



**PLC**

PRESBYTERIAN  
LADIES' COLLEGE  
ARMIDALE  
— 1887 —

# BOARDING Handbook



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# WELCOME

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I would like to offer you a warm welcome to our PLC Armidale boarding community. It is our aim to provide a caring Christian environment for all of our boarders. We are concerned for the wellbeing of every girl in our care and hope that every boarder will be enriched by the boarding experience. Girls within this environment are able to have many experiences which develop character, insight and skills. We encourage our boarders to become involved in the many co-curricular activities that the College has to offer while immersing themselves in the boarding experience. Lifelong memories and friendships are made along the way.

Living within our boarding community provides the unique opportunity to learn how to live well with others as well as to develop skills in personal responsibility.

We appreciate the trust you have placed in us as we care for your daughter, and hope that the experience of boarding will be a memorable and rewarding one.

## PLC ARMIDALE BOARDING STAFF

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The PLC Armidale Boarding House has a committed and experienced team of staff providing care for the girls under our care. This team includes:

### KEY BOARDING HOUSE STAFF

**Miss Margaret LATHAM & Miss Jennifer LEAHY**

Acting Head of Boarding (Monday to Friday)

**P:** +612 6770 1724

**E:** [headofboarding@plcarmidale.nsw.edu.au](mailto:headofboarding@plcarmidale.nsw.edu.au)

The Acting Head of Boarding are responsible for the operation of the Boarding House. This entails establishing policy, communication with the parent body, staff matters, and student concerns.

### HOUSE MOTHER

**Christine Nichols**

**Amelia Brissett**

**Alex Notley**

The primary role of a House Mother is to supervise the physical, emotional and spiritual development of each girl under her care. She takes responsibility for the daily operation of the boarding house.

### DUTY MISTRESSES

Duty Mistresses support the house mothers to carry out the day to day operation of the house.

# CONTACT DETAILS

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## **BOARDING HOUSE RECEPTION (7 days)**

**P:** +612 6770 1716



**E:** [boarding@plcarmidale.nsw.edu.au](mailto:boarding@plcarmidale.nsw.edu.au)

The Boarding Staff are not available between 9am - 3pm (Monday to Friday). During these times, please contact the Head of Boarding and Pastoral Care Teachers.

## **PLC ARMIDALE (During School Hours)**

### **PLC Armidale Administration Office**

**P:** +612 6770 1700

### **Senior School Reception**

**P:** +612 6770 1786

### **Junior School Reception**

**P:** +612 6770 1726

### **Health Care (Monday to Friday 8.30pm - 2.30pm)**

#### **Sister Angela PIETERSE**

College Nurse

**P:** +612 6770 1760

**M:** 0488 277 166

**E:** [health@plcarmidale.nsw.edu.au](mailto:health@plcarmidale.nsw.edu.au)

The College Nurse is available in the Health Centre from 8am - 2.30pm, Monday to Friday.

## **CORRESPONDANCE & PARCELS**

**A:** PLC Armidale Boarding House  
Crest Road, Locked Bag 5  
Armidale NSW 2350

## **BOARDERS' PHONE**

**P:** +612 6770 1739

# BOARDING OPTIONS

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PLC Armidale offers a range of boarding options to suit girls with varying needs. These options include full-time boarding, weekly boarding and casual boarding for day girls whose parents are away for a short period of time. We also offer part time regular boarding which enables girls to attend co-curricular activities with greater ease, or to have time in supported prep in the evenings. We would invite you to discuss your boarding needs with us.

## PREPARING FOR BOARDING

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### SETTLING IN: A NEW HOME

At the beginning of each year, new girls and their families will be invited to attend the Boarders' Orientation. On the day before school starts we also have a Welcome Barbecue for all families and staff at PLC Armidale. This is an excellent opportunity to meet with teaching and boarding staff.

The first term will be very significant for your daughter. She will learn a whole new routine at school and in the Boarding House. Class work will be different and she will be getting to know many new staff and students. Provide your daughter with a sympathetic ear when she rings home and help put any concerns in context. Staff and fellow boarders will also assist your daughter as she adjusts to her life in the Boarding House.

Homesickness can affect boarders as they adjust and settle into boarding. This is a normal expression of the love they have for their families. However it is not uncommon for girls to be very sad over the phone with parents and then happily return to being with their friends. If you are concerned about the level of homesickness your daughter is experiencing, we would ask that you be in touch with the Boarding House staff. Other boarders are helpful for your daughter to talk to, Boarding Captains, Boarding Staff, and Pastoral Care teachers offer further assistance. We see girls blossom and thrive as they become happily settled in their boarding life.

**In preparation for entering boarding it is recommended that parents discuss the following things with their daughters:**

- Personal hygiene, daily showering, use of deodorant, managing menstruation, regular teeth cleaning, and skin care (particularly including sun protection).
- Maintaining a balanced diet.
- Balancing study, leisure and personal care routines.
- Use of technology, avoiding unhelpful content from the internet and care in limiting the quantity of time that can be consumed on technology.
- A budget and system of accessing money.
- Why she is changing schools and entering boarding life.

**It is suggested that your daughter be working on the following skills as they anticipate moving into the boarding environment:**

- Making her own bed.
- Keeping her area tidy and organised.
- Washing and ironing clothes.
- Polishing shoes.
- Mending a hem and button.
- Socialising with others including holding a conversation with new people.
- Being involved in activities and ensuring a balance of leisure and work.
- Feeling comfortable to ask for help when feeling lost or worried.
- Budgeting.

## SETTLING IN: ACADEMICALLY

When girls first arrive at PLC Armidale they may find differences in their course work in some areas. Schools have varying standards and approaches, and the sequencing of content will vary. New boarders need to allow themselves time to settle into the academic life of PLC Armidale. Boarding staff are available to help provide support to boarders as they make this adjustment, and can help find the person who can best assist with any query.

Supervised prep time is provided Monday to Thursday nights to assist girls to meet the academic requirements. Prep guidelines ensure this time is the most effective for everyone. Each girl is expected to work quietly, completing set work and using the remainder of the time for reading, preparation and revision. If girls need to complete group tasks, a separate area will be arranged to enable this to be completed. Students do not have access to their phones during prep time, and as such phone calls to parents should be made after prep time (7.30pm for Years 5-7 and 8pm for Years 8-12).

We recommend the girls keep disruptions to prep time to a minimum. If they arrange to go out on a weekday, we advise they complete homework straight after school or at a time that fits in with their outing. Boarding staff will monitor the frequency of weekday outings and will discuss this with you if they feel your daughter is falling behind with her work or not settling into a steady prep routine. At other times and on weekends, students are encouraged to organise their own study time as workload and needs demand.

## LIFE AT THE PLC ARMIDALE BOARDING HOUSE

### WEEKDAY SCHEDULE

<b>7am</b>	A wake up bell goes and you will need to get up and get dressed for school and then head over to breakfast. Breakfast runs from 7 - 8am in the dining room. You are able to choose what you like from a hot breakfast (Tuesday and Thursday) or cereal, yoghurt, toast and fruit. You will also need to sign up for your lunch choice at breakfast (for either a hot special or salad bar)
<b>7:30 to 8:30am</b>	After returning from breakfast, you need to make sure your bed is made and your cubicle is organised and that you are all ready for school. When you are ready, you are able to collect your IT from the staff on duty.
<b>8.30am</b>	The bell for school goes.
<b>Recess</b>	Morning tea is available in the dining room.
<b>Lunch</b>	Lunch is available in the dining room - hot special or salad bar.
<b>3.30pm</b>	End of school day. Afternoon tea is available in the dining room.
<b>3:30 to 5:30pm</b>	Free Time. During this time, you may attend sports, music practice, Cattle Team, town trips, or participate in activities at school such as bike riding, using the trampoline or other sporting facilities.
<b>5.30pm</b>	A bell for dinner will go at 5:30pm. Girls head over to the dining room. Phones are collected as girls leave for dinner.
<b>6.30pm</b>	Prep begins. This is a time to complete homework and assessments. There will be staff in the supervised prep area to help with study questions.

After prep there is time for phone calls, supper, showers and getting ready for bed. Quiet time and lights out are set out below.

### EVENING ROUTINE: PREP (Monday To Thursday)

Year	Prep Time	Tech Collection	Quiet Time	Lights Out
<b>5, 6 &amp; 7</b>	6:30 - 7.30pm	8pm	8.30pm	9pm
<b>8</b>	6:30 - 8pm	8.30pm	9pm	9.30pm
<b>9</b>	6:30 - 8pm	8.30pm	9pm	9.30pm
<b>10</b>	6:30 - 8pm	9pm	9.30pm	10pm
<b>11</b>	6:30 - self directed		8.30pm	10.30pm
<b>12</b>	6:30 - self directed		8.30pm	10.30pm

## FRIDAY AND SATURDAY EVENING

On Friday and Saturday evenings the girls have an extra hour before bedtime. No formal prep is scheduled on these evenings.

## SUNDAY EVENING

By Sunday evening girls are expected to ensure that they are ready for the week ahead. This includes having rooms tidy, uniforms ready and having completed necessary homework. Sunday evening has an earlier bedtime by half an hour.

# ALPHABETICAL GUIDE

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## ACTIVITIES

All boarders are encouraged to take part in all Boarding House activities. Each term a calendar of weekend activities is drawn up to help plan weekends around these activities. This list is created with input from the Boarders' Representative Council and surveys of the boarders.

Activities may include things such as skating, movies, bonfire nights, markets, themed dinner nights, coast trips, and a variety of crafts. There are some full house activities throughout the year that all boarders are required to attend.

## BANK ACCOUNT / MONEY

All students are responsible for their own private banking and financial arrangements. These accounts should be set up and activated by parents prior to their daughter's arrival at the Boarding House. (The exception to this is for International students, who will need to set up accounts following arrival at the school. Staff will assist this process).

Students should not hold more than \$20 in their rooms in the Boarding House. House Mothers have access to a safe which can hold money for students if required. It is recommended that students bring a lockable box for use in the Boarding House for any valuable items and for any money kept in the house. Each cubicle has one lockable drawer with a key available from boarding staff.

To purchase any item in the The Uniform Shop, Visa or Mastercard details will need to be provided to the uniform shop.

## BEDROOMS

Each student is responsible for the care and order of her belongings and the tidiness of her bedroom. Students need to be sensitive to the needs of the girls with whom they share rooms. It is important that girls wash their clothes regularly; staff can teach the girls how to work the washing machines and dryers.

**The following should be completed each morning before the girls leave for school:**

- Beds made.
- All personal belongings placed in cupboards and drawers provided.
- Nothing left under the beds and floors clear for vacuuming.
- Desks/tables/dressing tables left in an orderly fashion, left clear on dusting day.
- Waste paper bins emptied when full.
- Windows and curtains opened.
- Lights/heaters and all electrical appliances turned off.
- Doors left open.
- No personal possessions to be left in the TV/lounge areas.
- Kitchen areas to be cleaned and left tidy. Garbage bins in kitchen areas to be emptied when full.
- Wet towels and swimming costumes are to be hung on outside lines or internal laundry lines.

## **BEDDING**

Boarders are able to use either Boarding House supplied sheets, pillowcases and towels, or use their own linen. Boarding house staff will assist Year 5,6,7 and 8, students to wash their linen regularly.

## **BIRTHDAYS**

The boarders always enjoy celebrating each other's birthdays and this helps to alleviate the sense of distance from home. Birthday cakes are enjoyed with the Boarding House girls and staff.

## **BOARDERS' BUS**

The Boarding House uses a mini van and bus to transport boarders to co-curricular activities, medical appointments and Boarding House events. This enables our boarders to participate in a wide range of activities throughout the local community. All requests to be transported by the Boarding House need to be made no later than 9pm the previous evening. Girls are expected to behave appropriately at all times while on the buses. This includes displaying courtesy to the driver and other passengers, ensuring they are waiting at the specified time for collection by the bus, and obeying regulations around wearing seatbelts.

## **BOARDERS' WEEKENDS**

Boarders' weekends are weekends scheduled in the middle of term to enable girls to have sufficient time to go home for a weekend. Boarders buses are available to many destinations on these weekends. Arrangements must be made well in advance to ensure travel schedules can be booked. Students will not be allowed to leave the College early or return late on these weekends.

The Boarding House will be closed in the Term 1 and 2 Boarders' Weekends. The Term 3 Boarders' Weekend has been made optional to ensure that girls are able to play in their team finals should this level be achieved. There is no Term 4 Boarders' weekend due to it being a short term.

## **CARS**

Senior students may request approval from the Principal for permission to drive a vehicle to school. A Boarders' permission to drive form is available on the PLC Armidale website. With permission, girls may drive to and from home, to off site classes, to places of employment, and to regular co-curricular activities. Permission to drive to any other event will need to be sought in advance from both parents and the Principal. Drivers will need to leave keys with house mothers after each trip and are expected to seek permission prior to any use of vehicles.

## **CHAPEL**

Boarders are supported if they wish to attend church at any stage during the term. Boarders wishing to attend Sunday services should speak with the Head of Boarding who will assist with making the necessary arrangements. Boarders attend the Presbyterian church once per term (usually in week 2) and UNE Church evening service once per term (usually in week 8). On all other weeks boarders attend Boarders' Chapel on Monday evening.

## **CLOSED WEEKENDS**

The first weekend in Term 1 is a Closed Weekend in which the Boarding House travel together to Coffs Harbour. This allows boarders to get to know each other, settle in and learn more about their new surroundings. During this weekend activities are specifically organised to allow the boarder group to develop friendships and foster a sense of family and community.

Please ensure casual work commitments are not scheduled for closed weekends.

## CODE OF CONDUCT

RIGHTS	RESPONSIBILITIES
To be treated with respect	<ul style="list-style-type: none"> <li>• To treat everyone with respect and to discourage others from acting disrespectfully.</li> </ul>
To work and learn in a positive environment	<ul style="list-style-type: none"> <li>• To be punctual to class.</li> <li>• To follow all directions of the teacher, to focus on studies while in the classroom and not cause disruption to others.</li> <li>• To treat the College environment with respect and to not litter or deface the environment.</li> </ul>
To feel safe and secure	<ul style="list-style-type: none"> <li>• To not bring weapons, drugs, cigarettes or alcohol on to the College premises or to school events; to not consume or use these items on College premises or at College events.</li> </ul>
To be treated fairly	<ul style="list-style-type: none"> <li>• To treat others fairly and encourage other people to treat others fairly.</li> </ul>
To be free from harassment and bullying	<ul style="list-style-type: none"> <li>• To refrain from harassing, intimidating or bullying others as set out in the Anti-Bullying Guidelines.</li> </ul>
To have one's property respected	<ul style="list-style-type: none"> <li>• To not damage destroy, steal or interfere with the property of others or of PLC Armidale.</li> </ul>
To have one's privacy respected	<ul style="list-style-type: none"> <li>• To respect the privacy of others; to not disclose personal information about others; to not gossip or make false claims about others.</li> </ul>
To seek help and appropriate support	<ul style="list-style-type: none"> <li>• To inform responsible and appropriate staff/carers when one needs assistance with any matters.</li> </ul>

We believe all those involved in boarding have certain rights. All involved need to meet the responsibilities listed below to ensure that these rights are upheld for others in the boarding community.

Life in a Boarding House community relies upon all members of the community being courteous, cooperative and considerate of others. The following expectations help everyone to live well within our community respecting the rights of each other.

- Speaking to staff and other students in a respectful manner.
- Keeping noise levels low, particularly after lights out and before the morning bell.
- Being aware that people sometimes need time to be alone.
- Not using sporting equipment in the Boarding House.
- Speaking quietly on the telephone and keeping calls short.
- Respecting the telephone privacy of others.
- Seeking permission before entering the dormitory of another student or borrowing anything belonging to others.
- Avoiding bad language and rudeness to others.
- Being punctual at all times, particularly to school, meals and when being transported to activities.
- Taking care of your possessions and keeping your personal space tidy.
- Ensuring that public spaces like the Common Rooms, Kitchens and Laundries are left tidy.
- Staying within bounds, that is, in sight of the Boarding House during the day and in the well lit areas after dark.
- Maintaining a good and acceptable standard of behaviour within and outside the school.
- When on exeat, at the cinema and on shopping or dinner leave, returning by the time stipulated by the House Mother.
- Avoiding travelling in vehicles with drivers not designated by parents and guardians.

- Behaving well in the dining room.
- Dressing appropriately on all occasions.
- Taking care of your possessions.

### **Respecting the school rules**

Rules are vital to the development and maintenance of a community and this is particularly true for a Boarding House community. Normal school rules apply in the Boarding houses.

#### **These rules include:**

- Not damaging, stealing or interfering with the property of the school or of others.
- Adherence to safety and time regulations.
- Not bringing prohibited or illegal substances into the school or the Boarding Houses or consuming or supplying them to others.
- Not smoking tobacco or other substances.

## **COMPUTERS & INTERNET USE**

The Boarding House is fitted with a wireless network and therefore students are able to access the internet from their own rooms.

Students in Years 7 to 10 have their phones, computers and bluetooth devices locked away at bed time each night. They are able to access them again after room checks each morning. Senior students may be given permission to keep their devices at night, however this is on the understanding that they are meeting expectations around appropriate use of devices. This includes taking care never to disturb others, getting sufficient sleep, attending breakfast, being ready on time and alert for school, and staying up to date with work requirements.

Parents are advised to have their daughter's tech devices insured for safety.

### **Computer Use and Internet Policy**

As per the College policy (which is published in the student diary) students in the Boarding House are expected to abide by the appropriate use of the Internet. The College Internet access is limited to 9:00pm for Years 5-9, 10:00pm for Year 10, and midnight for Years 11 and 12.

## **DIARIES**

All students are given a school diary at the beginning of the year. This diary is to be taken to prep each night to assist with being organised with school work.

## **DRIVING LESSONS**

Boarders who are old enough are allowed to organise driving lessons with parents permission. Generally the driving instructor will come to the school and collect the boarder and drop them off again at the end of the lesson. Driving lessons should only be booked out of school hours.

## **EARLY MORNING WAKE-UP**

Boarders with early sporting commitments are responsible for getting themselves up and to their activity on time. Boarders must discuss their plans with staff the night before and have all items outside bedrooms ready for early departure. Girls are to keep noise to a minimum so as not to disturb roommates. Arrangements can be made to ensure that girls have an alarm to wake up on time.

## **ELECTRICAL ITEMS**

### **Students are not permitted to have:**

- Electric blankets.
- Cooking devices of any sort.
- Electric kettles.

- Personal heaters.
- Electrical items not listed above may be brought into the Boarding House by students but must be checked and tagged by staff at the beginning of each year.

**It is recommended that boarders bring a:**

- Fan (for Term 1 and 4).
- Bedside lamp.

## EMERGENCY DRILLS

Emergency drills are conducted each semester. Boarders are instructed on how to behave in emergency situations.

## FOOD

Students may keep food in the Boarding House refrigerators. It must be sealed and clearly labelled in order to maintain good hygiene. Food must not be eaten in the bedrooms.

## GRIEVANCES & DISPUTES

For minor complaints students or parents are encouraged to report to the staff member on duty at the time of an incident; i.e. a complaint about another student or students in the Boarding House, a complaint about a situation related to boarding e.g. a complaint about something which occurred when on exeat to another student's home. If the student or parent feels they cannot raise the matter directly with the staff member concerned she may approach the Head of Boarding.

A house staff member and student should act to resolve a minor complaint to the satisfaction of both parties.

For more serious matters, or complaints about a staff member, students or parents, contact should be made with the Head of Boarding directly. Students or parents may contact the Principal when this seems more appropriate.

In all instances of complaints the school's representative shall record the issues and document the steps taken to resolve the complaint.

Student's privacy and dignity will be respected at all times and procedural fairness followed.

## HEALTH

The school maintains a well-equipped Health Centre in which the College Nurse is on duty from 8.30am to 2.30pm Monday to Friday for all students who are unwell. In addition, all House Mothers are First Aid trained. Parents are contacted when girls are unwell or need medical appointments. If unwell on a weekday morning, students are to notify the House Mother and then see the College Nurse. Boarders are to go to the Health Centre during the day if they are unwell and a prolonged period of rest is required.

In the event of becoming unwell during the night, the student should wake the on duty House Mother to gain the required assistance. If there is concern about the student being infectious to others she will likely be moved to a private room with her own ensuite bathroom. In the case of an emergency, the student will be taken to the hospital via ambulance or the school transport.

Students are not to keep their own medications in the Boarding House, medications must be handed in to the Boarding house staff or the College Nurse. This includes not only prescription medication, but also over-the-counter medications such as panadol and cold and flu tablets.

Parents are kept informed by phone of the results of any visit to the doctor. Students usually travel to and from medical appointments either with Sister or by boarding transport.

- **School Medical Form:** This form must be completed for each student before she begins at school.
- **Dental and Optical Appointments:** These will be made for a student only after written application from parents. All expenses are to be met by parents.
- **Immunisation:** The School requires that all students be fully immunised before commencing school, including Rubella, Adult Diphtheria and Tetanus. A record of immunisation will be required at enrolment. Immunisation can be carried out at school if booster doses are needed.

- **Diet:** The school employs CaterCare, a firm experienced in providing a variety of nutritious meals to school children. Special diets will be considered only if supported by a dietician's report or recommendation from a medical practitioner. Boarders are often very involved in sporting activities and the need for a balanced diet is acknowledged. Changes in diet for the purpose of slimming will be discouraged by staff. A tuckshop cupboard is available for purchase of mini chocolate bars, chips and fruit juice and water. Hours of access are restricted and staff reserve the right to restrict girls' consumption for the good of their health.

## **COUNSELLING SERVICES**

These services are available through referral by the College Doctor. Counselling can be arranged by the College Nurse. A range of counsellors are available.

## **HOLIDAYS**

School holidays are very important opportunities for boarders to spend time at home with family and friends. The first few holidays home are often very difficult and when it comes time to return to school students may feel reluctant to leave home. They need support and to be told that returning will become easier with time.

All boarders need to participate in packing their rooms at the conclusion of each term. Upon return from holidays, all boarders are expected to be at the Boarding House between 1pm and 5pm, ready for dinner. Students need the evening to see friends, unpack and prepare for the term to commence. This is a very important night and sets the tone for the rest of the term.

The Boarding House does not remain open during the holidays and therefore all holiday arrangements need to be provided to the Boarding House via Boardingware at least two weeks prior to the commencement of holidays.

It is important to book flights well in advance for travel at the start and end of term. The school expects students to be in attendance at the start and finish of every term.

## **INSURANCE**

PLC Armidale does not provide insurance for the personal belongings of its boarders. Each girl is responsible for the safety of her own belongings. Parents are advised to have their daughter's tech and musical instruments insured for safety.

## **INTERNATIONAL BOARDERS / PATHWAYS STUDENTS**

PLC Armidale offers an English as a Second Language Course for international students. These students receive English lessons with the intention of continuing to study in Australia. Pathways students become part of the PLC Armidale boarding community. This provides Pathways students with the opportunity to become familiar with an Australian boarding school environment, and gives the Australian students the opportunity to gain a greater understanding and appreciation of other cultures as well as their own.

## **JEWELLERY**

Students are advised to leave expensive jewellery at home rather than bring it to the Boarding House. Any precious pieces brought to school must be locked in the Boarding House Office for security when not in use. It should be noted that jewellery is not permitted while wearing the school uniform. Students, parents and guardians need to acquaint themselves with College regulations regarding the wearing of jewellery. The only body piercing permitted is for one set of earrings. Tattooing is not permitted at anytime.

## **LAUNDRY / DRY CLEANING**

The Boarding House laundry is equipped with washing machines, dryers, clothes lines, irons and ironing board. Boarders need to know how to wash their clothes prior to arrival. There are information panels on each machine in the Boarding House providing specifics of how to operate the machines.

At the end of each term the Boarding House is able to organise dry cleaning of uniforms so that they are ready at the commencement of the next term. Please let the Boarding House staff know if you would like your daughter to have her uniform cleaned. The costs associated with this will be charged to your account. Due to the bulk number of items this tends to be more cost effective than organising it privately.

## LEAVE PROCEDURE

### Boardingware leave system

Leave for boarders at PLC Armidale is now processed through the Boardingware system. This assists to connect the family, College and hosts to ensure leave is processed efficiently and securely. At the time of entering boarding, students and their parents or guardians will be invited onto the system and asked to create a password. This will then enable students or parents to apply for leave.

#### 4 tips to using Boardingware correctly:

- It is important to use the correct leave type. See the table below to help with this process.
- If there is a host who will be caring for your daughter it is important that the email address for this person is correct. Please note that this should not be the email address for the child of the host (eg your daughters school friend).
- If the leave request overlaps with school time, it is important to enter a Boardingware leave for Boarding as well as apply for leave from the school. The school will need to check that the leave does not interfere with assessments or the NESA guidelines for school attendance. Two weeks notice is required by the Senior School to process these requests.
- If details entered in the leave request change please contact the Boarding House. With the exception of the host details, or the leave type, Boarding House staff can edit leave requests if there is a change of plans. If the leave type changes or the host details are incorrect a new leave request will need to be entered.

### Student obligations

Students are expected to ensure that they are meeting their commitments and obligations prior to going on any leave. This includes meeting study expectations, maintaining their own personal area in the Boarding House and attending co-curricular and school obligations such as sporting games and training. Students are also expected to attend all closed weekends.

#### Whilst on the leave the student must agree to comply with the following conditions:

- The student will contact the Boarding House if there is any cause to feel concerned for their safety or wellbeing.
- Behave in a manner that will not bring the good name of the college or reputation of the college into disrepute.
- Contact the Boarding House immediately should there be any change in the details of the leave that were agreed to by the parents, host and Head of Boarding.

### Leave with Parents

One of the fundamental principles of the leave system at PLC Armidale is that parents may take their daughters on leave from boarding at any time. However, parents are reminded that it is an expectation of the college that students attend all classes for the duration of the term. 24 hours notice of an intention to go on leave is requested to assist with determining accurate numbers for catering.

### Leave with another Host

Leave may also be granted for Boarders to be in the care of an adult over the age of 21, however this is conditional on the parents and the Head of Boarding endorsing the leave request. Accurate details of the Host's email address, phone number and address are required for leave approval to be granted.

#### Hosts will be required to comply with the following conditions:

- The host agrees to be responsible for the whereabouts of the student at all times.
- The Host will ensure that the boarder not use or be exposed to the use of alcohol, illicit drugs or nicotine.
- The Host agrees to contact the Boarding House should there be any change to the details that were outlined in the leave request at the time that the leave was granted.
- The Host agrees to ensure the safety and wellbeing of the boarder.
- The Host agrees to collect and return the boarder in person to the Boarding House (except where the use of public transport has been agreed to by all parties for longer distance travel).

## ABSENCE / DELAYED RETURN TO BOARDING

Any time that a boarder is late returning to the Boarding House or the school, it is important to be in contact with both the Boarding House and the college to discuss the absence.

On the expected day of return, a phone call or email to [boarding@plcarmidale.nsw.edu.au](mailto:boarding@plcarmidale.nsw.edu.au) explaining the absence. The student must return with a letter from her parent/guardian or a doctor's certificate covering the period of absence.

Years 10 - 12 students must present a doctors' certificate if they are absent from any assessment or examination.

Year 12 students need to be at school the day of and the day prior to any assessment task, as an absence during this time is deemed by NESAs to provide an unfair advantage. A doctor's certificate needs to be provided if there is an absence for either the day of, or the day before any assessment task.

## LEAVE TYPES

The following table outlines the types of leave available to boarders. The letter on the left hand column relates to the leave type that should be used in the boardingware program.

LEAVE TYPES					
	TYPE	YEARS 6 - 8	YEARS 9 - 10	YEAR 11	YEAR 12
<b>O</b>	Weekend outing (to be entered into boardingware the night before the leave)	Girls are permitted to go out for up to two hours on Saturday and Sunday at the discretion of the House Mother.	Girls are permitted to go out for up to three hours on Saturday and Sunday at the discretion of the House Mother.	Girls are permitted to go out for up to three hours on Saturday and Sunday at the discretion of the House Mother.	Girls are permitted to go out for up to three hours on Saturday and Sunday at the discretion of the House Mother.
<b>T</b>	Week day Town Trips on the boarders' bus	3.45pm - 5.15pm maximum of once during the week and once on the weekend.	3.45pm - 5.15pm maximum of once during the week and once on the weekend. May choose to walk in pairs or groups as an alternative to using the bus.	3.45pm - 5.15pm maximum of once during the week and once on the weekend.	3.45pm - 5.15pm maximum of once during the week and once on the weekend.
<b>T</b>	Additional town trips			One additional town trip by walking in pairs or groups.	Two additional town trips by walking.
<b>S</b>	Special Leave for special occasions	Daytime only, on weekends at the discretion of the House Mother, must be recorded into Boardingware 24 hours in advance. 2 hour max.	On weekends only at the discretion of the House Mother, must be recorded into Boardingware 24 hours in advance. Curfew 9pm. 3 hour maximum.	At the discretion of the House Mother, must be recorded into Boardingware 24 hours in advance. Friday, Saturday curfew 9.30pm. Sunday to Thursday Curfew 9pm 3 hour maximum.	At the discretion of the House Mother, must be recorded into Boardingware 24 hours in advance. Friday, Saturday curfew 10pm. Sunday to Thursday Curfew 9pm 3 hour maximum.
<b>C</b>	Co-curricular	Leave for regular co-curricular activities including music lessons, sporting games and training, dance classes, attendance at a gym etc.			
<b>I</b>	Leave inclusive of school time	This needs to be completed in conjunction with an application to the school for leave (the school requires 2 weeks notice).			
<b>A</b>	Appointment Leave	For Medical, Dental, Physiotherapy appointments.			
<b>E</b>	Exeat	An exeat refers to any leave in which another adult takes responsibility. Any overnight leave or day leave must be entered into Boardingware and endorsed by both the parent and host. Return from Weekend Leave before 8pm on Sunday night or 8.20am Monday.			

## LEAVE TYPES

	TYPE	YEARS 6 - 8	YEARS 9 - 10	YEAR 11	YEAR 12
<b>E</b>	Boarders' Weekends	Boarders weekends enable students to travel home during the term. There are buses available to many destinations, which transport students home on the Friday and return on the Monday. The Term 3 Boarders' Weekend is optional so that boarders can participate in finals if their teams have made it to this stage. There is no Boarders' Weekend in term 4 due to the short duration of the term.			
<b>W</b>	Work leave		Available for Year 10 students if meeting school obligations. A copy of the roster should be provided one week in advance	Students will need to meet school obligations. A copy of the roster should be provided one week in advance.	Students will need to meet school obligations. A copy of the roster should be provided one week in advance
	Closed Weekends	There are two Closed Weekends in a year All boarders are expected to stay in and be part of all planned activities - no overnight leave or casual work commitments allowed.			

## LEADERSHIP POSITIONS

Each year, the student body elects a Boarding House Prefect from Year 11. The Boarding House Prefect is commissioned along with all school leaders at the Commissioning Service at the beginning of Term 4.

- Role of Boarding House Prefect.
- Lead students in the boarding community.
- Set a good example to all students in behaviour and dress.
- Build unity between the staff and girls within the boarding community.
- Liaise and meet regularly with the Head of Boarding.
- Assist in the Boarding House and attend functions as a representative of the boarding community as required.

### Boarders' Representative Council

The Boarders' Representative Council is a group of elected representatives from each year group in the Boarding House. This group serve to assist to run activities for the Boarding House, and provide feedback to staff.

The Boarders' Representative Council is elected early in the school year and serves for the duration of the year.

## LOST PROPERTY

Every term there are many items of lost property which are unclaimed. Please ensure that all personal items are labelled clearly to assist return of items. Any missing items should be reported to Boarding House staff who will follow up amongst other boarders.

## MEALS

Meal times are considered to be an important time of the day, therefore all students are required to attend. Breakfast dress on weekdays is full school uniform. Dinner dress must always be neat and modest, pyjamas are not considered appropriate for the dining hall and footwear is essential at all times in the dining hall. On occasions there will be events over meals which require smart dress.

### Dining Etiquette

- No phones are to be used at the table.
- Students will stand quietly in preparation to say grace before the evening meal.
- Each table is asked to collect their meal in order and use appropriate manners with kitchen staff.
- Late arrivals are required to present themselves to a member of boarding staff, excuse themselves, and hand in their

phone before sitting down.

- No student is excused from any meal without prior arrangement with staff.
- When students are excused from the table they will clear their table of all items used during the meal.

## **MUSIC PRACTICE**

Students requiring practice times are to organise these with the Music Department if they wish to practice in the school music practice rooms. A schedule of music practice times will need to be provided to the Boarding House staff. A few practice spaces are available in the Boarding House, however practice times will need to be scheduled with staff to ensure that practices do not disturb other students.

## **PASSPORT, ENTRY RENEWALS & VISAS**

All passport and visa requirements are to be completed by the student's family. Copies must be supplied to the Enrolments Office and guardian. All overseas boarders must have their passports held in the College safe. A copy of all flights are required prior to the end of term.

## **PERSONAL REQUIREMENTS - WHAT TO BRING?**

A checklist of items is available on the last page of this booklet. There is a balance to be struck with the amount of possessions to bring to the Boarding House. On one hand it is nice to have a 'homely' room that is enjoyable to be in, however excess items will make it difficult to maintain the space in a tidy state. Please also keep in mind that girls in Years 5 -11 will be required to pack up their cubicles each term at which time they will store most possessions in their wardrobes. At the conclusion of the year all items need to be taken home. For this reason it is best to try to err on the side of having less rather than more. Please label everything (clothing, underwear, shoes, towels, sheets, laundry powder, toiletries etc). It is very difficult to find the owner of unlabelled items. It is particularly important to have uniforms clearly labelled.

## **POLICIES**

Please refer to the student diaries for the school policies on drugs and alcohol, bullying, use of technology and information technology, healthy lifestyle and emergencies.

## **PROHIBITED ITEMS**

The Boarding House has several prohibited items for the safety of all students in the Boarding House.

**These include:**

- Candles, incense burners and oil burners.
- Medications - all medications need to be checked with the nurse. This includes over the counter medications such as panadol and cold and flu tablets.
- Alcohol, cigarettes and illicit drugs are not permitted in the Boarding House.

## **PREP**

Prep is a designated time in the evening during which students work on their homework, prepare for classes, assessments or exams. Staff are available during this time if students require assistance with their work. Should a group project be assigned, staff will assist to locate an area for the group to work together on the project yet minimise disruption to others. Phones will not be available for use during prep time.

## **ROOM ALLOCATION**

Learning how to live amicably with others is one of the great benefits of communal living. Sharing a room or dorm and interacting with students from different backgrounds or with diverse interests are part of what makes the boarding experience unique. It also encourages the development of life-long interpersonal skills such as empathy, respect, tolerance and resilience.

The Head of Boarding assigns rooms in consultation with students and Boarding House staff. Girls in Years 7 - 11 are allocated a different area/room each term, while Year 12 girls are allocated a room for the entire year.

## **STORAGE**

All boarders are to leave their rooms spotless and tidy before leaving for the holidays. There is space provided for storage for a limited number of items during the year. Girls may utilise their wardrobes to lock away items over the holidays. The exception to this is the Christmas holidays, when they will be expected to take all items home.

## **TRAVEL TO & FROM THE COLLEGE**

Boarders' buses are available to many destinations at the start and end of term as well as during Boarders' weekends. Students or parents will need to communicate transport plans with the Boarding House at least 4 weeks prior to a holiday period or boarders weekend to enable bookings to be made.

## **VISITORS**

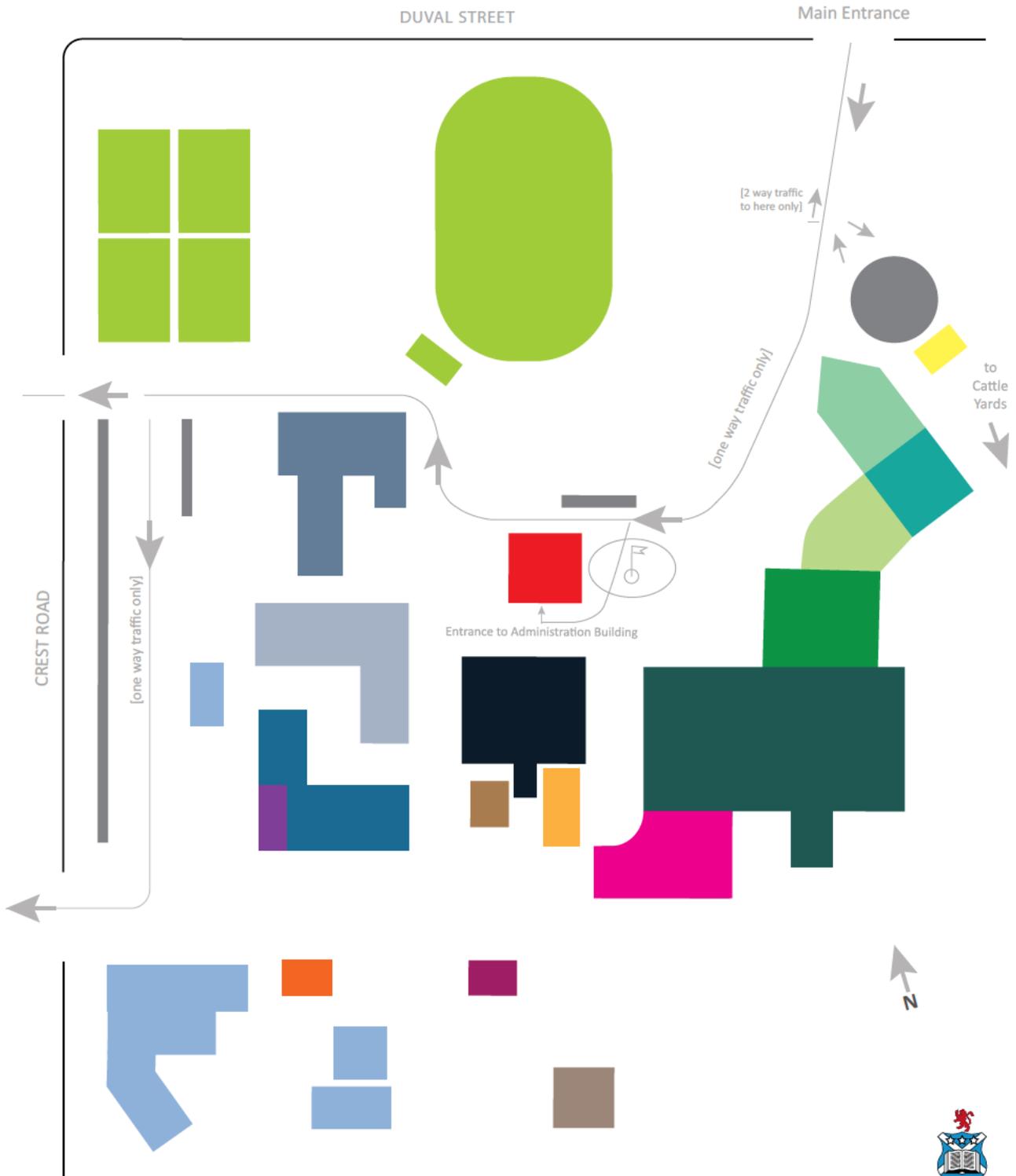
Boarders may receive approved visitors after school or on weekends provided school commitments are met first. Students are to introduce the visitor to staff on arrival and sign them in. On departure the visitor will need to sign out. Visitors should remain within the common areas of the Boarding House only.

No male visitor is allowed beyond the foyer except on the first day of every term with approval from boarding staff.

## CHECKLIST OF ITEMS REQUIRED FOR BOARDERS

All items must be clearly labelled. Please check off and sign list when complete

CLOTHING	UNIFORM ITEMS
3 sets of casual clothes	College blazer
Long jeans for excursions (not ripped jeans)	1 college jumper
1 - 2 pairs of dress shoes / sandals	1 school bag
1 special outfit and shoes for formal wear	Regulation school ribbon, scrunchies hair bands, clips
Sneakers	School shoes
Tracksuit for winter	<b>SUMMER UNIFORM</b>
Plenty of durable practical underwear	2 - 3 Summer dresses (minimum knee length)
1 pair of swimmers	1 summer hat
1 beach towel	5 pairs turnover socks, white
2 pairs of pyjamas for each season	<b>WINTER UNIFORM</b>
Rubber thongs for beach and showering	1 - 2 winter skirts
<b>BED LINEN</b>	Scarf (optional)
1 doona / quilt	1 tie
2 sets of single sheets and pillowcases (optional)	<b>SPORTS UNIFORM</b>
1 pillow	1 PE cap
2 towels	1 PE Shorts
<b>GENERAL ITEMS</b>	1 guild shirt
1 small lockable box to lock away money or valuables	1 track pants
Spare clothing labels or laundry marker pen	1 track jacket
Personal toiletries	1 sports jersey
1 stripped bag to store bed linen	1 swimmers
Reading lamp	1 guild swim cap
Fan	Sports shoes
Powerboard and 2 metre extension lead	<b>OTHER ITEMS</b>
Shoe polish	Mesh wash bag
Laundry hamper (preferably soft sided)	Umbrella
Sewing kit	Water bottles
Laundry detergent	A container to carry toiletries to the bathroom
Coat hangers, including one with clips for winter kilt	Tissues and bandaids
Removable wall hooks such as 3M hooks (optional)	



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|--|--|--|
| <span style="color: #92d050;">■</span> Sporting - Oval / Tennis Courts   | <span style="color: #ff0000;">■</span> Administration Building | <span style="color: #0070c0;">■</span> Austin House        |
| <span style="color: #006400;">■</span> Senior School                     | <span style="color: #ffff00;">■</span> Uniform Shop            | <span style="color: #a6a6a6;">■</span> Todd McBean House   |
| <span style="color: #90ee90;">■</span> Astra Arts Centre                 | <span style="color: #ffa500;">■</span> After School Care Room  | <span style="color: #4682b4;">■</span> Hilton House        |
| <span style="color: #20b2aa;">■</span> Dorothy Knox Centre               | <span style="color: #ffa500;">■</span> 21                      | <span style="color: #000000;">■</span> Dining Room         |
| <span style="color: #c0c0c0;">■</span> Hospitality Trade Training Centre | <span style="color: #ff00ff;">■</span> Creative Arts / Music   | <span style="color: #808080;">■</span> Car Parking         |
| <span style="color: #008000;">■</span> Library                           | <span style="color: #800080;">■</span> Residence               | <span style="color: #8b4513;">■</span> Workshop            |
| <span style="color: #6495ed;">■</span> Junior School                     | <span style="color: #800080;">■</span> Health Centre           | <span style="color: #a0522d;">■</span> Bus Depot & Storage |

\*This map has been simplified and is only a representation of the College grounds and buildings. It is not to scale.



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In alliance with **PLC SYDNEY**



**PLC**

PRESBYTERIAN  
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