



Fahan School

## Student Boarding Handbook

Nateby

&

Senior Boarding Residence

2016



# Table of Contents

<b>Aims and Objectives</b>	<b>1</b>
Rights and Responsibilities	1
Staff Rights and Responsibilities	1
Children’s Rights and Responsibilities	1
Staffing....an overview of Responsibilities	2
<b>Nateby - Daily Routine</b>	<b>3</b>
Monday to Friday	3
Lights Out	3
Meals	3
Weekend Timetable	4
<b>Things You Need</b>	<b>4</b>
<b>School Uniform &amp; Guidelines</b>	<b>5</b>
<b>Guardians for Overseas Students Under the Age of 18 Years</b>	<b>8</b>
<b>Medical</b>	<b>8</b>
Dental/Doctor/Medical Appointments	8
Medical Concerns	8
Medical Concerns within the Residence	8
Medications....Nateby House	9
Medications....Senior Boarding Residence	9
Health	9
<b>Safety on Buses</b>	<b>9</b>
<b>Fire Regulations and Procedures</b>	<b>10</b>
<b>Telephones, Mobile Phones</b>	<b>10</b>
<b>Televisions, DVDs, CDs, Computer Games</b>	<b>11</b>
<b>Australian Film &amp; Television Classifications</b>	<b>12</b>
<b>Visitors</b>	<b>13</b>
<b>Smoking, Alocohol &amp; Drugs</b>	<b>13</b>
<b>Electrical Appliances</b>	<b>13</b>
<b>Community Living</b>	<b>13</b>
<b>Dress Code</b>	<b>13</b>
<b>Beach Leave</b>	<b>13</b>
<b>Laundry</b>	<b>13</b>
<b>Students Residing in the Senior Boarding Residence (SBR)</b>	<b>14</b>
<b>Student Leadership</b>	<b>14</b>
<b>General Guidelines - SBR</b>	<b>15</b>
<b>Contact Details</b>	<b>16</b>

## AIMS and OBJECTIVES 2016

Fahan School offers full-time and weekly boarding. Boarders have the opportunity to contribute to and excel in academic, cultural and sporting activities while residing on campus. The aims of the boarding house are in creating an inviting atmosphere whereby the 'rights' and 'responsibilities' for all are respected. The smooth running of Nateby and the Senior Boarding Residence relies on the respectful, positive approach by all in the community. The 'Director of Residence' and 'Resident Tutors' provide a safe and nurturing environment. Fahan values the worth of a well rounded education encompassing: cultural, physical and social development in all, enabling students to grow in confidence having the ability to make valued decisions, be aware of their environment, and develop a global perspective in preparation for adulthood. We trust that parents, guardians, extended family and family friends work with us in providing a caring and safe community. Nateby is home to, and caters for, girls attending years 5 through to year 10. The Senior Boarding Residence is home to Years 11 and 12. Year 12, are in a position of leadership. The expectation is that year 12 students will lead by example in an optimistic and positive manner in all aspects of the ethos of the Fahan School.

### Rights and Responsibilities

Staff and parents share the responsibility for ensuring the safety and well-being of the children and young people who use our service, according to the Children, Young Persons and Their Families Act, 1997 (The Act).

Under this act, the boarding house is required to provide a situation in which children are provided with the "opportunity to grow up in a safe and stable environment" and with this in mind, Fahan boarding is required to report any concerns relating to child protection to the Department of Health and Human Services (DHHS). The first point of contact in such a case is to the Department of Health and Human Services (DHHS). The first point of contact in such a case is the Child Protection Advice and Referral Service (CPAARS), who may be contacted on 1300 737 639

Fahan is taking a proactive role relating to child protection and intervention. All efforts will be made to ensure the safety and well-being of both the staff, children and families who utilise our service. Our aim is to promote a safe environment for all children, and to assist all staff in recognising the signs of child abuse and neglect, and to follow the appropriate notification procedures when reporting alleged abuse.

### Staff Rights and Responsibilities

It is the responsibility of all staff to comply with safety screening procedures and with the practice and procedures outlined in the Fahan School policy. The care and safety of children (both physical and emotional) is the primary responsibility of Fahan boarding staff.

The provision of a safe and secure environment ...

The establishment of a culture of respect, both for ourselves, and for one another ...

The creation of an environment free from bullying, either physical or emotional.

### Children's Rights and Responsibilities

The responsibility in terms of child safety and protection is placed in the adults in a position of care. Children have a right to expect to be cared for in a manner reflective of the responsibilities of the Fahan staff. A child has the right to expect their privacy to be upheld. The need to protect the child is greater than the demands of privacy and confidentiality. Any staff member informed of such events or occurrences is required to inform the director of the information they have gained. Details will then be recorded in an incident report form, signed and dated by both the witnessing staff member, and the director, Reporting procedures will then be followed.

All efforts will be made to treat the child's claim with the respect and gravity it deserves, while limiting the informed persons only to those in direct need of details. This satisfies both, the need for confidentiality, and the obligation to report abuse.

In the event of any suspicions being proven, the staff and service bear the obligation and responsibility of providing the child involved with support. This may involve arranging counselling, or assisting wherever help may be given in the healing process.

## STAFFING ... an overview of responsibilities

The Director of Residence, along with three tutors are in residence on campus throughout term time. Ancillary staff consist of Cater Care staff who provides 'home-made' meals and afternoon tea from Monday through to Friday, and Corporate Cleaning Service taking responsibility for the daily cleaning of Nateby and the SBR. The cleaners are directly responsible for the daily cleaning and restocking of essentials for Nateby and the Senior Boarding Residence.

Years 5, 6, and 7, 'prep' in Nateby on Monday through to Thursday evening. This gives the younger students the opportunity to: access computers, discuss and complete homework with peers, have supper and be ready for lights out by 8:45pm The Director of Residence works closely with the Principal and Deputy Principal in relation to pastoral care needs for students to promote the healthy development of all students.

Incoming students have an ongoing induction process over their first few weeks thus ensuring each student develops the coping strategies necessary for comfortable campus living. Peer support for incoming students by existing students is essential to build confidence and a healthy community. This is monitored by all tutors throughout their contact with students.

Students in Years 8, 9 and 10 'prep' in Nateby from 7pm till 8:30pm. Tutors are available to assist students in areas of competence and expertise.

Tutors monitor all homework and sign off diaries after each prep session.

Cater Care management and the Director of Residence work closely ensuring that the students have a well balanced diet consisting of wholesome, fresh food. Fresh fruit in season is freely available.

The Director of Residence and tutors partake in meals with the students.

## NATEBY - DAILY ROUTINE

### Monday to Friday

7:00 am A tutor on duty walks through Nateby, opens blinds/windows, greets girls.

**BREAKFAST** is between 7:00 am and 7:50 am sharp. The toaster is switched off at 7:50am. The dining room is to be cleared by students by this time.

7:30am A tutor will check that all girls are out of bed by 7:30am.  
The television is on in the dining room between 7:00 am and 7:50 am each morning and is tuned to a 'newsy' programme.

The tutor on duty will remind girls between 8:10 am and 8:15 am to be prompt in leaving Nateby by 8:20 am for school.

### LIGHTS OUT

Years 5 and 6	8:45 pm
Years 7 and 8	9:15 pm
Years 9 and 10	9:45 pm

All Years 7 to 10 students are to have overhead lights off at 8:45 pm.  
All students are to remain in their own rooms / bathrooms after 8:45 pm  
Music is to be via headphones only at and after this time.

### MEALS

In addition to breakfast, morning tea is provided for all students. This can be collected at 8:15 am daily.

Lunch is provided for all students in Nateby between 12:30 pm and 12:40 pm.

Afternoon tea is provided for all students immediately after school in the Nateby dining room.

Dinner is at 5:45 pm each night in the Nateby dining room.

Parents are most welcome to attend afternoon tea and/or an evening meal when in Hobart on visitation.

All students are to attend meals unless they are out on leave or attending a cultural or sporting commitment.

Meals can be 'saved' on request on Monday to Friday only.

## WEEKEND TIMETABLE

Weekly boarders are entitled to five meals a week - Sunday through to Thursday, or Monday through to Friday. Your preference is to be communicated to the Director of Residence on the Tuesday prior to any weekend.

Students going on weekend leave with anyone other than their parents/guardian are to arrange leave on the Thursday prior to the weekend leave date. The parent/guardian and host parent is to confirm leave arrangements on or before the Thursday prior to the weekend via email or text message to the Director or Residence. Email, mobile phone and address information is located on the last page of this booklet.

Full time boarding students are to be out of bed no later than 10:00 am on Saturday and Sunday.

All full time boarding students are to attend meals on Friday, Saturday and Sunday unless otherwise arranged with the Director of Residence prior to the weekend.

Meal times are:           9:00 am to 10:00 am on Saturday and Sunday  
                                  12 noon to 1:00 pm on Saturday and Sunday  
                                  5:30 pm on Friday, Saturday and Sunday

Students in on the weekend are to arrange a roster covering general cleaning and washing dishes after meals on Friday, Saturday and Sunday. Senior students in the SBR are to clean after themselves and empty the kitchenette bin and personal waste into the large external bin on Friday, Saturday and Sunday night.

Students are to be respectful of the needs of peers after 9:00 pm on Friday and Saturday nights. Sunday night 'lights out' are in line with Monday to Thursday.

## THINGS YOU NEED

- 2 fitted sheets
- 1 doona and/or woollen blanket
- 1 mattress protective cover
- 1 or two pillows as required
- 3 towels ... including a beach towel
- Swim wear ... hats ... caps ...
- Shampoo etc ... sun screen ... Roll on or stick deodorant (no aerosol cans permitted)
- Container to hold shampoos etc. These can be left on the bathroom shelf only if in a container.
- Footwear/thongs for showering
- Laundry marking pen
- Bedside lamp
- Four point power board, preferably with individual switch control, must be compliant with Australian standards
- Night wear ... pj's and dressing gown
- Underwear
- Laundry detergent
- Clothes basket x 2 - one for soiled clothing ... one to house shoes, to be stored under the bed
- Clothes pegs, in a container. Pegs are not to be left on the line at Nateby nor the SBR.
- Laundry washing bags x 3 (or more) to store and wash underwear and socks ... these are essential to prevent loss and/or damage ...
- Remember: nail scissors, nail file, sewing kit with navy/ white cottons
- Suitable clothing to wear after school
- Casual shoes ... footwear is to be worn at all times in the dining room
- Brown shoe cleaner
- Trinket box for badges and other small items
- Family/pet photos, favourite cuddly toy
- A 'lock box' for all personal items

## SCHOOL UNIFORM & GUIDELINES

Complete school uniform with minimum three pairs of socks ... three pairs of tights ... at least two shirts along with two summer dresses ... All need to be named.

Regulation brown lace-up school shoes are a requirement for all students. Students are reminded that correct and complete uniform is to be worn daily to school and on leave after school, this includes sports uniform when attending sport.

The Fahan School blazer is to be worn at all times when wearing the summer/winter uniform for Assembly, when leaving the school grounds, and at any time as directed by school staff.

Full formal school uniform, including hat (during the summer months) is to be worn for dental and medical appointment, or, students are to change to casual clothing.

School jumpers may be worn, by boarding students, from Nateby and the SBR to school without the blazer.

School jumpers are never to be worn without the blazer when leaving the Fahan School grounds.

Formal school uniform and sports uniform are not to be combined at any time, in any way, for any reason.

All boarding students are to change to casual clothings after school, unless attending an organised, formal school function, or sporting commitment.

Boarding students are not to take any form of 'leave' in any combination of their sports uniform.

All boarding students are to change to casual clothing for BOH leave.

Boarders are reminded that comfortable, neat, casual dress is essential at all times after school and on weekends. Shoes are to be worn at all times when students are on the grounds with the exception of bedroom areas... Sports shoes are required on the tennis courts and in the gym. Parents providing sporting equipment for their daughters to use on the grounds are to ensure that correct protective gear is supplied. This is essential when girls return with skate boards, roller blades or similar.

Students are directed not to borrow or lend articles of clothing and personal belongings. The school cannot take responsibility for lost or damaged articles of clothing or other personal possessions.





## UNIFORM GUIDELINES

It is important that all students feel comfortable in the School uniform and wear it with pride. The following guidelines will ensure that each of our students is wearing the correct and appropriate uniform for all School associated events.

1. When wearing the summer uniform, students may opt not to wear their blazer. However, each student is **required** to own a School blazer at all times (the exception is for students in Kindergarten – Year 1).
2. During summer girls must always arrive and depart Fahan wearing their boater hat. This is the requirement whether students are travelling by bus, walking or being dropped off in the School car park. This is also a requirement if girls are in the city, or other public area, and they are wearing their school uniform.
3. During summer, students in Years 11 and 12 **only** may opt to wear the white, short-sleeve shirt with the navy orange/stone stripe skirt or summer dress.
4. The wearing of sport or ankle socks with the formal uniform is not permitted at any time. Students must wear white push down socks.
5. The jumper is not to be worn to or from School, or outside of the School grounds without a blazer.
6. When wearing the winter uniform, students **must arrive and depart Fahan wearing their blazer**. The jumper may be worn underneath. This is also the requirement when students are in public including when they are in the city after school.
7. The winter shirt does not have to be tucked in to the skirt while at school. However, when travelling to and from school, when wearing the uniform in public or at the Principal's Assembly it is required that students wear their blazer over their shirt.
8. It is compulsory for students in Years 7 – 12 to wear navy stockings with their winter uniform. Students in Years 1 – 6 may opt to wear either navy stockings or navy, knee length socks
9. In the Junior School the PE uniform may only be worn to School on the days that students have specialist PE lessons.
10. The guidelines for the wearing of the sports uniform for Senior and Middle School students are as follows:
  - a. If a student has a PE lesson in Periods 6 or 7 they may go home in sports uniform (see item f below).
  - b. If a student has PE on any day AND a sports training at lunch time or after school she may wear sports uniform to school (see item f below).
  - c. If a student has PE in Periods 1 or 2, she may come to school in sports uniform but must change into formal uniform at recess time.
  - d. Formal uniform must be worn to Principal's Assembly (fortnightly) irrespective of how many sporting commitments a student has on that day.
  - e. Sports uniform worn to and from school must be neat (eg. Shirts **MUST** be tucked in).
  - f. If sport uniform is being worn in town, tracksuit bottom **MUST** be worn with the polo shirt and/or spray jacket or rugby top.
11. Both the summer dress and the winter skirt must be worn at mid knee length and no shorter.
12. School shoes must be brown, lace-up shoes. However, students in Years 1 and 2 may wear brown, buckle-up shoes and Kindergarten and Prep students should wear sport shoes.

13. **No jewellery**, except for a watch and one small ear-stud (not any other form of earring) in each earlobe can be worn with the school uniform.
14. Makeup and nailpolish are **not permitted** to be worn at school or when wearing the Fahan School uniform at any time including when students are outside of the School grounds.
15. Hair should be of natural colour and must be tied back, if hair is shoulder length or longer, whenever a student is wearing the School uniform. Students may wear ribbons of school colours **only** in their hair.

## Uniform Requirements:

### Child Care, Kindergarten and Preparatory School PE Uniform

Track Pant	Navy Junior Style
Short	Navy with logo
Polo Shirt	Navy/orange/white short sleeve with logo (summer) White long sleeve skivvy with logo (winter)
Hat	Orange baseball cap or navy sunhat
Shoes	Sport shoes School
Bag	Navy with logo
NB.	Smock and school hats are compulsory for all infant children

### Standard (Summer and Winter) Years 1-12

Blazer	Navy with logo (Year 2 onwards)
Jumper	Navy/Orange V Neck (optional for Kinder & Prep)
Shoes	Brown standard lace-up with sensible heel (Brown shoe with buckle optional for Years 1 -2 ONLY)
Hair Accessories	Navy, orange or white ribbons
School Bag	Backpack, navy with logo

### Summer Years 1 – 12

Dress	Navy with orange/stone stripe – mid knee length (optional Years 11 – 12 ONLY)
Skirt	Navy with orange/stone stripe – mid knee length (ONLY YEARS 11 – 12)
Shirt	White – short sleeve (ONLY YEARS 11 – 12)
Hat	Cream broad brimmed had with navy and orange grosgrain band.
Socks	White push down socks

### Winter Years 1 – 12

Skirt	Navy with orange/stone stripe – mid knee length (tunic style for Years 1 – 2)
Shirt	Long sleeve open-neck shirt with orange and navy fine checks
Skivvy	White long sleeve with logo (Years 1-2 compulsory)
Socks	Navy knee length for Years 1 – 6 ONLY (navy stockings optional)
Stockings	Navy (Compulsory 7 – 12)

### PE Uniform

Spray Jacket	Navy/Orange with logo
Track Pants	Navy with orange stripes and logo
Rugby Jumper	Navy/orange/white with logo
Shorts	Navy with logo
Socks	White anklet
Shoes	Joggers
Hat	Orange baseball cap or navy sun-hat
Bag	Navy sport bag with logo

### Optional Items

Anorak	Navy with orange lining (optional Years 5 – 12)
Trouser	Navy (optional Years 7 – 12)
Vest	Orange/navy (optional Years K – 12)
Turtle Neck Pullover	Orange/navy (optional Years 11 – 12)
Scarf	Orange/navy (optional Years 1 – 12)
Beanie	Orange/navy (optional Years 1 – 12)

## GUARDIANS FOR OVERSEAS STUDENTS UNDER THE AGE OF 18 YEARS

### Holidays and Weekend Leave

The principal of Fahan School assumes the responsibility of guardianship for all overseas students in residence, under the age of 18 years, unless the parent/s have relatives residing in Tasmania and arrange legal guardianship status as required by the Department of Immigration.

All parents are required to email the Director of Residence giving permission for their daughter/s to spend a day, overnight or a weekend with relatives or friends.

The Principal, Deputy Principal and Director of Residence may give permission for weekend leave on behalf of parents residing overseas.

### End of Term Holidays

All students are to vacate Nateby and the SBR by the day after term completion. The Principal and Director of Residence require written permission from parent/s and host parents prior to their daughter/s spending weekend leave and holidays with relatives and/or friends.

**Nateby and the SBR is CLOSED TO ALL STUDENTS DURING THE HOLIDAY BREAKS. All overseas students will be accommodated at The Hutchins' School, along with students from Collegiate and The Hutchins' School during the Easter break and September holidays. A full holiday programme is in place for all students, thus giving students an opportunity to mix with peers from Hobart schools. There is no combined holiday programme during the winter break at the end of Term 2.**

Overseas parents wishing to have their daughters remain on campus at Hutchins and partake in the Combined International Interschool Programme are asked to confirm arrangements at the beginning of the school year. Parents are reminded that the usual 'HOMESTAY' fee will be charged and is payable in advance.

Confirmation of students wishing to remain on the Hutchins campus is to be made by the beginning of Term 1. Students are to participate in all activities, including a camp over the EASTER BREAK. Students will require spending money to cover personal costs.

### DENTAL/DOCTOR AND OTHER MEDICAL APPOINTMENTS

Parents are welcome to make appointments providing transport arrangements for their daughters. Arrangements are to be communicated to the Director of Residence or, if during the school day, the School Administration Office. All girls are required to sign out at the main Administration School Office when leaving the school grounds during the school day. If a parent/guardian requires the student to be accompanied to an appointment, the Director of Residence will arrange the appointment and a tutor to attend with the child (if required) via a taxi at the expense of the parent. It is advisable that parents arrange 'emergency' money to be held on file.

### Medical Concerns

The Director of Residence and all tutors hold Senior First Aid certificates. The Director of Residence and/or the Principal or Deputy Principal will always be consulted immediately when a student is ill, or there is an emergency. It is paramount that parents complete the emergency contact details on the form provided on return to Nateby and the SBR or, in the case of overseas students via email. It is a requirement that these forms are returned to the Director of Residence within the first week of the school term, or, within a week of the student commencement date.

### Medical Concerns within the Residence

The following Process and Procedure will be adhered by the Director of Residence and Residential Tutors.

- Ascertain the seriousness of the illness
- Follow First aid procedure
- Tutors on duty contact the Director of Residence immediately
- Parents will be contacted at the first opportunity or the Principal or the Director of Residence

- Contact the Sandy Bay Medical Centre (24 hour number if required after hours)
- The Director of Residence or Principal will seek parental/guardian/next of kin permission if medication is required
- The Director of Residence will arrange regular observation as required/suggested by a medical practitioner
- An ambulance will be called only in an emergency situation after consultation with the Director of Residence, Principal or parents
- The Director of Residence or Principal will arrange parental permission if/when hospitalisation is required

Students are to refer to the Director of Residence with any 'First Aid' requirements while in the care of the tutor on duty, or to the teacher in charge during the school day.

### **MEDICATIONS ... NATEBY HOUSE**

The School's policy is set out in specific terms and is to be adhered to at all times. Please refer to page (xi) in the student diary. For further information and a complete copy of the Policy, please refer to the School's website: [www.fahan.tas.edu.au/policies+documents](http://www.fahan.tas.edu.au/policies+documents) Parents and/or guardians are to inform the Director of Residence when a student is on medication. Parent/s are to complete the 'CONSENT FORM' covering medications and First-Aid.

All prescriptions for students residing in Nateby are to be held by the Director of Residence in the locked First Aid kit accessible by the Director of Residence and/or the tutor on duty. The tutor on duty will log what is given and when, in the tutors duty diary.

The medication will be monitored by the Director of Residence and entered on your daughter's medications and First-Aid CONSENT FORM or, in the 'daily' tutors' diary. Students residing in Nateby and all students between Year 5 and Year 10 are not to hold any medication, no student is permitted to give any form of medication to another student.

### **MEDICATIONS ... SENIOR BOARDING RESIDENCE ... Years 11 and 12**

Parents/guardians are required to inform the Director of Residence if/when their daughters are unwell and are on prescription medication. If/when parents are confident that their daughter is able to administer medication, written permission, signed and dated (for the student's file) is to be forwarded to the Director of Residence.

### **Health**

The Director of Residence and/or the Principal will communicate with parents immediately when concerned in relation to any health issues pertaining to a student/s well-being.

Depending on the nature of the illness, alternative arrangements may need to be made if parents cannot collect their daughter from the residence.

NB ... Students unwell, having a temperature, vomiting and/or diarrhoea are not to return to the residence from leave until they are well. Parents/Guardians/Hosts are to notify the Director of Residence if the student is not returning to Nateby or the SBR after weekend leave.

### **SAFETY ON BUSES**

- Students in Years 9-12 are encouraged to use public transport to Sandy Bay and the city. Up to date timetables can be found on the Metro Tasmania website at [www.metrotas.com.au](http://www.metrotas.com.au)
- A Metro Green Card is essential and the Director of Residence can assist in procuring one from Metro Tasmania.
- General manners are paramount at all times.
- Students are encouraged to sit within view of the driver at all times.
- Students are never to use public transport at night, unless agreed with the Director of Residence.
- Students are reminded to keep wallets, mobile phones, laptops in carry bags for safe keeping.
- Students are reminded that the timetable varies from weekdays to Saturday, Sunday and public holidays.

## FIRE REGULATIONS AND PROCEDURES

Nateby and the SBR are protected by smoke and heat detectors which are monitored by Tasmanian Fire Service. In the event of fire or smoke, these detectors will activate an alarm and notify the fire brigade. Evacuation procedures are displayed in each bedroom in the SBR and in each room in Nateby.

### Fire Drills

- This is a legal requirement under the General Fire Brigade Regulations 2000.
- The first one will be carried out at the beginning of Term 1, usually within the first two weeks. All students will be directed in the process and procedure of evacuation and reminded from time to time in relation to General Fire Brigade Regulations 2000.
- All students are required to evacuate immediately upon hearing the fire alarm.
- Get down low and "go, go, go" quickly and quietly via the nearest safe exit or stairs.
- All students are to meet between the SBR and the Senior Library.
- Nateby students - assemble with your room-mates, advise the tutor immediately if someone is absent.
- SBR students are to assemble in numerical order, from Room 1 through to Room 17.
- Residential House Tutor/s will give the "all clear" once the Tasmanian Fire Service have advised that it is safe to return.
- All students need to have 'closed' shoes and a woollen blanket, or similar. Synthetic materials and thongs, or similar, are not suitable, safe attire.

## TELEPHONES... MOBILE PHONES ...

All parents and students are required to advise the Director of Residence of their mobile phone number/s on the form provided during the first week of each term, or if/when there is a change of mobile number.

All students are required to carry their mobile phones while off the campus on afternoon leave, sporting and/or weekend leave.

Mobiles are not to be in use during dinner. Dinner: 5:45 pm till 6:30 pm. Mobiles may be used for 'homework' purposes during prep in Nateby.

Students residing in Nateby are required to hand in their mobile phones, iPads and lap-tops which are to be left, as directed by the tutor on duty, fifteen minutes prior to their 'lights out'. Full time boarders may retain their mobile on Friday and Saturday nights.

Mobile Phones may be collected by students during the breakfast hour - 7:00 am through to 7:50 am each week day.  
**Mobile phones are not to be in use in the day school.**

Nateby full time boarders, when on campus for the weekend, are to hand in their laptops at 9:30pm each Friday and Saturday night.

Senior students in the Senior Boarding Residence are responsible for the care and use of their mobile phones. It is advisable that parents/students hold insurance to cover personal items such as laptops and mobile phones.

#### TELEVISION ... DVDs ... CDs ... Computer Games

Students are to adhere to the Australian Film & Television Classification guidelines. Material not meeting the guidelines will be confiscated. Senior students are reminded that they are not permitted to share or view inappropriate 'age' materials with any student from Nateby.

Nateby students are not to visit the Senior Boarding Residence.

Senior students are to adhere to the guidelines of the Film and Computer Games Classifications.

Television viewing is available when students have met their daily commitments, or on request for academic purposes. All students are reminded that images taken of students are not to be used in any medium without prior written parental consent of the student concerned. Further to this, students are not permitted to take images of their peers in any 'personal space' within the boarding houses. All students from Nateby are to use their computers and view all films/DVD's in the dining room or the study/computer after clearing the rating with the tutor on duty.



# Australian Film & Television Classifications



The Office of Film and Literature Classification is a government funded organization which classifies all films that are released for public exhibition.

The classification board is comprised primarily of liberal members, therefore the OFLC has a strong influence on "Informing your Choices". Theatrical advertising is accompanied by a colour-coded symbol for each classification category. This is accompanied by consumer advice such as mild, moderate, strong or high level coarse language, nudity, sexual references, themes etc. Only the MA15+, R18+ and X18+ classifications are legally restricted. Up until recently, the PG and M classifications were given a guide line age barrier with a recommended age of 15 for PG so that people younger than 15 should have parental guidance and that people younger than 15 shouldn't watch M rated movies. Now it is just PG for parental guidance and M for mature audiences.

The E rating is used in films which do not have a need to be classified, such as educational documentaries. However, documentaries or concerts that may exceed the guidelines of the PG classification must be submitted for classification

## Ratings:

- **E** – Exempt from classification. Films that are exempt from classification must not contain contentious material (i.e. material that would ordinarily be rated M or higher).
- **G** – General. The content is very mild in impact.
- **PG** – Parental guidance recommended. The content is mild in impact.
- **M** – Recommended for mature audiences. The content is moderate in impact.
- **MA15+** – Not suitable for persons younger than 15. Persons younger than 15 years must be accompanied by a parent or guardian. The content is strong in impact.
- **R18+** – Restricted to adults 18 years and older. The content is high in impact.
- **X18+** – Restricted to adults 18 years and older. This rating applies solely to sexual content – no violence nor "fetishes", including spanking, may be shown (legally may be sold in the ACT and the NT only but may be purchased interstate via mail order).
- **RC** – Refused Classification. Banned from sale or hire in Australia.

## **VISITORS**

All visitors are to be introduced to the tutor on duty, names and times of the visit are to be entered into the daily diary in Nateby. All visitors are welcome to spend time with students in the Nateby dining room or on the campus within view of the Nateby dining room.

## **SMOKING, ALCOHOL and DRUGS**

THERE IS ZERO TOLERANCE TO ALL STUDENTS HAVING AND/OR PARTAKING IN ANY FORM OF DRUGS WHETHER IT IS ON THE CAMPUS OR ATTENDING INTER-SCHOOL ACTIVITIES. ANY STUDENT/S FOUND PARTAKING IN ANY FORM OF DRUG USE WILL BE REFERRED TO THE PRINCIPAL OR THE DEPUTY PRINCIPAL.

## **ELECTRICAL APPLIANCES**

All electrical appliances brought on the Fahan campus are to be compliant with Australian standards. All appliances are to be tested and tagged by a qualified member of staff at the beginning of each term, or upon purchase.

Senior students residing in the Senior Boarding Residence are not permitted to use any appliance for cooking at any time for any reason in the SBR. A microwave is provided to heat food in the SBR.

A kettle is provided for the use of senior students by the School specifically for hot water for tea, coffee, instant soup and noodles.

Students are to clean appliances immediately after use. All students are reminded that any electrical appliance brought onto the grounds and used without going through correct procedure will be confiscated.

## **COMMUNITY LIVING**

Students are to ensure that their personal space is kept clean, clear of clutter and tidy. Beds are to be made prior to school each day and all areas are to be kept tidy throughout the weekend. Students are reminded that no one is to touch the belongings or interfere with anything in the personal space of their peers at any time, for any reason.

The Principal and Director of Residence will carry out house inspections when and where necessary and at a time to be arranged as well as at the end of term.

Common rooms in Nateby and the SBR are to be clear of personal belongings at all times.

## **DRESS CODE**

Students are to change to neat, comfortable casual clothing after school each day unless they are attending a sporting commitment in which case correct school sports uniform is required or, going on leave in which case full uniform, with hat in summer is required. Neat casual dress and shoes is required during mealtime.

### **Beach Leave**

All students are to have a long sleeve blouse, sun screen and hat. Students with specific, written parental permission may go swimming when accompanied by peers.

## **LAUNDRY**

Nateby laundry is open between the hours of 4:00 pm and 8:00 pm Monday to Friday and 9:00 am to 4:00 pm Saturday and Sunday. All school uniforms are to be washed on the 'delicate' or 'wool' cycles in cold water only. Clothes are to be removed promptly from the washing machine on completion. Students are never to place clothing belonging to others in the dryer. 'Formal' school uniforms along with track tops and pants are never to be placed in a drier. Laundry 'washing' bags are to be used for all underwear and socks.



## STUDENTS RESIDING IN THE SENIOR BOARDING RESIDENCE (SBR)

Welcome to the SBR ... Students are to refer to the Director of Residence or a tutor if/when you are unsure of all process and/or procedure in relation to any/all guidelines. Please be aware that any breach of trust will result in meeting with the Principal and Director of Residence to determine what action is necessary.

## STUDENT LEADERSHIP

### Leadership voting Procedures

Written nominations are taken at the beginning of the term, on a printed nomination form, from Year 12 students interested in the position of 'Head Boarder'.

- Voting by all students in Nateby and the Senior Boarding Residence will take place before the Easter break.
- Students from the SBR will vote in the SBR on an evening nominated.
- All votes will be cast on a form with the student name, as handed out by the supervising tutor/s.
- All students are eligible to vote, as are all tutors. One vote per person.
- The Head Boarder will be announced by the end of Term 1

Nominations are only accepted from Year 12 students if they do not hold a position in the 'day' school.

### Responsibilities of the Head Boarder

To be exemplary in their behaviour by:

- i. supporting the ethos of Fahan School
- ii. representing Fahan to the school community and the wider community in a positive manner
- iii. attending and 'hosting' 'Head Boarder' meetings and discussions with peers from Tasmanian boarding schools
- iv. assisting with 'inter' boarding school activities
- v. assisting with Theme dinners for the boarders as requested

In the case of the 'Head Boarder' position not being filled, it is the expectation that all senior boarders will assume a position as mentor to the students in Nateby.

Students in Years 11 and 12 are reminded that as senior students there is an expectation that you will lead by example:

- |                 |  |
|-----------------|--|
| Accountability: | You will be accountable for your actions. You will lead by example by respecting and following the ethos of the school.                |
| Application:    | You will apply yourself to the best of your ability to your academic, cultural and sporting commitments.                               |
| Attitude:       | Your attitude to all school guidelines will allow you to attain your best results in your academic, cultural and sporting commitments. |

## GENERAL GUIDELINES - SENIOR BOARDING RESIDENCE

All meals are to be taken in Nateby dining room where you may be seated as a senior body or, you will be given the responsibility of the care of the younger students at your table.

The Principal and Director of Residence will conduct regular inspection of rooms and shared common room. Students will always be given 24 hours notice in advance, unless cause is given otherwise.

- If cause is given otherwise, the Director of Residence and a nominated tutor along with the student concerned will carry out a room inspection. A report will be written up and submitted to the Principal
- All visitors are to be seen in the Nateby dining room, names, times are to be recorded in the daily diary
- Rooms are your responsibility. Keep your room clean and tidy. A vac is available and is to be used on a regular basis
- Bedding is to be washed weekly ... use outside lines for drying
- Rooms are to be 'aired' daily, blinds are to be left up, windows open, lights and air-con off
- Bins are to be placed outside your room daily with the exception of Saturday and Sunday and on Public Holidays, when you are required to ensure that the rubbish is placed in a plastic bag, the plastic bag is 'tied off' and placed in the bin outside of the SBR
- No boarder is to enter another student's room unless invited
- Any/All damage is to be reported to the 'Director of Residence' This will be charged to your account
- A cost of \$50 will be charged to your account if 'air conditioning' and/or lights are found on during your absence ... i.e. while you are attending school and/or on leave
- Food is to be stored in the containers provided in the kitchen of the SBR and consumed in the kitchen and/or common room only
- Return time from leave is 10pm throughout term time
- Walls are to be kept clean and clear ... Pin-board and or robes for posters only ... Blu-taonly is to be used on robes
- All senior students are to hand a copy of their timetable to the Director of Residence during the first week of each term
- Year 12 students are welcome to remain in house only during a 'study' period
- Year 12 students are to be aware that the SBR is the workplace of cleaners and/or maintenance staff during the day....showers are to be taken prior to, or after school only
- Year 11 students are permitted to collect items during recess and/or lunch breaks. Your time is limited
- Always use the sanitary bins provided in the bathrooms
- Common rooms and bathrooms are to be clear of all personal items
- The kitchenette is to be left clean and clear after use at all times
- During the exam timetable, Year 11 students may return to the SBR once signed out at administration, advise the Director of Residence via text message, then sign in, in the SBR

**Director of Residence:** Margo Eckermann

Mobile Phone Number: 0408 653 773  
Email: margo@fahan.tas.edu.au  
eckermannm@fahan.tas.edu.au

Postal Address: Fahan School  
PO Box 2090  
Lower Sandy Bay 7005  
HOBART  
TASMANIA

Website: [www.fahan.tas.edu.au](http://www.fahan.tas.edu.au)

School Office Number: (03) 6225 1064 - 8.00am - 4.30pm

School Fax Number: (03) 6225 1263

Nateby Phone number: (03) 6225 1057 - student incoming calls only  
(Please refrain from placing calls during dinner time and prep time Monday to Thursday)

FAHAN  
SCHOOL

