



Ravenswood

BOARDING HANDBOOK



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RAVENSWOOD SCHOOL FOR GIRLS

A Uniting Church School K-12,
Boarding from Year 7

HENRY STREET, GORDON NSW 2072
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RAVENSWOOD.NSW.EDU.AU

*Last updated November 2019.
Information subject to change.*

Welcome from the Principal

As Principal of Ravenswood, my vision is to ignite within our girls a passion for excellence, empowered by grit and resilience; so that they fulfil their potential, flourish and lead meaningful lives. We are guided by our Christian ethos and our Guiding Principles of *Excellence, Respect, Optimism, Courage and Compassion*.

We really value our Boarders – they are the heart of our School and for them, Ravenswood is a second home. They bring great diversity and a sense of family and are cherished by the wider School community.

Our girls often refer to the keen sense of belonging they experience and the warmth of the atmosphere which, I believe, reflects the positive relationships and friendships made here.

Since 1901, Ravenswood has embraced a strong tradition of educational excellence – developing young women of purpose who are empowered and inspired by the highest quality of teaching and learning experiences.

Ravenswood is the first school in New South Wales to adopt a Visible Wellbeing approach in the field of Positive Education and this is extended to our Residential College.

We are located in Sydney's picturesque and leafy upper North Shore and our girls enjoy beautiful, idyllic grounds and world-class award winning facilities. Ravenswood is located 15 kilometres from Sydney's city centre, within five minutes' walk of the main train line.

Ravenswood welcomes girls from Kindergarten to Year 12, including day students, local, rural and international boarders. Approximately 1200 girls attend Ravenswood, making it an ideal size to provide individual care and support.



The opportunities are broadened even more through our close relationship with our brother school, Knox Grammar School.

Igniting Potential, Inspiring Passion and Purpose

At Ravenswood, we believe in igniting the potential of every girl, inspiring her passion and sense of purpose to lead the most meaningful life.

I encourage you to visit our School and Residential College and experience for yourself the spirit of this wonderful School and community.

Mrs Anne Johnstone

Principal, Ravenswood School for Girls



Welcome to the Ravenswood Residential College

Ravenswood is a Uniting Church K-12 Day and Boarding school for girls located on Sydney's North Shore. Since 1935, Boarders have been an integral part of our community and continue to make a unique contribution to all facets of life at Ravenswood.

Our Boarders are a friendly and welcoming group of young women who are encouraged to develop positive relationships with their Boarding sisters and who experience the warmth and security of being part of our Boarding family whilst being known and valued as an individual. The Residential College comprises Boarders from Years 7-12 who are drawn from regional parts of NSW, overseas and as close as the Northern Beaches and neighbouring suburbs such as Lindfield. We believe the diverse backgrounds and cultural experiences of our Boarders adds to the richness of this unique community.

Located a short walk from the School's main campus, Boarders enjoy a sense of 'going home' similar to their day school cohort. Our Residential College comprises two houses. The Junior House provides a mix of twin share and single bedrooms and the Senior House caters for our oldest Boarders, offering private rooms for sleep and independent study, with the two houses linked by a glass walkway. The Residential College is fully air-conditioned, has a shared lounge facility, kitchenettes, a commercial kitchen, dining and recreation areas, outdoor areas and supervised learning spaces.

The wellbeing of our Boarders is a priority of the Residential College. We place importance on cultivating positive relationships through shared activities and experiences. These opportunities occur both formally and informally. Boarders enjoy special dinners and Closed Weekends as well as the Sunday Activity Program. This program is designed to build connections and provide Boarders with occasions to have fun exploring Sydney, whilst building life-long friendships and bonding over carefully designed weekly outings.



This handbook will give you a broad overview of the daily routines and procedures your daughter will adhere to as a member of the Residential College. We hope it will be helpful and enable you to gain insight into the values-based operations of the House.

Thank you for the opportunity to collaborate with you in order to provide the best possible boarding experience for your daughter. As we embark on this journey, we value your feedback and trust that your daughter finds her experience as a member of the Ravenswood Residential College a memorable and empowering one.

Ms Lucy Cumming
Director of Boarding

Contact Details

Ravenswood Residential College:

Ravenswood Residential College
738–740 Pacific Highway
Gordon NSW 2072
Australia

Boarding Supervisor on Duty Phone:

+61 2 9499 9451 | +61 425 211 201
Fax: +61 2 9418 2934

Correspondence address:

Ravenswood School for Girls
PO Box 516
Gordon NSW 2072
Australia

Large parcels for students:

Ravenswood School for Girls
Gate 10
681 Pacific Highway
Gordon NSW 2072
Australia

Director of Boarding:

Ms Lucy Cumming
Phone: +61 2 9498 9875
Mobile: +61 425 214 962
Fax: +61 2 9498 9895
Email: boarding@ravenswood.nsw.edu.au

Health Care Unit:

Contact: +61 2 9498 9883 (during school hours only)

Boarding Supervisors:

The Boarding Supervisors are not available between 9.00am–3.00pm (Monday to Thursday) and 9.00am–2.30pm (Friday).

During these times, please contact the Director of Boarding.

Preparing for Boarding

SETTLING IN: A NEW ENVIRONMENT

At the beginning of each year, new girls and their families will be invited to attend the Boarders' Orientation and sleepover program. On the day before school starts we also have a barbecue for families, senior teaching staff, guardians and Residential College staff. This is an excellent opportunity to meet with the staff who will be looking after your daughter, as well as the Residential College staff who will be caring for her.

The first term will be very significant for your daughter. As she is leaving home and her old school, she will face a steep learning curve, which will be exciting at first but can result in mixed feelings. Your daughter will be looking after herself and making new decisions, learning the names of many new 'sisters' and potentially sharing a room with someone she probably has not met before. She will learn a whole new routine and is beginning at a new school. Class work will be different and she will be getting to know many new teachers.

Provide a sympathetic ear for her when she rings home and help put any concerns in context. Remind her of the reasons you all chose boarding and the opportunities that will open up for her. Staff and fellow Boarders will also assist your daughter greatly as she adjusts to her life in the Residential College.

Homesickness affects almost all Boarders in the initial stages. Other Boarders are helpful to talk to, and homesick Boarders will find their peers provide wonderful support. Residential College Captains, staff, the Director of Boarding and the School's Wellbeing Team offer further assistance. We have seen many girls blossom and thrive as they become happily settled in their boarding life.

SETTLING IN: ACADEMICALLY

When girls first arrive at Ravenswood they may find differences in their classes in some areas. This is not uncommon because schools have varying standards and approaches, and girls might have covered work in a different sequence than students at Ravenswood. New Boarders need to allow themselves time to catch up – it could take up to two terms – but be assured, they will catch up if they work steadily over time.

New Boarders can find the standard here higher than they have experienced before. Teachers are understanding of this and will provide extra help. Your daughter should never hesitate to ask for help, whether in the Residential College or the Day School; staff will help find the person who can best assist with any query.

Prep guidelines ensure this time is the most effective for everyone. Each girl is expected to work quietly and by herself, completing set work and using the remainder of the time for reading, preparation and revision. Phone calls to parents should be made before or after Prep time.

We recommend the girls keep social activities to a minimum during the week. If they arrange to go out on a weekday, we advise they complete homework straight after school or at a time that fits in with their outing. Residential College staff will monitor the frequency of weekday outings and will discuss this with you if they feel your daughter is falling behind with her work or not settling to a steady Prep routine.

Life at Ravenswood

Your daughter's day will start at approximately 7.00am, unless she has morning sports training, in which case she will have an earlier start at 6.00am. All students receive a wake-up call via intercom, with a second call at 7.30am. By this time, all the girls should be fully dressed, have cleaned their shoes and made their bed.

Breakfast is served from 6.00am-8.10am. A hot breakfast is available at Mabel's Café or girls can serve themselves in the Residential College Dining Room. The girls leave for school by 8.10am.

Classes begin at 8.25am. There are two breaks during the day - recess and lunch. Boarders pick-up their pre-ordered recess and lunch at Mabel's Café. School continues until 3.25pm (2.50pm on Fridays).

After school there are a range of co-curricular activities on offer, including sport, music, debating and drama.

Afternoon tea is provided in the Residential College Dining Room. Each evening we gather at 5.55pm for roll call and Grace, our evening meal is served at 6.00pm and concludes around 6.30pm. Year 12s have the privilege of an earlier dinner at 5.30pm in Term 4.

Each evening from Monday to Thursday we have time set aside for study. Prep is a time used for doing homework and for general revision.

Your daughter's day ends at the bedtime designated for her Year Group. The period between bedtime and lights out is a quiet time during which she prepares for bed.

During the weekends there are many varied activities tailored to suit all ages and interests, including off-campus excursions. Your daughter is encouraged to get involved in the planning and organisation of these activities, by making recommendations to the Boarding and Activities Captains.

Weekday Schedule

6.00am	The RRC opens. Breakfast is available in the dining room. Boarders are welcome to leave for early classes and before school commitments.
7.00am	First wake-up call over the PA.
7.30am	Second wake-up call over the PA.
7.45am	Third wake-up call/reminders over the PA. No more cooking is permitted.
7.55am	Kitchen closes.
8.00am	All Boarders depart the RRC for Period 1 class. The only exception is if a Year 12 student has a free in Period 1.
9.00am	All Year 12 students depart for school. The RRC closes.
2.30pm	The RRC reopens - Friday only.
3.00pm	The RRC reopens.
3.30pm	Afternoon tea is served until 4.45pm. The kitchenette is also open during this time.
5.30pm	First sitting for dinner - Years 11 and 12.
6.00pm	Second sitting for dinner - Years 7-10.
6.45pm	Prep begins. Boarders conclude their prep depending on their Year Group.
9.15pm	Kitchenette available for hot drinks and supper.
9.30pm	The laundry closes for the night.
10.00pm	The kitchen closes.

Year Group	Prep concludes	Technology in	Lights out
7	8.00pm	8.30pm	9.00pm
8	8.15pm	8.45pm	9.15pm
9	8.30pm	9.00pm	9.30pm
10	9.00pm	9.30pm	10.00pm
11	9.30pm	10.00pm	10.30pm
12	9.30pm	11.00pm	11.00pm

Weekend Schedule

Saturday

6.00am	RRC opens. Boarders are welcome to leave for pre-approved outings including school sport. Breakfast is available in the dining room.
11.00am	Breakfast closes.
12.00pm	Lunch is available in the dining room.
1.00pm	Lunch service concludes.
6.00pm	Dinner is served (one sitting).
10.00pm	Boarders returning from leave must be back in the RRC.

Year Group	Technology in	Lights out
7	9.00pm	9.30pm
8	9.15pm	9.45pm
9	9.30pm	10.00pm
10	10.00pm	10.30pm
11	10.30pm	11.00pm
12	11.00pm	11.00pm

Sunday

7.00am	RRC opens. Breakfast is available in the dining room.
9.00am-11.00am	Sunday outing departure.
11.00am	Breakfast closes.
12.00pm	Lunch is available in the dining room.
1.00pm	Lunch service concludes.
6.00pm	Dinner is served (one sitting).
9.00pm	Boarders returning from leave must be back in the RRC.

Bedtimes as per the weekday schedule.

Please note that Boarders are encouraged to practise excellent sleep hygiene, therefore, all bedtimes follow the weekday schedule except for Saturday evening, when Boarders are permitted to stay up an extra 30 minutes if they wish.



An Alphabetical Guide

ABSENCE

If your daughter is absent from the Residential College during term time for any reason (late return, early departure, leave of absence), the Director of Boarding requires a letter of explanation prior to your daughter's absence.

If your daughter is absent from the Day School for up to two days, a letter of explanation prior to her absence should be submitted to the Director of Boarding and Student Absences.

If your daughter needs to be absent for three or more days, or in the days immediately preceding/following a term break, an application for extended leave/exemption from school must be completed and submitted to Student Absences, for approval by the Principal. These forms can be found on the Parent Portal.

ACCESS TO SCHOOL FACILITIES

Boarders' access to facilities such as the Learning Resources Centre, Strength and Conditioning Centre and music rooms, is provided when suitable supervision is available.

BANK ACCOUNT/MONEY

Boarders may open a bank account, preferably at Westpac in Gordon, as it is easily accessible.

BIRTHDAYS

A birthday is a special occasion and one worthy of a special celebration. The Boarding sisters organise birthday cakes and we celebrate together.

CARS

Should you wish to give consent for your daughter to drive, consent must be given by the Director of Boarding and Head of Senior School, providing you agree that the arrangement will be limited to only driving from the family home to school and from the School to the family home, without diverting to any other location.

For weekday Boarders, this would normally involve driving from home to school on a Sunday night or Monday morning and then driving from school to home on a Friday afternoon each week. Boarders will not generally be permitted to drive after hours during term time on

weekdays or at any time during weekends while residing in the Residential College, unless exceptional circumstances apply.

Students must not have any other student of the School as a passenger in the car with her.

If you wish for your daughter in Year 12 to bring a car to the Residential College, please make a direct application to the Director of Boarding. As car spaces are limited, requests to keep cars at the Residential College are not permitted, however, there is parking on Bushlands Avenue.

Cars are to be parked legally and with consideration to others. Cars should not be parked in the same location every time, as we do not wish to disturb local residents.

Information regarding Driving to School can be found on the Parent Portal.

CHAPEL

It is compulsory for all Boarders to attend significant worship services during the year. These events are organised cooperatively with the School Chaplain and are published in the School calendar.

There are termly reflections, and Easter and Christmas liturgies which are compulsory.

CHAPERONES

School Chaperones are provided for junior Boarders to attend a medical or specialist appointment. Chaperones are provided for girls in any circumstance where travelling alone is not permitted.

CLOSED WEEKENDS

At the beginning of Term 1 there is a Boarders' Closed Weekend. This allows Boarders to get to know each other and to learn more about their new surroundings. There is also a Closed Sunday at the beginning of Term 3 for further planning and reflection; and a Closed Sunday at the end of Term 4, which is a celebration of the year that has been.

On these days, activities are specifically organised to allow the Boarder group to develop friendships and foster a sense of family and community. Boarders are permitted to play school sport or other organised school activities but for 24-hours, no other leave is permitted.

CODE OF BEHAVIOUR FOR STUDENTS

Roles:

- to participate actively and positively in all aspects of boarding life
- to accept ownership of behaviour and individual achievement
- to demonstrate positive interaction with other students and all adults associated with the Residential College

Rights

Responsibilities

A right is a natural entitlement

In the Residential College all girls have the right:

1. to feel safe and comfortable at all times
(physically and emotionally)

2. to be respected as an individual

3. to be treated equally and fairly – regardless
of ethnicity, culture and ability

4. to be heard

5. to privacy

6. to learn

7. to know consequences of actions

A responsibility is an action for which we are socially and morally accountable

Therefore individuals have the responsibility:

to keep self and others safe by obeying rules to avoid aggressive and/or threatening language/behaviour towards others, and reporting concerns

to show others respect

to treat others equally and fairly

to express opinions and concerns respectfully and to allow others the chance to speak and share their opinions

to ask before entering someone's private space and before borrowing someone's equipment or clothing

to take advantage of all learning opportunities and to allow others to study in a quiet and calm atmosphere that is conducive to work

to make personal choices that are positive

CODE OF BEHAVIOUR FOR PARENTS

Roles:

- to accept joint responsibility with boarding staff for the social education of their children
- to promote positive attitudes to Day and Boarding School, other individuals and learning
- to support the physical, social, emotional and spiritual needs of their children so that they are resilient enough to cope with the demands of living away from home
- Staff at Ravenswood and the Residential College need to be able to communicate freely with parents and guardians. Phone numbers and email addresses must be kept current, and translators should be arranged by families if necessary, so staff can communicate any concerns.

Rights

Responsibilities

A right is a natural entitlement

In the Residential College all parents and guardians have the right:

1. to be informed about the boarding policies and expectations

2. to be informed about your child's social and emotional, academic and spiritual development

3. to have concerns listened to

4. to be involved in decision making

5. to feel valued and comfortable in the Residential College

A responsibility is an action for which we are socially and morally accountable

Therefore individuals have the responsibility:

to be responsible to the channels of communication established in the Residential College

to inform the school/boarding staff of any circumstances that might affect your child's development

to establish and maintain positive communication links with the Director of Boarding and all staff

to play an active role in the care and education of your child

to appreciate the skills of others and respect the privacy of other members of the residence

CODE OF CONDUCT

Ravenswood is committed to the safety and wellbeing of all girls in the Residential College. We support the rights of the girls and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and encourage active participation in building and maintaining a secure environment for all.

Boarders are to remember they are Ambassadors of the school even when not in school uniform. In the Residential College, inappropriate behaviour will not be permitted such as swearing, shouting or bullying other students. Drinking alcohol, smoking, procuring drugs or breaking any of the School or Residential College rules above may result in suspension or dismissal.

Girls' rooms may only be entered by others with permission as a respect of privacy. In the interest of observing mindful sleep hygiene, no girl may socialise in others bedrooms after 9.00pm as sleep is paramount. If a student is away on camp, her room remains locked.

Lights out times are to be observed and students are to remain in their rooms at night. Should a student find the set schedule is unsuitable, she may speak to the Director of Boarding, who will communicate with parents.

Outside of the Residential College, Boarders are to maintain the School rules of acceptable social behaviour by not behaving inappropriately, drinking alcohol, smoking or breaking the School rules.

COMMUNICATION

Communication is vital in effectively providing optimal care for your daughter. Boarders are encouraged to communicate any concerns they have with the Director of Boarding or supervising staff. The Wellbeing Team is also available to help Boarders. If parents have concerns, they are asked to contact the Director of Boarding by phone or email.

With your daughter

Your daughter will have a School email account for easy and secure email access, and most girls bring a mobile phone with them to the Residential College. Parents should decide on the most appropriate mobile phone plan for their daughter's needs.

Our Boarders also love receiving mail because this is a sign that someone is thinking of them. Even if girls speak to their family and friends daily on the phone, or email regularly, there is nothing to compare with a letter or parcel arriving.

A good way to keep your daughter in tune with what is happening at home is to send the local newspaper or

encourage brothers, sisters, friends and relatives to write a short note or send something through the post.

Please use this address:

Your daughter's name
Ravenswood Residential College
PO Box 516
Gordon NSW 2072
Australia

For large parcels:

Your daughter's name
Ravenswood School for Girls
Gate 10
681 Pacific Highway
Gordon NSW 2072
Australia

Via email

Each student at Ravenswood has her own email address. All addresses consist of your daughter's initial followed by her surname and the calendar year she would be in Year 12, all in lower case, then followed by @ravo.nsw.edu.au
e.g. ajones2020@ravo.nsw.edu.au.

To and from the Residential College

There is no question that boarding is an experience shared by the whole family. Therefore, it is just as important for parents to be happy with the boarding experience as it is for their daughter. We welcome parents at any time. Contact us at any time if you have any concerns, questions or stories to share via email or phone.

To and from the School

The Weekly Digest is emailed every week and the Newsletter is emailed fortnightly during term time to parents, except for the last week of the school year. This includes upcoming events so you are aware of school activities or commitments in which your daughter will be taking part. There is a Boarders section in the Newsletter.

There is a Boarders page on the Parent Portal, to which the Director of Boarding and Boarding Captains contribute regularly. A range of information from the Day School is sent home via email or is on the Parent Portal to keep you informed of Day School events and processes.

Our bi-annual *Semper* magazine is a comprehensive record of school events, including alumni activities and event highlights. This publication will give you a good overview of school events and the girls' achievements.

The Boarder Parent/Student/Teacher Conference is held once a year in the afternoon of the travel day of Term 3, when students return to boarding after the

holiday. This is an opportunity for you and your daughter to meet with her teachers to discuss her progress. If you are unable to attend this conference, a separate telephone call or online call can be arranged.

School reports are provided to parents twice yearly.

Parents may make appointments to discuss their daughter's progress at any time throughout the year. We encourage you to contact your daughter's teachers if you have academic concerns. If you are unsure whom to contact, please email or call the Director of Boarding, who will direct you to the person who can best assist. The Director of Boarding has regular meetings with teaching staff, so queries and problems can quickly be resolved:
lcumming.ravenswood.nsw.edu.au
boarding@ravenswood.nsw.edu.au.

The Ravenswood Connect Portal

The Ravenswood Portal has information relevant to you and your daughter as a Boarder and as a Secondary School student. There is also a specific Boarding section which has news and photos of recent events and activities held in the Residential College. This is a secure site.

The School Portal contains information such as the boarding calendar, leave forms, upcoming events and menus. This site should be checked by parents regularly as it contains useful information for the Day School and Residential College.

A user name and password are required to login to Connect, issued when your daughter is enrolled:
<https://connect.ravenswood.nsw.edu.au>.

COMPUTERS AND INTERNET USE

Girls in Years 7-9 are issued with a school laptop; however, Ravenswood is a BYOD (bring your own device) school for Years 10-12. As such, Years 10-12 Boarders must bring their own laptop.

Boarders are able to access the internet throughout the Residential College via the Ravenswood network. Residential College computers are also available for the girls' use.

Boarders can access their emails at Ravenswood after they have signed an Internet Contract whereby they agree to use the internet in an appropriate manner. All students are to abide by the Student ICT Accessible Use Policy which they sign upon enrolment. There is also a copy of this policy in the front of the Student Diary.

Proxy by-pass is banned. Social networking websites are available at scheduled times throughout the week.

Boarders must use the School's Internet access and are not permitted to have personal wireless broadband

devices. WiFi is provided throughout the Residential College and very generous amounts of data are provided. Girls may use their phones but when using the internet, are expected to use the School's wireless network. There is no additional cost to access the School's wireless network.

CONSEQUENCES

There are consequences to rules of the boarding house being broken. Please consult Residential College policies which outline the various consequences.

CROSSING THE PACIFIC HIGHWAY

All girls MUST cross the Pacific Highway at the designated crossings at Cecil Street or St John's Avenue.

Students are to stand away from the kerb with decorum and mindfulness, and once the 'Walk' light flashes, must check traffic flow before stepping out. Students are not to cut corners but walk within the 'walk' lines on the road, and not walk in between cars.

CURFEW

All girls must return from leave to the Residential College by no later than 10.00pm. For any variation of time, special permission must be sought from the Director of Boarding.

DANCES

Boarders receive invitations to dances held by other schools, which are attended in a group with a staff member supervising. Cost of transport will be billed to the Boarder's School account. Personal invitations to attend a dance or school formal may only be accepted with the permission of a parent and by negotiation with boarding staff.

Formal occasions or school dances may be attended after the Director of Boarding has given approval, once the following information has been supplied: parent/guardian approval; mode of transport during time away from the Residential College; a Host Agreement supplied for an overnight stay (Boarders are to stay overnight due to lateness of evening).

DENTIST

The School uses Wise Dental Clinic at Macquarie Park, North Ryde in the event of an emergency. Alternatively, Boarders are welcome to use their own dentist. Any charges for dental visits are to be paid at the time of visit by the Boarder. Please arrange routine dental appointments during holiday time.

DIARIES

Homework must be recorded in the Student Diary. This will be checked every week by the Mentor as well as Residential College staff. The diary is also used to convey information between the Day School and the Residential College.

ELECTRICAL ITEMS

Boarders may bring a clock radio, Bluetooth speaker, hair straightener and a hairdryer. These items must be regularly checked and tagged by Ravenswood staff. For safety reasons electric blankets, personal heaters or fans are not permitted. All items should be engraved with your daughter's name. Please insure valuable items. Each girl must have a set of headphones for use with her personal sound equipment.

Chargers are to be used in a clear and open space, with the device on a non-combustible surface. No appliances are to be used near a water outlet, e.g. bath or sink. All appliances are to be removed from the power source and put away after use.

Kitchen appliances are not to be moved from their positions on the bench and must remain away from water sources.

Appliances are to be removed from the power source if they are to be handled, either cleaned or to remove caught food.

Electrical cooking appliances are not to be used in bedrooms, e.g. rice cookers/sandwich makers etc., these items will be confiscated.

Fridges are never to be turned off, staff are to defrost and clean fridges regularly.

Boarders are to ensure all appliances and air conditioning are turned off before leaving a room.

EMERGENCY DRILLS

Emergency drills are held each semester. Every girl is instructed on what to do in an emergency situation. The Boarding Captains act as fire wardens and assist the Residential college staff as required in an emergency.

In the event of an emergency:

At the siren for evacuation, all Boarders are to leave the room they are in and meet at the mustering point outside the Residential College gates for roll call. They are not to stop and search for a coat or shoes or other personal items, or go to technology lockers.

Lockdown will be announced over the PA system and girls are to stay in their rooms, lock the doors and pull down blinds. An announcement will advise when the all-clear is given. Any Boarder in the Laundry should remain there and lock the door.

In the event of a power outage, girls should remain in their rooms. Emergency lighting will be available in the halls. Staff will advise the necessary personnel and advise the next steps.

ENROLMENT

All required forms for Boarding must be received before students can join the Residential College and access the Student Portal. Fees for both tuition and boarding must be kept up-to-date at all times.

Current contact details of parents and guardians must be communicated to the School and Residential College regardless of the student's status. Any student on a visa must supply complete contact information including name, phone number, email and physical address of guardians or parents. If these details change, we must be advised immediately.

Change of status such as full boarding to weekly, is to be clearly communicated with the Director of Boarding and the Head of Senior School.

EXEAT WEEKENDS

All girls must leave the Residential College during Exeat weekends. For Exeat weekends, please refer to the Boarders' Key Dates in the Handbook or the Parent Portal.

The Residential College closes after the final girl departs or at the latest 5.30pm on the Easter weekend or Friday on the June long weekend.

The Residential College re-opens at 5.30pm. All Boarders must return by 9.00pm on Sunday (or Monday if a long weekend). No dinner is served on these days.

HEALTH CARE UNIT

The School Registered Nurse visits the Residential College every day from 7.30am to see any girls who may have a query and to assist in administering of medication. The Health Care Unit is managed by a Registered Nurse who is available Monday to Friday during school hours (Day Girls and Boarders). An initial assessment is made by the Registered Nurse on duty regarding a Boarder seeing any medical practitioner and if so, an appointment is made to see her preferred medical provider, if available. If no appointment is available, another medical provider for the School will be organised.

Where possible, the Boarder's parents will be contacted prior to the doctor's visit and the Boarder's guardian asked to accompany the student to her appointment. After consultation with the doctor and if the Boarder is under the age of 16, the Registered Nurse notifies the parents by letter, email or phone call. Where the

Boarder is over 16, she is encouraged to phone her parents and inform them of the doctor's visit.

Where possible, medical practitioner appointments will be made outside school hours or during school breaks.

Parents who make medical appointments for Boarders are encouraged to make them before or after school and should communicate the appointment times to the Registered Nurse or Director of Boarding. If an appointment is made during school hours, Boarders must be signed out and back in through the Health Care Unit.

The School Nurse and Boarding Supervisors should be advised of all dental and medical appointments well in advance to ensure records are kept up-to-date, that girls are reminded of appointments and assisted with transport arrangements if necessary. Please communicate details of appointment times and dates to the Boarding email address: boarding@ravenswood.nsw.edu.au.

During the school day, Boarders are to go to school and visit and/or remain in the Health Care Unit if they are ill, as the Residential College is not staffed during school hours.

If students need emotional support, they should speak to the Boarding Supervisor on staff, who will contact the Director of Boarding.

After Hours Health Care

In the event of an infectious disease requiring isolation, parents/guardians will be contacted to take the student home. In the case of an emergency, the student will be transported to hospital in an ambulance or by private vehicle.

If a Boarder is unwell during the night she should wake the Boarding Supervisor in the duty room either by phone or knocking on the door. The supervisor will assist her.

INSURANCE

Student Accident Insurance is a private matter for each family to consider. The School can provide information on some available schemes if required.

Personal Effects Insurance – the School does not provide this cover. Parents must arrange to cover valuable items which their daughter brings to school.

The Uniting Church School policy covers Boarders 24 hours a day, 7 days a week whilst they are boarding.

International students need separate medical insurance as per the terms of their enrolment with Ravenswood.

LAUNDRY/DRY CLEANING

Laundry contractors are available to launder Boarders' shirts, skirts, tunics and jumpers – this service is

recommended. However if timing does not suit, Boarders are permitted to launder their School uniform in the Laundry.

A set of sheets and two towels are distributed to every student each week.

Washing machines and dryers are available in the Residential College laundry for the girls to wash and dry their own clothes. Boarders must provide their own laundry detergent – front loader washing detergent is recommended. Dry cleaning of blazers and skirts is a personal expense and should be privately arranged.

Laundry is to be completed by 9.00pm. Boarders are reminded not to overload machines, and to clear the lint filter of the dryer.

LEADERSHIP POSITIONS

Each year, the student body elects a Boarding Captain and a Boarding Vice Captain from Year 11, a Junior Boarding Activities Captain and Senior Boarding Activities Captain. Boarding Captains are commissioned along with all School Leaders at the Commissioning of School Leaders Service at the end of Term 3.

Role of Boarding Captains

- lead students in the boarding community
- set a good example to all students in behaviour and dress
- build unity between the staff and girls within the boarding community
- liaise and meet on a regular basis with the Director of Boarding
- attend functions as a representative of the boarding community, when required
- assist the Boarding Supervisor in the Residential College when required at busy times or in the case of an emergency.

Role of Activities Captains

- liaise with the Director of Boarding and Boarding Supervisors regarding suggested outings and their organisation
- liaise with the Director of Boarding to organise theme dinners throughout the year
- encourage Boarders to participate in organised activities and try to attend as many of these as possible themselves, demonstrating enthusiasm and loyalty to the boarding community
- suggest and help to organise activities for Closed Weekends, ensure that all Boarders are prepared and

involved in these activities, liaise with staff – being supportive and assisting in any way possible – when appropriate

- organise Boarders' Worship services as required each term
- discuss the Year 12 Farewell Dinner with the Director of Boarding – organise speeches and presentations for Chapel Services, organise and set-up tables and settings for dinner.

LEAVE

Afternoon leave, dinner leave, weekend leave, leave from school

Ravenswood maintains a flexible approach to leave, provided it is arranged around sporting and co-curricular commitments. Leave must be arranged in advance, in consultation with the Boarding Supervisors. All leave is submitted online using a program called Boardingware.

The safety and welfare of all Boarders is of paramount importance and this will always be the main consideration with regard to leave approval being granted.

No Boarder may leave the Residential College without permission. Boarders are not permitted to go to the beach unless accompanied by a responsible adult.

It is the responsibility of parents or guardians to ensure that suitable arrangements are made for girls during vacation and exeat periods.

Leave is approved subject to various conditions being met according to the type of leave taken. In general, students must supply appropriate details regarding who, where, when, how and contact phone details.

Boarders must enter all requests in Boardingware and be specific with information supplied. Leave cannot be assumed, requests need to be approved, Boarders may not leave the Residential College before approval is given. Approval may be denied if correct information is not supplied – advise mode of transport and who is driving, where you are going and with whom, and expected time of return. For overnight leave, a request in writing from the host must be received and approved by the Director of Boarding. Boarders can ask the Boarding Captain or Vice Captain for help in submitting information in Boardingware.

Weekly Boarders also need to enter all leave in Boardingware, to advise where they are at all times, including late arrival at the Residential College or early departure.

Boarders are not permitted to leave the Residential College to take delivery of Uber Eats or other food delivery options. Staff may arrange group food delivery but individual girls may not.

Boarders must be in the Residential College by 5.00pm each school night, only Year 12 may still be in the Learning Resources Centre until 9.00pm. Exceptions are approved school activities, such as sport or performing arts. Boarders must be in the College by sunset on weekends unless special approval is received. Curfew on all nights is 10.00pm, when main doors and the gate are locked.

Medical/dental appointments must be entered into Boardingware. A chaperone, parent or guardian should attend, depending on the situation.

Visitors can stay until 5.00pm, i.e. before dinner. Male visitors are to be in the dining area only, not the lounge or other areas. Males and Day Girls are not permitted in Boarders' bedrooms, however, a male may help carry items to and from bedrooms on arrival and departure day.

With regard to all exeat, overnight examination leave and weekend leave, all of the above details must be confirmed to the Residential College by the parent or guardian, prior to approval being granted.

Leave is granted specifically for the period requested and to the person/s and location/s nominated. The nominated host (see Host Forms) for that period then becomes responsible for all activities until the Boarder physically returns to the Residential College.

As a matter of courtesy, a Boarder should speak with the Boarding Supervisor before leaving the Residential College.

If there are any changes to leave arrangements as stated in the application, the host must notify the Residential College.

Please telephone the Boarding Supervisor if the return of girls is likely to be delayed for any reason.

Whilst on leave, Boarders are reminded that they must behave in a manner which brings credit to themselves and the Ravenswood community.

Collecting and/or Returning Girls

The host is required to physically sign the Boarder out and back in to the Residential College unless the student is self-escorting. Self-escorting is only permitted whilst the sun is out and for Year 9 and over, with permission.

Examination Study Leave

During examinations, special leave may be approved by supervising staff for Years 10-12 students. The Residential College will be open and staffed for girls to study.

Recreation Leave

The Boarding Supervisor must be notified of recreation leave by 9.00pm on the preceding evening (e.g. Friday for Saturday, Saturday for Sunday) and is granted in advance

Ravenswood Boarders' Leave Summary

	Years 7-8	Years 9-10	Year 11	Year 12
Special Leave Dinner with Family, etc. - Special Occasion	24-hours' notice Boarding Supervisor and/or Director of Boarding to approve Curfew is 9.00pm	24-hours' notice Boarding Supervisor and/or Director of Boarding to approve Curfew is 9.00pm	24-hours' notice Boarding Supervisor and/or Director of Boarding to approve	24-hours' notice Boarding Supervisor and/or Director of Boarding to approve
Weekend Leave Recreation Leave	Girls are permitted to go out for up to two hours on Saturday and Sunday at the discretion of the Boarding Supervisor on duty but they must be escorted by a senior student (Years 11-12) or staff member The Sunday activity is compulsory for Years 7-8, if they are in residence	Saturday and Sunday Daytime Only Lodged by 9.00pm evening before	Friday, Saturday and Sunday At Supervisor's Discretion Lodged by 9.00pm evening before	Friday, Saturday and Sunday At Supervisor's Discretion Lodged by 9.00pm evening before
		Saturday and Sunday 4 Hours Curfew 5.30pm Leave recorded by 9.00pm the Thursday prior to the weekend	Saturday and Sunday 4 hours Leave recorded by 9.00pm the Thursday prior to the weekend	Saturday and Sunday 4 hours Leave recorded by 9.00pm the Thursday prior to the weekend
Daily Leave Gordon	3.30pm-5.00pm twice per week only Girls must be escorted to Gordon by a senior student (Years 11-12) or staff member only. In the event a staff member or Years 11-12 student cannot chaperone, two Year 10 students may accompany Years 7-9 students to Gordon.	3.30pm-5.00pm Monday-Thursday Alone if self-escort applies preferably in pairs or more	3.30pm-5.00pm Monday-Thursday	3.30pm-5.00pm Monday-Thursday
Special Leave Hornsby/Chatswood	At the discretion of the Boarding Supervisor on duty, escorted by staff only	After school allowed for special needs with permission, preferably in pairs Return by 5.30pm Leave recorded by 9.00pm evening before	After school allowed for special needs Return by 5.30pm Leave recorded by 9.00pm evening before	After school allowed Return by 5.30pm Leave recorded by 8.00am morning before
Weekend Leave	Any overnight leave or day leave longer than the permitted three or four hours to be recorded on Boardingware and confirmed in writing by parents or guardian and host family (if not physically signing Boarder out) before 9.00pm on Thursday night preceding weekend. Return from Weekend Leave before 9.00pm on Sunday night for a Full Boarder or 8.00am Monday for a Weekly Boarder.			
Exeat Weekends	On an Exeat weekend ALL Boarders leave the Residential College. All Boarders leave before 5.30pm on the evening prior to the Exeat weekend and do not return before 5.30pm Monday evening. All leave to be confirmed in writing by parents or guardian before 9.00pm Thursday.			
Closed Weekends	There is one full Closed Weekend per year and two Closed Days in Terms 3 and 4. All Boarders are expected to stay in and be part of all planned activities - no overnight leave allowed.			

by the Boarding Supervisor, subject to parent/guardian approval. It is preferable that weekend recreation leave be notified on Thursday nights. Recreation leave is available for four hours on Saturdays and Sundays.

There is a 5.30pm curfew – later in daylight saving time, by negotiation.

Requests for special outings for groups of three or more in Years 11-12 may be negotiated with the Director of Boarding on an individual basis and will usually require parents' or guardians' approval of the proposed arrangements (e.g. dinner out).

After School Leave

Leave to visit the shops, visit a host or go to Gordon library (or similar approved activity) is granted by the Boarding Supervisor subject to the following:

- Girls have self-escort approval from parents or guardians. Girls state where they are going and sign out and back in during the designated times.
- Any shopping leave taken outside of Gordon (e.g. Chatswood or Hornsby) should be notified to the Boarding Supervisor the night before and entered as special leave. Whilst on shopping leave, students are reminded that all School rules apply.

Weekend Leave

All weekend leave arrangements should be confirmed to the Residential College by the nominated host and parent on Boardingware by 9.00pm on the preceding THURSDAY.

Visitors

Students may receive visitors, however, all visitors must be introduced to the Boarding Supervisor on arrival and sign the Visitors Book – this includes Ravenswood students who are Day Girls. Male visitors and partners may only be entertained in designated areas – please check with the Boarding Supervisor. Male visitors and partners are not allowed in bedroom areas or the lounge.

Visitors should leave the Residential College at dinner time. On Friday and Saturday night visitors may stay until 8.00pm, unless negotiated otherwise with the Director of Boarding or Boarding Supervisor.

LIGHTS OUT

Years 7-8: technology in at 8.45pm, lights out at 9.00pm

Year 9: technology in at 9.15pm, lights out at 9.30pm

Year 10: technology in at 9.30pm, lights out at 10.15pm

Year 11: technology in at 10.30pm, lights out at 11.00pm

Year 12: technology in and lights out at 11.00pm, both optional

All girls working after lights out should be ready for bed at the appointed lights out and be careful not to disturb others. If working late, a desk lamp is only to be used if sharing a room.

No technology is to be used after lights out.

Lights out times are to be strictly adhered to, there are no extensions of time.

As a Positive Education and Visible Wellbeing School, we are aware that research suggests that good sleep hygiene is imperative for academic and wellbeing goals. Students need sufficient sleep (even if teenagers don't agree!).

LINEN

The School provides mattress protectors and a fitted and flat sheet, plus two towels to each student per week. Students bring their own doonas, doona covers, pillows and pillow cases.

LOST PROPERTY

Missing items should be reported to the Boarding Supervisor who will follow up and notify other Boarders of the loss. At times, a Residential College search may be conducted, if required.

LUNCH AND RECESS

Lunch and recess is ordered each Monday evening on our online system. Boarders collect their meals during the school day from Mabel's Café.

MEALS

The School provides nutritious and well-balanced meals. Girls may also have their own food to supplement meals. Girls with specific dietary needs must provide a doctor's certificate or letter describing the nature of the dietary requirement. A fridge/freezer is available on both levels of the Residential College. Students may keep food in these refrigerators. Food must be sealed, dated and clearly named in order to maintain good hygiene. Hot food should not be taken into bedrooms.

Kitchen facilities are provided and girls are expected to clean and wash up any item used in the preparation and consumption of their own food and also provide their own ingredients. Plastic containers are to be stored upstairs in kitchenette cupboards or in the student's room. No cooking is permitted between 10.00pm-6.00am.

Attendance at all meals is compulsory.

Breakfast

Monday to Friday: 6.00am–8.00am Residential College Dining Room or hot breakfast 7.00am–8.10am Mabel's Café

Saturday: 6.00am–11.00am Dining Room

Sunday: 7.00am–11.00am Dining Room

Morning Tea

Monday to Friday: 10.15am–10.35am Mabel's Café

Lunch

(ordered online each week)

Monday to Thursday: 12.50pm–1.30pm Mabel's Café

Friday: 12.20pm–1.10pm Mabel's Café

Saturday and Sunday: 12.00pm–1.00pm Dining Room

Lunches should be ordered online by each Boarder, the Sunday before the start of the week.

Dinner

Monday to Thursday: Years 7–11 6.00pm–6.30pm, Year 12 5.30pm–6.00pm Dining Room

Friday to Sunday: Years 7–12 6.00pm–6.30pm Dining Room

Parents wishing to attend meals are very welcome but should notify the Director of Boarding one day in advance.

Late meals are provided for students who are out of the Residential College for sport or school activities at dinner time.

Boarders are to dress appropriately for meals at all times, wearing either school uniform or casual clothes, not a mixture of both. Pyjamas and dressing gowns are also not acceptable. To protect their feet, girls must wear shoes to all meals. Girls must not bring mobile phones or other devices to meals. The main meal is to be selected and eaten first, before returning to collect a dessert.

MEDICAL CARE

A member of the Health Care Unit attends the Residential College every morning before school to offer support in medical care and administration, building relationships and ensuring optimal care of the Boarders.

MEDICAL CONTAGION

In the unfortunate event of the majority of students being infected by disease, e.g. influenza or any other contagion, the Residential College may have no option but to close

and send students home or to their guardian until the contagion has passed.

MEDICATION

Unless specifically authorised to do so by the School Nurse, Boarders are not permitted to keep medication of any type in their personal possession, either at school or in the Residential College (this includes common non-prescription medications such as painkillers, cold and flu tablets, cough mixture and antihistamines etc.).

Supervisors in the boarding house may supply 'over the counter' medications to Boarders once they have written permission via Enrolment forms. Boarders are not to keep any medications. The boarding house has a designated GP in Gordon who the girls may visit if required and if necessary, will be chaperoned. The Residential College has a full medical kit including asthma kit, epipen and defibrillator; and heat and ice packs can be issued by staff. In an emergency, an ambulance will be called.

All medication, including vitamins and herbal remedies, should be clearly labelled with ingredients and dosage in English. Medications (including herbal medicines) other than vitamins must be clearly marked with the Boarder's name (and dosage rates) and should be handed to the Boarding Supervisor on arrival at school (or as appropriate during the year). The Boarding Supervisor has access to some basic medication and first aid requirements. In the instance of students taking antidepressants and S8 drugs, this is documented accordingly and a letter from the prescribing doctor stating the dosage of medication must be provided.

Medicare/Private Health Insurance

Parents or guardians must supply Medicare numbers or private health fund details to the Health Care Unit. These are noted on student files for reference when medical attention is required.

Medibank Private – for International Students

Parents or guardians should obtain a Medibank Private Health Insurance card prior to commencement. This is not a School responsibility. An application can be made online at www.medibank.com.au/oshc.

MOBILE PHONES, LAPTOPS AND ELECTRONIC DEVICES

Boarders may receive calls in their rooms via the Residential College digital phone system. Boarders are permitted to keep mobile phones in the Residential

College but the normal times for phone usage apply, e.g. not permitted after lights out, at Prep time or dinner. Mobile phones must be used in a manner which is considerate of all members of the boarding community.

All electronic devices, including mobile phones, tablets, Apple watches and any other such device are NOT to be used during dinner or after lights out. Ravenswood cannot take responsibility for the security of individual mobile phones and iPods and any other such devices unless they have been left for safe keeping with the Boarding Supervisor. Your mobile phone should be covered under a personal effects insurance policy. Phones must NOT be used to take photos without the permission of all people in the photograph. Privacy laws must be respected at all times.

All Year Groups, except Year 12, must store mobile phones and laptops in rechargeable lockers before lights out every night.

MONEY

All students are provided with a personal safe in their room. Whilst all care is taken, the School does not accept responsibility for money or personal possessions kept at school other than for those that have been specifically presented to appropriate staff for safekeeping in the Residential College Office safe. Cards must be locked away at all times and PIN numbers kept confidential. Students should have access to ATM accounts and PIN numbers must be kept confidential.

It is suggested that families discuss the use of card access accounts prior to entering the Residential College, e.g. accountability, use, limits etc.

Girls should never keep excessive sums of money in their personal possession in the Residential College or at school. Money or special cheques, passports, travel tickets etc. should be handed to the Boarding Supervisor or placed in their personal safe for safe keeping.

MUSIC PRACTICE

Music practice rooms are available for Boarders after school. The Residential College has a piano available for practice. Boarders may see the Performing Arts Department for access to practice rooms.

NAME TAGS

All clothing including non uniform items, must be named with either a sewn-on name tag or laundry marker. It is incumbent upon all families to take responsibility for naming every item. Responsibility cannot be taken for any items which have not been named.

PARENT/TEACHER/STUDENT CONFERENCES

These occur annually for Boarders and take place on a Travel Day at the commencement of Term 2. All appointments are made online and information regarding the process is emailed to parents.

PERSONAL REQUIREMENTS

What to bring?

We encourage students to bring items to make their room as comfortable and homelike as possible – for example photographs, mementos or a stuffed toy. Most girls will be sharing, so please be considerate with the amount of personal items brought into the Residential College.

The Residential College supplies sheets and bath towels. Boarders can bring their own if they wish.

Boarders are issued a set of sheets and two towels per week and are responsible for changing them weekly.

We suggest packing the following items:

Clothing (uniform, casual and smart clothing):

- Summer uniform including panama
 - Years 7-9
 - 3 x School dresses
 - 5 x pairs white ankle School socks
 - Years 10-12
 - 1 x School skirt
 - 3 x School shirts
 - 5 x pairs white ankle School socks
- winter uniform
 - 1 x School skirt
 - 3 x School shirts
 - School jumper and/or vest
 - 3 x pairs School pantihose or socks
- full Ravenswood sports uniform
- Boarding attire
- Boarder jersey
- Boarder shorts
- smart outfit and shoes (chapel/social appropriate)
- T-shirts (x2)
- long sleeved T-shirts (x2)
- jeans (x2)
- shorts (x2)
- jumpers (x2)
- underwear

- tracksuit pants (active wear/leisurewear)
- socks (x6 pairs)
- jacket/cardigan
- black leather lace-up school shoes
- joggers
- casual shoes
- swimming costume
- beach towel
- hat/cap
- 3-4 pairs pyjamas
- pair of slippers

Other items:

- single bed doona/quilt with cover, pillow and pillow case
- mobile phone
- iPod or personal sound equipment with one set of headphones + chargers
- laundry detergent (front loading please)
- laundry bag
- appropriate amount of money for the period of time or an EFTPOS keycard - (money can be stored in the office safe)
- umbrella (essential)
- toiletries and shower caddy
- thongs for showering
- camera
- alarm clock (if you have co-curricular activities to attend before the usual wake-up time you will need to set an alarm)
- sporting equipment
- school equipment (stationery and text books)

Any items outside of the advised list may be returned home at your expense, as storage space is limited

The Residential College has air-conditioning and heating installed centrally. There is no need to bring fans or heaters. Each room has a desk and lamp for each student.

All items brought to the Residential College must be clearly labelled with your daughter's name. Name tags can be ordered through the Uniform Centre. Parents and guardians should regularly check that all Boarders' clothing is clean and in good repair.

In the Bedroom

All Boarders are to keep their room tidy with the floor clear to enable vacuuming. Clothes are to be hung up, shoes, bags and other items to be neatly placed.

Beds are to be made every day and linen and towels changed on a weekly basis.

School books are to be kept in an orderly fashion on desks. Desks are not to be used as a dressing table - personal items are to be stored away (such as toiletries etc.).

Every morning the window sash is to be drawn and at sunset, blinds are to be lowered.

Any electrical cooking utensils found in bedrooms will be confiscated and sent home. Any crockery taken to bedrooms by seniors is to be returned to the kitchen every day. Food refuse and sanitary items are not to be placed in bedroom rubbish bins.

In the Kitchen/Food

When making meals/snacks, as well as scraping plates and stacking after dinner, Boarders are to clean up after themselves by wiping surfaces with a 'wet wipe', not tea towels, which are only to be used for washed items.

Food is to be put away in cupboards and the fridge. Refrigerated items must not remain on the bench. The kitchen bench must be totally cleared by 5.00pm for dinner preparation.

Personal refrigerated items must be stored appropriately (zip bags) and removed from the fridge or freezer once they have expired. Food is to be named and labelled with the date.

Food is not allowed in bedrooms, except for Years 11-12, who may take supper into their rooms whilst studying.

When using the oven, girls are to use oven mitts to prevent burning hands. Mitts are to be kept dry at all times. The oven is to be switched off after use. If hot items are left on the bench they must have a mitt on the edge to prevent others burning themselves. Baking dishes are to be washed and put away after use.

When using the stovetop, saucepan handles are to be turned towards the bench, not protruding, so they will not be knocked by someone else, preventing burning. Elements are to be turned off after use. After use, the stovetop is to be wiped clean, when cool.

When putting hand utensils away, knives are to face the same direction, i.e. handles together, to prevent cutting. Plates are to be stacked according to size, so they don't fall over.

Care is to be taken when boiling water. Hot liquids are not to be carried around the Residential College.

In the Bathroom

Boarders are to take their wet towels away after showering, as well as their personal toiletry caddy. Boarders are requested to bathe daily and use deodorant but not take unnecessary long showers (e.g. shave legs with the water turned off). Showers should be taken before 10.00pm so as

not to disturb others. Girls are requested to use the sanitary disposal bins as products can block the toilet. Sanitary products are not to be placed in rubbish bins in bedrooms. Toilets are to be flushed every time they are used. Boarders should wear thongs in the showers for hygienic purposes.

Personal Dress

Boarders are expected to uphold all school uniform requirements. Clean underwear is to be worn every day and clothes laundered in the machines. Care is to be taken with the hot iron and the steam function, to prevent burning. The iron and ironing table are located in the dining room. Shoes are to be polished and blazers should be dry cleaned during each school holiday, whilst on leave with family.

Boarders are required to change out of their school uniform on arrival at the Residential College, after school. Casual clothes are to be neat and clean. Shorts are to reach at least mid-thigh length, tops should not be transparent or low cut.

Swimsuits are not to be worn in the Residential College, and pyjamas are not to be worn in the dining room.

Footwear must be worn at all times in the Residential College – socks, slippers, shoes or thongs; however girls may remain barefoot in their bedroom.

No make-up is to be worn to school. Boarders are encouraged to use sunscreen in Terms 1 and 4, in conjunction with wearing hats in the warmer weather. Appropriate earrings are to be worn (one each ear lobe only) and no other piercings are permitted. Hair is not to be coloured, even temporarily, nor the head shaved in any part. Any hair treatments are to be arranged at a hair salon. Tattoos are not permitted.

POLICIES

Relationships at Ravenswood

At Ravenswood, we are committed to positive relationships because they promote student wellbeing and nurture independent, resilient young people with a strong sense of responsibility for themselves and their community.

As a member of the Ravenswood community, each student is expected to adhere to a high standard of behaviour which reflects respect for, and care of, others, herself and her environment.

Summaries of key School policies are printed in the Student Diary and the full policies are available on the Parent Portal and the website.

Relationships in the Residential College

The key elements of the School's Code of Conduct also underpin our expectations of Boarders (and Residential

College staff) and are the rationale underpinning all the processes and rules which support successful communal living.

Trust and mutual respect are fundamental to ensuring that the Residential College offers a safe and caring environment for all who live there. We ask you to support our expectation that your daughter abides by the values and rules of the Residential college and that she is honest and respectful in all her dealings with Residential College staff and her fellow Boarders.

If standards and rules are not respected, any breach will be addressed, initially, within the guidelines of the School's restorative practices approach. For the most part, a reminder from staff about what is expected will suffice – poor discipline is rarely an issue within the School community. A student will certainly be asked to reflect on her behaviour and apologise for any distress her action may have caused, and she may be asked to offer some community service within the Residential College as a means of restoring relationships.

If a breach is more serious, or demonstrates a repeated disregard for our values, more significant consequences will follow. Possible sanctions are:

- removal of regular privileges for a period of time
- gating (restrictions on leave for a period of time)
- suspension from the Residential College for a period of time (decided by the Principal for very serious breaches of trust)
- termination of an enrolment by the Principal for extreme breaches of trust.

In these circumstances, our aim is always to encourage self-reflection and growth of personal responsibility and to restore, where possible, the trust and relationship which a breach of standards causes in a community.

Drugs, alcohol and smoking

To ensure the wellbeing of our students, the Ravenswood Drug and Alcohol Policy opposes the inappropriate use of legal substances and has zero tolerance for the possession and use of prohibited substances.

The School does not permit students:

- use of prohibited drugs
- inappropriate use of prescribed and/or non-prescribed medicines
- consumption of alcoholic beverages
- smoking of tobacco and other drugs
- possession of drug-related paraphernalia
- to be under the influence of alcohol and other drugs.

In addition, the School does not permit the possession, sale, supply, exchange of, or negotiation in relation to, any of the above.

Consequences for breaching expectations

Breaches of the above expectations will be addressed as appropriate by the Principal or a nominee within the School's restorative justice guidelines. Possession of illegal drugs at school will result in the termination of enrolment.

Social networking

Social networking plays a large role in our lives and Internet access is provided in the Residential College. When using social networking sites, all girls are expected to abide by the guidelines for ethical, respectful and safe use of devices and technology set out in the Student ICT Acceptable Use Policy and comply with schedules access times.

PREP

Prep is a designated time in the evenings to provide the girls with a quiet work environment. All students are expected to be present for Prep and to work independently. It is an important part of the daily routine and contributes toward our Boarders' excellent academic results. We are proud of our well supervised and productive homework routine.

Prep time is Monday to Thursday from 6.45pm–9.00pm. Boarders in Years 7–10 attend supervised Prep, whilst students in Years 11–12 may study unsupervised in their rooms. Each Boarder has her own desk, study chair and desk lamp in her room.

Qualified tutors are available to assist each student with homework, revision programs and in specific subjects such as English, Mathematics and Science. If support is required, in addition to that provided by the Residential College, parents are to seek written permission from the Director of Boarding. Any external tutors would have to be Working With Children certified.

English as an additional language (EAL) support is provided by trained and qualified English teachers. Academic tutors are available Monday to Thursday from 6.30pm–9.30pm.

At other times and on weekends, students are encouraged to organise their own study time as workload and needs demand.

Girls may not take showers, do washing or use their mobile phones during Prep time.

RECREATION

There are varied opportunities for the Boarders to rest, relax and socialise. Closed Weekends are held at the beginning of Term 1; one full day at the beginning of Term 3 and one full day at the end of Term 4 – where the girls come together in a variety of arranged activities often held outside the Residential College. These are compulsory events, however, organised school activities such as school sport are permitted.

Years 7–8 attend 'out-of-house' activities most Sundays, which are arranged by staff, such as park visits, ten pin bowling or movie days. Other group activities through the weekend are arranged by staff such as *bring a pillow movie night* or special dinners. There is always a lot of laughter at our regular Friday night *games night*.

Indoors, there is a piano, guitar and some percussion instruments in the Residential College for girls to use in the living rooms, where sing-a-longs and impromptu concerts are held. Boarders also enjoy Just Dance and we have a Wii console where they play and dance along. There are two large screen televisions where movie nights are held, and television viewing is available at selected times. .

Ravenswood follows the Australian Viewing Guidelines recommendations in regards to entertainment watched by Boarders. Rather than by birthday, entertainment is regulated by Year Group. Students in Years 7–8, may view content rated G or PG. Year 9s have the privilege of watching G, PG or M rated content. Year 10–12s may view content rated G, PG, M rated content. MA 15+ content may only be watched with a staff member present. (This adheres to Australian Viewing Guidelines:

<http://www.classification.gov.au/Guidelines/Pages/Guidelines.aspx>.)

The final decision about suitability of content rests with the staff on duty and their decisions must be honoured. Students should be reminded that this includes content they view in their bedrooms. They are encouraged to always practice discernment.

We have knitting needles and wool for girls to knit items for good causes, and a sewing machine to create designs. There are also DVDs, books, craft boxes, jigsaw puzzles and board games for quiet and wet weekends. Baking in the kitchen is also popular, with girls making batches of cookies or a cake. Some gym equipment includes yoga mats, skipping ropes and therabands.

Outdoors, there is a barbecue and table area under cover where girls can congregate. There is a basketball hoop for shooting practice.

The small lawn area can be used for badminton or Frisbee, or just lounging on the grass. Students can visit the Ravenswood tennis/netball courts between 3.00pm–5.00pm on Saturday afternoons with a staff member.

ROOMS

The rooms in the Residential College vary in size and can accommodate, single, double share. Subject to availability, Year 12 girls have their own single room.

Bathrooms and separate toilet facilities are shared.

Our Boarders love to put up pictures of family, friends, pets and home, so we encourage your daughter to take lots of photos before coming to Ravenswood. Students bring their own doona covers to brighten up their rooms.

Room allocation

Learning how to live amicably with others is one of the great benefits of communal living – a real skill for life. Rooming and interacting with students who come from different backgrounds and have diverse interests are part of what makes the boarding experience so unique and assist in making connections within the Residential College, as well as encouraging the development of empathy, respect, tolerance, resilience and interpersonal skills.

Girls in Years 7-11 are allocated different rooms each semester. Year 12 girls are allocated a room for the entire year.

The Director of Boarding is responsible for room allocations.

SAFETY

The safety of our Boarders is paramount.

No student is allowed to leave the Residential College without permission from the Boarding Supervisor on duty.

Students must return to the Residential College at the time specified on their approved leave. If changes to this must be made, contact by phone with the Boarding Supervisor on duty is expected.

Students are not allowed to travel alone in the dark and must be escorted back to the Residential College by a host. The host must be sighted by the Boarding Supervisor on duty.

SECURITY

The safety of our Boarders is paramount. Boarding staff are present in the Residential College overnight from 3.00pm-9.30am Monday to Friday, and all day Saturday and Sunday and during examination periods. There are two Supervisors in the Residential College at all times when the Residential College is open.

Each night, external gates are closed. All windows and doors are secured and alarmed and a security company makes regular patrols at night.

There are CCTV cameras in hall areas and externally at the Residential College.

SCHOOL EVENTS

Ravenswood has wonderful traditions and we encourage parents to attend as many functions as possible while your daughter is at the School. Some key annual events include the Swimming Carnival, Athletics Carnival, Choral and Dance Spectacular and Valedictory Service.

Further details will be sent to you throughout the year via the various newsletters and other communications from the School.

SECONDARY SCHOOL PRESENTATION CEREMONY

Attendance at the Secondary School Presentation Ceremony is compulsory for all students. The date is published a year in advance. An application for exemption from the Principal is required if a student is not able to attend.

STAFFING

At all times, there are a minimum of two supervisors in the Residential College. Staff meet regularly to discuss the program and discuss any needs or concerns.

STORAGE

Boarders are permitted to leave some possessions in their wardrobes at the end of Terms 1-3. Suitcases may be stored in the garage. There are no provisions for personal items to be stored at the conclusion of each school year. The Residential College can provide details of storage companies for students who live overseas. These services do incur charges.

TELEVISION

A television, PlayStation and DVD player is provided in the lounge room. They may be used during the week until dinner and from the end of Prep until bedtime, and on weekends. Your daughter is encouraged to ensure her schoolwork is up-to-date prior to watching television. Subject teachers may, at times, request permission for Boarders to watch an educational program during Prep.

No Boarder may view R-rated material or material unsuitable to her age group whilst in the Residential College. A DVD library is also available.

TRANSPORT

Taxis

Years 7-9 are not permitted to travel alone in a taxi. Cab-charges are not available for taxi travel and the fare must be paid by the student at the time of booking.

The use of Ubers by Boarders is not permitted. Boarders may use registered taxi services if necessary and are responsible for advising the Boarding Supervisor of the service name (e.g. Taxis Combined) and for the payment of the service.

Trains and Buses

All students are required to have an Opal Card for travel on the Sydney train and bus network. As we are so conveniently located near Gordon Railway Station and Bus interchange, excursions are often accessed by train.

For country residents, you may be eligible for a TrainLink boarder's travel pass which allows you free or subsidised travel home and back to school at the beginning and end of each term.

The Boarding Supervisors will advise when bookings for CountryLink travel need to be made each term.

Girls in Years 7-9 are not permitted to travel on trains and buses alone without parent/guardian permission.

Public transport (trains and buses) is not to be used after dark.

Car Travel

Travel by car other than with parents, is only allowed with written permission - this includes girlfriends, boyfriends and parents of other students, either socially or for transport to school events. Car travel is not to be undertaken by any person with a P plate.

TRAVEL DAYS

Boarders travel days are assigned so that your daughter is at school for the term with an allowance of time for travelling home on the last day. It is an expectation of the School that no end or beginning of term travel arrangements are made outside of these times. The Presentation Ceremony is an important and compulsory event in the School's calendar and all Boarders are expected to attend. Travel days do not apply to Boarders who live in Sydney within the greater metropolitan area so are expected to attend school as usual.

VISITORS

Visitors can stay until 5,00pm, i.e. before dinner. Male visitors are to be in the dining area only, not the lounge

or other areas. Males and Day Girls are not permitted in Boarders' bedrooms, however, a male may help carry items to and from bedrooms on arrival and departure day.

WEEKEND ACTIVITIES

A schedule of weekend activities is published each term.

The activities schedule is developed in collaboration with the Activities Captains. These include theme dinners, Sunday outings and movie nights. An Activities Supervisor conducts and escorts Boarders for weekend activities. Sunday outings give Boarders the opportunity to be involved in such things as ice-skating, laser tag, bushwalking, ball games, etc. All Boarders are encouraged to participate in outings and activities.

WEEKEND ROUTINE

The morning routine is more relaxed on Sundays and lights out times on Saturday nights are extended by 30 minutes for each Year Group. The Residential College remains open all day - all meals are provided in-house.

Friday night is a casual evening with an informal dinner at 6.00pm and relaxation afterwards.

Saturday morning is a sleep-in for some and sport for most. Breakfast is available from early morning until 11.00am. A casual lunch is available from 12.00pm-1.00pm. There is an informal dinner at 6.00pm. Boarders can spend the day relaxing, catching up on laundry or go to Gordon for some shopping and a hot chocolate or frozen yoghurt with friends. Alternatively, there is time for extra study or approved leave to Chatswood or Hornsby or to go to the movies or other activities with friends etc.

Saturday night is a casual evening with an informal dinner at 6.00pm and relaxation afterwards.

There is no official wake-up time on Sunday. Breakfast is available from early morning until 11.00am. A casual lunch is available between 12.00pm-1.00pm. Sunday is a day for relaxing and recuperating, study, or approved leave.

Girls have free time to study, watch television, go to Gordon, do laundry, rest or go for walks, or sit in the sun on the back lawn, if they do not have leave on the weekend. Some girls may have visitors, who must sign in and out when visiting the Residential College. The kitchenette fridge is stocked with bread, juices and milk for the girls' use. Sunday night is a casual dinner. Lunch orders for the following day and recess orders for the week are completed online. School evening lights out times apply on Sundays.

Students who call the Residential College home, are able to participate in many activities. Close proximity to the School

enables students to engage in co-curricular activities and not have the worry of travel time to and from school.

As Boarders, the students are often invited to attend social functions and Chapel Services with other boarding schools.

With parent and/or guardian permission, students may go shopping or do other activities as a group.

WELLBEING

Ravenswood's holistic approach to Wellbeing and Positive Education is taught both in and outside of the classroom.

Our Boarders continue to develop skills and behaviours that allow them to flourish in our Residential College.

On a day-to-day basis we practise gratitude, mindfulness, hope and spirituality and our Boarders have the opportunity to hear from guest speakers.

Boarders who need further emotional support are strongly encouraged to speak to the boarding house staff. All matters are referred to the Director of Boarding.





Ravenswood

RAVENSWOOD SCHOOL FOR GIRLS

A Uniting Church School K-12,

Boarding from Year 7

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