the School". The move from the main campus to Bishop Chambers House occurred at the commencement of the 2003 school year. Bishop Chambers House is considered to be one of the most outstanding Boarding facilities in Sydney. Bishop Chambers House is a short 5-minute walk from the main campus. In 2005 day boys were included for the first time in School House. What is still a constant is that it is the Boarders who are at the School when the day boys have packed their things and have gone home. Boarding is a challenging life but in many ways the rewards are great, particularly in the feeling of belonging to a warm, tightly-knit and flourishing, uniquely special community.

Boarding House Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

The Aims of the Boarding House

In the Boarding House we seek to assist parents and guardians in the spiritual, academic, physical and social development of their boys in care by:

- a) Creating a happy, harmonious and safe environment where individual differences are recognised, respected and welcomed and where a sense of community is encouraged.
- b) Providing an environment in which each Boarder is encouraged and assisted to reach his full potential. This is cultivated through exposure to an educational experience, which promotes a genuine self-respect in the endeavour and a sense of triumph in the achievement.
- c) Promoting and nurturing emerging leadership talents and by encouraging an emulation of the servant leadership demonstrated by Christ.
- d) Encouraging an awareness of, and sense of, responsibility for our wider community and by providing practical ways of aiding those in need.

Don't do anything from selfish ambition or from cheap desire to boast, but be humble towards one another, always considering others better than yourselves. And look out for one another's interests, not just your own.

Philippians 2:3-4

Boarding House Administration and Staffing

Dr Heath De Lany – Master Senior School/Director of Boarding

Prior to his teaching career Heath practiced as a Psychologist predominately working with adolescents and their families. Since moving into Schools he has worked in independent schools for around 20 years. Heath moved to Sydney in 2013 from his native Melbourne to take up the role of Master of the Senior School at Trinity. He was subsequently appointed to the position of Director of Boarding in 2017, having acted in the role on a number of occasions. His family, consisting of his wife Sharon and their two children Benjamin and Claire love living in Summer Hill and are members of the Summer Hill Church – the Anglican parish of Summer Hill. Their dog Alfie is an enthusiastic participant in their family life and will be keen to get to know more boarders.

Mr Ben Cook – Boarding Housemaster

Ben is an old boy of Trinity Grammar School and graduated in 1997. While at the School, Ben played in the 1sts for both Rugby and Cricket. Since leaving the School, he has played a few years of Rugby League in the Premier League for the mighty Newtown Jets. Ben studied Theology at George Whitefield College in Cape Town, South Africa and graduated with a Foundational Diploma in Theology. Ben has been married to his wife Mia (from South Africa) for 16 years. He joined Trinity in 2004 and became one of the Boarding staff in 2006 and teaches Christian Studies and PDHPE. Ben was on leave during 2015 and, along with Mia, welcomed their first child into the world, Gael-Luke. He returned to the Boarding House as Deputy Boarding Housemaster from Term 1, 2016. In 2017 he was appointed the Middle School House Master of Dulwich House before becoming Boarding Housemaster in Term 4, 2017. Mia and Ben became proud parents again in August to their 2nd child, Florence.

Ms Suzanne Galluzzo – Housemother

Suzanne is the mother of two adult children. Suzanne has a Diploma of Nursing and has worked as a registered nurse in St George Hospital and Peakhurst Nursing Home. Recently, she has been managing two pharmacies. Her hobbies include painting, cooking and reading. Suzanne joined the Boarding House in Term 1, 2011.

Mr Ringo Mok – Master on Duty

Ringo completed a Bachelor's degree in advanced mathematics and a Master's degree in teaching at the University of Sydney. He is now a mathematics teacher at Trinity and a Residential Master on Duty at the Boarding House. He joined the boarding staff in Term 2, 2016. In his spare time, Ringo enjoys relaxing in cafes, sipping coffee and playing table tennis.

Mrs Heidi Broadbent – Master on Duty

Heidi graduated from university with a degree in Science and Education. She worked as a teacher of Mathematics at Windsor High School and William Clarke College. She left full-time teaching to devote her time to growing and raising her family with her husband Doug. There are now 5 Broadbents, Isaac, Amber and Caleb being the newest members. She co-ordinated Day Boarding with her husband from 2004 to 2008 and has served in a variety of roles in the Boarding House since 2007. In 2009 Heidi became a permanent member of the boarding staff and in 2014 she became a permanent member in the Mathematics Department and took up the role of Middle School Housemaster of Holwood House. When she is not looking after the boarders she enjoys

drinking tea in her garden, doing jigsaw puzzles and dancing to anything recorded in the 80's.

Mr David Zhang – Master on Duty

David completed his HSC and graduated from St. Marys' Cathedral College. He has completed Double Bachelor Degrees in Education and Arts at the University of Sydney. His teaching areas are Economics and History. He is a passionate pre-service teacher striving to play an integral role in the education industry. In 2017 David became a permanent member of the teaching staff.

Mrs Rosey Stewart – Master on Duty

Rosey began her career in Electrical Engineering, working at Fairlight Instruments, an early innovator of computer music instruments. She then segued into Graphic Design, when the World Wide Web blazed a trail in offices and homes, and obtained a Masters in Digital Design from the University of Sydney. She commenced working for Trinity Grammar School, where her BA, majoring in English led to the acquisition of a Diploma in Education and Rosey has since taught English, Drama, Entertainment and Film courses. On retiring from Middle School Housemaster of Young House, Rosey was ready for a new challenge and is delighted to be working in the Boarding House. Her interests outside of school life include fitness classes, yoga, lindy-hop dance and fringe theatre.

House Officers

The Boarding House officers for 2017 is:

Lucas Baita	(Captain)
Ned Hatton-Ward	(Vice-Captain)
Haydyn Bathurst	(Prefect)

Staff Roles within the Boarding House

The Director of Boarding

The Director of Boarding is responsible for the Boarding at the School – its boys and staff. He meets regularly with the Boarding Housemaster and other boarding staff, and often spends time in the Boarding House monitoring the welfare of the boarding community. He attends all major functions of the Boarding House and is available for boys, parents and staff to discuss any issues that they might have in relation to Boarding. In collaboration with the Boarding Housemaster, he reviews the procedures in place in the Boarding House to ensure the welfare of boys and staff. He is also responsible for the enrolment of Boarders and with the Boarding Housemaster, interviews each boy before he is enrolled as a Boarder. He is aided in his work by the Boarding Housemaster who takes responsibility for the day to day running of the Boarding House and for the pastoral care of the Boarders.

The Boarding Housemaster

The Boarding Housemaster is responsible for the day to day running of the Boarding House. He is also responsible for the pastoral care of each boy and the guidance of each Boarder's all round development according to the School mission statement and aims. The Boarding Housemaster acts in the role of in loco parentis (in the role of a parent) for all students of the Boarding House. He is appointed by the Head Master. The Boarder's parents and the Boarding Housemaster act as a team in caring for the boys.

Deputy Boarding Housemaster

The Deputy Boarding Housemaster is appointed by the Head Master. He assists the Boarding Housemaster with afterhours supervision and performs MOD duties when rostered. He assists the Boarding Housemaster as required.

House Mother

The House Mother works as part of a team which contributes to the life and running of the Boarding House, and has the welfare of each boy in mind at all times. She cares for the boys when ill after hours and co-ordinates the laundry. Her other equally important role is to be found in the area of pastoral care.

The House Mother is seen as an integral part of the pastoral "family" and as such she can be invaluable as a "friendly ear". Listening to home news, classroom issues, social relationships and sporting achievements, and celebrating birthdays are an important aspect of the House Mother's role.

The House Mother lives in the centre of the House, she is in contact with all boys and can often be

the first one to notice a boy who is homesick, has relationship problems, is disorganised, lacks basic hygiene or is not himself.

Master on Duty (MOD)

On a daily basis, the MOD is the first point of contact for boys within the Boarding House. It is the responsibility of the MOD to ensure that the Boarding House routine is maintained and that every boy is looked after and accounted for. The MOD is on duty from 7.00am until 11.00pm or once the Boarding House is shut down for the evening after this time.

Junior Resident Masters

These gentlemen have recently left school and are usually from the United Kingdom and commonly referred to as GAP Students. The School employs them for 12 months to perform general duties in the Boarding House and the Day School. They reside in a flat above the Boarding House, and assist the Boarding Housemaster with specific duties as requested.

Though they are not rostered to directly supervise boys, they are aware of the expectation that they be alert to problems that might occur and report anything that does not align with the Boarding House Code of Conduct immediately to the Boarding Housemaster and MOD.

House Officers

House Officers are selected from Year 12 students selected by the Boarding Housemaster, after House elections and consultation with the Boarding House Staff. The task of the House Officers are to assist the Boarding Housemaster and the MOD in maintaining the good order and the effective running of the Boarding House. They also help to set the positive tone of the Boarding House ensuring that every boy has the opportunity to work without interference and be treated with dignity and propriety.

Boys are obligated to follow the instruction of their House Officers. If House Officers have any difficulty in gaining co-operation of boys, the boys are referred immediately to the MOD or Housemaster. House Officers are also required to be positive role models to other members of School House.

Seniors

Seniors are the Year 12 boys. Their role is to assist and support the Boarding House Officers, be positive role models to other members of the Boarding House and to help care for the younger boys at the Boarding House.

Daily Duty Group

Teams are made up of boys from each Year group to form a "Duty Group". The "Duty Group" is responsible for performing Boarding House duties on their rostered day. Duties are completed under the supervision of the SOD for that day.

Senior on Duty (SOD)

The SOD is the rostered House Officer responsible for assisting the MOD on a particular day. He actively supervises the Duty Group meals (ensures that the Dining venues are tidy at the end of each meal), checks on the appearance of boys and the general tidiness of the Boarding House. He will be available to the MOD all day, actively assisting in maintaining Boarding House routine. The SOD is also responsible for ringing the bell to ensure routines are followed.

Expectations of Guardians

For each Boarder whose parents reside out of Sydney, a guardian is required. The School's expectations of the guardians are to:-

- confirm leave arrangements with the Boarding Housemaster.
- provide care and accommodation during Exeat weekends.
- assist or arrange transportation at the beginning and end of term.
- provide care for the boy in the guardian's home should the boy be ill for more than 2 days or at the discretion of the Boarding Housemaster.
- advise the School of any changes to medical information or contact details.
- maintain a valid student visa for their ward studying in Australia and satisfy the conditions as stated by the Department of Immigration, Multicultural and Indigenous Affairs.

Boarding Options

There are 2 options available to parents of boys who board at Bishop Chambers House.

1. Full Boarding

This is the most common form and is particularly suitable for boys whose parents are interstate or overseas. It is also a valuable option for boys who are experiencing difficulties in the family home or who require more strictly supervised and organised study and routines.

Full boarding is seven days a week. There is one Exeat weekend each term during which boys are required to leave the Boarding House by no later than 12.00pm Saturday, returning between 5.00pm and 9.00pm Sunday. They may stay with parents, guardians or any other family approved of and authorised by parents.

2. Weekly Boarding

This option is popular with boys whose parents live locally and are prepared to provide appropriate care each weekend.

Under this arrangement a boy must go home to his parents each weekend after the conclusion of School or Co-curricular activities, returning to the Boarding House by 9:00pm Sunday evenings.

New Boarders

Preparing to be a Boarder

Organisation of personal belongings is one area that often proves difficult for new Boarders, and one, which is often overlooked. The boys need to be able to keep their drawers and wardrobes tidy and therefore, need skills such as folding T-shirts and shorts, underwear, putting socks together in pairs, storing toiletries, etc., in a particular area. It will be of great assistance to boys if they have some instruction in organisation of personal belongings before they commence Boarding, including the ability to make a bed in a neat and tidy manner.

Living Away from Home

Many Boarders experience difficulty adapting to the living situation in a shared room, especially relating to the number of other people continually surrounding them. Although showers are in private cubicles, shower time is sometimes a challenge for those who have never had a shower with a number of other people in the vicinity. Personal hygiene is essential for each student. Staff are trained and will be sensitive to the new Boarder's needs and help him to adjust in a caring manner reporting to the Housemaster any changes in the boy's mood that might indicate homesickness.

Homesickness

Staff are always there to encourage and support Boarders, remembering that:-

- It is perfectly normal for a new boys living in new surroundings to feel strange and to want to go home.
- It is normal for new boys to feel homesick from time to time.
- Boys may not freely disclose that they are homesick or that they are feeling unhappy to staff. Relationships take time. If they may tell their parents, please contact an MOD, so the MOD can inform the Housemaster.
- Sometimes recurrence of homesickness is common after the first few weekends out, or after term holidays. However, please be assured this is usually overcome very quickly after returning to School and routine.

On and After Arrival – The Induction Process

The Boarding Housemaster, House Mother and MOD will meet you and your son on arrival at the Boarding House.

You will be introduced to the Boarding House Officers and to a 'buddy' who will be responsible for introducing him to other members of the Boarding House and explaining basic routines.

You will be taken to his room by the House Captain and provided with linen by the House Mother, before unpacking and preparing his area.

The Boarding Housemaster will provide the academic timetable. His buddy and/or the Boarding House Officers will walk him around the School indicating where his various classes will be held, where School House stands during Quad Assembly and where the Boarding Housemaster's office is at the Main Campus.

On his first day of formal lessons:

- the buddy will accompany their new boy to his first class and introduce him to the teacher before returning to his own class.
- the buddy, MOD and the Boarding Housemaster will meet with the new Boarder at recess and lunch to answer any questions or concerns he may have.
- before or after school the new Boarder should report to the Boarding Housemaster's office on the Main Campus, who will arrange a meeting with the Sports Master and Director of Activities. This will allow the boy to be placed in a suitable sport and co-curricular activity. The buddy will already have explained the importance of fulfilling sporting and co-curricular responsibilities.
- the Boarding House Captain and MOD will check with the new Boarder after the evening

meal to make sure he has settled in effectively. The buddy should then accompany him to evening Prep.

The MOD will spend time with new boys every evening for the first few weeks.

The House Mother will also be present and be 'mothering' where possible and as appropriate.

The School Psychologist assigned to the Boarding House will also conduct an induction interview for all new Boarders. This includes pastoral support as well as education in cultural understanding, community living etc.

Rights and Responsibilities

The Housemaster, House Mother and MODs seek to secure for each Boarder the following rights and expects them to accept the following Responsibilities.

Rights	Responsibilities
To be taught in a Christian environment – one that allows developing a genuine spiritual life that embodies the joy, compassion and hope of an active Christian faith.	Respect the values and traditions of our Bishop Chambers House and be open to the development of my faith through prayer, Chapel Services and Christian education lessons.
To be happy and to be treated with understanding.	Treat others with understanding.
Helped to learn self-discipline.	Learn self-discipline and respect the rights of others.
Treated with respect and politeness.	Treat others politely with respect.
Respected by teachers.	Respect the authority of teachers.
Express my opinion on matters of concern to me.	Express my opinion in appropriate manner, time and place.
To be safe.	Contribute to School safety by not threatening, hitting or hurting anyone- offending harassing etc.
Expect my property to be safe.	Not to steal, damage or destroy the property of others, and to take good care of my own property.
Expect teachers and coaches to be punctual and participate in required activities.	Be punctual, to attend School and to participate in required activities.
Have a pleasant, clean and well-maintained School and grounds.	Care for the School environment – to keep it neat and be prepared to remove litter.
Use sound School buildings and equipment.	Report defective equipment and damage in the School environment. I have the responsibility not to destroy School equipment.
Respected by the local community and to receive their Support.	Behave in such a way that the community will respect the School.
Valued as a member of Boarding and School House.	Uphold the good name of Bishop Chambers House and School House by my words, actions and appearance and to behave at all times in a manner that will bring credit to the Boarding House community.

Boarding House Daily Routine

Monday to Friday morning

7.00am	Rise, Shower, Dress (All boys strip their beds and put sheets in the wash on Monday morning before Inspection)
7.20am	Room Inspection (bell) <i>The Boarding Housemaster performs a Full Area Inspection on his MOD duty day</i>
7.25am	Breakfast
7.45am	Prepare for School and brush teeth, lock area
8.00am	Depart Boarding House for School
8.25am	Quad Assembly and lessons
10.25am	Morning Tea is collected from the Dining Hall on the Main Campus (Wednesdays @ 10:55am)
12.40pm	House Period for all Houses (involves either Tutor Periods, full House meeting or Chapel)
1.10pm	Lunch served in Dining Hall on Main Campus
3.40pm	Lessons conclude
3.50-5.00pm	Sport or Co-curricular, use of the School facilities, or return to the Boarding House for free time. MOD may grant Shop Leave at this time. Boarders must return to the House by 5pm from Shop Leave.
5.30pm	Depart Boarding House for School (Wednesday depart @ 5pm for Chapel @ 5.15pm).
5.45pm	Dinner served in Dining Hall
6.15pm	1 st Prep in the Arthur Holt Library commences Academic Mentoring Programme (Tuesday and Thursday)
8.00pm	1 st Prep in the Arthur Holt Library concludes All boys return to Bishop Chambers House
8.10pm	Prep Break Boys may have showers; computer games allowed. Duty group to clean the Games Room and Court Yard.
9.00pm	2 nd Prep (bell)
9.30pm	Years 9 & 10 – prepare for bed
9.45pm	Years 9 & 10 – Silent reading in bed- NO DEVICES
10.00pm	Years 9 & 10 – Lights out
	Years 11 & 12 – prepare for bed
10.15pm	Years 11 & 12 – Silent reading in bed- NO DEVICES
10.30pm	Years 11 & 12 – Lights out Boarding House Wi-Fi & ICT Curfew

- **With the permission of the MOD, the Year 12 boys may have their personal lights on after 10.30pm for study or completion of work due the next day.**
- **Boys are not to be on phones during 1st or 2nd Prep. Phones will be placed in the MOD cupboard if a boy is caught during these times and may be collected the following morning.**

Friday from afternoon

4.00pm	Boarders' may have Co-Curricular activities or return to the house for free time or Shop Leave
6.00pm	Dinner
6.30pm	Prep
7.30pm	MOD may take boys to the Sports Centre on Main Campus Boys with a heavy workload may opt to stay in the house under the supervision of the House Mother or Housemaster.
8.30pm	Showers and free time till regular bed time.

Saturday

8.00am	MOD arrives. Boys wake up at their leisure, but must allow enough time to get to sport. Sport matches are mostly played in the morning. However, many Senior teams play in the afternoon. A continental breakfast is supplied in the kitchenette area of the Games Room. Newspapers are supplied.
12.00pm	Lunch is served in the Boarding House
12.30pm	Free time, boys may play computer games, MOD may grant shop leave
5.30pm	Showers for all Years
6.00pm	Dinner
7.00pm	Free time (study, excursion or movie night)
10.00pm	Bed times are all 30 minutes after the movie ends, or 30 minutes later than the usual Monday to Friday bed time if no movie is shown.

Sunday

8.00am	MOD arrives. Boys wake up at their leisure.
10.30am	MOD BBQ (Boarders to assist set up and pack away).
11.00am-6.00pm	Free time- MOD may take boys up to school to use facilities and Shop Leave may be granted at the discretion of the MOD.
2.30pm	Light lunch is served
6.00pm	Dinner
7.00pm	Collection of laundry
8.30pm	Prep for School on Monday
9.00pm	All boys back from leave. Normal lights out time applies.

Wednesday Church Services

The Boarders attend a service in the School Chapel each Wednesday evening at 5:15pm. The Chaplain, Rev Webster, leads the Boarders in a thoughtful Service of worship at which they gather as a House. Boarders are involved in the service and the Gospel message is preached clearly.

Bible Study

A voluntary Bible Study is held by the Boarding House Student Minister on Monday evenings from 7:00-8:00pm. The Student Minister is a student from Moore College.

Leave Policy Details

Approval of Leave

Parents, Guardians and boys should be aware that all leave is granted at the Boarding Housemaster's discretion. It is not to be seen as an automatic right. Shop and Sport/School Leave must be approved by the MOD.

Procedure for Application for Request

Boarders must apply for Local, Day, Overnight / Weekend or Exeat leave for the Weekend, by 9pm each Thursday.

Late submission of Leave Request may result in Leave not being approved.

Late Back from Leave

Boys must return to the Boarding House at the designated time on their Leave Request.

If delayed, parents, guardians or the responsible adult must ring the MOD (regardless of the time of day or night) to notify him of the boy's late return to the Boarding House. ***This expectation must be fulfilled or the boy will be treated as Absent Without Leave (AWOL).***

Sport, School, Boarding House Commitments and Leave

All Sport, Co-curricular, School and Boarding House commitments must be met before Approved Leave is taken.

Any outstanding Boarding House sanctions will need to be fulfilled prior to departure for Approved Leave. Before departure, boys must have their areas tidy to "inspection standard".

Leave from the Boarding House does not mean leave from School activities.

The MOD/Boarding Housemaster assist the boys in arranging travel as required.

Leave for Boarders

The Boarding House uses the REACH School Boarding System to manage the movement and care of boarders. Each parent, guardian and boarder will be given a personalised login to the REACH System to manage the Leave process. Generally, a Leave application is initiated by the boarder; parents and guardians view the Leave request and initiate approval. The Boarding Housemaster must provide the final approval to grant the Leave application.

Please see the link below for REACH System support.

<http://support.reachboarding.com.au/>

All boys must report to the MOD whenever they "Sign Out" to Leave.

All boys must report to the MOD whenever they "Sign In" to the Boarding House.

Types of Leave

Shop Leave

This is for the purpose of replenishing newsagency or personal bathroom supplies.

The duration is outlined in the Daily Routine Section and is for a maximum of 1 hour during the week and 3 hours on weekends.

Boarders are only allowed to go to Summer Hill Shopping Centre or Ashfield Mall. There must be at least one (1) Senior (Year 10, 11 or 12) boy in a minimum group of three boys (3). Boarders in Year 10 may be granted leave in pairs if the other boarder is in Year 11 or 12. Boarders in Years 11 and 12 may be granted leave in pairs. Approval of shop leave is at the MODs discretion.

Local Leave

This may be granted either mid-week or on weekends. The duration will be for between 2 and 3 hours.

Boys must be in the care of their Parents, Guardians or approved adult, or have detailed parental permission for the particular activity, e.g. dental appointment. Approval of local leave is at the Housemaster's discretion.

Day Leave (Saturday or Sunday)

Is granted so that parents/guardians may spend time with their boy. The duration of this leave may be from any time between breakfast and 6.00pm on Saturdays and Sundays. Approval of day leave is at the Housemaster's discretion.

Overnight / Weekend Leave

This is designed to allow a boy to stay with a family or to attend a special function. This is in addition to the normal Boarders' Exeat Weekend.

If a boy is not going to be with his family or guardian, then his parents or guardian must contact the "responsible adult" who will have legal responsibility for the boy for the duration of his leave, and to discuss arrangements for the safety and well being of the boy. Approval of overnight/weekend leave is at the Housemaster's discretion.

Submission of weekend leave requests must be completed no later than 9.00pm Thursday evening.

Exeat Weekend Leave

These provide an opportunity for boys and Staff to leave the Boarding House to visit family or friends. There are one compulsory Exeat weekends per term where all boys leave the Boarding House.

These weekends commence at 12 midday Saturday. Leave may be taken on the Friday if sport and other School and Boarding commitments can be fulfilled.

Please be aware that the Boarding House remains shut until 5.00pm on the Sunday evening.

All boys must return from Leave by 9.00pm.

Leave from Class

Should a boy need to leave class early to go on leave during term time (e.g. he may need to catch a train from Strathfield Station on Friday at 1:00 pm to get home to Wee Waa for an Exeat weekend), the Parent/Guardian will need to:-

- Email the transport details to the Boarding Housemaster and request permission for their son/ward to leave class early.
- The Boarding Housemaster will then consult the Master of the Middle or Senior School before emailing the Parent/Guardian with an approval or rejection of Leave.
- Submit a leave application for their son/ward.

Leave from School

Should a boy need to commence a term late or finish a term early, or need to have leave from School at any time, his Parent/Guardian must apply in writing to the Head Master at least three weeks in advance.

Monitoring Student Whereabouts

For school functions and events including sport all students are to “Sign Out” with the MOD.

If a student does not return within half an hour after their ETR the MOD is to ring the boy's mobile and host and try to contact other boys or staff who might be at the function or event.

The Housemaster needs to be contacted if 30 min has lapsed and the boy has not returned to the House.

After School

Boarders should not leave the Summer Hill Campus and walk back to the Boarding House until the 3.40pm bell has rung. Boarders are not allowed to return to the Boarding House during the day.

The expectations of Boarders to attend sport and co-curricular activities is the same as it is for day boys. It is important that the (MOD) in the Boarding House know where every Boarder is at all times, including trainings and Saturday matches. Should a Boarder be absent from any sport/activity it is important that the MOD is informed ASAP so the Boarder can be located. It may be as simple as the Boarder has elected not to attend sport and instead gone back to the Boarding House. If this is the case the MOD can direct the Boarder to return to sport. In a situation where a Boarder is reticent in his attendance at a sport/activity, coaches or the MIC of the activity should follow the boy up and issue him a detention if deemed necessary. Coaches are to inform the Housemaster/MOD if a Boarder is not in attendance at sport or an activity.

Night Supervision

The Boarding Housemaster/Housemother/Resident Master are responsible for the boarders after 11.00 pm and until 7:00am the next morning or until a MOD reports for duty.

The Boarding Housemaster and Resident Master conduct random bed checks to ensure that boys are settled for the night and that there are no lights on other than the exit and security lights. The bed checks are conducted on a regular basis during late evening/early morning hours and when they suspect that the boys might not be in their bed. The bed checks are random and regular.

CCTV is also installed in the house at entrance and exit points.

Boarders Travelling by Public Transport

Parents/Guardians must be aware that their son may need to travel by public transport from time to time in order to get to and from sport. Where there is more than one boys playing in the same team and travelling to the same location, boys will travel together. There may be instances of individual travel required, however the BHM will endeavour to avoid single travel wherever possible.

Attendances and Absences Policy

As students of Trinity Grammar School, boys must attend all of their lessons, House periods, sport, co-curricular, and other School events from the first day of lessons each term to the last day of lessons each term. If your son has an appointment during school hours an email to the Boarding Housemaster and student services is necessary. Student services can be emailed as follows:

absentee@trinity.nsw.edu.au

Beginning and End of Term Procedures

Beginning of Term

At the beginning of each term, the Boarding House will open at 5.00pm on the night before the term's classes commence. No boy can be accommodated before this time. All boys are to be back in the Boarding House by 9.00pm on these nights, unless prior arrangements have been made with the Boarding Housemaster.

End of Term

The Boarding House will close at 7.00pm on the last day of each term. No boy can be accommodated after this time. At both the beginning and end of term, this may involve families having to ask guardians or friends to look after their son(s) for a short period of time.

Signing Out

Boys will not be able to leave the Boarding House until they have cleaned their area, locked their cupboards and drawers and their area has passed inspection by the MOD.

Discipline

Our primary aim is to create a positive, supportive and safe Boarding environment where boys are able to work towards achieving their potential in all areas. We expect all Boarders to follow the rules of our community. To this end our focus is on good behaviour. At times adolescent boys require sanctions, as they must be educated that, when living in any community they are accountable for their actions. Ultimately, we wish to enjoy our free time together and to support one another in all our endeavours.

The Boarding House Discipline System

The purpose of this system is to deter poor behaviour and habits. We recognise that no one is perfect, that everyone makes mistakes and that everyone deserves a second chance. However, if one continues to offend or makes a major infringement of the rules of the Boarding House, it is

clear he has not learnt from his previous actions and will be held accountable.

Boarders Infringements and Duties

Boarders infringements are recorded by the MOD as an 'Incident Report' on the Reach Management System (RMS). The RMS generates an email that is sent to all Boarding House staff.

Based on these infringements, the Boarding Housemaster will assign consequences. These range from duties such as linen collection and distribution, cleaning the Dining Room tables, assisting cleaning staff in the afternoons or on weekends, or cleaning the grounds of the Boarding House, etc. These duties do not conflict with sport training sessions. Recording of consequences of infringements are made by the Boarding Housemaster or MOD on the RMS. (A summary of Pastoral Care and Report is discussed at the weekly Boarding House staff meeting. Recommendations and further action are undertaken by the Director of Boarding, Boarding Housemaster and School Psychologist as required).

Gating

Confining Boarders to the Boarding House may be used for serious attitudinal and behavioural infringements. This sanction is the sole prerogative of the Boarding Housemaster in consultation with the Director of Boarding.

Suspension/Expulsion from Boarding

If a Boarder continually displays anti-social behaviour, is persistently uncooperative, is caught smoking, or drinking alcohol, is belligerent, or is caught stealing, he may be suspended from the Boarding House for a night or longer. In situations where continual anti-social or uncooperative behaviour causes disruption to the good order of the Boarding House, he may be expelled from the Boarding House. For expulsion, from the Boarding House, the Deputy Head Master, in consultation with the Head Master and the Boarding Housemaster, imposes this sanction.

Suspension from School

Gross disobedience or misbehaviour, bullying, stealing, or possession, or use of cigarettes or alcohol while a Boarder is at School or at a School function, will result in suspension from School and may have more serious consequences. The Masters of the Middle and Senior Schools and the Deputy Head Master imposes this sanction in consultation with the Boarding Housemaster and Head Master as appropriate.

Expulsion from School

For stealing major items or persistent stealing, persistent anti-social behaviour, and persistent bullying, a boy may be asked to leave the School. Boys found in possession of illicit drugs will be asked to leave the School. This sanction is imposed by the Head Master or Deputy Head Master after discussion with the Director of Boarding and Boarding Housemaster.

So that there may be no misunderstandings:

- If a boy demonstrates inappropriate sexualised behaviour or gross sexual misconduct, the Police and relevant government authorities will be notified and his position in the Boarding House will be reviewed.
- If a boy steals or breaks into a restricted area, sanctions will be imposed; then, assessing the severity of the action,

- If a boy is Absent Without Leave (AWOL), sanctions will be applied.
- If a boy attempts to deceive by giving a false destination as to where he is going for a Leave, sanctions will be imposed.
- If a boy leaves his room or building after lights out his position in the Boarding House will be reviewed.
- If a boy demonstrates gross disobedience or bullying he will be suspended and his position in the Boarding House will be reviewed.
- If a boy consumes alcohol or smokes whilst in the care of the Boarding House he will be suspended and his position in the Boarding House will be reviewed.
- If a boy is in possession of illicit drugs he will be asked to leave the School.
- If a boy uses his laptop computer in an inappropriate manner it will be confiscated.
- In order to meet our duty of care it is essential that the boys do that which is right and honourable.

Staff will make decisions regarding matters of indiscipline in a manner that affords procedural fairness for boys who are accused of misbehaviour. In all cases, staff will act without bias and ensure that investigations occur without undue delay, providing early and effective provision of pastoral support and disciplinary action where necessary. Boys may appeal a discipline decision given by teachers at School through the Deputy Masters, the Masters of Middle and Senior Schools, the Deputy Head Master or the Head Master. Boarders may appeal a discipline decision given when they are under the authority of the Boarding House staff through the Deputy Boarding Housemaster, Boarding Housemaster, Director of Boarding or the Head Master. The Head Master is the final avenue for appeal.

Before a final decision is made for breaches of discipline that may result in a boy being suspended or expelled from the School, the boy, with the support of a parent or guardian, will be able to give an explanation of the alleged incident to the senior member of staff who has been delegated by the Head Master with the responsibility to decide the consequence for the breach of discipline.

School Rules

While the boys are in the Boarding House under the care of the Boarding Housemaster and the Resident Staff, all formal School Rules apply. This is especially so in the case of smoking, alcohol, bullying, insolence and the like. The Boarding Housemaster acts for the boys "in loco parentis" while they are Boarders.

Boarding Housemaster Awards

The Award is presented to those Boarders who have shown commitment to the ideals of the Boarding Community throughout the Term. Boarding House Staff and House Officers nominate students for this award and Certificates are presented at the end of term Boarding House Dinners.

Gentleman Award

This award is presented to the Boarder who has been an outstanding gentleman, showing

impeccable manners to others.

Bullying and Harassment

Bullying and harassment in the Boarding House are under no circumstance acceptable. The School's policy towards bullying, the forms it may take and the School's response is clearly articulated in the Staff Manual and School Handbook. It should be read carefully. Boys must learn to distinguish between happy banter and abusive, aggressive words or actions that are unnecessary, unwanted and damaging.

Should a boy feel that he is subject to bullying/harassment, there is an extensive list of people who can help-

- Year 11 Peer Support and Peer Mediators
- Boarding House Seniors (Year 12 boys)
- Boarding House Officers
- Junior Resident Masters
- Masters on Duty
- School Psychologist
- Trinity Educational Support Services (TESS)
- Housemother
- Boarding Housemaster
- Director of Boarding
- eCare

The Role of Senior and Middle School Boys in the Boarding House

Year 11 and 12 boys must be wise and gentle in their dealings with younger members. They may need to be firm, but certainly not physical. They should never threaten or intimidate the younger boys. The Seniors' role is to support and assist Middle School members to become confident, caring and supportive members of the Boarding House. The Seniors have a great deal of responsibility for the present and future atmosphere of the Boarding House.

Middle School members of the Boarding House must remember that Seniors experience different pressures throughout their final school years. They have been given certain responsibilities within the Boarding House whilst contending with important exams and assessments that will impact greatly on their future. They need ready co-operation on the part of Middle School boys and a willingness from them to comply with the reasonable requests made of them. Seniors also rely on Middle School boys being thoughtful of their needs for a quiet study and living environment.

Senior boys are not to socialise with Middle School boys in bedroom areas.

Homework and Study (Prep)

We aim to provide an environment in which a boy can realise his academic potential. To do this we require our Boarders to understand how to structure their time and organise their work. Prep time is set aside to do homework, revise and summarise notes, complete assignments, do extra reading, and for study.

Prep time is compulsory for all Boarders. No Boarder may be late or absent from Prep without the permission of the MOD. Books and stationery required for Prep should be obtained, organised and ready so that Prep begins efficiently and on time. No telephone calls may be made or received during Prep unless in extraordinary situations where the Housemaster or MOD are contacted first. If Boarders have finished their work and there is time remaining, they are permitted to do some reading.

Mobile Phones

All Boarders are encouraged to have mobile phones for ease of contact with the MOD and Boarding Housemaster when on leave. All boys are to have the MOD, Senior Resident Master and Boarding Housemaster's mobile phone numbers saved in their phones. Likewise the MOD and Boarding Housemaster mobile phones are to have all boys' phone numbers in their phone.

Mobile phones are to be turned off and not used during lessons, prep times, dinner and after 9pm. Middle School boys are to hand in their mobile phones to the Junior Resident Master at 9pm each night. Senior Boys are expected to use their mobile phones responsibly. Failure to do so will be dealt with as an infringement.

Dress and Appearance

School Uniform

Boarding House staff will assist students to care for and correctly wear their uniform and generally cast an eye over the boys' personal appearance frequently. Normal school rules apply to uniform expectations, with the exception of Leave, boys are asked to wear neat clothes. The School Uniform must be worn to all functions in the School.

Hygiene

All boys are to shower twice per day. Boys are to shower before dinner if they have had sports training in the afternoon. Furthermore, boys are to wash their hands after using the toilet and prior to meals and snacks.

The boys are to clean their teeth after breakfast and prior to going to bed.

Monday is bed sheet changing day. All boys are to strip their beds prior to inspection at 7:20am. Boys are to put their used sheets into the wash. Boys then see the Housemother after School for clean sheets.

Boys' Accommodation

Each boy in the Boarding House is accommodated in a ship's cabin style "Area" which is completely self-contained. Suitcases and bigger items may be stored in a storage cupboard. The

wardrobe is big enough to keep the uniform and a limited number of personal clothes and there is ample drawer space. The desk has a small bookshelf and a nest of drawers for stationery and other items. Each area has its own light source above the desk. Other furniture is not permitted.

Other Room Guidelines

No ball games whatsoever are permitted in the bedrooms or corridors.

Due to the nature of the paint on the walls no poster is to be stuck, glued, or placed on any wall. Suitable posters may be "blu-tacked" onto cupboards.

The range of personal "decorations" permissible in the Boarders' Area is limited to "good taste" and non-permanent items. Adhesive stickers are expressly forbidden. Tampering with the configuration of the Area or carving initials, however obscure, is also not acceptable.

The Area is to be kept clean and tidy at all times, but especially in preparation for Inspection.

There is to be no food kept in bedrooms. No knives or other "dangerous implements" are to be kept in bedrooms.

It is very important to keep the rooms dust and litter free, particularly beside the walls and beneath desks and beds. Regular inspections of these places occur.

Before boys go on Leave their area must be tidy.

Power points are installed in each boy's Area. There is one double power point per Boarder. The following is a list of what is, and isn't, to be used from the power points in the boy's Areas:

What is	What isn't
Electric fan Personal or laptop computers iPads Chargers Hair dryers Electric shaver Alarm clocks Bed lamps	Electric heaters and electric blankets Frying pans, toasters, toasting ovens, kettles, mini-fridges, microwave ovens, rice cookers, etc. Electric guitars and keyboards TVs and video recorders Filters for fish tanks DVDs that infringe and School policy Gaming consoles WiFi devices Coffee Machine

Power Boards and Electrical Items

The School provides power boards located within each boy's desk area. Boys are not permitted to use their own power boards and double adaptors. All personal electrical items are to be housed in the boy's desk area.

Parents should ensure that all valuable and portable items (e.g. laptops, mobile phones) are privately and adequately insured. The School's policy does not cover private items.

The boy's area is his ALONE and all others in the Boarding House MUST respect his privacy.

Borrowing without permission is unacceptable. Moreover, there is a limit of \$50 in cash allowed in the Area at any one time. Sums over this figure should be placed in an envelope with the boy's name and the amount written on the outside and given to the Boarding Housemaster to be stored in the safe. Each member of the Boarding House has a Personal Safe, lockable drawer, desk and cupboard for storage. Wallets and the other valuables must be locked away in these places at all times. Boys are encouraged to take great pride in cleanliness and hygiene of their Areas and Rooms, as they are an integral part of Boarding House life.

Bedroom Doors

All bedroom doors are to remain open until lights out when the MOD closes the door.

Socialising in Bedrooms

Boys are to socialise in the public areas of the House and not in their bedrooms. Middle School boys are not permitted to enter a senior boy's room. Likewise, senior boys are not permitted to enter a Middle School boy's room.

Laptops and Internet Access

Boys may use their own device to access the Boarding House WiFi and school Internet services. **BOYS ARE NOT PERMITTED TO ACCESS THE INTERNET USING THEIR OWN PERSONAL WIFI DEVICES.** Boarders using school WiFi may access Facebook and approved games. The Boarding House has a WiFi curfew in place each night between 10.30pm – 6.30am.

Meals

The minimum standard of dress for the dining room is a collared shirt (including t-shirt), shorts or trousers, and covered footwear. Singlets and thongs, caps or hats are not acceptable at any time. If School Uniform is worn it is to be complete.

Manners are of the utmost importance during each meal in the dining room.

The meal eaten under the supervision of the House Captain.

Communication

We have a number of boys from different cultural backgrounds in the Boarding House. It is therefore important that only English is spoken in the House. This avoids miscommunication and the isolation of others. Boarders may speak a language other than English in the front and rear yards.

Banking

Although the Boarding Housemaster does occasionally issue pocket money from Boarders' Advance (see below), each boy is encouraged to open a Bank account and parents are asked to provide a small sum of money to pay for sundry items and outings during the term. Accounts with Automatic Teller Machine Access are the easiest to operate and strongly encouraged. Commonwealth Bank, Westpac, St George, ANZ, State Bank and National Australia Bank ATM are at Ashfield and the Commonwealth Bank at Summer Hill. It has been found that the first term is usually the most demanding because boys may need to purchase stationery and exercise books at the local paper-shop or supermarket. They will also use their bank account to access money for haircuts, toiletries and weekend outings. A sum of \$180.00 is suggested as sufficient for any one term, though this may vary according to need and the age of the boys.

Boarders' Advances

It is possible to make a direct withdrawal from Boarders' Advances, which will in turn be charged to the Boarders school account. For the purchase of larger items such as calculators and so forth, this account may be used. Boarders are required to clear this with their parents before any advance is made.

All requests for money should be made to the Boarding Housemaster on the day the money is required. The Boarding Housemaster, who in turn debits the School, pays for certain House activities.

Please notify the Boarding Housemaster if you do NOT want your son to have access to Boarder's Advances.

School Facilities

One of the bonuses of being a Boarder is that boys have greater access to the School's fantastic facilities. The Boarders frequently have access to School sports facilities after hours, including the Fitness Centre, Gymnasium and Pools.

The rules applying to Day boys also apply to the Boarders after hours and failure to observe the regulations concerning the use of facilities has, in the past, led to certain boys being denied access to those facilities for a period of time.

Any damage or other problems should be immediately reported to the Boarding Housemaster.

Visiting Rights

Family members and friends may visit boarders and should be entertained in the 'public' areas of the Boarding House.

As the bedroom area of the Boarding House constitutes the main living area and the home of all Boarders, this is not an appropriate place to entertain and are not to be visited.

All visitors must see the MOD or Boarding Housemaster on arrival. The boy will then be told that he has a visitor. Visitors, including relatives, may not enter the room areas or recreational areas

without permission. All visitors are welcome to use the entrance foyer, the music/meeting room, if not in use, or the gardens to meet with the boy they are visiting.

Emergency Evacuation and Lock Down Procedures

The Boarding Housemaster is responsible to ensure that all new Boarders are fully briefed on the evacuation and lock down procedures.

Senior School Boarder Clothing List

Quantity	Item	Quantity	Item
1	Middle School Students Single-breasted uniform suit in dark college grey with Trinity pocket	1	School back pack (for carrying books etc)
		2	Appropriate School ties (There are different ties for Middle and Senior Schools and Year 12)
1	Senior School Students Green Blazer with white piping Blazer with white piping	1	Weekend suitcase or overnight bag
		2	Pairs of pyjamas (or equivalent)
2	Pairs of dark college grey trousers	1	Pair of thongs (Australian for jangles, flip-flops)
6	White shirts	1	Pair of joggers
10	Pairs of socks	1	House T-shirt
4	Sets of khaki shirts and shorts (recommended but optional)	1	Black belt for School trousers
		4	Casual shirts with collars or polo shirts with collars
1	Pair dark green swimming trunks	1	Swimming towels
		1	Pairs green gym shorts
6	Pairs short grey socks	3	Pair white socks (short)
4	Pairs of Trinity long grey socks (if Khakis are worn)	1	Pair casual shoes
1	Pair black lace up shoes	1	Trinity track suit
		1	Trinity School hat
12	Pairs of underpants	1	Casual sun hat

		1	Pair casual swimmers (board shorts)
1	Trinity pullover	1	Waterproof Wind Jacket
1	Trinity sports bag	1	Small Umbrella

Accessories

- Toiletries
- Hair brush and/or comb
- Toothbrush and toothpaste
- Dental floss
- Nail clippers
- Tissues
- Sun block cream
- Shoe cleaning materials in a bag
- Shaving Kit (when necessary) Shampoo and conditioner
- Soap and container and/or body wash Deodorant
- Wet Bag

All clothing and linen must be clearly marked with Iron-on or sewn-on Name tags
All School related Clothing can be obtained from
Trinity Grammar School Clothing Shop
Hours: 8.45am – 3.45pm Monday to Friday
Phone: +61(0)2 9581 6048

Linen

Laundry

The School provides a Linen Service for every Boarder. The School supplies four washing bags for personal effects. This can lead to problems with delay if clothes are stored and sent to the Laundry in job lots (as is the propensity of some boys). Such a practice is emphatically discouraged. Please note that T-shirts with plasticised numbers, letters or pictures should not be sent to the Laundry. Responsibility cannot be accepted for Linen that is not marked with the name of its owner.

Washing Machines

There are two House Washing Machines and two Tumble Driers. Under special circumstances, Boarders may use the machines at the discretion of the House Mother but is not to be used after 9pm.

Linen Change

Each boy changes bed linen on Monday morning inspection under the supervision of the MOD. Bed Linen, Towels and other bedding are provided.

Service Week

All Boarders are encouraged to be involved in Co-curricular Activities that involve camps during Service Week. However, the Boarding House will still be open for those boys doing Sydney based Activities. The Boarding Housemaster and/or Senior Resident Master will supervise the small numbers of Boarders who stay in over this time.

Theft

Boys are advised to:-

- Keep all valuables under lock and key. All boarders have a personal safe, locked drawer in their desks have doors that can be locked and their cupboards have locks.
- Passports or any extremely valuable item or money in excess of \$50 should be given to the Housemaster for safekeeping in the Boarding House safe.
- Boys should report the suspected theft of any item to the MOD immediately its loss is discovered.
- Boys are responsible for their own belongings. If a boy wishes to bring expensive personal items into the Boarding House he does so at his own risk. The School will not replace missing personal items.

Please note that combination locks on the cupboards reduce the risk of theft from outsiders. The only people who have authorised access to the Boarding House between 8.20am and 3.20pm are boarding staff, cleaning staff, catering and maintenance.

Theft is a problem that periodically raises its head and one which, perhaps more than any other, poisons the community atmosphere of the Boarding House.

External Academic Tutors

If a Boarder wishes to seek private tutoring from an external academic tutor:

- The Boarder consults the Boarding Housemaster regarding the help that is needed.
- The Parent/ Guardian must give their permission for their son/ward to have tutoring. This can be indicated in an email to the Boarding Housemaster.
- The Housemaster makes contact with the academic tutor and makes the booking.
- The tutor must provide their "Working with Children" number (WWC).
- The Boarder's Parent/Guardian is responsible for payment of the tutor.

Bookings with external tutors must only occur through the Boarding Housemaster.

Manners and Politeness

It is an expectation that all Boarders will display good manners and be polite to all staff and fellow Boarders. Poor manners and lack of respect for others is not tolerated in the Boarding House. Students should always remember to treat others as they like to be treated, and always be welcoming of visitors and new boys to the Boarding House.

Watching Trinity 1st Teams Play

Boarders who are in the House are expected to support winter 1st sports teams if playing at home and are required to wear Winter School Uniform.

Social Events and Excursions

Social events and excursions are approved through the Director of Campus Administration.

Examples of Social events/excursion which Boarders may be involved in are:

- Boarders Dances (both own and other schools).
- Excursions to the sporting matches, Darling Harbour, Theatre, Go-Karting, Luna Park, Wet'n'Wild etc

If a Boarder is in the House when an excursion is planned he must attend. Alternatively he may consult the Boarding Housemaster to discuss other possible arrangements.

Care of Sick Boarders

All medical records are held on the School's database, which is available to all staff members. In addition, the medical records of Boarders are kept in the boys' file box in the Boarding House first aid cupboard. Boys with serious health concerns are noted in the Boarding Housemaster and MOD's Daily Roll. Emergency Care Plans are kept in the Sick Bay on the main campus and the MOD's cupboard in the Boarding House. Medications are held at both main campus and the Boarding House. There are also doctors and pharmacists on 24-hour call. See contact details at front of this manual. Each member of the Boarding staff has a Senior First Aid Certificate.

After School Hours

Should a Boarder fall ill, he should first consult the House Mother (Monday to Friday) and weekends he should consult the MOD or the Boarding Housemaster who can administer basic care. Should the Boarding staff not be able to treat the illness, the after hours nurse will be contacted. The Boarding Housemaster is notified of such situations.

For serious sickness, the Boarding Housemaster may send the boy home or to his guardian's residence until he has recovered (for minor sicknesses, Boarders are cared for in Health Centre on Main Campus during class time not after hours).

Medications are located in the Boarding House First Aid cupboard. All Boarders' personal medications are held in the First Aid Cupboard and at the Health Centre on the main campus. The School Nurse and House Mother are responsible for administering medications to the Boarders and with the primary health care of the Boarders. Each of the Boarding House staff has a Senior First Aid Certificate and will be able to render immediate First Aid to the Boarders. Boys who are sick are taken care of by the School Nurse from 8.00am to 5.00pm. After 5.00pm the House Mother cares for sick boys. A nurse can be contacted for medical help and, if necessary, the nurse can be employed to stay at the Boarding House overnight to continue to care for a sick Boarder. If the Boarder is too sick to be taken to Health Centre, the Boarding Housemaster will contact the parents and/or guardians to come and collect and care for the boy at their home.

The Boarding House Mother and Boarding Housemaster can be contacted by knocking on their respective doors to ask for medical assistance. Boys have 24hour access to the House Mother (Monday to Friday) or Boarding Housemaster seven days a week.

Boarders with an infectious disease that is readily spread are cared for initially by the Health Centre and are then sent home to their parents/guardians residence to be looked after.

The Boarding Housemaster and House Mother keep a list of medical practitioners who are willing to make home visits to the Boarding House and to whom Boarders can be referred when they need medical treatment that the School Nurse cannot provide. The House Mother, in consultation with the School Nurse and the Boarding Housemaster, will arrange medical and dental attention for Boarders when required. The House Mother, in consultation with the MODs and Boarding Housemaster, will ensure that boys are given proper medical attention from 4.00pm until 8.00am the following morning, Monday to Friday, and over the weekends that the Boarding House is open. During normal School hours, the School Nurse will be responsible for ensuring that the Boarders are given medical care. The House Mother and the School Nurse are responsible for referring sick students to medical practitioners Monday to Friday while the Boarding Housemaster takes responsibility for this on weekends.

Dealing with Sick Boarders

In the situation where a boy is sick and may be potentially unable to attend class or a School activity, he is to get dressed into School uniform and go to the Health Centre. He is to remain in Health Centre until it closes at 5pm before returning to the Boarding House.

If a boy contracts a contagious illness he will be instructed to go on leave to his parents/guardian's house.

Distribution of Medication

All Boarders' parents fill in a permission form that allows primarily the House Mother and School

Nurse as well as Boarding Staff to administer nominated prescription and nominated non-prescription drugs.

Boarders must hand in all required medication to the House Mother who will, in consultation with the nursing staff and Boarding Housemaster, determine responsible administration of that medication. No drugs of any kind (except Ventolin puffers) may be kept by Boarders in their rooms. Any medication discovered by House staff that has not been authorised to be in a boy's room, may be confiscated and the matter referred to the Housemaster.

The School's Nursing staffs, in consultation with the Boarding Housemaster and House Mother, are responsible for the health of the boarders. The Boarding Housemaster, House Mother and school nurses are also able to provide advice as required.

Making Appointments to see a Health Care Professional

The House Mother and/or Day Nurse will arrange medical appointments and transportation for sick boys. This is done in consultation with the MOD and the Boarding Housemaster. A staff member will accompany the Boarder to the appointment if the Boarder is unwell.

Vaccination

The School offers Flu Vaccinations for Boarders. Should a boy and his parents wish to make use of this service, parents are to submit a signed permission form.

Medical Carer	Name
General practitioners	Village Medical Practice – +61 9798 3100
School Nurse	Sr Katie Brooks- +61 9581 6023

School House War Cry

Background

It is said that the School House war cry was created by Boarders in the 1950s. It is certainly different from others often used today and in some ways similar to the School War Cry the "Ringa Parkia". However, its purpose was and still is, to bring the Boarding House together as one in a unified display of "House Spirit" which will in turn spur all School House boys on to keep trying hard and to keep working together. It is also used to celebrate our victories over the other Houses and is a bit of fun.

ABDUL 1, 2,3
WAAAAAAAAA TINA, WAATINA, WAATINA
TWI, TWI, TWI
KONIKA, KONIKA, HAKA, HAKA, HAKA BOM-CHIKA-BOM, BOM-CHIKA-BOM BOM-CHIKA-
CHIKA, BOM, BOM, BOM
YAAH, YAAH, YAAH, HERE WE ARE
SCHOOL HOUSE, SCHOOL HOUSE, HERE WE ARE
S - C - H - O - O - L SCHOOL
YEEEEEEEEEEEEEEEEEEH SCHOOL

School House Prayer

Heavenly Father

We pray that you will guide and bless each member of School House in all that we do and grant to us the strength to persevere in the race set before us. Embolden our spirits, rally our courage and let us be humble in success and gracious in defeat. Help us to show your love towards others and in all our works, glorify you.

Through Jesus Christ our Lord,

AMEN

School House Hymn

I vow to thee, my country, all earthly things above,
Entire and whole and perfect, the service of my love;
The love that asks no question, the love that stands the test,
That lays upon the altar the dearest and the best;
The love that never falters, the love that pays the price,
The love that makes undaunted the final sacrifice.

And there's another country, I've heard of long ago,
Most dear to them that love her, most great to them that know;
We may not count her armies, we may not see her King;
Her fortress is a faithful heart, her pride is suffering;
And soul by soul and silently her shining bounds increase,
And her ways are ways of gentleness, and all her paths are peace.