

FAHAN
SCHOOL



Boarding Handbook



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Welcome

Fahan Boarding provides a unique residential education experience that is centred on empowerment and providing a safe and engaging environment where girls may develop holistically. The boutique boarding experience is underpinned by a family atmosphere that is founded in mutual respect, consideration and tolerance. We are pleased to welcome your daughter to Fahan and look forward to her joining our community and adding her uniqueness to ours.

Boarding provides an opportunity for self-development and building resilience in a safe environment whilst nurturing lifelong friendships. The Boarding House runs smoothly and efficiently when all residents act responsibly and are mindful and respectful of others. A family culture is created when everybody is considerate of others and fulfils their responsibilities to both the Boarding House and the School. We aim to develop within the boarders the values of respect, consideration, trust and honesty which complement the Core Values of the School – Individualism, Educational Excellence, Resilience, Nurturing Environment, Family and Community, Diversity, Tolerance, Ethical and Moral Behaviour.

It is important that parents and girls establish meaningful communication between school and home. Parents and staff are partners in caring for the girls while they are at Fahan.

Our Boarding House staff members also aim to create a friendly and supportive atmosphere in which the girls can live happily and develop the necessary social and community skills to be a successful member of society. As in any community, guidelines are essential and the viewpoints of others must be considered. We expect a high degree of self-discipline and respect for others in the Boarding House community. To achieve this, the girls must have respect for the school traditions and values, for staff and fellow boarders

In our boutique family orientated house, the girls all receive individual attention. Each girl is supported along their individual pathway: academically, socially, physically and culturally. Boarding challenges girls to become independent and resilient and at Fahan this occurs in a safe, welcoming and engaging community empowering them to become all they can be.

Welcome to Nateby, your daughter's home away from home.

Kirsteen Devine

Head of Boarding



Boarding House Contacts

Head of Boarding : Kirsteen Devine

Phone +61 6225 1064

Mobile +61 478 280 423

Email: devinek@fahan.tas.edu.au

Tutor on Duty

Phone: +61 6225 1064

Mobile: +61 439 994 038

School Counsellor: Maria Conway

Phone: +61 6225 1064

Email: conwaym@fahan.tas.edu.au

School Details

Phone: +61 6225 1064

Email: reception@fahan.tas.edu.au

For the following matters please contact the Boarding House
Mobile phone, which is held by the Tutor on Duty:

- Leave Arrangements
- Contacting your daughter outside of the designated time allocation

All other matters should be forwarded directly to the Head of Boarding.



Boarding Staff

Boarding House staff aim to:

- Promote positive and professional behaviour in all situations
- Inspire and instruct boarders using resources both human and material to nurture the whole child within the boarding environment
- Provide a rich environment for learning
- Understand each behavioural issue, its source and contributing factors
- Generate and implement solutions to behaviour problems
- Maintain a safe and caring environment for the whole Boarding community

Staff Roles

Head of Boarding

Primary Responsibilities

1. Student Welfare

- Ensuring the health, safety, behaviour and general well-being of the Boarders.
- Ensuring the provision of a varied, nutritionally sound and balanced diet for boarders and staff.
- Ensuring the safety of Boarders, and the security of their belongings.
- Showing prospective boarders and their parents around the Boarding House and answering general enquiries from prospective boarders and their parents.
- Coordinate communications with parents of boarders, and prepare written reports.
- Ensure the achievement of the educational and personal goals of each student by developing and maintaining a positive and effective partnership between families, the Boarding House and the School.
- Oversee and manage the medical needs of boarders including the administration of medicines and prescription drugs, first aid and other health needs.
- Ensure that student prep is supervised, student diaries are checked and monitor the academic progress of all boarders.
- Attend all meals at the Boarding House and assist where necessary in food preparation, serving and cleaning.
- Organise recreational activities to provide an interesting, well-balanced programme that meets the needs of boarders.
- Review and update the Boarding House website as necessary.

2. Management

- Pro-actively manage the Boarding House to ensure an efficient delivery that will effectively balance and enhance the learning, welfare and opportunities for students.
- Formulate, seek approval and publish the Boarding House Annual Plan and targets having regard for the Fahan School Strategic Plan.
- Prepare and manage the Boarding House budget and resources, acting within the guidelines, limitations and boundaries set by the Board, the Principal and the Business Manager.
- Liaise with the Compliance and Health and Safety Officer, the Business Manager and appropriate staff on matters relating to the health, safety and well-being of the boarders and boarding house staff.
- Prepare an end of term report for the Principal which may be incorporated into a report for the School Board.
- Develop, initiate, maintain and revise policies and procedures for the general operation of the Boarding House.
- Make recommendations about and be actively involved in the promotion of the Boarding House.
- Respond to issues, concerns or emergencies as they arise during or after normal working hours and report any such activity appropriately.

3. Buildings

- Manage the building, furniture & fittings, etc. Specifically, this will involve, but is not limited to:
 - regular inspections of all facilities and infrastructure
 - overseeing contractors employed for specialist tasks such as plumbing, minor building, electrical and painting.
- Contact and co-ordinate external contractors in the event of emergency after hour's services.
- Preparation of property management reports as requested.
- Timely and accurate reporting of maintenance issues and making recommendations to management about requirements for additional and/or replacement equipment.

4. Staffing

- To manage the relationships with staff in liaison with the Business Manager.
- Be the primary supervisor of tutors, ensuring that the rosters for tutors are maintained and operating efficiently, assisting tutors in arranging substitutes for duty if necessary.
- Supervise all staff at the Boarding House, including recruitment, performance appraisals, performance counselling and day to day employment matters.

- In liaison with the Compliance and Health and Safety Officer develop, initiate, maintain and revise policies and procedures for fire drills and evacuations.
- Reporting on a regular basis to the Business Manager, the Principal and the Board on the progress of implementation, and assisting in establishing methods to improve the Boarding House's efficiency and quality of services;

Residential Tutors

- Along with the Head of Boarding responsible for the oversight of the health, safety, behaviour and general well-being of the Boarders including being rostered on call overnight.
- Display the traits of a good role model and effective team member displaying a proactive, friendly, thoughtful and honest approach to their duties and abide by all School policies and procedures.
- Assist boarders in their daily and weekend routines as set out in the handbook.
- Actively supervise Prep sessions each evening and maintain relevant records.
- Supervising at meal times, assisting with the organisation of late/early meals.
- Overseeing general tidiness of rooms and behaviour of boarders.
- Commenting in the regarding the 'events' of each shift.
- Be actively involved in the community life of the Boarding House.
- Ensure regular contact with the Head of Boarding concerning:
 - The performance of their day to day duties and the functioning of the Boarding House.
 - The communication of relevant observations regarding student conduct, behaviour, and the working order of facilities.
 - Observations to be communicated immediately include those that relate to risks, student wellbeing, duties of care and safety. Should the Head of Boarding not be available for immediate report of relevant risks, then these should be communicated directly to the Principal.
- Display high standards of professionalism in your conduct at all times within the Boarding house inclusive of appropriate language, dress, grooming and hygiene. Tutors must at all times observe the ethical requirements which apply to the position as set out in our policy statements and handbooks.

Rights and Responsibilities

All members of the Boarding community acknowledge and agree that they have certain rights and responsibilities:

Rights

- To feel secure and to be safe in a caring and supportive environment
- To expect that Boarding House rules are fair and consistently implemented
- To be valued for their uniqueness and individuality
- To be treated with fairness, courtesy and respect at all times
- To expect that others, respect private space and personal belongings
- To undertake academic studies without disruption
- To express personal opinions with sensitivity to others

Responsibilities

- To treat each other with kindness, courtesy and respect at all times
- To support and uphold the Boarding House rules and routines
- To listen to the views of others and accept differences
- To build and maintain positive relationships with all other boarders and staff
- To develop self-responsibility
- To respect the private space and belongings of Boarding House staff and students
- To contribute to ensuring the boarding environment is clean and harmonious
- Use respectful and appropriate language
- Participate in Boarding House events
- Follow the Boarding House routines
- Observe study schedules
- Abide by the Boarding House Mobile Phone Policy
- Abide by the boarders' leave policy
- Respect Boarding House property and the property of others

Facilities

Dormitories

Boarders in Years 5 to 10 are accommodated in Nateby in rooms organised by age groups. These boarders mostly sleep in rooms of 3 or four. Students in Years 11 and 12 are accommodated in the Senior Boarding House (SBR) and sleep in individual rooms.

The Head of Boarding House allocates room and beds. Bed allocations are non-negotiable. Girls may decorate their areas using the pin boards provided or photo frames. To maintain the paintwork, boarders are not to attach anything on the walls of these areas without the permission of the Head of Boarding.

All boarders are asked to play their part in the Boarding House to prevent the wasting of resources and unnecessary damage or wear and tear leading to extra maintenance costs.

Any deliberate damage caused by a boarder will be seen as a disciplinary issue, reported to parents and all costs incurred charged to parents' accounts. This includes deliberately setting off smoke detectors and fire alarms.

Lounge/Leisure areas

Nateby and the SBR have their own common areas. These consist of lounges, TV, DVD player, fridge and microwave. These are to be respected and remain tidy at all times.

Library

Boarders have access to the Library in the evening from Monday to Thursday. All students complete their prep (homework) in the Library from Monday to Thursday, supervised and diaries are signed by Boarding staff.

- Years 5-8 complete prep at 7:30pm,
- 9-12 at 8:30pm,
- Years 11-12 completing 2nd prep from 9:00pm.

Nateby Kitchenette

Boarders have access to Nateby Kitchenette every afternoon and on the weekends. Students are required to ensure it is clean and tidy when they have finished.

Sports amenities

On Mondays, Wednesday after 'Prep' and Sunday evenings boarders have access to the gymnasium under the supervision of Boarding Supervisors. All activities require a supervisor to attend and are therefore dependent upon numbers. The girls may also use the tennis courts or oval but must sign out before doing so.

Key Rules for Boarding

Standards expected in the Boarding House

Bedrooms

- Nothing to be left on the floor
- Beds made
- Clothes and personal belongings placed in wardrobes provided
- Shoes left in a tidy manner next to their wardrobes
- Desks and bedside tables left in an orderly fashion
- Lights and air-conditioning units turned off
- Window shades up during the day

Common Areas

- No personal possessions to be left in the common areas
- Wet towels and swimming costumes to be placed in appropriate areas
- No shoes or sporting equipment to be left in corridors and dirty boots left outside
- Supper duties completed as scheduled
- No bags are to be left in Nateby dining area

Leave

The Boarding House has a responsibility to ensure the safety and security of all boarders in our care. All leave requests must be in writing from a parent or guardian or through the Reach program and it is the responsibility of a parent or guardian to confirm all leave arrangements with the host and the Boarding House.

Conditions of Leave

All leave from the Boarding House is permitted by the Head of Boarding in the context of trust - that boarders go to the places and hosts who have been approved by their parent or guardian. It is impossible for boarding staff to follow every boarder and telephone every host family to check that boarders are behaving in an appropriate manner. However, as part of our duty of care, spot checks are conducted on a regular basis to ensure boarders are on leave with the host/friend confirmed by a parent or guardian.

If a boarder stays with a host who has not been approved by a parent or guardian or signs out to go to one place and goes somewhere else, this is seen as a severe breach of this trust and is treated as a serious disciplinary situation. This includes returning to the Boarding House with someone other than her approved host or by public transport which has not already been pre-arranged.

It is understood that parents/guardians will allow their daughter to take leave only under the care of people with similar standards of responsibility and behaviour to their own. It is important that you discuss your expectations and the expectations of the Boarding House with such people. Apart from brothers and sisters, all nominated people must be over 21 years of age.

Boarders may only travel in a car with a sibling if he or she is over 18 years of age. If a sibling is under 21 years of age, approval in writing is required from a parent or guardian. Parents or guardians will need to complete the Driving Policy set out by the School.

It should be understood that boarders who are involved in any school activity must give priority to their school commitment. Furthermore, students will not be permitted to leave the School unless their conduct and application to study are satisfactory.

For all weekend leave, girls may depart and return in good casual clothes. All hosts are to collect boarders from the Boarding House. However, boarders travelling to hosts may travel by public transport to meet parents/hosts.

In accordance with school policy, boarders are not permitted to travel in a car driven by another student. Boarders are also not permitted to travel in a car at any time, including to or from sporting activities, with a parent of a day girl unless prior permission is received by the Boarding House.

It is essential that a parent or guardian complete a leave form on REACH by the following deadlines:

- Weekend Leave – no later than 7.00pm on the Thursday prior to the weekend
- Week Day Leave – no later than 7.00pm on the day prior to Leave
- Special / Movie / Shopping Leave – no later than 7.00pm on the day prior to Leave.

Before departure and on return all boarders must see the House Supervisor at the Nateby Boarding House Office.

Types of leave

Weekend Leave – full weekend

The first weekend of every semester is a Closed Weekend and all boarders must remain in the Boarding House.

Only under exceptional circumstances will girls be granted leave on this weekend and a letter, email or phone call must be made to the Head of Boarding, Kirsteen Devine.

Closed Weekends for 2020

Semester 1 Friday 2 – Sunday 4 February

Semester 2 Friday 20 – Sunday 22 July

Weekend Leave – single day

Boarders may go out on Day Leave on Saturday between 6.30am and 10.00pm and Sunday between 6.30am and 7.00pm.

Leave may be spent under the care of a parent/guardian or a host approved by parent/guardian. It is the responsibility of a parent/ guardian to confirm all leave arrangements with the host.

Weekly boarding

Weekly Boarders would normally take leave from 3.30pm on Friday to 5.30pm on Sunday. Arrangements that differ from this should be processed through the leave system

Week Day Leave

Boarders may take afternoon leave, on:

- Monday to Thursday between 3.30pm and 5:45pm
- Friday between 3.30pm and 9:45pm

Leave may be spent under the care of a parent/guardian or a host approved by parent/guardian. It is the responsibility of a parent/ guardian to confirm all leave arrangements with the host.

Special Leave – Years 11 and 12

Year 11 and 12 boarders may take Special Leave for the purpose of having dinner Sunday – Thursday and return to the Boarding House no later than 10pm. (Sunday no later than 7pm). Special Leave is available to boarders in Years 11 and 12 only, and not on Closed Weekends. An adult does not accompany boarders on this leave.

City Leave – Years 10-12

Year 11-12 boarders may take leave for the purpose of shopping, lunch and visiting libraries in the City between 9am and 9.30pm on either a Saturday or Sunday. An adult does not accompany boarders on this leave.

Leave – Years 5-9

Years 5-9 boarders may take leave for the purpose of shopping, lunch and visiting libraries in groups of two or more between 10.00am and 4.30pm on either a Saturday or Sunday only if accompanied by an approved adult or Year 11 or 12 Boarder, and with the permission of the Head of Boarding.

Arrangements outside of this policy may be made in consultation between parents/guardians and the head of boarding.

Sighting Hosts

All boarders going out must have their parent/host sighted by staff on duty. All boarders returning must have their parent/host sighted on return.

For legal reasons and the added protection of boarders, parents/ hosts must accompany boarders to the Boarding House when collecting and returning the students and make contact with the senior staff on duty.

All visitors, including family members, are requested not to enter any dormitory without permission from the House Supervisor on duty. Fathers and male guardians will understand that most times it is not possible for them to enter the dormitory except on the first and last days of terms or if there are no other boarder residing in the dormitories.

Visitors

Boarders may receive visitors at the Boarding House between 3.45pm and 5.30pm from Monday to Friday, and between 9.00am and 5.30pm on Saturday and Sunday. Friends may be invited to stay in Nateby on Friday or Saturday night. Permission must be sought in advance of the Head of Boarding.

Visitors should enter and leave the Boarding House via Nateby and introduce themselves to the House Supervisor on duty. Girls must sign in visitors through the House Supervisor on Duty and sign them out when they depart. Visitors are entertained in Nateby downstairs and in the Recreation area with permission. No guests may go into residential areas without the express permission of the Head of Boarding. Failure to comply with these rules will result in visiting privileges being forfeited.

Absence During Term Time

You are reminded that if foreseen absences are unavoidable, a Request for Absence form should be submitted to the Principal.

The Boarding experience at Fahan endeavours to maximise students' educational opportunities in academic, social, emotional and physical spheres. The School recognises that all girls have different academic abilities, strengths, weaknesses and approaches to learning.

Boarding staff are fundamentally interested in effort, rather than simply results. Boarders' academic progress is monitored by the Boarding House Supervisors and the Head of Boarding is in constant communication with teachers and pastoral care teachers.

Prep

An effective student is one who manages a good balance between her study time and leisure time. In the Boarding House there are specific, supervised study times to enable everyone to work without interruption for a certain time each evening. Many boarders will need to spend some extra time on homework as well. On the weekends, girls are expected to keep areas reasonably quiet in order to allow girls to study if they wish. It is important that minimal interruptions occur during supervised prep time; regular study routines are most helpful for good results.

Boarders have scheduled daily prep time in the afternoons and evenings. Students complete their prep in the Library or Nateby/SBR from Monday to Thursday, supervised by staff. Girls in all year levels have access to tutors for help with any academic issues they may have.

Absence from prep is viewed with concern and may affect the student's study goals and achievements.

If a student demonstrates a lack of effort concerning prep, parents will be contacted by the Head of Boarding or Boarding House staff.

Support services

Boarders have access to the School Counsellor, Pastoral Care Teacher and Deputy Principal for support with personal issues.

In some cases, students and their parent/guardians will be referred to an external qualified professional for further assistance.

Tutors

Boarders desiring additional academic assistance may have external qualified tutors come to the School to help them with their academic work. This can occur at any suitable time, even during prep. All tutors must hold a Working with Children Card (WWC) and sign in at Nateby before commencing the tutoring session. All tutoring must take place within the designated areas provided.

Mobile Telephones

All parents and students are required to advise the Head of Boarding of their mobile phone number/s.

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

Mobile telephones are not be used during dinner.

Students residing in Nateby are required to hand in their mobile phones, iPads and personal devices before bed. All devices are not permitted upstairs.

Please refer to the 'daily routine' if you need to contact your daughter/s.

Senior students in the Senior Boarding House (SBR) are responsible for the care and use of their mobile telephones. In consultation with parents and the Head of Boarding more restrictive use may be enforced.

It is advisable that parents/students hold insurance to cover personal items such as laptops and mobile phones

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.
- 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 .
- All students are required to evacuate immediately upon hearing the fire alarm: quickly and quietly via the nearest safe exit or stairs.
- All students are to meet at the Boarders Flat.
- 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.



Life in the Boarding House

Time	Routine
7.15am	Wake up- girls in Nateby must be in the dining room not later than 7.30am
7.30 - 7.50am	Breakfast
7.45am	Morning Notices All girls dismissed from dining room Make bed and tidy room Dress for school day in full school uniform (See School Rules)
7.50am	Breakfast Duty- cleanup Nateby girls have access to phones downstairs from 7.50am-8.15am
8.15am	Collect morning tea Nateby Girls leave for school Boarding House closed/Dining Room closed
8.30am	School day starts
12.30-1.00pm	Lunch served in the Dining Room
3.20-3.30pm	School day ends Afternoon Tea served in Dining Room Change out of uniform Sports leave Other leave Start homework
3.30- 4.30pm	Walks permitted (conditions apply)
5.00- 6.00pm	Phones may be used by Nateby boarders downstairs during this time
5.45pm	Dinner setup duty Good casual clothes and closed in shoes
6.00pm	Dinner SBR girls mobiles off and Nateby - handed in
6.30-8.30pm	Prep (Monday-Thursday)
	Mobiles off and handed in
	(No showers permitted during this time)
7.30pm	Prep concludes Yrs 5-8 Evening activities Nateby girls may request phone to call home if they didn't have access to them in the afternoon

8.00pm	Supper is served in Nateby Yrs 5-8
8.15pm	Upstairs ready for Bed Yrs 5-7
8.30pm	Upstairs, Yr 8 Prep concludes Yrs 9-12 Supper is served in Nateby Yrs 9-12 Lights out Yrs 5-7
8.30pm	Gym (M, W & Sun) Yrs 9-12 Lights out Yr 8
9.00-9.15pm	2 nd Prep Yrs 11-12 Upstairs Yrs 9 -10 SBR no more showers & quiet study
9.30pm	Lights out 9 -10 SBR may continue to study- no noise, in own room
10.00pm	Lights out SBR

Weekend Routine

Time	Saturday
7.00-9.00am	Breakfast served in the Dining Room
9.00-11.00am	Morning activities
12.30-1.00pm	Lunch served in the Dining Room
2.00-5.30pm	Leave granted as requested
5.30-6.00pm	Dinner served in the Dining Hall
9pm	Lights Out Nateby
10pm	Senior leave ends, Lights out SBR

Time	Sunday
7.00-9.00am	Breakfast served in the Dining Room
9.00-11.30am	Leave granted as requested
12.30-1.00pm	Lunch served in the Dining Room
2.00-4.30pm	Afternoon activities
5.30-6.00pm	Dinner served in the Dining Room
6.00-7.00pm	House clean-up & Inspection
8.15pm	Upstairs, ready for Bed Yrs 5-7
8.30pm	Upstairs, Yr 8 Lights out Yrs 5-7
8.45pm	Lights out Yr 8
9.15pm	Upstairs 9 -10 SBR no more showers & quiet study
9.30pm	Lights out 9 -10 SBR may continue to study- no noise, by self in room
10.00pm	Lights out SBR

Please Note:

Weekly Boarders

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 Head of Boarding on the Thursday, prior to any weekend.

Full Time Boarders

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.

Health

Medical Concerns

The Head of Boarding and all tutors hold First Aid certificates. The Head of Boarding 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 Head of Boarding within the first week of the school term, or, within a week of the students commencement date.

Medical Concerns within the Residence

The following Process and Procedure will be adhered to by the Head of Boarding and Residential Tutors.

- Ascertain the seriousness of the illness
- Follow First aid procedure
- Tutors on duty contact the Head of Boarding immediately
- Parents will be contacted at the first opportunity or the Principal or the Head of Boarding
- Contact the Medical Centre (24 hour number if required after hours)
- Head of Boarding or Principal will seek parental/guardian/next of kin permission if medication is required
- The Head of Boarding will arrange regular observation as required/suggested by a medical practitioner
- An ambulance will be called in an emergency situation after consultation with the Head of Boarding, Principal or parents.
- The Head of Boarding or Principal will arrange parental permission if/when hospitalisation is required

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

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

Please Note

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 Head of Boarding if the student is not returning to Nateby or the SBR after weekend leave. Notification of student absence as a result of illness should also be emailed to absence@fahan.tas.edu.au, telephoned through on 6225 1064 or submitted through the Fahan App.

Medication

In accordance with school policy all medication including pain relief, antibiotics, cough mixture and prescription drugs should be clearly labelled and handed into Boarding staff and will be secured in the Boarding House Office.

Medication is not to be kept by the girls.

Reasonable exceptions to this may include asthma medication, emergency allergy medication (such as an EPI-pen, diabetic medication), and any boarder's medication that may be required overnight at the discretion of the evening house supervisor.

Boarding Staff have access to a first aid kit stocked with basic analgesia and medications if required. This remains in a Boarding House Supervisors' locked room. Boarders are encouraged to seek assistance from the Boarding House Supervisor should medication be required. If deemed appropriate by Boarding Staff, a doctor will be called in to attend to a student or taken to a doctor. Parents will be informed if this occurs.

These guidelines and policies are in place to ensure medications are stored safely and cannot be accessible to others. It also ensures that the correct student receives the appropriate medication as prescribed, and the safety of all other students. All medication administered to a student will be documented and monitored.

Medical Information Form

Every year parents will be sent a new Medical Information Form for completion.

This form contains critical information required by staff to ensure the safety and welfare of students. It is vital that this form be completed by a parent/guardian for each student attending Fahan and returned prior to coming into boarding. Students whose forms have not been submitted will not be able to participate in school excursions/camps or be administered medications as required.

The Head of Boarding is happy to answer questions or assist completion of any sections of this form if required.

Students diagnosed with anaphylaxis, asthma or diabetes must also have an Action Plan completed by their General Practitioner/Specialist submitted to the School within the first two weeks of the school year.

Multi-disciplinary services

Other services available to Boarding students include:

- General Practitioner
- Physiotherapist
- Podiatrist
- Orthodontist
- Dietician

- Naturopath
- Dentist
- Counselling (internal/external) /Psychology/Psychiatry services

These services are provided by external qualified professionals.

Students seeking medical attention should first speak with the Head of Boarding for discussion and assessment of their needs. Should additional services from an external qualified professional be recommended, this will be discussed with a parent/guardian, before an appointment is made via the Boarding House.

It is expected that, wherever possible, any major work or hospitalisation will be carried out during school holidays. Appointments during term time should be made outside of school hours if possible, so that interruptions to study are kept to a minimum.

Students with a specialist medical appointment may be accompanied by a senior boarding student upon request (outside of school hours), a family member or approved carer, or a boarding staff member.

Transportation to an appointment can be made via foot, taxi, or school vehicle – each requiring written permission from the student's parent/guardian.

Dental/Doctor and other medical appointments

Parents are welcome to make appointments and provide transport arrangements for their daughter/s. Arrangements are to be communicated to the Head of Boarding 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 Head of Boarding will arrange the appointment. Students with a specialist medical appointment may be accompanied by a senior boarding student upon request (outside of school hours), a family member or approved carer, or a boarding staff member and a tutor to attend with the child (if required) via taxi.

General Practitioner

Long Beach Medical Centre

Address: 3/3 Beach Road Sandy Bay Ph: 6225 5155

Book Online: www.ahhgp.com.au



Additional Information

The Head of Boarding, along with tutors are in residence on campus throughout term time.

Catering

Cater Care staff provides 'home-made' meals and afternoon tea from Monday through to Friday. In addition to breakfast, morning tea is also provided for all students. Cater Care Management and the Head of Boarding work closely ensuring that the students have a well-balanced diet consisting of wholesome, fresh food. Fresh fruit is seasons is freely available. Boarders have an opportunity to play an active role by collaborating with the Head of Boarding and Cater Care to design menus.

Head of Boarding and tutors partake in meals with the students on a daily basis. On occasion we also host the Principal.

Family are always welcome to join us for a meal. Please provide advance notice for catering purposes.

Cleaning

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 (SBR).

Activities/Leisure

The Boarding House has a unique culture and identity of its own, which is very valuable in boarders' overall development. Boarding staff ensure that there is a variety of activities on the weekends and afternoons available for all boarders. These activities can range from beach trips, shopping, events with other schools, ice skating, swimming, gym and others.

Social activities are planned for relaxation, to learn and to enhance friendships. However, parents and staff care about boarders' safety and security, and also ensure that students balance their social life to allow enough time for sport, extra activities, school outings, rest and study.

A schedule of activities will be determined each term in consultation with the Boarding team.

Shopping

A supervised shopping trip into Sandy Bay or Town as requested may be arranged each weekend. The House Supervisor will escort the group to and from the designated location.

Clothing and Laundry

All uniform items, casual clothes, underwear, night attire, bedding and towels may be laundered in the Boarding House Laundry. There are washing machines provided in both houses for students to access.

Each boarder is allocated a laundry day, when they may access the laundry. Outside of their designated day, boarders should speak with the House Supervisor on duty if washing is required. It is essential that all clothing is named.

It is recommended that boarders bring additional name tags so that new items purchased during the term can be named.

Parents should ensure that boarders understand the difference between 'whites' and 'coloured' clothes.

Boarding Staff are on hand if assistance is required.



Requirements

School Uniform & Guidelines

The complete Fahan school uniform list and guideline is appended to this handbook.

It is recommended that boarders have a minimum of:

- Three pairs of socks
- Three pairs of tights (winter only)
- Two shirts
- Two summer dresses
- Two skirts

All items need to be named.

All boarding students are to change to casual clothing 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 or day uniform.

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

It is recommended that boarders bring the items listed below for use during each school term.

Bedroom

- 2 fitted sheets
- 1 doona (plus cover) and/or woollen blanket
- 1 mattress protective cover
- 1 or two pillows as required plus pillow case slips
- 3 towels (Including a beach towel)
- Bedside lamp
- Four point power board (must be compliant with Australian Standards)

After-school wear

- Neat outfits for casual wear, dinner meals, and informal activities
- Dresses, skirts, pants and blouses for wearing to the evening meal
- One outfit suitable for an evening outing
- Night attire – two pairs of pyjamas and dressing gown
- Underclothes (sufficient for eight days)
- Footwear, including formal and informal shoes (at least two pairs must be

enclosed). Closed-in shoes are required for the dining room.

- Swim wear (including sunscreen, cap)
- A hat or suitable headwear

Non-uniform clothes

These should be selected according to taste, season, luggage room and suitability for garment maintenance (for example, colourfast and durable materials for washing).

Miscellaneous items

- Toiletries – shampoo, roll on deodorant (not aerosol), toothbrush, etc.
- Footwear for showering
- A container for cosmetics and toiletries
- Coat hangers
- Shoe cleaner – brown
- Battery-operated alarm clock (mobile phones cannot be used)
- Washing powder/soap/pegs (inc. washing liquid for hand washing/delicates)
- Small sewing kit including extra name tags and laundry marking pens
- Clothes Basket (recommend: collapsible)
- Laundry washing bags for underwear/socks/stockings.... these are essential to prevent loss and damage
- Weekend travel bag
- Lunch Containers (dishwasher safe)
- Coffee mug (Senior Girls)
- Heat pack
- Sleeping bag for school camps
- Rainjacket (light)
- Umbrella – small
- Hair accessories – brush, hairdryer, straightener (optional), etc.

Girls need to take responsibility for items left in storage and regularly take their items home.

Personal Belongings

The Boarding House operates on a system of trust, but from time to time there are problems with missing personal items. Although belongings reported missing have usually been misplaced or left lying about, unfortunately, theft does sometimes occur.

To minimise this temptation, the following should be observed:

- Amounts of money greater than \$30 should be handed in at the Boarding House Reception for safekeeping.
- As a general rule, valuable jewellery should not be brought to the Boarding House. If it is brought for a special occasion, it should be handed in to the Head of Boarding for safekeeping.
- Items such as airline tickets, passports and other valuable documents should be kept with the Head of Boarding
- Girls should bring with them a 'lockable box' to place personal belongings for safe keeping.
- All belongings should be clearly and permanently named as soon as purchased. The Boarding House does have a laundry marker pen if required.

Parents may also wish to investigate an insurance policy which covers loss of belongings anywhere in private or public places or during the course of travel.

Storage and removal of belongings

It is essential that boarders pack appropriate items to suit the season and the school term's planned activities. Many students bring too much each term, and the end-of-term clean/pack-up is often fraught with unnecessary angst. Please discuss your daughter's needs with her to alleviate some of this stress.

Suitcases must be clearly named on the outside. There is some storage available for storage of larger suitcases (during term time and term holidays, but all items must be cleared at the end of the school year). No responsibility is taken for items stored in the Storage Room during the vacation. The School does not store personal computers or other valuable electronic equipment.

Only international and mainland students and boarders flying home may store two bags in the Storage Room over the Christmas period. All other areas of the Boarding House are totally cleared for airing and cleaning each holiday period. Occasionally, other groups may use the Boarding House for holiday/sporting camps.

Pocket money

Pocket money should be submitted to Boarding House. Students are discouraged from keeping large sums of money on their person or in their rooms.

Pastoral Care

The emotional health and wellbeing of students, staff and families is a priority at Fahan. Through a holistic approach to personal development, the School aims to develop the spiritual, social and emotional competencies of individuals in addition to enhancing the relationships of students.

Buddy Program

The Buddy Program in Boarding at Fahan is a very powerful way to enhance the lives of all new boarders at Fahan. The characteristics of a Buddy is that they would be honest, dependable, caring and empathetic. Girls in SBR become the Buddy for new girls in boarding and they are required to fulfil their commitment to their Nateby boarder for at least two years. The role of the Buddy is to encourage positivity, establish positive self-worth, self-confidence and identity with their buddies and to help their buddies establish positive bonds with others, the boarding house, peers, family and community.

The Eight Principles of being an effective "Buddy":

1. Be a friend – you are a role model and can provide support and gentle guidance.
2. Have fun together
3. Be positive
4. Listen
5. Respect
6. Responsible for building the relationship.

Homesickness

Homesickness is perfectly normal for all boarders, who live in a new environment, perhaps having to share a room with others for the first time, getting used to new routines, and being supervised during almost everything they do in the Boarding House.

Both students and families experience a degree of emotional upset during this time, which results when students feel the loss of security, comfort and emotional support that home life represents, and families strongly feel the absence of their child.

In the early stages of settling in to Boarding House life, we strongly encourage boarders to focus on involving themselves in getting to know their peers, signing up for school sport and cultural pursuits, and becoming a part of all Boarding activities. Boarders are often comforted by discussing their feelings with staff, both Boarding and support staff such as the School Counsellor, as well as their peers and older boarders.

To assist students with the adjustment, parents are asked to limit contact, as daily contact can actually make the transition more difficult. Naturally, students need to be reassured of family love and support, however excessive contact with home can be counterproductive.

Boarding families are encouraged to:

- Understand that homesickness is a passing phase of adjusting to boarding school life
- Limit contact to that which will be the normal pattern of communication during the School term
- Encourage the student's participation in the life of the School and Boarding activities
- Understand that the settling-in process may be an emotional rollercoaster, as often parents will receive distressing phone calls when the student is feeling at her lowest
- Discuss with Boarding House staff the student's feelings and activities, as well as the care and support she is receiving through this time Remember that homesickness is quite common after the first few weekends out on leave and at the beginning of each school term; continue contact with Boarding House staff and discuss the student's involvement in both day school and the Boarding House
- Contact the Head of Boarding at any time regarding any concerns.



Fahan Safe School Policy

Safety and security in the Boarding House

The Boarding House must know where every Boarder is at all times, and operates on a system of trust.

Safety and Security Policy

In keeping with the Workplace Health And Safety Act (1995), the Safety Policy of Fahan Boarding House is intended to protect the interests of staff, students and any person who has occasion to be in the Boarding House (in whatever capacity).

Safety concerns are the responsibility of all members of the Boarding House community and vigilance is required to note situations where there is a safety risk that can be minimised or avoided.

- A security company patrols the grounds regularly.
- Internal/external security lights are installed.
- Staff and students are encouraged to make known to the Boarding House staff, anything that they consider could put in jeopardy the safety and wellbeing of others.

Safety and security of boarders

The Boarding House must know where every student is at all times. It is students' responsibility to ensure that this is the case. All leave is completed through REACH. Students apply for leave and approval is given by parents and boarding staff management. REACH is an effective day to day management for boarders and their parents, used when girls wish to take leave from the Boarding House.

Girls are also encouraged to put in a leave form on REACH for any school-related activity or excursion taking place out of school hours. This includes theatre visits, community causes, vocational study and club sporting commitments.

All boarders must remain within the bounds of the School unless they have permission to leave the grounds. The footpaths, streets and driveways surrounding the School are not part of the grounds and are therefore out of bounds.

As a general rule, girls must not move about outside the Boarding House after dark. If it is necessary for students to leave the building, they must be accompanied by an adult.

Security of the buildings

Security checks of all buildings are made several times every night.

Building regulations require the fitting of smoke detectors. If these are activated by fire or excessive steam, the whole building is evacuated and students may return inside only

when the “all clear” order has been given. During an electrical storm, the alarms may be activated by lightning striking the electrical conductors. Fire drills are held regularly to ensure that all girls know the correct evacuation procedure.

Candles are not permitted in the Boarding House at any time.

Aerosol cans are not permitted in the Boarding House as excessive use may activate alarms.

Communication

Communication between the Boarding House and boarding families is of paramount importance to all

Information about School and community activities is available via:

- School website (www.fahan.tas.edu.au)
- The Tree app
- EdSmart notices
- Fortnight at Fahan
- Fahan Facebook page
- Fahan in Focus
- Lucere Magazine

Change of status from Boarding to Day Student

Families are required to give a full term’s notice if the student is changing from Boarding to day status, otherwise families may incur a further cost of one term’s fees.

Student Leadership in the Boarding House

Fahan encourages the development of leadership skills amongst boarders. Leadership opportunities exist in all facets of boarding life, but there are also specific responsibilities.

Every Year 12 boarder has leadership responsibilities in the Boarding House and is required to perform certain tasks and act as a role model for younger boarders.

“Nateby” Head Boarder

The “Nateby” Head Boarder is elected in Term Four of the previous year. All Boarders and staff vote for students from the Year 11 cohort.

The Head Boarder should demonstrate exemplary behaviours in conduct, attitude and dress, and represent the boarding community at School and community functions. The Head Boarder meets weekly with the Head of Boarding to raise issues from the student body and show overt support for boarding staff with regards to routines and expectations of happy communal living. They assist with all Boarding functions, such as theme dinners and socials.

Commencement of Term

Boarders are expected to arrive at School the day before the term begins, ideally on or about 4 pm. This ensures students have ample time to unpack and settle back into the Boarding House and be prepared for the first school day. It also gives parents an opportunity to catch up with boarding staff.

Parents are asked to take all possible steps to avoid late arrival, but in the event of an unforeseen delay, please contact the Boarding House mobile on 0439 994 038 as early as possible.

Closed Weekends

The first weekend of each semester is a closed weekend. It is an expectation that all boarders remain in the Boarding House for this weekend every term. Activities are arranged for the whole of the Boarding House to build the sense of community and interaction with the different year levels. Parents must make a request in writing to the Head of Boarding if a boarder will not be present for this weekend. Girls are able to participate in their usual commitments to School sport.

End of Term/Start of Term

End of Term and Start of Term travel arrangements are to be made by parents, and the details forwarded on a REACH application for leave as early as possible. We are very happy to store passports, tickets and other documentation for boarders.

On the final day of each term, boarders can depart from 3.20pm.



Appendix

Appendix I: Fahan Behavioural Management Policy

Nateby and SBR

The Boarding policies exist in support of Boarding and school expectations, student safety and health and wellbeing. It is important to know about the policies the Boarding House has in place to ensure that students are provided with clear guidelines about standards of behaviour and Boarding House expectations, and to assist the Boarding House to sustain the quality of its environment.

The following policies have been developed to:













- Support the development of Fahan Boarding Girls into confident, capable and compassionate young women
- Help teach our girls how to behave appropriately and with dignity in a variety of contexts
- Assist students to display pride in the Boarding House
- Assist the girls in their personal development and understanding of socially acceptable behaviours
- Teach the girls how to make safe and sound decisions throughout life
- Teach the girls to make decisions based on school values and within their understanding of what is morally and ethically right
- Help build in the girls a strong sense of respect for self and others
- Support the development of resilience in each girl by having the girls understand that mistakes will be made and failures will occur but a strong character will take these as part of life's learning and continue to pursue her goals

Behaviour

Behaviour must always reflect the core values of Fahan School, and inappropriate and unacceptable behaviour will not be tolerated. As a community, Fahan is committed to ensuring that every girl feels a part of a safe and caring environment.

Appendix II: Fahan Behavioural Management Matrix

Behaviour Management Procedures – Boarding School Years 7 – 12

Incident Level		Staff Directly Responsible		Possible outcomes / options		Information Passed to
Level 1 Minor Incident Examples: <ul style="list-style-type: none"> • Swearing • Minor Disobedience • Minor infringements of rules • Failure to honour school commitments • Inappropriate use of technology & social media • Uniform infringements 		Situation to be handled by the residential tutor		<ul style="list-style-type: none"> • Verbal warning • Loss of minor privileges • Set tasks / grounds duty • Logical consequences 		<ul style="list-style-type: none"> • For multiple events inform Head of Boarding who may inform parents
Level 2 Significant Incident Examples: <ul style="list-style-type: none"> • Willful disobedience • Deliberately missing class • Bullying – first occasion • Lack of respect for others • Damaging or defacing the property of others • Abusive or threatening behaviour • Repeated lack of commitment to school activities 		Situation to be handled by the residential tutor in conjunction with Head of Boarding. Deputy Head/Middle Years Co-ordinator must be notified.		<ul style="list-style-type: none"> • As above • Detention(s) • Monitoring via weekly report after discussion with the Principal • Loss of privileges (for example, representing the school or attending socials) • Referral to counsellor/psychologist 		<ul style="list-style-type: none"> • Head of Boarding and, if applicable: <ul style="list-style-type: none"> • Principal • Deputy Principal/Middle School Co-ordinator • Parents • Pastoral Care Teacher • Counsellor/Psychologist
Level 3 Repeat or Serious Incident(s) Examples: <ul style="list-style-type: none"> • Repeated defiance • Ongoing or serious misbehaviour • Possession or use of cigarettes, matches, lighters • Stealing • Bullying - more than one occasion 		Situation to be referred to and handled by the Head of Boarding in conjunction with the Deputy Principal The Principal must be notified.		<ul style="list-style-type: none"> • Interview with Deputy Principal & Principal • In-school suspension • Suspension • Probationary Enrolment 		<ul style="list-style-type: none"> • Head of Boarding • Principal • Deputy Principal/Middle School Co-ordinator • Parents- phone first (letter and/or interview may follow) • Counsellor/Psychologist • Pastoral Care Group teacher
Level 4 Most Serious Incidents Examples: <ul style="list-style-type: none"> • Serious physical assault & psychological (verbal) • Repetition of serious infringements • Unlawful behaviour • Possession of illegal substances • Possession of implements of harm 		Situation to be referred to the Principal and Deputy Principal by the contact staff member.		<ul style="list-style-type: none"> • As above • Request for parents to collect student immediately • Exclusion from Fahan School • Police involvement (if applicable) 		<ul style="list-style-type: none"> • Parents (immediate contact) • Deputy Principal/Middle School Co-ordinator • Principal • Counsellor/Psychologist • Head of Boarding • Pastoral Care Group teacher

Examples are non-prescriptive. NB classification is at the discretion of the Principal and Deputy Principal/Middle School Co-ordinator

Appendix III: Student IT Policy

Technology Acceptable Use Policy 7-12

Student Overview

Fahan School's technology facilities and services are recognised as significant tools in assisting student learning. The School seeks to ensure all students and other users are responsible for maintaining certain standards of responsibility relating to the use of all technology facilities and services within the School.

The School aims to provide a reliable and accessible network but cannot guarantee trouble free functioning at all times and will not be liable for any direct or indirect damages or loss. Students are responsible for the maintenance of their accounts.

All users are obliged to report problems or damages immediately to the relevant staff member.

Student Code of Conduct

- As part of the delivery of a modern and engaging curriculum all students will have access to computer, internet and online facilities and services and be provided with an account.
- The privacy of other students is to be respected at all times.
- Fahan staff may review files or communications as a means of ensuring the integrity of the system is maintained and that students are using the system responsibly.
- The transmission, storing and displaying of material or involvement in any conduct, which may be considered offensive, is strictly forbidden. Therefore conduct that may be regarded as unacceptable may result in withdrawal of access or other sanctions.
- Cyberbullying (or inappropriate use of technology) often occurs outside of the School's physical grounds yet these actions can impact the safety of our students as though they have occurred at school. Any such behavior demonstrated at school or outside of school that affects our School Community will be addressed by the School.
- In serious cases, suspension, expulsion or the involvement of law agencies may be invoked.
- A breach of copyright is an offence, therefore all use of sources should be appropriately recognised.
- No student is permitted to use the passwords of another student, interfere with another student's files, disrupt their access or waste resources intentionally.

Parent Overview

Fahan School's technology facilities and services are recognised as significant tools in assisting student learning. The School seeks to ensure all students and other users are responsible for ensuring certain standards of responsibility are maintained relating to the use of all technology facilities and services within the School.

The School aims to provide a reliable and accessible network but cannot guarantee trouble free functioning at all times and will not be liable for any direct or indirect damages or loss. Students are responsible for the maintenance of their accounts.

All users are obliged to report problems or damages immediately to the relevant staff member.

Student Code of Conduct

- As part of the delivery of a modern and engaging curriculum all students will have access to computer internet and online facilities and services and be provided with an account.
- The privacy of other students is to be respected at all times.
- Fahan staff may review files or communications as a means of ensuring the integrity of the system is maintained and that students are using the system responsibly.
- The transmission, storing and displaying of material or involvement in any conduct, which may be considered offensive, is strictly forbidden. Therefore conduct that may be regarded as unacceptable may result in withdrawal of access or other sanctions.
- Bullying (or inappropriate use of technology) often occurs outside of the school's physical grounds yet these actions can impact the safety of our students as though they have occurred at school. Any such behaviour demonstrated at school or outside of school that affects our school community will be addressed by the school.

- In serious cases, suspension, expulsion or the involvement of law agencies may be invoked.
- A breach of copyright is an offence, therefore all use of sources should be appropriately recognised.
- No student is permitted to use the passwords of another student, interfere with another student's files, disrupt their access or waste resources intentionally.

Appendix IV: School Uniform and Expectations

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. Each student is required to own a School blazer at all times (the exception is for students in Kindergarten – Year 1). When travelling to and from school, wearing the uniform in public or at the Principal's Assembly, it is required that students wear their blazer over their shirt or jumper.
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 only, students in Years 11 and 12 only may opt to wear either 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, specific to Fahan, available for purchase in the Uniform Shop.
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. 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.
8. In the Junior School, the PE uniform may only be worn to School on the days that students have specialist PE lessons. In Winter, students must arrive and leave from School with long sleeves and track pants. In Summer, short sleeves and shorts must be worn (not bike pants).
9. The guidelines for the wearing of the sports uniform for Middle and Senior 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 lunchtime 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.
 - 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.
 - g) Only Fahan Sport bags are to be taken to Fahan sporting events.
10. Both the summer dress and the winter skirt must be worn just above the knee.
11. 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.

12. Bike Pants to be worn only during sporting activities or under shorts and Summer dresses. Bike Pants should not be visible at other times

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 nail polish 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:

Standard (Summer and Winter) Years 1-12

Blazer Navy with logo (Year 2 onwards)

Jumper Navy

Shoes Brown standard lace-up with sensible heel

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 hat with navy and orange grosgrain band

Socks White push down socks – Fahan specific

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, White with logo Year 3-12

Sivvy 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. Navy fleecy option with logo Year 7-12 only.

Rugby Jumper Navy/orange/white with logo

Shorts Navy with logo

Socks White ankle

Shoes Joggers

Hat Orange baseball cap or navy sun-hat

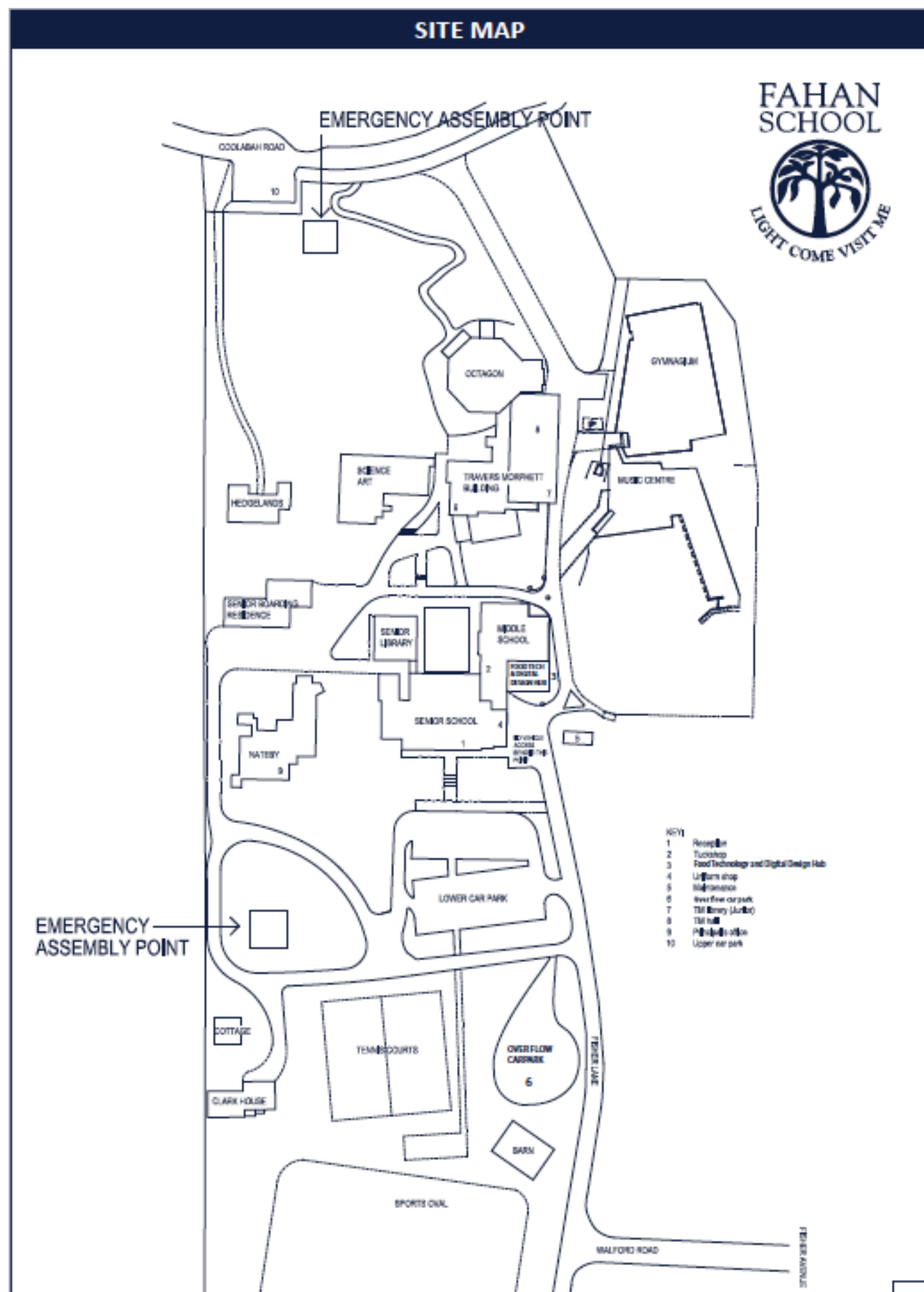
Bag Navy sport bag with logo

Optional Items

Vest Orange/navy (optional Years K – 12)

Scarf Orange/navy (optional Years 1 – 12)

Beanie Orange/navy (optional Years 1 – 12)



BULLYING GUIDELINES

All students have the right to a safe and caring environment that promotes learning, personal growth and positive self-esteem. The School is committed to providing this. Each member of the community - staff, students and parents/carers - has the responsibility to ensure that this occurs.

Bullying is the selective, uninvited or repetitive oppression of one person or group by another.

It involves three elements: intent to hurt or harm; power imbalance; and repetition over time.

Bullying can take many forms and guises including:

- Physical aggression
- Verbal abuse
- Emotional aggression (or blackmail)
- Intimidation
- Harassment
- Exclusion

Bullying should not be confused with other inappropriate behaviours such as isolated, one off acts of teasing (annoying, hurtful behaviour).

It is important for all involved to be discerning about bullying so suitable actions can be taken. These actions include:

- Dealing with feelings
- Providing emotional coping skills
- Getting others involved
- Building up a child's support networks
- Building self-confidence

CYBERBULLYING

Cyberbullying can happen to anyone. It is a difficult problem that only gets worse when it is ignored. Research has shown that bystanders (people who witness the bullying) play a significant role in preventing and reporting bullying.

- Bystanders are present most of the time (85%)
- Bullying behaviour is reinforced where people watch but do nothing.
- When bystanders do intervene, the bullying is more likely to stop quickly.

Cyberbullying includes teasing, spreading online rumours, sending threatening messages or things that hurt a person's reputation. It is important that we all know what to do to take control of the situation if you are faced with any of these. We have summarised it as STOP, BLOCK, TELL.

- Don't reply to any messages from a bully
- Block the bully, so they can't make contact
- Keep the messages and tell someone you trust
- If you see or know about cyberbullying happening to a friend, it is important to support them and report the bullying

People who can help

Friends, parents/carers, sisters/brothers, teachers.

Kids helpline: 1800 55 1800

Crimestoppers: 1800 333 000

Lifeline: 13 11 14

www.bullyingnoway.com.au

esafety.gov.au

www.amf.org.au

FAHAN
SCHOOL



Fisher Avenue, Sandy Bay, Tasmania, Australia, 7005
PO Box 2090, Lower Sandy Bay, Tasmania, Australia, 7005
Tel: +61 3 6225 1064
Fax: +61 3 6225 1263
Email: communications@fahan.tas.edu.au
Website: www.fahan.tas.edu.au