Emergency Procedures

All parents are asked to note the following:

In the event of an emergency arising in the general community during school hours (eg bushfires, floods, earthquake), the School will monitor official news releases to determine which of its students (if any) are directly concerned.

Students who live in or travel home through an area of concern will not be allowed to leave school in the normal way.

1. They will be kept at school. Accommodation will be provided overnight if necessary.
2. They will be released only to a parent or guardian and only if the parent or guardian and the Headmaster believe it is safe to do so. They will not be released into the custody of any other person.

Emergency communication numbers are:

Main Office +61 8 8334 1200
Secondary School Office +61 8 8334 1229
Middle School Office +61 8 8334 1219
Preparatory School Office +61 8 8334 1203
Boarding House +61 8 8334 1201

NB. In a general emergency please restrict calls to those that are absolutely essential.

Telephone Numbers

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>+61 8 8334 1200</td>
<td></td>
<td><a href="mailto:enquiries@pac.edu.au">enquiries@pac.edu.au</a></td>
</tr>
<tr>
<td>Senior School Office</td>
<td>+61 8 8334 1229</td>
<td></td>
<td><a href="mailto:mdales@pac.edu.au">mdales@pac.edu.au</a></td>
</tr>
<tr>
<td>Middle School Office</td>
<td>+61 8 8334 1219</td>
<td></td>
<td><a href="mailto:mmclaughlin@pac.edu.au">mmclaughlin@pac.edu.au</a></td>
</tr>
<tr>
<td>Preparatory School Office</td>
<td>+61 8 8334 1203</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boarding House</td>
<td>+61 8 8334 1201</td>
<td></td>
<td></td>
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<tr>
<td>Health Centre</td>
<td>+61 8 8334 1205</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Doctor — Dr Walsh</td>
<td>+61 8 8363 6173</td>
<td></td>
<td></td>
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<tr>
<td>Scotts Creek</td>
<td>+61 8 8540 2231</td>
<td></td>
<td></td>
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<tr>
<td>Outdoor Centre</td>
<td>+61 8 8540 2231</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wambana</td>
<td>+61 8 7127 4763</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td>+61 8 8334 1206</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>+61 8 8334 1278</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boat House (5 Dotterel Drive, West Lakes Shore)</td>
<td>+61 8 8449 6355</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniform Shop (located adjacent to boarding house)</td>
<td>+61 8 8362 4977</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prince Alfred College</td>
<td>+61 8 8334 1880</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Collegians Association</td>
<td>+61 8 8334 1880</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Contacts

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Baccalaureate Wing
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PO Box 571 Kent Town SA 5071

t: +61 8 8334 1200
f: +61 8 8363 0702
e: enquiries@pac.edu.au
w: www.pac.edu.au
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mission statement

In the Prince Alfred College Boarding Community we aim to provide an environment that caters for the diversity of student abilities, interests and needs with a particular focus on academic, sporting, cultural and citizenship development in a Christian and caring environment. We promote excellence in student self-discipline, loyalty, tolerance, empathy, cultural awareness and motivation in a friendly atmosphere, aided by high quality qualified staff, teamwork, sound administration practices and impressive facilities.

This book is to be read in conjunction with the Prince Alfred College Handbook.

Welcome

I would like to welcome students and parents to the boarding community of Prince Alfred College. Boarders form an integral part of the College’s community and we aim for each boarder to develop a strong sense of belonging to the community that will be his home during term time.

The boarding community at Prince Alfred College provides a safe and friendly environment that combines a strong sense of tradition with state of the art educational facilities. We aim to provide an environment that caters for the diversity of student’s backgrounds, abilities and needs with a particular emphasis of developing both the emotional and intellectual intelligence of the students.

In addition, we aim to provide an environment that generates a strong sense of community and fosters the nurturing of life-long friendships.

Our boarding staff has a genuine interest in each student and his personal development. Importantly, the boarding staff create an environment in which each student can develop their sense of self-worth and personal identity. We aim to develop young men of character who will go beyond Prince Alfred College to make meaningful contributions to their communities.

Our boarding program provides structure for boarders and offers positive assistance in developing responsible, independent young men. We are very aware of the enormous responsibility we have to care for your son and assist him with the development of his full potential – academically, socially and spiritually. I look forward to meeting you throughout the year.

Darren Roylett
Head of Boarding
Resident Staff

Head of Boarding - Mr Darren Roylett.
He has overall responsibility for the management, development and promotion of the boarding community.

He is charged with the task of ensuring that the boarding experience of a Prince’s boarder is an engaging and rewarding one.

Darren deals with general boarding matters such as those related to student welfare, catering, residential staffing, boarding development and strategic planning, the Health Centre and the Boarders’ Parents Consultative Committee.

Mr Phil Noble - Deputy Head of Boarding, Head of Hartley, Recreation Co-ordinator. You should contact Mr Noble should you have an issue concerning a student who is resident in Hartley.

Mr Ron Pippett – Head of Bayley and Academic Support Co-ordinator. You should contact Mr Pippett should you have an issue concerning a student who is resident in Bayley.

Mrs Hayley Hall – Head of International Baccalaureate Wing, International Students Co-ordinator. You should contact Mrs Hall should you have an issue concerning a student who is resident in the International Baccalaureate Wing.

Ms Pam Oliver – Fiddian Resident Staff - Wellbeing and Community Services Co-ordinator

Mr William Bittner – Hartley Resident Assistant

Mr Joel Garrett – Fiddian Resident Assistant

Mrs Heather Would – Administrative Assistant - located in the Fiddian Wing from 10.00am- 6.00pm Monday to Friday. Heather assists all boys with the organisation and logistics of their life.

Resident Prefects

Leadership positions are available for senior boys within the boarding community. Prefects are elected by the boys and staff and have been selected to act as role models for the boys and are expected to lead by example. Leaders are allocated specific duties and responsibilities within the boarding community and work closely with the boarding staff.

Senior students play an important role in the running of the House. Students are appointed to a variety of positions, which may involve chairing committees, planning and conducting activities, rostering and overseeing duties, or caring for particular students. It is important that the role that these leaders play is respected, and that they have the regard and cooperation of all members of the House.

Applicants from Year 11 are appointed to the position of Boarding House Prefects in Term 4 and carry this responsibility for a full year. It is their duty to ensure that the boarders attend properly to their routines and duties and to keep the Boarding House neat and tidy. Their role does carry some authority, but they are also caring young men who can offer help to every boarder.

Boarding House Organisation

Fiddian Wing is named after the first Headmaster of the School. It houses fifty eight boys within five units. Ms Pam Oliver resides in this wing. Fiddian has between 8 and 17 students of mixed age groups in each unit. There are single, double and some triple rooms. Mr Darren Roylett is responsible for this wing.

Hartley Wing, also named after a former Headmaster of the school, stands between the two other buildings and has single rooms for twenty-one students in Years 11 and 12. Mr Ron Pippett and his family reside in this wing.

The International Baccalaureate Wing houses eleven boys under the care of Mrs Hayley Hall, who lives with her family in the house alongside.

The senior staff member of each wing is responsible for your son’s general welfare, academic oversight and happiness away from home. You should communicate any concerns you may have in these areas with the appropriate staff member.

Health Centre

The Health Centre is an integral part of the boarding community and is staffed by 2 registered nurses – Anna Thomson and Caroline Lenman. They provide professional care and support for all the boys and are on duty from 8.30am – 4.00pm. They are able to assist with medical appointments and will contact parents whenever a health issue arises with a boarder.

Student Welfare

Whilst living within the boarding community, boarders are well supported by residential staff at all times and you should be encouraged to speak to the Head of Wing or the Head of Boarding should you or your son have any concerns. However further support can be obtained by contacting the School Chaplain - Reverend Mark Dickens on 8334 1241 or the College Success Team on 8334 1200.
International Students
The International Students Co-ordinator, Mrs Hayley Hall, is responsible for the administrative welfare of all overseas students, in boarding. She takes a significant personal interest in their general welfare.

After the enrolment process has been completed, Mrs Hall can assist with matters regarding passports, and travel arrangements or general issues of concern for overseas students. Parents of overseas students are asked to nominate a person in Adelaide to be a guardian for their son and to take a general interest in the student’s progress. The guardian acts as a point of reference for the senior boarding staff. If you are unable to provide a guardian then it is expected that you are able to readily communicate in English with the boarding staff, by phone or email.

As part of the enrolment process, parents of International Students must ensure that their sons have adequate health insurance. This is organised as part of the enrolment process with the Manager, Student Recruitment as it is a condition of the student visa. It is also vital that parents understand the need for ongoing communication regarding health, leave requirements and the general pastoral care of their son.

Responsibilities of All Boarders
1. Acceptance of Authority: It is essential that students wholeheartedly accept the basic authority of the Head of Boarding and all his staff. While we do not anticipate any difficulty in this regard, it must be clearly understood that if a student does not accept this authority, then the Head of Boarding cannot accept responsibility for him and the student puts his place in the Boarding House at risk.

2. Living Together: As a general principle, all students are expected to behave with consideration for the safety and wellbeing of themselves and others. Since living together is the key to boarding life, we regard harassment and theft very seriously. We strongly oppose harassment in all its various forms and will treat harassment of others as a most serious matter. Similarly, theft is an antisocial act against the whole community as well as against a particular victim. It will not be tolerated in our boarding community.

3. Leave Procedures: It is most important that correct procedures are followed when leaving the School. This is particularly important in the evening, after the building is secured. Once students are settled to bed they are expected to stay there. If a student leaves his building, it is a serious offence. In the first instance, a student guilty of this offence would be close-gated and subsequently suspended from the Boarding House for a period of time to be determined by the Head of Boarding.

4. Illegal Substances: The School has clear sanctions in respect of the use of tobacco, alcohol and any illegal drugs or weapons. If a student is caught smoking tobacco, he will in the first instance, be gated and his parents will be informed. If he should re-offend, then the consequence will escalate and ultimately, he may be suspended. Some anti-smoking education will form part of the consequence.

In the case of drinking alcohol, students found to have been drinking whilst at or in the care of the School will in the first instance be suspended. However, the Head of Boarding may take more serious action depending on the circumstances.
Medical
Parents/Guardians are required to complete a school health information sheet and a medication consent form. These forms must be completed and returned at least a full week prior to school commencing, if not earlier. We understand that in some exceptional circumstances the forms can only be received on the first day of term in which case they will be given to the Health Centre immediately for assessment and data entry. The School Nurse on duty will welcome any visit or telephone call regarding students with particular medical problems or medication issues.

You would understand the vital need for us to be sure that all of our records relating to the students’ health are accurate and that we require parents to let us know in the event of any changes to this information. If you are unsure about committing any information to writing, but think we should know it, please discuss the matter in confidence with one of the Senior Boarding staff.

A Registered Nurse works in the Health Centre. It is open every school day from 8:30 am until 4:00 pm. The centre cares for all students, staff, contractors and visitors. Boarders who are unwell or become injured can attend the centre during the day. If a boarder is sick or injured outside of these hours he will be assessed and cared for by Boarding House staff and then referred to the centre to be re-assessed by the nurse before school.

Dr John Walsh visits the school weekly for the convenience of the boarders. He bulk bills the boys both at the school and the surgery – there is no ‘gap’ fee for local boarders. If boys need to see a doctor, a taxi can be arranged. When consulting a doctor or allied health professional who is located less than five minutes taxi ride away the student may walk to the appointment. If you are making appointments with a specialist then it is preferable to have appointments outside of school times. However, with some specialists, this is difficult. It is essential that boys commit to their appointments.

On weekends, senior boarding staff members will be on duty, each of whom is qualified in Senior First Aid. If the student requires medical attention he will be accompanied by a staff member. The sharing of confidential information will be limited to staff who need to know for the purposes of caring for the student. In the case of a moderate to severe accident, an accident report form will be completed and filed by the school for 8 years (or until the student is 25 years of age). Minor illnesses and injuries will be recorded on daily record sheets.

The senior staff member on duty will check boys who are feeling unwell in the morning and then decide the most appropriate course of action. Any student who regularly requires prescription medicine to be taken will need to supply it in the original container and provide a written consent from parents for its distribution. The Health Centre has a specific consent form in this instance.

Students are generally not permitted to keep medication in their rooms without the specific permission of the Head of Boarding. This includes patent preparations such as Panadol and cough medicines. If students need medication then we shall dispense it if there is written parental consent provided or when a doctor or pharmacist has prescribed the medication. In the case of senior students we may deem that they are responsible enough to administer their own medication. Students are permitted to carry asthma and diabetes preparations.

If a student has a condition that requires exclusion for a number of days, arrangements will need to be made to send the student home or to be isolated from the school community. If a student feels unwell or is injured after normal School hours, then he needs to notify the senior on duty, who will then arrange for appropriate attention.

Safety Issues
- Ceiling cavities, roofs of buildings, and verandas are strictly out of bounds.
- The possession of dangerous items, for example, knives, fireworks, and ammunition, is strictly forbidden.
- No student may have the use of a car or motorbike except in exceptional circumstances (see page 17).
- Tampering with safety equipment, such as fire alarms and extinguishers, is strictly forbidden.
- Footwear must be worn outside.

Emergency Evacuation Procedures
1. All boys will immediately leave the building via the nearest emergency exit and assemble in the College Chapel.
2. The Residential Assistants on duty will check all rooms, including bathrooms.
3. The Administrative Assistant or Senior on Duty will take the current leave sheet, the emergency box (there is a spare in the other two wings) and the first aid kit from the Fiddian office to the Chapel.
4. Boarding House Prefects will receive a map of their unit and will take a roll call. Each boy will sit with other boys in their unit and wing.
5. A Senior staff member will divert traffic from the main gate to prevent private vehicles from entering the evacuation area.
6. The Senior on duty, will cross check the roll with the leave sheets to account for missing students.
7. A Residential Assistant will then check the school grounds for any unaccounted students.
8. The Senior on Duty or Head of Boarding will meet any emergency services that arrive.
9. No one is to return to the Boarding House until the appropriate authority has given the ‘all clear’ by the senior on duty.
Students should understand that fire safety is linked to correct leave procedures. We need to know exactly who is absent from the School. It may be that one day a fire officer might risk his/her life when going into a burning building looking for a student who is absent without leave.

It is most important that all fire safety equipment is respected. For example, the various fire extinguishers, which are strategically located around the Boarding House, must never be touched except in the case of a fire. However, if a fire extinguisher is activated, it is essential that it be reported so that it can be recharged.

You should not keep large sums of money in the Boarding House, even in your lock-up box. If you have more than $50 for a particular purpose, then it should be left with the Head of Boarding, so that it can be kept secure in the safe.

It is most important that you report any theft immediately. It is also particularly important that students are prepared to tell staff if they have a reasonable suspicion that another student has stolen things. We all understand that people are reluctant to “dob”. On the other hand, to say nothing is to condone theft. Do you think it is okay for someone to steal from someone else? If your answer is “no” then you must be prepared to do something about it.

It is important that your belongings are properly named. All clothes, sporting gear, shoes, books, everything you have, must have your name clearly marked on it. Un-named clothing cannot be returned to you!

Homesickness
Homesickness is a common experience for new boarders which usually passes in the first month but occasionally lasts for longer. If your son experiences homesickness encourage him to keep active as well as to talk through his feelings.

When you speak with him aim to finish each conversation with a positive and rest assured that our vigilant staff will support him as well.

Be aware that you son is likely to ring you when he is feeling low so be prepared. Unfortunately, boys won’t often ring when they have had a positive moment. Your encouraging mood and message will be a great support. However, it is important to commit to one (or two initially if necessary) communications only each day. Coping with and then overcoming homesickness is a vital step in gaining independence and maturing so communication that is too regular can slow this natural development.

Meals
You eat breakfast, recess, lunch, dinner, afternoon tea and supper in the dining room. On weekends there is no morning or afternoon tea. If you are going to miss a meal for sport or another reason then inform the admin assistant or senior on Duty as soon as possible; a “late tea” is possible.

Delivery pizza is popular but may be ordered only on weekends and never after 10:00 pm. You may make your own snacks in the unit kitchen where your bedroom is, but you are expected to clean up your mess. A fridge, microwave and kettle are provided for each unit, but each boarder needs to provide his own cutlery, microwaveable bowl and mug as needed.
Students are given information and instructions in a variety of ways:
• notices at dinner time
• at unit or wing meetings
• at full house meetings on Tuesday evenings at 6:30 pm
• notices placed in units and/or on the Fiddian noticeboard
• via the Boarding@Princes Facebook page

Information will come to parents from a variety of sources.
• Princes e-News – this is produced fortnightly and available on the school website at www.pac.edu.au
• From the Head of Boarding and will include, Boarder Parents’ Consultative Committee Minutes, on occasions.

Reports
Reports are sent home each term. We have two types of reports: a statement of results which consists of grades only, sent at the end of Term 1 and 3, and a semester report which includes grades, comments for all subjects and a brief comment by the senior staff member responsible for your son, as determined by wing.

Parent/Teacher/Student Interview Days
These are held at the beginning of Terms 2 and 4. A letter will be sent to you near the date informing you of the proceedings. When it is impossible for boarding parents to be in Adelaide on these days you are invited to contact your son’s teachers at any time to find out about his progress.

Gatherings for Boarder Parents
These are occasions when parents may meet with staff and have an opportunity to raise any matters of concern. There are also social occasions that help you become more a part of the Princes Community.

The Boarder Parents’ Consultative Committee (BPCC) meets twice per term and all parents are welcome to attend. Parents of Year 11 and 12 boys also gather on the night of the Red and White (school formal).

Boarder Parents’ Consultative Committee (BPCC)
This is the representative group of boarding parents who meet with the Head of Boarding and often the Headmaster on the afternoon before the start of each school term. Concerns from parents should be directed to your year level representative and discussed at this meeting. Minutes are sent to all parents after the meeting. The current Chairman is Anthony Gregurke from the Mallee region.

Mobile Phones
Students are encouraged to have mobile phones. They are essential when you are on leave. You must ensure the number is accurately recorded in the Boarding office and that the battery is fully charged when you are off campus.

The use of mobiles is limited to the same conditions as other phones. You may not make or take calls during homework. You must take the phone with you to School, however, it must be switched off in lessons or preferably left in your school locker, for use at recess and lunch. You may not make or receive calls after lights out or during reading time. Any student who is abusing their phone use will temporarily lose the privilege of having one.

Whilst mobile phones make instant communication possible, it is not necessarily preferable in a Boarding House. We advise parents to make an arrangement to call their son according to a regular pattern. For example, a student might arrange to receive a phone call from his parents every Sunday morning or between dinner and homework times.

Email and Messenger Services
Email is one of the easiest forms of communication if you have access to it. Students have ready access to computers and the Internet so email can be used. Students often prefer instant messenger services, such as MSN, Gmail or Skype. However, use of these Internet based services is limited to the same conditions as phones. The school chooses to restrict use of time-wasting activities on the Internet, particularly during study time in the evenings. Facebook and similar sites have restricted access times.

Mail
The Admin Assistant collects the mail sent to the boys each day. Boys collect it from the House Office after School. Boys also have a pigeon hole in the House Office, which they should check daily for messages.

The address to which mail should be sent is:
<Boy’s Name>
The Boarding House
Prince Alfred College
PO Box 571
KENT TOWN SA 5071

Please note that no food can be sent internationally.
The Australian Quarantine and Inspection Service seizes items and charges for the processing cost.
A busy Boarding House with 138 boys makes it essential, for the safety of all members of the House, for us to know where they all are at any given time. So, it is a very strict rule that you never leave the School without requesting the appropriate form of leave. Having gained permission, you must always “sign out” as you leave, and “sign in” immediately upon returning, at the Boarding office.

Consent for leave
Throughout the year boys will have the opportunity to seek different types of leave as follows, please complete the online consent form indicating these permissions. The form can be found at http://goo.gl/71389. See page 23.

Permission for overnight leave is most efficiently arranged by email or phone call. Emails must be sent to boardingadmin@staff.pac.edu.au. In the subject line the name of the boarder is essential. The body of the email should contain date, day and time of departure and return, transport details, including any drivers’ name and contact number, and the name and address of the host. Other details such as party location and contact are also needed if relevant. Faxing leave details is less preferable to emails or phone calls.

Day leave
You may have leave, without specifically speaking to the senior on duty, by simply signing out at the Fiddian office, to the corner shop on weekdays (for up to half an hour), and for sport practices on campus. For any other leave, you must complete a leave form. This is the method for seeking permission, as well as staff keeping a record of students’ whereabouts.

When completing a leave form, you must make sure that you complete all of the necessary details. Please complete the online form at the following link http://goo.gl/Qd0OX

Please remember you still need to sign out at the Fiddian office before departing the school grounds. Juniors (Years 7-9) must be in groups of at least three and seniors (Years 10-11) in pairs.

Overnight leave
It is absolutely vital that all boys take responsibility for organising their overnight leave arrangements. The following process should be followed:

- Overnight leave applications for Friday or Saturday are to be submitted by 9.00pm Wednesday.
- Students need to sign out from the Fiddian office upon departure.
- It is the responsibility of parents to contact host parents if their son is staying with someone else.

All weekend overnight leave ends at 7.00pm on Sunday evening, this is not negotiable. All boys are expected to participate in Sunday clean-up, Chapel when it occurs and homework. A phone call outlining an exceptional circumstance is a basic courtesy, should any boy be unable to return by the 7.00pm deadline.

HOW TO LOG IN
Your REACH login details will be emailed out to you. Simply go to the website address and enter your username and password.

Your Username: Your Password:

REACH is accessed via your Web Browser. This means that your PC, your Tablet and your Smart Phone can access REACH at anytime provided you are able to connect to the internet.

Please note that when logging in to REACH your username and password are CASE SENSITIVE. This means that if there is a capital letter in your username OR password, you will need to type it in EXACTLY as you see it. If not, you will not be able to log into the system. REACH has strict security and access controls in order to protect your privacy and data.

FORGOTTEN PASSWORD!
If you forget your username or password you can simply click on the “Lost your username or password?” link next to the sign in button.

Here you can ask the system to try and find your username for you or if you know your username, you can ask the system to send you a brand new password. Your details will then be sent to your email address that is registered with REACH.

REMEMBER ME BUTTON
You can permit your web browser to remember your login details by selecting the Remember Me button on the login screen.

You will need to do this for each device that you use and be aware that when your web browser has it’s history cleared then your stored username and password will also be cleared.

CHECK DETAILS IN REACH
Your first task when logging into REACH for the first time should be to verify that your personal details are correct.

Once you’ve logged in successfully, at the top right hand corner you will see a menu link called My Account. This is where you can keep your contact details up to date in the REACH system.

Your email and mobile are very important details in REACH because all of your notifications are sent to these places. If these details are not correct then you WILL NOT receive notifications from REACH.

It is in the My Account section that you will be able to install or remove approved Hosts for your child.

HELP AND SUPPORT
Help and Support is available to all Prince Alfred College users. Please visit our support page at http://support.reachboarding.com.au.

For your leave to be considered a Senior staff member will check all entered details. It is a condition of boarding that final approval for leave remains the responsibility of a Senior staff member. This is to ensure that they retain the full duty of care. It cannot be delegated back to parents.
Permanent leave
One exception to the need for a separate leave form each time may arise in special cases where a student has a regular commitment. For example, a student who plays for a district basketball team may make a special arrangement whereby he signs out each Wednesday evening for the match and each Sunday morning for practice using a "permanent" leave form. It should be stressed that this is a special arrangement that must be negotiated with the Head of Boarding. Signing out at the Fiddian office as you leave, and back in as you return, is essential for all leave. This is something you must do in person; you may not have someone else do it for you. If the office is unattended for any reason, you must still report to a staff member or use the sign-in sheet.

Types of Leave
Weekday
1. Corner Shop Leave
Students have permission to go to the corner shop in pairs. You do not require a leave form. This leave is limited to 30 minutes maximum.

2. Parade Leave
Students have permission to go to the Parade after school before dinner. A normal leave form is completed for this leave and can be approved at Fiddian office.

3. City Leave
If there is a need, students may have leave to go into the city. Students in Years 7-9 must go in a group of at least 3 students. We ask that boys do not venture into the city beyond King William Street. A leave form is required.

Weekend
1. Corner Shop Leave
This operates the same way over the weekend as during the week.

2. Parade, City, Chinatown, Central Market, North Adelaide Leave
On weekends you may have leave for up to 4 hours. Longer leave is only by negotiation. Parental permission is required for this leave and completed on the online form.

3. Glenelg Beach or Swimming Pool Leave
We re-state the safety rules each time the boys go to the beach or pool. These include sun smart behaviour, safety, security of belongings, adhering to beach and pool rules and taking drinking water to minimise the impact of heat.

4. School Sport
School sport will naturally involve matches away from PAC. You should always make sure that you have organised the necessary travel arrangements early. This may involve arranging a ride with the parents of day students or friends. When it is time to leave, report to the person on duty and explain where you are going, how you are travelling, and what time you expect to be back. Remember, you must not travel in the car of another student, unless prior written permission is obtained from both the driver’s and passenger’s parents.

5. Overnight Leave
It is possible for you to take overnight leave on a weekend. To obtain weekend overnight leave, complete an "Overnight Leave" form online and submit it by 9.00 pm on the Wednesday prior to the weekend. Note that this is the latest that the form can be submitted. You should apply for leave as soon as you make your plans and not wait until Wednesday night.

If you are applying for overnight leave then an email confirmation or phone call from your parents must occur. Boarding staff will need to confirm arrangements with your host, so it is important that you complete all details including telephone numbers. The senior on Duty has the right to refuse leave if s/he believes leave has not been properly organised.

6. Meal Leave
Last-minute leave requests are generally not permitted because meal numbers are arranged with the kitchen ahead of time.

Saturday Evening Return Times
The following times are the latest possible return times a student may be granted on a Saturday evening. They are not guarantees for any particular weekend. Leave must always be negotiated on a weekly basis.

<table>
<thead>
<tr>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12</td>
<td>11:00 pm</td>
</tr>
<tr>
<td>Year 11</td>
<td>10:30 pm</td>
</tr>
<tr>
<td>Year 10</td>
<td>10:00 pm</td>
</tr>
<tr>
<td>Years 7-9</td>
<td>9:30 pm</td>
</tr>
</tbody>
</table>

Once arrangements have been made for leave, you are expected to keep to them. For example, if you have been given leave to go to the corner shop you may not change your mind and go to town instead. If you find yourself in a situation where things have changed, you must communicate this immediately. For example, if you are out with family friends during the day on Sunday and they unexpectedly invite you to dinner, then you must phone the House office immediately.

It is important to remember that you must never 'break bounds'. This means to leave the School without following the appropriate procedures, or to go to an area that is out of bounds. In particular, if you were found to be out of the House during the night it would be treated as a very serious offence and you may be suspended from the Boarding House. With leave, as with everything else, we need to be able to trust you, and you need to maintain that trust.

Sport
Sport is an area of boarding life in which boys are given particular personal responsibility. Boarding staff members communicate regularly with the Director of Sport to know teams, training times and venues, match fixtures and coach contact details. This enables us to assist students with their sporting arrangements.

Students have the responsibility of
organising transport, attending practices and signing in and out for all matches and trainings off the Prince Alfred College campus. Early communication is essential for assistance with sporting arrangements. The Director of Sport emails weekly fixtures to the Boarding House office.

Public Transport
Local buses depart from Dequetteville Terrace (routes 141-146) and Flinders Street (routes 122,123,125,126). Trains and trams can be caught from the city (King William Street and North Terrace). A cheaper 'multi trip' ticket (10 trips per ticket) can be purchased from newsagencies, petrol stations and Princes Parade. Information on routes, times and prices can be found at www.adelaidemetro.com.au.

Exeats
Exeat weekends occur twice each term. These are occasions when every local student must leave the House. You must return by 8:30 am on the morning lessons begin after an Exeat, but most students prefer to return the previous night. On that night there is dinner provided. Upon arrival each student must let the House office staff member know that he has returned.

In the week before an Exeat you or your parents will be asked to complete an Exeat form giving details of your weekend plans. If during the weekend you find that the arrangements have changed, phone the Head of Boarding and inform him of your new plans.

Please be aware that many transport companies require a form to be completed for unaccompanied minors. Boys under 15 years of age may need to be taken to the station/airport by a responsible adult to hand them over to the transport company’s personnel. We can assist in these arrangements, but require prior warning.

Some families may find a problem with it being compulsory to vacate the House for an Exeat weekend. If this is the case, you should be in touch with the Head of Boarding as early as possible to try to find a family to host your son for the weekend.

In the case of international students who are not able to arrange a place to stay, we remain open for one of the two Exeat weekends per term. However, it is important for our international students to experience life outside the Boarding House. Therefore, staying out is encouraged. For international students who stay in, all normal boarding rules apply.

Holidays
At the commencement of each term we expect the students to return the day before school begins so that they have time to unpack and settle in. For Term 1, new boarders will have an orientation session on the first day to familiarise them with boarding life at Prince Alfred College and so will be expected to arrive by 3.00 pm on the day prior.

School generally ends at 3:30 pm on the last day of term. It is expected that boarders remain at school until the completion of their final lesson. Therefore, we discourage parents from making travel arrangements that involve leaving school early. If necessary, the Boarding House will remain open for students who must stay an extra night to catch transport home. Any request for an early departure from school should be discussed with the Head of Boarding. As it concerns the day school, a formal request should also be made to the Head of the Senior School or Middle School.

From 2015, International students will no longer be able to remain in the Boarding House during the holidays, Remaining in the Boarding House on the last night of term is only acceptable when flights home depart the next day.

Generally it is not necessary for students to remove everything from their room during the holidays. However, we ask that boys take end of season clothing home along with their quilt for cleaning. The remainder of their gear should be placed in their cupboard so that the housekeeping staff can complete a thorough clean.
**Variations on routines for weekends**

<table>
<thead>
<tr>
<th>Morning</th>
<th>Afternoons</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15-7:30 Rise, shower, dress, and tidy room</td>
<td>3:30 Return from school and collect afternoon tea from Dining room</td>
</tr>
<tr>
<td>7:30-8:10 Breakfast in the Dining Room</td>
<td>5:30 First sitting of dinner for juniors the Dining Room.</td>
</tr>
<tr>
<td>8:00-8:20 Return to the Boarding House to brush teeth and get your school bag</td>
<td>6:00 Second sitting of dinner for Year 11-12 only.</td>
</tr>
<tr>
<td>8:30 Everyone to School and the Boarding House is locked</td>
<td></td>
</tr>
</tbody>
</table>

*Anyone who is feeling unwell, or who has medication to collect, or who wishes to see the doctor should report to the Health Centre by 8:35.

<table>
<thead>
<tr>
<th>Years 7-9</th>
<th>1st Homework</th>
<th>Supper</th>
<th>Reading or 2nd Homework</th>
<th>End of Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-8:30</td>
<td>Library</td>
<td>8:30-8:45</td>
<td>8:45-9:15 Reading (Fiddian Common Room)</td>
<td>9:15 in Unit 9:30 Lights Out</td>
</tr>
<tr>
<td>Year 10</td>
<td>7:00-8:30</td>
<td>8:30-8:45</td>
<td>8:45-9:30</td>
<td>9:30 in Unit 9:45 Lights Out</td>
</tr>
<tr>
<td>Year 11</td>
<td>7:00-8:30</td>
<td>8:30-8:45</td>
<td>8:45-9:45</td>
<td>10:00 in Unit 10:15 Lights Out</td>
</tr>
<tr>
<td>Year 12</td>
<td>7:00-8:30</td>
<td>8:30-8:45</td>
<td>8:45-10:00</td>
<td>10:30 in Unit 11:00 Lights Out</td>
</tr>
</tbody>
</table>

**Homework**

Obviously school work is greatly important. Boys are expected to work to the best of their ability, both in class and on all of the additional work that is set.

There is actually quite a lot of time available for boys to get homework and study done and it would be quite an exceptional circumstance for students below Year 12 to be allowed to stay up beyond the normal bedtime in order to do homework.

You are expected to be ready for the beginning of homework, knowing what you have to do and having the equipment ready to do it. One advantage of boarding is that there are others around you who can help. However, it is unfair to expect them to help you during homework time when they have their own work to do and talking would disturb others. During first homework you are required to be at your desk with your door open, group work is done in the library.

Boys in Years 7 to 10 undertake homework in the Library, under the guidance of the senior on duty. We acknowledge that there are different learning styles and assessment modes, and accordingly, students can be given permission to work in groups in the second session.
Students are expected to keep their diaries well and to use them. We expect you to have your diary on your desk in the evening so that staff can check it. New Year 10 boarders will have their diary checked on a weekly basis during Semester One, when they complete homework in the Library. Boys who have sports training or other commitments and miss the designated homework session are encouraged to make up this time in the Fiddian study room.

Music practice may only occur during second homework. Boys playing electric guitar in their room during second homework must use headphones. The Chapel is also available for music practice.

Bed Times
The morning rise starts between 7:15-7:30. Some people like to get up earlier than that and, when they do, they should ensure they are quiet and do not disturb others. All boys are expected to be up by 7:45. You are expected to be ready, with all duties done in time to leave for School by 8:30.

Bed times are set out in the table above. We expect bedrooms to be quiet places in the evenings. As you go to your bedroom, the House should become quieter and by 10:30 it will be absolutely silent. Year 12 students do not have a set lights out time, but they must be in their rooms by 11:00.

Your Room
A key personal goal for your learning is to get along with your roommate. Sensitivity and empathy are required and you will need to compromise in some areas. It will be possible to swap your room each semester to experience sharing with different students.

All students are expected to keep their room neat and tidy at all times. Your belongings need to fit into the available space. This means that you are not allowed to leave things on the floor. If you cannot fit everything into your space, then you need to consider what you need to leave at home. It is important that your room is comfortable and set up to be conducive to effective study. No pets are allowed.

We encourage you to decorate your room with posters. There are no specific rules about the number and type of posters, but decoration must be in good taste and if the senior believes that your posters are unsuitable, then you will be asked to remove them. BluTak, or a similar product, is to be used to stick posters onto walls. You may not use sticky tape of any kind.

It is most important that everybody is prepared to respect the privacy of each boarder’s room. It is important that everyone has a space that he can call his own. If you go into another person’s room alone, you leave yourself vulnerable to accusations of theft if something is missing. For this reason, therefore, you should not go into another person’s room without his specific permission and certainly not without him or a boarding staff member present.

The furniture provided in each room has been designed to fit with no additional furniture. For this reason, and because the standard of other furniture cannot be guaranteed, no personal furniture may be brought into the Boarding House or added to your room. This ban applies to mini-fridges and portable air conditioners as well, but not reading lights, sound systems or computers.

Neatness and Tidiness
In addition to bedrooms, which are the personal responsibility of each student, the common spaces must also be cared for. Whether it is watching television, holding a meeting, or making a snack in the kitchen, you must take responsibility for the shared spaces. Your own mess should be cleaned up immediately.

Everyone has a particular responsibility for their unit’s common areas. You may be asked by a Boarding House Prefect or staff member to help clean an area.

Laundry
The laundry accepts dirty clothes every day except for the last day of term. It is not acceptable for students to have piles of dirty laundry in their rooms, either in cupboards or on the floor. Students must put laundry out regularly, at night before going to bed or before school in the morning.

You will be given a sock bag. As you take dirty socks off, straighten them out and put them in your sock bag immediately. When appropriate, the sock bag goes to the wash. It is not acceptable to use up your entire collection of school socks and then put the bag in the wash. Sport or other coloured socks are not acceptable as part of school uniform.

If you want jeans or jumpers washed, it is best not to put them out in the laundry on Fridays because it is unlikely you will get them back that afternoon. The clean laundry is returned on Tuesday, Thursday and Friday. It is placed in your locker on the ground floor of Fiddian wing.

You should get into the habit of collecting your washing from your locker immediately after school. Having collected your laundry, you should take a couple of minutes to put it all away in the correct place, neatly into drawers or hanging up in the cupboard.

Dry cleaning is arranged through Princes Parade.

Your laundry must be labelled. If it is not labelled, then there is no guarantee that it will be returned to you.

Dress
School uniform is obviously worn at School, at School functions and some special functions where boys are representing the School. After school and at weekends, you wear casual clothing around the House. You must wear something on your feet when outside the buildings. In the Dining Room you must have footwear and are not allowed to wear singlets. Pyjamas may not be worn to breakfast.

There are various occasions when you are expected to wear “smart casuals”. Examples of this are Chapel Services, special dinners, socials and visits to girls’ schools. On these occasions you are expected to dress smartly. As a guide when you are in smart casuals, you ought to wear a shirt with a collar; a pair of jeans rather than trackpants, or shorts with shoes and socks, but not short shorts.

Banking
Boarders are encouraged to operate their own bank account through an ATM, with online access. This enables parents to easily transfer regular amounts electronically as needed.

An amount of about $20-$30 per week is an appropriate expenditure. This amount is the basic weekly allowance for personal spending and an additional amount should be calculated to cover haircuts, and personal requirements such as toiletries, music, extra clothing requirements and so on. If a boarder requires a sum of money of $50 or more then it must be kept in the safe. The Head of Boarding will manage the safe.

Personal Entertainment
Boys may bring with them a range of electrical goods. However, these goods will be checked annually and tagged by a qualified electrician so that their safety is assured. A charge per item, in the order of $3, will be placed on the student’s account.
We provide television facilities in each wing, plus a FoxTel connection and big screen in the Fiddian Common Room. No student may have a personal television of any sort. Computer games are permitted, but they are restricted to appropriate content. Use of them must be balanced with sufficient outdoor activities to maintain a healthy lifestyle. Students are encouraged to bring their music players to the Boarding House. Please bear in mind that space is sometimes needed for other things, so whatever is compact and portable is good. A set of headphones is essential.

Personal Computers
The College commenced a One to World notebook program in 2012. This has wireless capability to allow students access to the school network and the Internet from their own room. The School provides McAfee anti-virus software with a perpetual licence for each boarder’s computer, free of charge.

Access to the Internet for boarding students is provided for educational purposes and is restricted to promote the maximum educational benefit for all students. The restrictions include limits on availability, content filtering, control of downloads and the blocking of applications that use excessive bandwidth.

The School recognises the importance of communication applications (such as Skype, Gmail and MSN Messenger) in contacting friends and relatives and provides access to these outside of classroom time. However, these applications require the installation of special software and so any boarder wishing to use them must arrange an appointment through ICT Department. Social networking restrictions apply during homework and at bed times.

Bicycles
A number of students choose to bring a bicycle to use either as a means of transport or for recreation and fitness. We advise you not to have an overly expensive bike here at School because it may become a target for theft. Bikes must be kept in the bike shed, which is at the back of Fiddian Wing. The bike shed is kept locked, but we cannot guarantee security and you should consider insurance for your bike. Your bike must have an individual lock used within the shed and anywhere where you take it and leave it unattended.

A student wishing to ride on the open road must have written permission from a parent explicitly stating this and sent to the House Office, before he may ride his bike outside of the school grounds. Please see the appendix for permission forms.

Insurance
Parents are advised to check on the cover they have on their domestic insurance policies and whether this extends to student property for their sons at School. The School’s insurance policy does not cover student belongings for damage or theft.

Motor Vehicles
In exceptional circumstances, a Year 12 boy may request permission for the use of a car. An application for this request must be made directly to the Head of Boarding, who will forward the request to the Headmaster. If permission is granted, the boy and his parents must adhere to strict guidelines. This is for the protection of all parties.

No student is permitted to use a motorbike during term time. Also, no student is permitted to be a passenger in a motor vehicle or on a motorbike driven by a day student or any other student without the specific permission of the Head of Boarding.

If this permission is required, it must be requested well in advance of the occasion for which it is intended. Written permission from parents of both driver and passenger must be received before the Head of Boarding will permit such an arrangement. Written permission must be in the format as set out below.

I______________________(parent’s name) give permission for____________________(son’s name) to travel as a passenger only in a car with _____________________(student driver’s name) as a driver. I acknowledge that____________________(student driver’s name) is a student driver and that an increased risk may be associated with less experienced drivers.

Sgned:_________________Date:_________
Recreational Opportunities
One of the great advantages of coming to Prince Alfred College is that you have the full facilities of the city of Adelaide readily accessible. We hope that you will make the most of your opportunities while you are here.

Within the House and School there are many activities in which you can participate, including table tennis and a pool table. Equipment is borrowed by handing in your access card and is your responsibility in case of damage.

Boarders generally have access to the recreational and sporting facilities of the School after hours including the sports centres and pool (Term 4, 2012). Each year, boarders are extensively involved in the full range of the School’s co-curricular activities.

If you have been learning an instrument at home then you are encouraged to continue that here and if your musical instrument is transportable, you should bring it with you. There are various opportunities to join music performance groups and you should speak with the Director of Music if you are interested in joining these or wish to have music lessons.

On some Friday nights, all students may participate in a program run by one of the Technology Studies teaching staff. This is a wonderful opportunity for students to have fun and learn valuable skills in carpentry and metalwork. If you choose to make an item, you must consider the appropriate storage and subsequent delivery of this product to home. There is very limited space for storage of additional items within the Boarding House.

There is generally an outing, activity or social planned for Saturday nights. Most fees for these events are covered by the Boarding Consolidated Charge. Once a student has opted into an activity, then this indicates his commitment to attend, even if it later seems like a less attractive option. If an unavoidable clash occurs, it is the responsibility of the original student to find an alternative person to go in his place.

Damage to Property
You are responsible for your own area and for your actions. We can naturally expect a certain amount of wear and tear but you may be required to pay for damage that could have been avoided.

A maintenance request may be as trivial as a blown light bulb, a missing screw or a loose doorknob, or it may be more serious, such as a broken window. All damage must be reported immediately. The details are recorded on a maintenance slip. These forms are kept in the House Office. If you break something substantial, then it is a good idea to go to the senior staff member and explain the matter in person.

Visitors
Any visitors, be they day students, girlfriends, family or friends, must be signed in at the Boarding House office. Young females are never allowed in your room with or without you or any other student. This is to ensure their safety as well as the School’s duty of care. Understandably, you are more likely to go on leave with your girlfriend to a nearby venue. Bringing a young female into your room is considered a serious breach of trust and will be dealt with accordingly.
Prince Alfred College Boarding Philosophy

• To maintain a quality learning and residential climate in the Boarding House.
• To promote a supportive school boarding environment.
• To view unacceptable behaviour in terms of the infringement of the rights of others.
• To establish a boarding school culture that is based on co-operation rather than coercion.
• To establish a clear, stable and fair behaviour management approach that is understood and appreciated by students, staff and parents.
• To enhance the use of support staff - Chaplain, School Nurses and School Psychologist.

Code of Boarding House Behaviour

It is reasonable to expect that staff and students will:

• Respect the rights of others.
• Be ready for school on time.
• Be neatly presented for school in uniform as required.
• Adhere to the necessary rules and regulations required in a boarding community.
• Show courtesy.
• Stay on task during homework.
• Follow safety procedures.
• Respect the rights of others to learn.
• Respect the rights of others to be safe and happy.
• Take care of the boarding environment.
• Comply with leave procedures.

Students Requiring Academic Support

• Teachers and support staff should be informed of any history of special physical or behavioural factors that could affect the behaviour management of each student requiring academic support.
• The Behavioural Management procedures apply to all. Close liaison between boarding and day school staff will occur.

Boarders’ Rights and Responsibilities within the Boarding House

Rights

• to live in a pleasant, healthy environment free from intimidation, racism, bullying or rejection
• to learn and study in an academically supportive atmosphere
• to develop positive self esteem
• to be recognised as a worthy member of Prince Alfred College community
• to enjoy and develop skills in sport, music, drama and other co-curricular activities the school offers
• to grow in character within a community that seeks to promote faith, hope, compassion and service to others
• to be happy and to enjoy boarding and school
• to experience quality education that will enable them to learn and grow as an individual
• to adopt and celebrate the faith of their choice
• to have academic and pastoral needs met
• to expect procedural fairness in regards to matters of behavioural management, in particular

Responsibilities

• to live co-operatively with others within the context of the needs of the community
• to fulfil all duties (as requested)
• to adhere to boarding rules
• to be tolerant
• to be well mannered and kind
• to respect the property, person and rights of others
• to be empathetic
• be on time for homework
• to learn to the best of his ability
• to care for the boarding and school environment
• to avoid unhealthy and dangerous practices
• to observe safety requirements
• to behave in a way which reflects well on the school
• when addressing others, to use appropriate language that encourages mutual respect
• to ask for assistance politely
• to show appreciation when given assistance
• to report theft
• to allow others to learn and grow
• to co-operate with staff
• to respect and protect others’ rights to enhance the happiness and enjoyment of others
• to abhor bullying and seek to eradicate it when found
In addition to the School uniform, students need normal casual clothing for wearing around the House. The following list of clothing and equipment provides a guide for parents as to what is needed and how much is needed in order to manage between laundry days. Name tags and all school clothing are available from Princes Parade.

• NAME TAGS – 8 dozen (3 dozen to be left with the Laundry staff)
• 1 School blazer – please have ready before Term 2
• 2 pairs regulation charcoal school trousers
• 2 pairs regulation shorts
• 3 long-sleeved school shirts for blazer/winter uniform
• 4 short-sleeved school shirts for summer uniform
• 1 school pullover
• 1 pair black school shoes (black laces)
• 5 pairs of school socks
• 1 school tie
• 1 school hat
• 1 PAC school bag
• 1 pair track shoes with light coloured soles for PE
• 1 school tracksuit
• 1 pair regulation school bathers (maroon board shorts)
• 1 pair board shorts for casual swimming
• Swimming goggles
• 1 each PE top and PE shorts
• Sports uniform for chosen winter/summer sport
• Underwear
• 2 sets of sleepwear (boxer style are popular - but pyjamas are also fine)
• 2 sets of neat casual clothes, including a shirt with a collar (winter) Casual T-shirts (2 with a collar – polo type shirt)
• Casual shorts
• 1 pair sneakers
• 1 pair thongs/sandals
• 3 towels (not too big - they don’t dry properly) Toiletries, which should include:
  • Comb Toothpaste Toothbrush
  • Shampoo and Shaving items
  • Deodorant Coat hangers Shoe polish kit
  • Bed quilt /"doona": both quilt and cover named
  • 2 x quilt covers
  • 1 x pillow
  • Cutlery & microwaveable bowl
  • Lock-up box and padlock (optional)
  • Desk light
Dear Host

We thank you for agreeing to be a nominated host for one of our boarders when they are on leave.

Time away from the Boarding community, particularly in a family setting, is an important adjunct to our Boarding program. This provides our students with the opportunity for relaxation, spending time with family and friends, and then returning to the Boarding community ready to resume their regular school program. We recognise that this is a significant responsibility that you have taken on and we appreciate very much your doing so.

To assist you in exercising your responsibilities in acting in loco parentis while the designated boarder is on hosted leave with you, we would like to draw the following to your attention:

- When the student is staying with you, you will need to make satisfactory arrangements for their transport to and from your home.
- You may well be contacted by one of our senior boarding staff to confirm the leave arrangements, either before or during the leave.
- While they are staying with you, the student may need to fulfil school responsibilities, such as homework and/or participation in sporting or other events. Please ensure that you are aware of their obligations when they come to stay with you.
- In taking responsibility for the student on leave, you need to ensure that you are happy with whatever arrangements are made while they are with you, particularly in relation to transport and social events. If you ever have any doubts about any of this, please check with the boarder’s parents or senior boarding staff.
- If there are any changes to the hosting arrangements, or anything else which you think the Boarding House needs to be aware of, please do not hesitate to contact the Head of Boarding.

Contact details for the key boarding staff are as follows:
Darren Roylett: Head of Boarding 0488 001 064.
Phil Noble: Assistant Head of Boarding 0418 854 474

Again, we thank you sincerely for agreeing to host one of our boarding students and wish you well with this.

Yours faithfully

Darren Roylett
Head of Boarding
Overnight Leave
It is absolutely vital that all boys take responsibility for organising their overnight leave arrangements. The following process should be followed:

1. Overnight leave applications for Friday or Saturday are to be submitted by 7:00pm Wednesday.
2. Students or parents can submit leave via the online form: https://tass.pac.sa.edu.au/onlineforms/
3. Please login using your school login details.
4. Leave needs to be confirmed by parents either by email to boardingadmin@staff.pac.edu.au or by calling 08 8334 1201.
5. Students need to sign out from the Fiddian office upon departure.
6. It is the responsibility of parents to contact host parents if their son is staying with someone else.

All weekend overnight leave ends at 7:00pm on Sunday evening, this is not negotiable. All boys are expected to participate in Sunday clean-up, Chapel when it occurs and homework. A phone call outlining an exceptional circumstance is a basic courtesy, should any boy be unable to return by the 7:00pm deadline.

Visiting Leave/Host List
Parents should complete a list of approved hosts whom their son may visit as part of the online consent. Care should be taken with your Host List as by placing someone on the Host List you are approving that person to take the student out for leave.

When a student is invited to visit friends or relatives of the family not on the Host List, it is necessary for the parent to phone, fax or email and confirm the proposed arrangements with the Head of Boarding.

They will need to know that parents approve of the host. If a student is being collected by a parent, the parent is asked, where possible, to advise either the Head Boarding before the weekend, preferably by Thursday evening.

The principle behind the approval of leave is that the parents have given informed consent. There is also a standard letter that goes out to all hosts so they are aware of their responsibilities.

Parties (Leave)
The School is concerned at the manner in which some student parties have been known to proceed. Alcohol, other drugs and the use of cars in association with such events cannot be condoned. The Head of Boarding, in consultation with relevant staff, will review invitations to large parties to assess what effective supervision will be in place. If there are serious doubts, leave will not be granted. Parents are requested to respect this judgment.

Consent
Throughout the year boys will have the opportunity to participate in a wide range of activities including sport, excursions, camps and leisure activities. Participation in these often requires additional consent. To cover a range of common outings and activities please complete the online consent form and also sign and return the slip below. An online form is available here - http://goo.gl/713B9

I, _________________________________________________(parent or guardian name) have completed the online consent form for my son(s):

________________________________________________________________________

________________________________________________________________________

Signed __________________________________ Date ____________________________