



The Scots School Bathurst

A Presbyterian Day & Boarding School since 1946

BOARDING HANDBOOK



The Scots School Bathurst
4173 O'Connell Road

Phone: 02 6331 2766
Fax: 02 6333 4795

www.scots.nsw.edu.au



Welcome

SCHOOL MISSION STATEMENT

The Scots School is a Presbyterian co-educational day and boarding school (Pre-Prep – Year 12) providing a quality education in a secure and supportive Christian environment. Boarding for Girls from Yr 5-12 and for Boys Yr 6-12.

We strive to give every assistance to each student to develop their academic gifts, social abilities, physical endeavours and spiritual awareness.

Our students are encouraged to pursue success in all their undertakings.

(Mission Statement of the School as established 1998)

Specifically

The School offers education in a caring, Christian environment. A commitment to assisting the spiritual, as well as the physical and academic aspects of all students is fundamental to our reason for being.

The School offers education for girls and boys in a unique, co-educational environment where students can grow into young adults, sure and confident of their own self-worth. The structure and organisation of the School offers an opportunity for students to concentrate their efforts on aspects of their personal development – academic, physical, cultural and spiritual – in a logical and focused manner.

The School values academic excellence. Excellence is a relative, not an absolute concept and should be viewed in terms of a student's ability level.

The School has an obligation to focus the attention of students towards their future after school. This does not mean choosing a career for students but providing them with skills designed to ensure they can determine their future path at any stage after finishing school.

The School attempts to provide leadership opportunities so that students can leave the school ready to make a contribution towards effective leadership of the communities in which they will serve.

The School caters for a range of students from differing backgrounds – city and country, day and boarding (including a number from overseas). Our aim is to foster

a broad vision in the students – a statewide, nationwide and international perspective of their place in society.

Being part of the School Community means accepting the obligations of proper social conduct consistent with our good name. Value is placed on self-discipline and individual responsibility.

The Boarding Handbook

The information in this book is in addition to that provided in the Parent Handbook provided to all parents of all students, sent prior to attendance, the Student Prep Diary and the School Calendar, which all students receive on the first day of attendance in each school year.

The Boarding Staff look forward to welcoming your family to boarding at Scots and we trust that your association with the school will be both fulfilling and rewarding.



The Scots School Bathurst is a member of the Australian Boarding Schools Association. (ABSA)





Contents

WELCOME	2	School Diary	14
		The School Shop	14
CONTENTS	3		
INTRODUCTION	4	ADMINISTRATION	15-16
Philosophy of the Boarding Houses	4	Banking/Money	15
Organisation of Houses	4	Bicycles/Scooters	15
Types of Boarding	4	Calendar	15
		Food	15
BOARDING STAFF	5	Student Diaries	15
CONTACTS	6	Social Activities	16
		Personal Items List	16
		Pets	16
PARENT INFORMATION	7-8	CLOTHING LIST	17
Communication	7		
Guardians	7	POLICIES	18-24
School Website	7	Discipline	18
School Newsletter	7	Bullying	19
Boarders Newsletter	7	Internet and Laptops/Tablets	19
Parent Contacts	7	Mobile Phone	
Boarding Parents Association	7	Movies/Video Games/Music	20
Parent Weekends	7	Permission Motor Vehicle at School	21
Visiting the Boarding Houses	7	Permission Passenger Motor Vehicle	22
Homesickness	7	Smoking	22
Events and Functions	8	Medical Information	23
Student Leadership Opportunities	8	Critical Incident	24
Resident On Duty	8	FACILITIES	25
Senior On Duty	8		
Student Assessment Booklets	8	STUDENT EXPECTATIONS	26
ROUTINES	9-11	ICPA	27
Daily Routine Example	9		
Responsibility	9		
Cubicle Areas and Rooms	9		
Fire Drills	9		
Linen/Laundry	10		
Dry Cleaning	10		
Meals	10		
Prep	10		
House Security	10		
Co-curricular:	11		
Sport			
Cadets			
Pipes and Drums			
Duke of Edinburgh			
Equestrian			
Health Centre	11		
Chapel	11		
LEAVE AND EXEAT ARRANGEMENTS	12		
TRAVEL	13		
ASSISTANCE TO BOARDERS	14		
Staff	14		
Academic Tutoring	14		



Introduction

Philosophy of Scots Boarding

Our philosophy is to ensure that Scots boarding is a complementary and valuable addition to the home experience.

We provide all boarders with a secure and caring environment in which students will grow and develop academically, socially, physically, morally, and spiritually.

We encourage a community life in which students will not only become independent and self-sufficient, but also be responsible citizens who live harmoniously and care for one another.

We foster the development of self-discipline and encourage students to accept responsibility for their actions.

We promote and encourage a family atmosphere where all students are cared for and valued.

We have a transparent boarding environment in which parents are encouraged to visit their child's respective Boarding House as often as they wish. Communication between students, parents and staff is vital.

Organisation

The Houses are organised into three separate Boarding Houses. Bulkeley House is the Senior Boys Boarding House from Years 9-12, The Kennel is Junior Boys from Years 6-8 and Galloway is the Girls Boarding House from Years 6-12.

Bulkeley House

Bulkeley House is a two story building which accommodates approximately 50 boys. The floors consist of dormitory rooms for Years 9-10, 3-4 bedroom cubicles for Year 11 and single or twin share rooms for Year 12. Each boy has their own king single bed, a bed-side table and a double wardrobe as well as a prep cupboard located in the prep room. Year 11 rooms have built in desks located in each room. Year 12 have study desks in their rooms.

There is a common kitchen and 2x recreational rooms and a purpose built prep room. Year 12 have access to laundry and ironing facilities. Email and internet access is available through the House wireless network.

Under each bed there is storage access and a suitcase storage room is provided.

The Kennel House

The Kennel is a single story building that accommodates up to 20 Junior boys from Year 6-8. Each boy has a built in which consists of a wardrobe, over head storage, bed with under storage and a side table. There is a kitchen and recreational room as well as a study area. There is also outdoor areas for recreational use.

Galloway House

Galloway House is a single story building which accommodates approximately 50 girls. There are separate wings of the House for the Junior Girls Years 6-9 and the Senior Girls Years 10-12. The Junior Girls are accommodated in dormitory style rooms, however each girl has a divided cubicle space for privacy. Each cubicle has a single bed, chest of drawers, a study desk, wardrobe and a privacy curtain. The Junior Girls 6-9 have a purpose built prep and study area.

The Senior Girls are in dormitory accommodation, however each girl has a divided cubicle space for privacy which is larger in size than the Juniors. Each cubicle has a single bed, chest of drawers, a study desk, wardrobe and a privacy curtain. Year 12 Girls are accommodated in single rooms.

The House has separate senior and junior kitchen areas, toilets, showers and common rooms as well as a shared courtyard. Email and internet access is available through the House wireless network.

Other Facilities on Campus

Boarders have access to a number of facilities within the school grounds including use of tennis courts, indoor aquatic centre, sports centre, weights room, cricket nets and various ovals. The Performing Arts Centre, Library, Sports Centre, Aquatic Centre and Computer Rooms are available during designated times with supervision. Contact Head of House for further information.

Types of Boarding

Casual: This type of boarding may be accessed for sporting events, school excursions, or short stays and is for one to two nights in duration. Charges apply.

Full Time: This type of boarding is 7 days per week for the duration of an entire term. Charges apply.



Boarding Staff

Director of Boarding

Mr John Day
(P) 02 6333 4736
(E) jday@scots.nsw.edu.au
(M) TBA

Head of Bulkeley House Boys Boarding Year 6-12

Mr John Day
(P) 02 6333 4736
(E) jday@scots.nsw.edu.au
(M) TBA

Bulkeley House Resident Staff

(M) 0407 408 255

Bulkeley Boys Student Phone

02 6333 4741

Head of Kennel House Junior Boys Boarding Year 6-8

Cameron Roxburgh
(M) TBA
(E) croxburgh@scots.nsw.edu.au

Kennel House Staff

0438 917 981

Senior Resident of Boys Boarding

Andrew Maher
(E) amaher@scots.nsw.edu.au

Head of Galloway House Girls Boarding Year 6-12

Mrs Kate Simm
(P) 02 6333 4765
(E) ksimm@scots.nsw.edu.au
(M) TBA

Galloway House Resident Staff

(M) 0428 239 949

Galloway Girls Student Phone

02 6333 4770

Senior Resident of Galloway House

Margaret MacKay
(P) 02 6333 42748
(E) mmackay@scots.nsw.edu.au





Contacts

Daytime Contacts

School Administration

(P) 02 6331 2766

(E) scots@scots.nsw.edu.au

School Facsimile

(F) 02 6333 4795

Teacher's Facsimile

(F) 02 6331 1641

Dining Centre

Manager

(P) 02 6333 4723

Head of Senior School/Deputy Head

Ms Tracey Leaf

(P) 02 6331 2766

(E) tleaf@scots.nsw.edu.au

Director of Welfare

Stage 4 Co-ordinator

Mr. Thomas Van Gend

(P) 02 6331 2766

(E) tvangend@scots.nsw.edu.au

Stage 5 Co-ordinator Year 9/10

Mr. Duane Bailey

(P) 02 6331 2766

(E) dbailey@scots.nsw.edu.au

Other Contacts

Please see school calendar.

After Hours Contacts:

Chaplain

Mr Samuel Gittins

(P) 02 6333 4764

(E) sgittins@scots.nsw.edu.au

Health Centre

Sisters

(P) 02 6333 4708

(M) 0427 935 613

(E) healthcentre@scots.nsw.edu.au

Parent Contacts

Bulkeley House:

Mrs Helen Woods

0428 808 962

Galloway House:

TBA

Kennel House:

TBA

Travel

Mrs Margaret McKay

(P) 02 6331 2766

(F) 02 6331 1641

(E) mmckay@scots.nsw.edu.au

Travel/Overnight Stay

International Student Enquiry/Information

International Students

Mrs Jenny Donnelly

(P) 02 6331 2766

(E) jdonnelly@scots.nsw.edu.au

The Scot School Website

www.scots.nsw.edu.au

Highlander

Mary Jo Shillabeer

(P) 02 6333 4711

(E) mjshillabeer@scots.nsw.edu.au

Laundry and ICT (boarding)

Mr. Andrew Maher

(P) 6331 2766

(E)





Information for Parents

Communication

The success of the boarding experience for both you and your child will very much reflect the effectiveness of communication between you, your child and the School carers. Please contact the respective Head of House should there be any matters causing you concern. The most effective methods of communication are by either telephone or email. Please see Mobile Phone Policy for Students on page 31.

Guardians

All boarders from overseas will require a Guardian with-in Australia other than their agent who can be contacted as necessary. This may be required for overseas travel, extended sickness, Exeat weekends and weekend or special leave.

School Website

www.scots.nsw.edu.au

The school website provides parents and visitors with news, fixtures, results, diary dates, upcoming events, co-curricular and community events, a variety of school related activities, downloadable documents, and The Highlander (school newsletter).

School Newsletter

For general information the weekly newsletter, *The Highlander*, is very useful. You may be added to our school database to be emailed by contacting the main office or it can be accessed on The Scots School website (www.scots.nsw.edu.au) and is usually available on Monday evening. Students receive their copy on Monday afternoon. The *Highlander* is a valuable information tool in which sporting fixtures, upcoming events and activities are provided with dates and times.

Parent Contacts

Parent contacts may be used to assist parents of new students in adjusting to the many changes and challenges they may experience when their children first enter boarding. They can offer support and answer questions which parents would prefer to direct to another parent of a boarder. Please see Contacts Pg. 6.

Boarding Parents Association

Parents and Guardians meet once per term in an informal setting on Parent Weekends to share information and discuss any matters related to boarding including fundraising ideas and boarding community events and activities. It is a great way for new parents and existing parents to meet and build strong relationships between families.

Parent Weekends

Parent Weekends are scheduled once per term and dates can be found in the school calendar of events. Parent Weekends provide an inclusive and friendly environment for parents of both day and boarding parents to get together for a variety of school events and co-curricular activities including sport, cadets, pipes and drums, chapel services, and performing arts nights to name a few.

Visiting the Boarding Houses

During school hours, when visiting the school, please report to the Receptionist in Karralee.

After hours and at weekends parents are welcome to visit the boarding houses. On arrival, please let the resident staff member on duty and/or the Head of House know that you are visiting.

Parents who wish to stay for a meal are asked to let us know beforehand so that arrangements can be made with the kitchen. Your presence at a meal is most welcome.

Homesickness

There will always be pangs of homesickness for boarders. Even the most seemingly confident boarders experience homesickness. Homesickness is something that should be celebrated – it is a natural outcome of love between a student, his or her parents and the home environment. It also reflects the insecurity of moving into a new set of circumstances where virtually everything is unknown. Parents will also be experiencing a tremendous sense of loss.





Information For Parents

Events and Functions

There are a number of events and functions that occur throughout the year that Parents and Guardians are encouraged to attend. Please see the School Calendar for times and dates. A snapshot of these functions include:

- Year 7 Parent/Student Dinner, all Year 7 parents and their children both day and boarding get together for a informal dinner to meet other parents.
- Parent Weekends occur once per term and are always accompanied with activities designed to bring our school community together.
- Highland Gathering is the largest fundraising event that the Parents and Friends stage. In past years, the P&F have supported projects within the school up to a value of \$150 000. The event attracts an estimated 8000 people.
- Boarder Parents/Guardians and Student Dinner is designed to bring together our boarding community early in the year for parents to get to know the boarding staff and other families. A great avenue to network with other boarding families.
- Chapel Services are held in conjunction with Parent Weekends and occur once per term and include Foundation Day Service and Prefect Induction Service.
- Highland Jazz Night is a formal dinner and showcase of all music ensembles, pipes and drums and individual talents. A great way for our school community to come together and celebrate our students musical talents.
- Performing and Creative Arts Nights is a presentation of music, drama and visual arts. This allows our Year 12 students to perform for their peers in a trial setting and also displays our student talents in Years 9 and 10.
- Valedictory Dinner is held at the end of Term 3 and highlights our Year 12 student achievements and provides an opportunity for parents, staff and students to come together.
- Blue Black and Gold Ball is a special social function and formal dinner where current and past families of the school get together for a final farewell to our Year 12 students. This is on the

calendar in November and is a highlight of the year.

- Ceremonial Parade is a compulsory event where the pipes and drums and our cadet unit are able to perform for their peers, parents and staff in a formal setting.

- The Carols Service is a compulsory event where parents, staff and students are encouraged to come together and celebrate Christianity and the holiday season.

- Speech Day is the final day on the school calendar where our Year 12 students return for their final farewell. Students from all years are recognised for their achievements and presented with a variety of awards including academic, sport, drama and music.

Student Leadership Opportunities

There are a number of student leadership opportunities in boarding including major roles such as Senior Boys Boarding Prefect, Junior Boys Boarding Prefect, Junior Girls Boarding Prefect and Senior Girls Boarding Prefect. Other roles include Boarder Leader, and Senior Boarder.

Resident On Duty (ROD)

The Resident On Duty ensures the effective supervision and management of the boarders. They undertake a number of tasks while on duty, such as wakeup, school uniform checks, room tidiness checks, monitoring meals, and monitoring daily duties. They ensure boarders work diligently and conscientiously during homework and provide academic support where needed.

Senior On Duty (SOD)

A Senior member of the boarding staff is the point of call on a weekend or weekday if an emergency arises or general assistance is required. They are involved in transporting boarders to town on weekends or to social activities and monitoring dinner and Sunday chapel service.

Student Assessment Booklets

Both boarding houses receive from the Director of Teaching and Learning assessment booklets with the dates and weightings of all assessments for the entire year from Years 7-12. They are readily accessible and are located in the prep rooms.



Routines

School Week Day Timings

The following is an example only of a Weekday routine for both boys and girls. Junior students can expect a varied routine and earlier bed times.

7:00 am	Wakeup
7:45 am	Breakfast
8:20 am	Rooms Inspected, all duties complete
8:40 am	Boarding Houses locked (students are not permitted back to the houses during the school day, except Year 11 and 12 during examinations)
8:55 am	Classes commence
3:20 pm	Classes cease
3:30 pm	Co-curricular activities; Sport Year 7-12 Tues/Thurs Cadets/Pipes/Drums Year 8-10 Wed
5:30 pm	Dinner Dining Hall
7:00 pm	House Meeting
7:15 pm	Prep Begins (times may vary)
8:45 pm	Prep Ends
10:30 pm	Lights Out Year 9-11
11:00 pm	Lights Out Year 12

On weekends (Fri and Sat) Lights Out may be extended.
On Sundays Prep begins after House meeting for one hour. Students on Sunday attend St. Stephens Church in Year Groups. 5:30-7:30 PM

Weekends

Weekend Routines vary due to sporting commitments on Friday nights and Saturdays. Routines may vary slightly from Term 1 and 4 to Term 2 and 3.

Responsibility

Boarding life places a number of demands on students. They must assume greater responsibility for their own academic, sporting and cultural well being. Each student will be required to be more responsible for personal hygiene, cleanliness and punctuality. Finally, they have responsibility to their fellow boarders to contribute to the peace and harmony of the house. This is best achieved by abiding by the rules and regulations of the boarding community.

Cubicle Areas and Rooms

Boarders are responsible for their personal space including their cubicle area and dormitory room. All rooms of the boarding houses must be kept clean and tidy at all times. The Head of House sets out duties that all students ensure are followed on a weekly basis and are managed by the Boarding Prefects, Dorm Leaders and Resident On Duty.

Students are allowed to have personal electrical items such as computers/laptops, reading light, bedside box fan (warm months), and a power board with a circuit breaker. All electrical items must be tagged before coming to the school. If not tagged they will be tagged by the school at a charge of \$20 per item. See items needing tagging on Pg 16.

Posters are allowed but must be appropriate content. Personal items such as doonas are welcome.

Fire Drills

All houses are equipped with their own Fire Alarm System. All fire detectors are hardwired throughout the houses. Each house also has a PA system throughout the house to notify students quickly of any emergency situations.

All Rooms have an emergency route placard posted and all students are informed of their route at the beginning of each term.

In the event of smoke, fire or bomb students should raise the alarm immediately to the Resident on Duty and notify the Head of House.

During a Fire Drill all students are to walk calmly to their nearest exit. The Boarding Prefects will assist the Resident on Duty with the departure of all students from the boarding house. All students are to assemble at the Emergency Assembly Point on the Main Oval where a roll call will be undertaken.

House drills will occur in the first two weeks of each term and must be completed successfully. The drill will occur during normal boarding time and will be without notice.

At the conclusion of the drill a notification and summary must be given to the Director of Boarding.



Routines

Linen/Laundry

Bed linen and towels are changed weekly on Tuesday evenings. New linen will be given out by the ROD on Tuesday evenings and the House Matron will provide clean towels. Linen and Laundry are included in fees.

All boarders must use two sheets, pillow and have a doona cover on their bed.

All students should primarily use the school laundry facility. Dirty clothes are to be put in for washing in the dirty laundry bins. The dirty clothes are sent out on Wednesday and Sunday and clean clothes are returned on the same days.

All students are to maintain the highest level of personal hygiene and ensure their clothes are neat and shoes are clean.

The washing machine and dryer are provided for Year 12 students only.

The iron and ironing board are for Year 11 and 12 students only.

Dry Cleaning

All students bring their Dry Cleaning to the Matron of Bulkeley House. Items are normally returned within two days. This is at an additional cost.

Meals

All students are required to attend meals in the Dining Hall and students must be dressed in appropriate attire. Take away meals and special dietary arrangements can be catered for. Please contact Beth Kehoe, Dining Centre Manager Pg 6.

Daily Meals Routine

Breakfast	7:30 am-8:20 am
Lunch	1:00 pm-1:40 pm
Dinner	5:30 pm-6:00 pm

Weekend Breakfast

7:15 am to 8:20 am Saturday
8:30 am-9:00 am Sunday

Meals on Excursions

Meals for excursions and away games for sport may be at an additional cost and will be charged to your account. The cost for a meal on an excursion will be on the excursion permission form and for sporting events students will be given \$10.00 per meal and a portion of this will be charged to your account.

Special Meal Requirements

Special meal requirements can be organised by contacting the Head Chef in The Dining Centre and discuss the needs on an individual basis. See Pg 9 Contacts.

Supervised Homework

All students attend supervised homework sessions. These sessions occur Monday-Thursday from approximately 7:15 pm to 8:45 pm. Sundays from 7:15-8:15 pm. Year 6-10 complete prep in designated study rooms/ areas and Year 11 and 12 are permitted to complete homework in their rooms.

We ask that parents do not phone their children during prep sessions to allow students to make use of the full session.

House Security

The House Security System will be turned on each night by the ROD. If it is necessary to leave the House during the night (due to illness, etc.) Students must inform the Head of House or the ROD so the alarms can be turned off and the school sister informed.

Students returning late or departing early for sport or excursions must advise the Head of House.

On normal weekdays the House will be locked at **8:40 am**. **NO ENTRANCE** is permitted after this time. The House will be reopened at 3:20 pm.

All students must ensure they pack all necessary books, sports gear, etc. before departure in the morning.

In the evenings the House will be locked and alarms turned on at 7:15 pm and turned off at 7:00 am the following morning.

Alarms can be turned on and off during negotiated times for students requiring early rise or late returns for various reasons such as early classes, driving lessons, swimming training, etc. Contact the Head of House to make arrangements.





Routines

Co-curricular:

Sport

Compulsory training Tues/Thurs 3:30-4:45 pm.
Competition games may be on a Friday afternoon/
evening or Saturday.

See our school website for summer and winter choices.
See Highlander for game times.

Cadets

Compulsory attendance Wed 3:30-4:45 pm during Term
4 for Year 7 and Term 1 Year 8.
Students have choice of Pipes and Drums or Cadets in
Years 8-10, Year 11/12 optional.

Pipes and Drums

Compulsory attendance required if student has chosen
this co-curricular activity Years 8-10.
Students in Year 7, 11 and 12 may also participate.
Wednesday 3:30-4:45 pm.

Equestrian/Cattle Team

Compulsory attendance for special events.

Health Centre

The role of the Health Centre is to care for the physical,
emotional and psychological well being of the boarders.
The Centre is open for boarding students from
7:15 am-5:30 pm Monday-Friday, and 8-10 am Saturday
and Sunday. The Centre is on call 24 hours per day sev-
en days a week in case of emergency. The Centre is re-
sponsible for the dispensing and storage of all medica-
tions. No medication is to be in the possession of stu-
dents or stored within the Houses at any time. If you
have any questions regarding special medical require-
ments or information please ring the Health Centre Pg 6.

Chapel

Boarders Chapel Service is held every Sunday evening
after dinner at 6:00 pm at St Stephen's Church in
Bathurst. Students are transported by Mr. Gittins at 5:45
from The Dining Centre by designated Year Groups.

Parent Weekend chapel services are held on a designated
Sunday morning from 9:30-10:30 am. See School
Calendar.





Leave

Leave Information

The Head of House is responsible for granting all types of leave and only the Head of House can authorise leave for your child, with your permission. If leave is required by parents/guardians, you will need to communicate directly with the Head of House

All students are required to report to the Resident on Duty with appropriate permission before taking leave. Students then sign out on departure and sign in on return using the Leave Book/Form

Arrangements for leave need to be finalised **WELL IN ADVANCE**. Normally, leave requests requiring travel **will not** be considered after THURSDAY AM, local weekend leave permission should be sought by Thursday pm. For all weekend leave, the BLUE TRAVEL form must be completed by the relevant sports coach before submission to the Head of House for approval. This applies whether you need transport arranged or not. It ensures students have permission to be absent from sport.

International Students must see Mrs. Donnelly and use the PINK TRAVEL form for all travel away from school including overnight stays with host families.

Please note SCHOOL SPORT COMMITMENTS take precedence over Leave.

Types of Leave

Senior Leave

Friday Nights or Saturday afternoon or evening for Year 12 students only. Students may have unsupervised leave and must return to their boarding house on a agreed upon time by their Head of House. No alcohol is to be consumed while on leave. Leave is always at the discretion of the Head of House. Parental permission is required via email. Dress is casual. Failure to follow the conditions of Senior leave will incur disciplinary action.

Weekend Leave

The first and last weekend of each term is restricted leave. Boarders may have leave within Bathurst only.

Weekend Leave requests with parents/guardians must be received by the Housemaster by Thursday morning.

If leave is requested by a parent then written correspondence (fax/email) and permission between the Head of House and the student's family is required. In the case of overnight leave to a host family where the 'duty of care' is transferred to the host family, correspondence must be in the form of a letter or email. The request should contain the following information; time when students will be picked up and returned, date of leave, contact information and transportation details.

Parents of both visiting and host family are strongly encouraged to contact one another to discuss details. Leave will only be granted once parents have spoken to each other and information of leave is documented in detail. Dress is casual.

Text messages will *not* be accepted for leave application.

Academic Leave

If a student requires leave from an academic day then application for leave must be made in writing to the Deputy Headmaster. Dress is casual.

Town Leave Weekday

Students are permitted to travel by school bus into town on Monday/Friday. Students are not to go to town alone and must travel with a buddy. Leave is from 3:30 pm-4:45 pm. Dress is full school uniform.

Town Leave Weekends

On weekends the boarding staff transport students into town for shopping, movies, etc. Leave on Saturday is at 9:30 am-12:00 pm and Sunday from 9:45 am-12:00 pm. Students are allowed to travel to town by taxi for the afternoon but must use the leave book and seek permission from the ROD. Students must always go into town with a buddy and carry a mobile phone. Dress is neat casual.

Medical Leave

This leave will normally be organised by the School Sister. Dress is school uniform.

Beginning of Term

Boarders are expected to return after 4:00 p.m. on the day indicated on the school calendar. Any change from this should be arranged with the respective Head of House. Supervision is not provided before this time.

End of Term

Boarders are expected to depart before 10:00 a.m. on the day indicated on the school calendar, or on the evening of the last day of classes after 4:00 p.m. Dress is casual.



Travel

Travel

The State Government provides free travel between home and boarding school for all boarding students at the beginning and end of term. This travel is sometimes provided for long weekends, where appropriate. All travel is organised through the school with CountryLink. Parents are asked to advise of travel requirements well in advance and should note that, when bookings are confirmed by CountryLink, charges will apply to any change of booking. NB – These are CountryLink charges, not school charges, but must be borne by parents.

At the beginning of each school year, new boarders who elect to travel by CountryLink coach throughout the year will be required to fill out an application form.

Students are permitted to travel to and from school by other methods of public transport, e.g. plane, but this is at their own cost.

Boarding students are generally not permitted to travel to and from school while another student is driving apart from a few exceptions in certain circumstances for Year 12 students. Permission will be required by all parties involved. Permission forms can be obtained from the Director of Boarding and Director of Students. Please see Motor Vehicle Policy Pg 20.

Travel Requests

All requests for weekend travel must be made to the School Transport Officer no later than Thursday morning. Parents or guardians should send a fax, email or letter requesting travel arrangements to the Housemaster to be received before THURSDAY morning. Leave will be granted only if a student has completed all sporting commitments for the weekend. Students must use the 'BLUE FORM' for all travel, whether they need transport organised or not. Please see Leave Information on Pg 12.

International students must see Mrs. Donnelly and complete the PINK FORM for all travel and overnight stays. Once completed travel can be arranged.

End of term travel arrangements are required to be finalised several weeks before the end of term, and the transport officer will notify boarders of the closing date. Any changes after the closing date will incur a fee from CountryLink.

Please contact our transport officer on (02) 6331-2766 or fax (02) 6331-1641 or mmackay@scots.nsw.edu.au





Assistance to Boarders

Students may access a variety of staff if they require assistance for any number of reasons including welfare and academic.

Boarding House

Assistance within the boarding house may be sought from the Resident Staff, House Tutors or their Head of House. Access to the Health Centre and the School Chaplain is available by appointment.

Academic Day

Tutor Groups

During the academic day the school is structured to provide support within tutor groups which meet twice a week on a Monday and Friday. These sessions enable students to speak with their tutors and discuss any problems they may be having. Tutors are academic staff members and these sessions allow the tutors to build a rapport with the students as well as monitor student progress including merits/demerits and completion of prep and assessment tasks. Tutors monitor student progress by using the student diaries. Tutors may contact parents in the event of non completion of homework or assessment task or for behavioural reasons.

Tutor Houses

Students are also organised into Houses where each House has a Head of House who is an academic staff member. Students may approach their Head of House if they need any assistance. The Houses are organized into the following; Browning, Flynn, Ives, and Lang.

Additional Support

Students may also access their Head of House, Assistant Housemaster, Director of Students, The Director of Boarding, the School Chaplain, Year Co-ordinators and the Health Centre. See Page 6 for Contact Information.

Homework Centre

Open Wednesday afternoons from 3:30pm to 4:30pm for all students where assistance can be given in all KLA's and other support such as organizational and study skills.

Additional Academic Assistance

If additional academic assistance is required such as Mathematics, Biology, etc then tutors from outside the school can be organised and brought into the school at designated times. To organize academic tutors please contact the Deputy Headmaster and Director of Teaching and Learning. See Contacts Pg 9.

School Diaries

Student diaries are very useful to boarding parents and are a great way for parents to check on their son/daughters progress and monitor their homework, behavior and achievements.

Assessment Folders

Year Group assessment folders can be located in each boarding house. They have up to date assessment schedules for each subject with weightings and due dates.

The School Shop

The shop is open to boarders for a variety of items including stationary and school clothing.:

Monday, Tuesday, Thursday and Friday
12.30pm-3.00pm

To make an appointment for clothing and fittings please call School reception on 02 6331 2766





Administration

Banking/Money

Parents are encouraged to arrange bank accounts for their children. Students are able to go to town on Monday and Friday with permission as well as Saturday and Sunday with permission to access their Bank or an ATM. Parents are encouraged to provide their children with a weekly small sum of money for weekend activities, snacks or stationary needs from the school shop.

Boy Boarders are not required to have money for haircuts if they are having their haircut within Bathurst. The School has an account with O'Shea's Barber Shop and if boys are in their school uniform they may put their haircut on their school account.

Weekend Activities normally do not require boarders to have money as most activities are planned in advance and parents are notified of the costs through email or by phone and are charged to their school account.

Students should not have in their possession large sums of money. The school is not responsible for any lost or stolen money and all students are encouraged to lock their money and valuables in their wardrobe. If a student is required to have a large sum of money at school then the Head of House should be notified and the money should be placed in their care for security.

Bicycles/Scooters/Skateboards

Bicycles/Scooters are permitted at school however students are responsible for these items and are encouraged to keep them in designated storage areas. The School takes no responsibility for the maintenance or security of bicycles/scooters. Students must obey the road rules around the School and must wear protective headwear and required safety equipment.

Unsafe use of these items may result in the item being confiscated for a period of time or parents may be asked to remove the item from the School grounds indefinitely. Skateboards are not permitted.

Calendar

The school calendar is provided to all parents at the beginning of each academic year. The calendar provides information on important school events and activities for the entire academic year including parent/teacher interviews, examination periods, school functions, student activities and camps.

The calendar can be located on the school website and weekly updates are notified in the school newsletter *The Highlander* which can also be found on the school website. www.scots.nsw.edu.au

Food

Boarders are allowed to have food within the boarding houses. Boarders are encouraged to have small snacks for after school and in the evening. Food should be safely packaged in plastic sealable containers. Food is only to be consumed in designated areas of the House and is not to be consumed in their bedroom areas. Boarders are responsible for cleaning up after themselves and keeping the kitchen facilities tidy and hygienic.

Please ensure food does not contain nuts or peanuts due to a number of students with allergies.

Cooking facilities are provided and boarders have access to the following;

Microwave, Stove and Oven (girls only), Toaster, Electric Kettle and Fridge.

Student Diaries

The diary is a very useful and important tool for success at Scots.

The coloured pages at the front help students understand the School and improve their learning.

The White pages in the centre have space for the student, their teachers, tutor and parents or boarding house staff.

These spaces are used for:

- Students to record all homework for each subject for each day and to tick when completed. Teachers and Tutors will check.
- Your tutor to monitor your record keeping and your ownership of your learning.
- Your parents/boarding house staff to sign your diary each week.
- Students to plan their time on a Year Planner.
- Students to paste in Gold Cards issued for good work and conduct.
- Your teachers to record any problems you had meeting expectations such as 'demerit points' or 'unsigned prep.'

Students must use, maintain and value The Student Diary and they must have their diary with them for each class, tutor group session and at Chapel.



Administration

Social Activities

Boarders are provided with a number of Social Activities throughout the year. Most of these activities are provided on weekends to allow boarders the opportunity to get together and socialise in an environment outside of the school grounds.

These activities are organised by either the Director of Boarding or their Head of House. Activities which attract a fee of \$30.00 or more will be notified to parents in advance.

Parents are required to fill out a consent form that can be found on our website giving permission for their child to attend particular events or activities that may be categorised as dangerous. Activities labeled dangerous can include activities such as bush walking, water activities or go-karting. If there are any activities that you do not wish your child to participate in please clearly mark them on the consent form.

Local weekend activities may include ten pin bowling, rugby matches, driving range, shopping, lawn bowls and local events. These events are charged to your school account at an additional cost.

Weekend activities away from Bathurst may include Super 15 Matches, DFO shopping trips, go-karting, mountain biking, bush walks and shopping excursions. These activities are not compulsory.

Other social activities throughout the year include House Dinners at establishments within Bathurst, Boarder Barbeques, Highland Gathering, Boarder Parent/Guardians and Students Dinner, School Socials, Boarder's Christmas Dinner and Trivia Nights.

Personal Items List

Students are discouraged from bringing expensive personal items such as iPods and mobile phones. These items are permitted but the school takes no responsibility for loss or theft. Students must use these items appropriately or they may be removed from the boarding houses.

Any items of a personal nature must be clearly marked with the student's name.

Electrical Items Tagging

All electrical items must be tagged before being used at school. If not tagged the school will have a tagged at a charge of \$20 per item. All electrical items need tagging except laptops and mobile phone chargers.

Items Required

- ◇ 10-15 coat hangers
- ◇ A4 printing paper – 1 ream
- ◇ Plastic containers for food
- ◇ Power boards **only** with circuit breakers must be tagged
- ◇ Shoe cleaning kit/black shoe polish
- ◇ Sunscreen
- ◇ 1 doona with cover
- ◇ 1 pillow
- ◇ 1 desk lamp
- ◇ Small bedside box fan (summer months, no pedestal fans)
- ◇ 1 beach towel

Toiletries

- ◇ Toiletries bag
- ◇ Toothbrush/toothpaste
- ◇ Hairbrush/comb
- ◇ Soap
- ◇ Deodorant (**no aerosol deodorants**)
- ◇ Shampoo
- ◇ Conditioner
- ◇ Nail scissors
- ◇ Small Laundry Basket
- ◇ Laundry bag (underwear and socks)
- ◇ sunscreen

ITEMS NOT ALLOWED

- ◇ Power supply purchased overseas
- ◇ Blow heaters
- ◇ Electric blankets
- ◇ Power boards without a circuit breaker
- ◇ Subwoofers
- ◇ Video game consoles
- ◇ Personal Televisions/DVD players
- ◇ Excessive Stereos
- ◇ Mixing Boards/Turntables
- ◇ Pedestal fans (box allowed must be tagged)
- ◇ Refrigerators (unless discussed with Head of House)

Pets

Pets are not allowed in the boarding houses under any circumstances. This includes pets of all types including fish, hermit crabs, rabbits, etc.



Clothing List

The following is a list of uniform requirements. Boarders require extra items of clothing as indicated on the following list. Most items can be purchased from The Scots School Uniform Shop.

The Uniform Shop is located at the rear of the Health Centre and is available two days per week for students.

Appointments are necessary for all fittings. Appointments can be made by phoning the school office on 6331-2766. People requiring merchandise from the shop, where able to, are encouraged to attend the shop as early possible, as lengthy delays are often experienced at the commencement of the school year.

During term time the School Shop is open our days a week throughout the term. Currently this is Monday Tuesday, Thursday and Friday, between 12.30pm-3.00pm but any changes are notified through *The Highlander*. The Clothing Pool is also open at these times.

Uniform

Boys Uniform

1 x school Blazer
2 x grey tailored trousers
1 x blue school jumper
1 x school hat (Akubra)
1 x Scots school bag
1 x school tie
6 x white shirts (long sleeves, button to neck) (Midford)
8 x pairs grey business socks
1 x black belt
1 x plain black shoes
1 x school track suit
2 x black school sport shorts
2 x blue polo school shirts with school emblem
1 x house colour polo shirt
1 x Scots swimming costume (black Speedo or board shorts)
1 x school sports hat
Other sports wear as required (e.g. Tennis/Football/Cricket)

Summer only:

3 x pairs grey shorts (optional; if worn, grey long socks required (8 pairs)

Girls Uniform

1 x school blazer
1 x blue kilt
1 x school hat
1 x Scots school bag
1 x blue school jumper
1 x school tie
6 x white shirts (long sleeves, button to neck) (Midford)
6 x pairs white ankle socks (Years 7-10)

6 x pairs black stockings
1 x plain black leather lace-up shoes
1 x school track suit
2 x black school shorts
2 x blue polo shirts with school emblem
1 x house colour polo shirt
1 x Scots swimming costume (black full piece)
1 x school sports hat

Other sports wear as required (e.g. Netball/Tennis/Soccer)

Other Required Items Non Uniform

8 x sets of underwear
2 x sets of sleepwear
1 x dressing gown (girls)
1 x pair slippers or soft house shoes
1 x pair joggers
1 x pair rubber thongs
1 x beach towel

Casual Clothing

Clothing for after school commitments and weekends is casual and it is suggested that this be kept to a minimum.

PDHPE/Sport Training/Athletics Carnival

Uniform and equipment needed may vary depending upon sporting particular sport.

2 x pairs school shorts black
2 x blue school polo shirts
4 x pairs white socks
1 x school track suit
1 x school hat
1 x pair of joggers
1 x sports bag
1 rugby jumper





Policies

Discipline General Policy

Consequences may include but are not limited to:

1. Minor breaches – perform additional duties within the boarding house, school uniform, assist with jobs around the house.
2. House Gating/Detention
 - a) weekday – no local leave granted
 - b) weekend – no weekend leave granted (this may be from 1 week or longer)
3. Interview with Director of Boarding.
4. Interview with student, parents (phone call) and relevant staff.
5. In School Suspension – implemented by the Deputy Head and Director of Boarding and parents contacted immediately and then receive a letter regarding the matter and a copy of the behavioural contract from the Deputy Head.
6. Boarding Suspension – implemented by the Headmaster in consultation with Deputy Head and Director of Boarding, Head of Boarding House. Student to be off school grounds but may attend day school if applicable for a specified period of time.
7. Suspension from School and the Boarding House – student to be off School premises for specified period of time set out by the Deputy Head and Headmaster.

8. Suspension Pending Expulsion-student is suspended for an infinite period of time to enable the Headmaster to consider the enrolment at the School.
9. Expulsion – Implemented by the School Council in consultation with the Headmaster. The permanent removal of a person's placement within the school.

Note:

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

All disciplinary information will be passed on (emailed) to The Director of Boarding, Deputy Headmaster, Director of Students and Stage Coordinator of the student/s involved and the information will be kept on file by those staff members.





Policies

Bullying General Policy

Bullying will not be tolerated in the boarding houses. The school supports a zero tolerance to bullying. Any bullying in the houses will be reported to the Head of House/Director of Boarding and appropriate action will take place. If further action is required the student may be referred to the Director of Students, Deputy Headmaster or Headmaster and follow the Boarding or School Discipline Policy.

Scots boarding promotes a positive family environment for all students and it is an expectation that all students will be respectful and courteous towards one another. If a problem arises, students are asked to inform the ROD or their Head of House immediately.

The Scots School Bathurst Boarding ICT Policy-Internet and Laptops

Internet

External devices are not to be brought on site, which are used to access the Internet directly and interfere with the School's wireless broadband connection. Examples include; USB Wireless Broadband, Playstations and Wireless Routers used in gaming.

Any over use of the Internet will incur charges to their account. Games, movies or music are not to be downloaded under any circumstances to school computers or network.

The use of external hard drives is allowed for academic work only.

The Internet is for educational purposes, it is not to be used for entertainment or gaming purposes. If a student is abusing the Internet such as using proxy sites to bypass our security measures the student may lose their Internet privileges for a specified period of time determined by the Director of Students and The Head of ICT. Students suspected of pornography on their computer or bypassing Internet security to access pornography will be referred to the Director of Students and the Head of ICT for disciplinary action.

Currently we are not allowing students to access social networking sites. These sites include Facebook, Instagram, Snapchat, Youtube, Twitter and Skype. These sites are blocked to ensure the proper use and safety of our students because we cannot determine who is communicating with them or the material they are accessing. We are exercising our required duty of care.

Usage times may vary according to Year Group and needs.

Laptops /Tablets

Students are allowed to have laptops at school and are able to use them during the academic day and in the boarding houses. All laptops are collected by the Resi-

dent on Duty by 8:30 pm for juniors and 10:00 pm for seniors each evening with the exception of Year 12. Year 12 must leave their dorm room door open when using their laptops.

Laptops are primarily at school for academic purposes and any misuse or non-compliance of handing in laptops in the evening may result in the following:

1. First offence, the laptop may be confiscated for the remainder of the day/evening and returned the following morning.
2. Second offence, the laptop may be confiscated and held by the Head of House for a period of one week.
3. Third offence, the laptop may be confiscated by the Head of House and returned at the end of the Term. If continued laptop usage is abused, the Head of House may contact the parents/guardian and organise for the laptop to be sent home indefinitely.





Policies

The Scots School Boarding Mobile Phone Policy

Mobile phones are an important means of communication between parents and students; however they must be used responsibly.

Mobile phones are allowed under the following conditions:

- Phones are not to be taken or used in the academic quad area
- Mobile phones must not be used during prep time. They must be turned off or handed in during prep.
- Mobile phones must not be used after lights out.
- The security of mobile phones is the responsibility of the student. The school accepts no responsibility for mobile phones.
- The use of cameras on mobile phones is strictly prohibited during the academic day and in the boarding houses.
- If a mobile phone is being used contrary to the School rules, the phone will be confiscated for a period of time or sent home.
- Parents are responsible for all costs incurred through the use or misuse of their child's mobile phone.
- Parent's are asked to notify their Head of House if they have any concerns over the use of mobile phones.

Security of Mobile Phones

Mobile phones are to be turned in each night either into the Matron's room in each student's pigeon hole or the prep room (juniors). A record of student mobile phones is on file for staff members to access to make sure students are following procedure.

Junior students hand in phones no later than 8:45 pm

Senior Students (9-11) hand in phones at 10:00 pm

Year 12 are allowed to keep mobile phones in their rooms

Infringements

Student does not hand in phone, or caught using mobile phone after hours. First offence phone is confiscated and return after 24 hours.

Second offence phone is confiscated for one week and parent notified.

Third offence phone is confiscated indefinitely which may be for remainder of term or longer. Parents are notified.

If a student is using a mobile phone for other offences such as pornography, taking photos of other students, staff without permission the student will be referred to the Director of Boarding, Deputy Head and Stage Co-ordinator. Consequences for these types of offences are substantial and reviewed on a

case by case process.

The Scots School Bathurst Boarding Movies/DVD's/Video Games/Music Policy

The Boarding Common Rooms are equipped with DVD players and students are permitted during appropriate times to watch shows/movies in the Common Rooms. In addition, many students have personal computers, laptops or mini-stereos set up in their rooms in which they may play computer games, watch DVD's or listen to music in their Leisure time.

The following guidelines have been established to protect all parties.

- Year 6-8 Boarders are only permitted to watch movies, play games or listen to music that carry a G or PG rating. M rated movies are permitted but only at the discretion of the Head of House or Resident on Duty and with parental permission.
- Year 9-12 Boarders are permitted to watch movies, play games or listen to music that carry an M or MA rating only. Students must be 15 plus. (subject to discretion)
- The boarding houses provide separate common room areas for the juniors and the seniors for the viewing of movies under the supervision of a member of staff.
- Boarders must request permission from the Resident on Duty to watch a Video or DVD.
- No unclassified material is permitted in Boarding. Boarders may not bring their own Videos or DVD's into Boarding, or view them in Boarding, without the permission of their Head of House or Resident on Duty.
- Boarders watching unclassified material, or inappropriate material, as judged by the Resident on Duty, either in their dormitory rooms or in the common rooms, will have the DVD, Video, Computer Games or Music confiscated by the Resident on Duty and handed into to the Head of House.
- Year 6-11 Boarders using computer games during Prep time will forfeit the right to use their laptop during prep time for a specified period.
- Year 12 will forfeit the right to do prep in their room and will attend supervised prep indefinitely if found using computers for entertainment purposes rather than educational during designated prep times



Policies

The Scots School Bathurst Motor Vehicle Policy The Scots School Bathurst Passenger in a Motor Vehicle Policy

Boarding Student Policy for the Purpose of Driving a Motor Vehicle or for the purpose of being a passenger in a motor vehicle driven by a student.

The privilege of driving a car to school is permitted for Year 12 Boarding Students only.

All boarders who drive a car to school are bound by a set of conditions which include:

- A Permission to Drive a Motor Vehicle Form completed by parents and sent to the Headmaster and The Director of Boarding requesting permission for their son/daughter to have a car at school.
- Written permission from parents for the student to drive their car to a specific destination as outline in the policy each and every time the car is to be used.
- Written permission (email) from parents for the student to carry one passenger in their car including the name of the student. Year 12 or sibling only.
- Written permission (email) from the parents of the nominated passenger to travel with a designated driver.
- Parents must contact each other and discuss arrangements before contacting the school for request for a passenger other than sibling.
- Motorcycles are not permitted as a means of transportation for boarding students.

Permission to use the vehicle is only allowed for transport to school and home, tutoring or TAFE, representative sport or medical appointments.

Conditions of Use:

The following conditions will apply to any boarder who is permitted to have a car at The Scots School Bathurst:

1. Cars (no motorcycles) may be driven by Year 12 students once parents have completed the Permission to Drive Form and approval is granted by The Headmaster and Director of Boarding.
2. Year 12 students may take one passenger (Year 12 or sibling only) in their car providing the parents of both driver and passenger and the Director of Boarding have

agreed for this to occur. This may only occur within Bathurst City Boundaries for predetermined activities as listed in the policy.

3. The Head of House of each Boarding House must monitor the use of the car and keys must be kept with the Head of House.
4. Cars must only be used to travel to specific destinations approved by the Director of Boarding as listed in the policy. Cars are not for driving around town, joy riding, social activities, taxi service etc. If it is discovered that students have travelled somewhere other than the specified destination, driving privileges will be suspended or removed.
5. Any breach of The Scots School or road safety rules will result in the cancellation of the privilege of driving or having a car at the School.
6. The Scots School accepts no responsibility for student vehicles kept on the School grounds.
7. Parking within the school grounds must only be in front of Thompson House or on the Top Oval behind the Library.

If there is a concern about driving competence or the above conditions are not being followed, the Director of Boarding in consultation with The Headmaster will take responsibility for removing the privilege.



Policies

Passenger in A Motor Vehicle driven by another Student

All boarders who are passengers in a car by another boarding student are bound by a set of conditions which include:

- Passenger in a motor vehicle is a Year 12 privilege only.
- A written permission (email) is required by parents of the boarding student driving requesting for a passenger to be allowed in the vehicle sent to the Head of House and Director of Boarding.
- Written permission from parents of the passenger to be allowed to travel in the vehicle sent to the Head of House.
- Motorcycles are not permitted as a means of transportation for boarding students.
- Boarding students are not allowed to travel in a motor vehicle of a driver who is on their L or RED P-Plates.
- Boarding students are not to travel with a day student in a motor vehicle, or any other driver unless it is a parent or sibling. Exceptions below.
- Year 12 boarding students may be a passenger in a motor vehicle of a Year 12 day student for external classes, representative sport or tutoring within Bathurst only.
- If it is discovered that students have travelled somewhere other than the specified destination, driving privileges will be suspended or removed.

The Scots School Smoking Policy

The Scots School is a non-smoking environment and smoking by any person in, or on, any part of the school is prohibited. The damaging effect of smoking on young people's health, both short and long term, is well documented and of great concern.

The influence of advertising specifically targeting young people and the very addictive nature of nicotine makes the choice of not smoking difficult. Further complicating the problem is that some children come from families where smoking is common and the influence of the example provided in these families and the association with passive smoking issues creates further difficulties.

If a student is found smoking or is in the presence of another student who is smoking, the following will apply :

Stage 1

In the first instance, in a term, the student will be counseled against smoking and made aware of the health consequences of their actions. Furthermore a detention will be allocated.

Stage 2

On subsequent occasion's students, as well as receiving a detention, possible gating from weekend and day leave, extra boarding duties, will attend a Workshop where they will be required to read and process anti-smoking information. **A letter will be sent to inform parents.**

Stage 3

On further occasions students may receive detentions, gating from weekend and day leave or in school suspension, have a workshop on anti-smoking literature and be required to participate in a Quit For Life, Relay for Life, (or other similar) program. **A further letter will be sent to inform parents.**

NOTE:

Smoking within the boarding house or other school buildings, supply of cigarettes to others or encouraging junior students and/or involving them in smoking will incur more serious consequences such as suspension from school and will be handled on a case by case basis by the Director of Boarding, Deputy Head and Stage Coordinator.





Policies

Medication

Students may not keep any medication in their rooms under any circumstances and they should initially be directed to the Health Centre should they have any medication in their possession.

Any medication to be issued to a student must be received through the School's medical Sister with a letter of authorisation from the parents.

All medication must be stored in the Health Centre and will be locked away at all times.

When replenishing the supplies of medication the Sister should be notified and all medication taken directly to the Health Centre from parents only.

Medical Centre Procedures

Students may be sent to the Health Centre by boarding staff when it is open, should the student suggest that he/she is not feeling well or he/she has sustained an injury which may require treatment. If it is at a time when the Health Centre is not staffed the boarding house staff member should ring the sister on call and discuss the situation.

If it is an emergency, the duty staff should ring an ambulance, contact the sister on call and the ROD or Head of House in charge of the boarding house.

If it is required that the student does not attend classes he/she must remain in the Health Centre until approximately 5 p.m. and should not be sent back to the boarding house under any circumstances until staff are on duty. The student must report to the boarding house staff on his/her return. The medical staff will inform the parents of the student's condition.

Should the staff member on duty not be satisfied that the student should be back in the boarding house situation because of his/her apparent condition, the staff member must contact the Head of House of that particular house. The Head of House will then contact the duty sister and discuss the issue. While the medical staff have the expertise to make informed medical decisions, the boarding house staff often know the students better and may be able to make judgments regarding the sincerity of the student and his/her condition. The parents should be contacted by the Head of House regarding the student's condition and location.

These procedures, involving consultation between medical and boarding staff, should improve explanation to parents regarding procedures involving their son/daughter, his/her condition and treatment.

Medical Leave

This leave will normally be organised by the School Sister. Dress is school uniform.

Students who have permission to have a vehicle at school and who have formal permission to use their vehicle for medical may in some cases be allowed to use their personal car for transport.

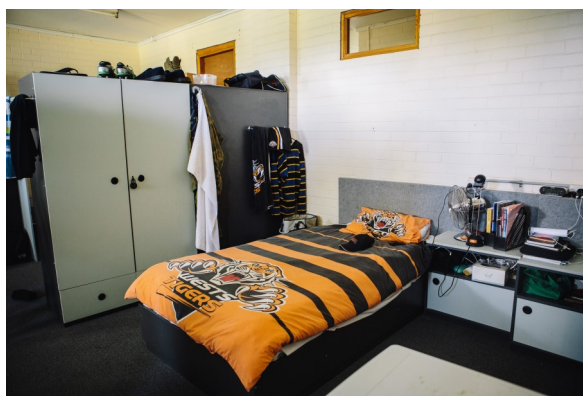
Students under the age of 15 may need to seek medical advice from a G.P. or other medical practitioner in town, they will need to travel with a buddy or be transported by a staff member, either school sister or boarding staff member.

General policy is as follows:

Students under the age of 15, new students, emergency cases and other cases of high vulnerability are always accompanied by Sister or a boarding staff member to the appropriate medical care provider.

Students who are uncomfortable going in a taxi, even accompanied by other students, are also taken by an appropriate staff member

These provisions are in place as the Sister has a dual responsibility, the care of the individual child involved and also the emergency management of the rest of the school





Policies

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a traumatic event, or the threat of such which causes extreme stress, fear or injury. This event may be regarded as outside the normal range of experience of the people affected.

Examples of a Critical Incident may include but are not limited to:

- Serious injury, illness or death of a student or staff
- Students or staff lost or injured on an excursion
- A missing student
- Severe verbal or psychological aggression
- Physical assault or sexual assault
- Student or staff witnessing a serious accident or incident of violence
- Natural disaster e.g. earthquake, flood, wind storm, hailstorm or extremes of temperature
- Fire, bomb threat, explosion, gas or chemical hazard
- Social issues e.g. drug use, sexual assault
- Any fatality, near fatality or incident likely to affect seriously a number of staff and/or students
- Serious traffic accidents
- Murder or suicide involving students/staff and their family members
- Hold-up or attempted robbery
- Major theft or vandalism
- Threat of HIV infection
- Incidents involving pain or abuse of children
- Incidents in which sights, sounds, or smells are distressing
- A critical incident may take place either on or off School grounds. This policy is not limited to handling only those incidents that might occur on School grounds.
- Assessment of an incident must take into account both the reaction of the individual or individuals directly affected and the wider ranging effects on members of the School community at large. People react in different ways both in their immediate and in their longer term responses to events.

A critical incident should be regarded as any incident which may put the School community or any part of it under major stress. In assessing a critical incident, con-

sideration must be given to the prevailing factors and mood of the staff and/or students at the time of the incident. For example, if a major incident such as vandalism or assault has occurred in a specific building and this is followed soon after by a minor incident such as petty theft in the same building, the second minor incident may well produce additional stress for these people. In this case, the second incident should be regarded as a critical incident although normally petty theft would be regarded as minor.

THE IMMEDIATE RESPONSE

The key to an effective and relevant response to a critical incident is **COORDINATION**. This will be achieved by following these important steps:

The initial response to a critical incident will be notification of the incident to, if necessary, the Emergency Services (externally), and then to the appropriate contact officer – usually the Deputy Head/Director of Boarding.

Notification should include the type of incident, the exact location and details of any person or persons who might be injured, in distress, or at risk.

If people are at risk, they will be removed from the area and/or assistance will be rendered as necessary. The incident area will be sealed off if required.

Once a critical incident has been identified by the Scots Critical Incident Management Committee, a member, or members, of the Scots Critical Incident Management Committee may be asked to assist with an assessment of the immediate situation, to set priorities, and to begin initial responses according to the established guidelines.

Use this information in conjunction with the Critical Incident Information Document.



Facilities

Boarders have access to a variety of modern and practical facilities. These facilities may be used by boarders under supervision of staff depending upon the type of activity involved. Facilities are to be used by boarders under strict guidelines and during designated times. Further information about the use of facilities can be obtained from the Director of Boarding, the appropriate Head of Department, Coaching Staff or Sportsmaster.

The following facilities are available to boarders;

- Swimming Pool
- Weights/Cardio Room
- Gymnasium
- Library
- Computer Labs
- Creative Arts Room
- Numerous Sporting Ovals
- Tennis Courts
- Basketball/Netball Courts
- Handball Courts
- Cricket Nets
- Agricultural Areas
- Design and Technology Centre
- Performing Arts Centre
- Music Centre
- Audio Visual Room
- Boarding House Common Rooms
- Boarding House Prep Rooms
- Boarding House Kitchen Areas
- Pavilion Common Area





Student Expectations

Student Expectations

Boarding life places a number of demands on students. They must assume greater responsibility for their own academic, sporting and cultural well being. Each student will be required to be more responsible for personal hygiene, cleanliness and punctuality. They have responsibility to their fellow boarders to contribute to the peace and harmony of the house, maintain a clean environment through completion of duties, be respectful of others and build an environment that promotes study and cohesion. This is best achieved by abiding by the rules and regulations of the boarding community.

All boarders, right from Year 6, are encouraged to take on leadership responsibilities. These opportunities range from membership of the Boarder Representative Council (BRC), to being buddies for new boarders, to ultimately as House Captain, Boarder Prefect or Senior Boarder.

Responsibilities

- Academic Effort and Excellence
- Co-curricular Participation
- Sport Attendance and Participation
- Personal Hygiene
- Positive Behaviour
- Complete Boarding duties on time with care
- Promote a family environment
- Cooperate with others
- Participate in House activities
- Keep the house neat and tidy at all times
- Wear school uniform correctly
- Provide peer support and mentoring
- Promote Truth, Honour, Courtesy and Freedom
- Promote a positive learning environment





ICPA

Isolated Children's Parent's Association

ICPA Australia is a voluntary national parent body dedicated to ensuring that all geographically isolated students have equality with their non-isolated peers, of access to an appropriate education.

The Association has over 3,300 member families, residing in the more remote parts of Australia, who all share a common concern of gaining access to education for their children and the provision of services required to achieve this.

Membership includes a cross section of Australia's rural and remote population and includes fishermen, miners, itinerant employees, farmers, pastoralists and small business owners.

'A geographically isolated child is one who does not have reasonable daily access to an appropriate school.'

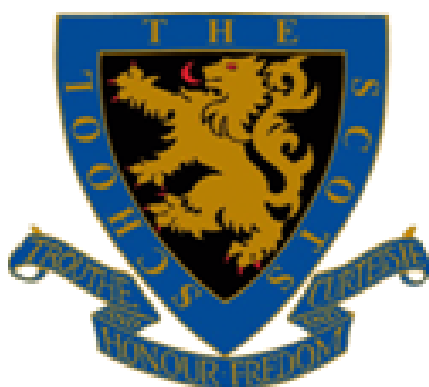
'An appropriate school is one which provides schooling at the required year level and with sufficient curriculum offerings to enable all children to achieve their individual potential.'

ICPA seeks to have all elements of a total education (cultural experiences, social contacts, participation in sport and other enriching activities) available for all isolated children regardless of the location of their home.

Many of our boarders' parents are members of the ICPA and The Scots School works closely with the ICPA. Any parent wishing to become a member of the ICPA should check their website, www.icpa.com.au



The Scots School Bathurst Boarding



www.scots.nsw.edu.au

Live the experience!

The Scots School Bathurst
4173 O'Connell Road
BATHURST NSW 2795

Phone: 02 6331 2766
Fax: 02 6333 4795
Email: mjohnstone@scots.nsw.edu.au