

FAHAN
SCHOOL



Boarding Handbook



Welcome

Our boarding community is a close-knit one which is built on relationships. The boarders agree that it is the people that make the boarding house the special environment it is. We are a small community, allowing for a family atmosphere where every girl feels that she belongs. My young daughter and I live on campus and love being part of the Fahan family. The boarding house itself is steeped in family tradition. Some of our current boarders (and tutors) had sisters, mothers, aunties and grandmothers all attend Fahan. I have worked in boarding for 18 years and truly believe that boarders are the heart of a school.

We understand that one of the main reasons that girls come to board at Fahan is to provide them with an excellent education. We employ a number of tutors to support our boarders in their academic studies, from primary subjects for our Grade 5 and 6 students, all the way through to specialist Maths in Year 11 and 12. In addition to outstanding academic support, our tutors are equally as well-equipped to provide pastoral care to the girls. Our tutors have been selected because of their kindness, compassion and enthusiasm for working with adolescent girls. Alongside their academic studies, the boarding house also equips the boarders with learning for life; skills such as time management, problem solving and communication are developed on a daily basis. Boarding provides an opportunity for self-development and building resilience in a safe environment whilst nurturing lifelong friendships.

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

I am an experienced primary school teacher with a background in student wellbeing. I am passionate about ensuring new boarders, particularly younger girls, feel safe and happy as they make their transition from home to the boarding house. This is a significant moment for any student and the boarding house team will support them every step of the way!

The Boarding House genuinely embodies the school values of spirit, community and learning and we warmly invite you and your family to come and experience boarding at Fahan.

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

Fiona Short

Head of Boarding



Boarding House Contacts

Head of Boarding : Fiona Short

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Tutor on Duty

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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.

Words from a Boarder:

Don't be scared to be yourself or reach out to the staff or boarders about anything. Everyone's always happy to help out!
(Year 12 student)



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

The Boarding House team consists of the Head of Boarding and four Boarding House Tutors. There are also frequent opportunities for interaction with members of the teaching staff and Senior Leadership Team.

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 Acceptable Technology Use Policy
- Abide by the boarders' leave policy
- Respect Boarding House property and the property of others

Location

Fahan is incredibly well-positioned to access the best of what Hobart has to offer. The campus is surrounded by trees and the beach is just a short walk away. The boarders take advantage of this after school and on the weekends when they can walk to local parks, cafes and shops, right by the water. The convenient Metro bus service means that the main shopping strip of Sandy Bay is just a short bus ride away and only a few minutes further along is the CBD of Hobart. The Boarding House itself is conveniently located within the school grounds and the Junior School, Library and Senior School are just metres away.

Facilities

Accommodation

Boarders in Years 5 to 10 are typically accommodated in Nateby in rooms organised by age groups. These boarders mostly sleep in rooms of three or four. Students in Years 11 and 12 are accommodated in the Senior Boarding Residence (SBR) and sleep in individual rooms. For the last half of 2020 and for 2021 all the boarders are conveniently located in one house (SBR) where each girl has her own room.

Lounge/Leisure areas

Nateby and the SBR have their own common areas. These consist of lounges, TV, DVD player, fridge and microwave.

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
- No shoes or sporting equipment to be left in corridors and dirty boots left outside
- No bags are to be left in Nateby dining area

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. The boarders are actively supervised by two tutors who can assist with any academic needs. Junior School diaries are signed by the tutors on duty.

- Years 5-8 complete prep in the library at 7:30pm
- Years 9-12 complete prep in the library at 8:30pm
- Years 11-12 complete 2nd prep in their own bedrooms

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

At designated times, 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.

Activities

We appreciate that parents may have concerns about their children spending a lot of time on digital devices when they are not under parental supervision at home. We have found that the best antidote to too much screen time is to provide other, more engaging activities! At Fahan, these activities might include outdoor games, dog walking, visiting the local playground, board games, sewing and accessing the school gym. For our full-time boarders who are here on the weekends, other activities might include movie nights, cooking, nature walks and outings to local markets.

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.

Weekend Outing

A supervised outing 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.

Leave

The Boarding House has a responsibility to ensure the safety and security of all boarders in our care. All leave requests must be made 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.

Guardians

Full Boarders who may not have family in Tasmania must have an approved local Guardian. The Guardian is someone who is prepared to host the boarder over long weekends, extended holidays if necessary and in the event of illness (where it is not appropriate for the boarder to remain in 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. 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.

Approved Hosts

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.

Travelling by Car when on Leave

Boarders may only travel in a car with a sibling, if approval in writing is provided by a parent or guardian. Boarders may only travel in a car with another student, or a parent of a day girl if prior permission is received by the Boarding House. Parents or guardians will need to complete the 'Approved Drivers' form and this information will be stored within the REACH program. Likewise, any boarder who is taking another student in her car must have permission from the student's parents as well as from her own parents. This information will be compiled on the

'Approved Passengers' form and then stored on REACH.

School Commitments

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

Leave Requests

It is essential that a leave request is submitted through 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.

Types of leave

Local Leave

Boarders may take local leave to nearby shops, parks and playgrounds between 3:30pm and 5:45pm Monday to Friday. Students in Year 5 – 8 must be accompanied by an adult or a student in Year 9 or above. Students in Year 9 and 10 may take local leave by themselves if approval is granted by their parent or guardian. Students in Year 11 and 12 may take local leave as they wish. Local Leave requests can be granted by the Tutor on Duty.

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.

Dinner Leave

Family friends and/or relatives are welcome to visit from time to time and take a boarder out for dinner. The request for dinner leave must be submitted via REACH no later than two days prior to the proposed leave date.

Special Leave – Years 11 and 12

Year 11 and 12 boarders may take Special Leave from Monday to Thursday, returning to the Boarding House no later than 10pm. Special Leave is available to boarders in Years 11 and 12 only and an adult does not accompany boarders on this leave. Boarders may take Special Leave up to four times a term.

Weekly Boarding

Weekly Boarders return home for the weekend and 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

Weekend Leave – single day

For all weekend leave, girls may depart and return in casual clothes. All hosts are to collect boarders from the Boarding House. However, boarders travelling to hosts may travel by public transport. Boarders may go out on Day Leave on Saturday between 8:00am and 10:00pm and Sunday between 8:00am and 7:00pm. Boarders who may need to leave earlier due to a sporting commitment can organise this with the Tutor on Duty.

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.

Weekend Leave – Overnight

Full boarders may stay overnight at an approved host's house on Friday or Saturday nights. Permission for this must be granted by the parent, host and Head of Boarding through the REACH system.

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 the Tutor 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.

Visitors

All visitors, including family members, are requested not to enter either residence without permission from the Tutor on Duty. Fathers and male guardians will understand that most times it is not possible for them to enter the SBR or dormitories except on the first and last days of term.

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. Currently, boarders may host visitors at the lounge area in the dining room.

Visitors should enter and leave the Boarding House via Nateby and introduce themselves to the Tutor on Duty. The Tutor on Duty will sign each visitor in upon arrival and out when they depart. 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.

Learning

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. Boarders' academic progress is monitored by the Boarding House Tutors and the Head of Boarding is in constant communication with teachers and pastoral care teachers.

Prep

An effective student is one who maintains 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 others 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 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.

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. The boarding community is one built on supportive relationships. The Head of Boarding and the tutors are always ready to have a chat, a laugh or give advice if needed. 'Old' boarders will take 'new' boarders under

their wing and help them to establish positive bonds with others in the boarding house, the school and the wider community.

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.

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.

Boarding families are encouraged to:

- Understand that homesickness is a passing phase of adjusting to boarding school life
- 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.

Advice from a boarders:

I know that starting boarding seems like a daunting time, but give it time, it will turn out to be one of the best things you will experience! (Year 9 student)

Communication

Communication between the Boarding House and boarding families is of paramount importance to all. Phone calls and email contact are always welcome. A boarding newsletter called 'News from Nateby' will be sent out regularly showcasing different aspects of the boarders' daily lives. Additional information about School and community activities is available via:

- School website (www.fahan.tas.edu.au)
- The Tree app
- EdSmart notices
- Fortnight at Fahan
- Social Media - Fahan Facebook page and Fahan Boarding Tasmania Instagram account
- Fahan Publications - Fahan in Focus and Lucere Magazine

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.

Boarders in Years 11 and 12 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.

Guidelines around the use of digital devices:

- Phones are not to be used at meal times. This is a time to talk to each other!
- Phones are not to be used during prep time in the Library. Any phone communication that needs to be made can happen before 7:00pm or after 8:00pm for Years 8 – 12. Years 5 – 7 may make phone calls before 7:00pm and between 7:30pm – 8:00pm.
- Phones and computers to be handed in by 8:45pm for Years 5 – 10
- The TV in the common room must be turned off by 9:30pm
- We encourage girls to limit their screen time in the hour before going to bed, on order to maximise their quality of sleep
- Girls in Years 5 – 10 do not take their phones to school, unless they have a commitment directly after school. Phones are locked in Room 8 during the day. Room 8 is unlocked at 3:00pm each afternoon.

Family Engagement

There will be regular opportunities for the boarding families to get to know each other. We invite all families to join us at the beginning of the year for a welcome barbeque, part way through the year for a Mothers' Day Dinner and at the end of the year for a final farewell celebration. The dates for these events will be advised.

Life in the Boarding House

7:05am	Wake up. Girls in Years 5 – 10 are woken by the Tutor on Duty Girls in Years 11 and 12 wake up independently
7:30 – 7:50am	Breakfast in the Nateby Dining Room
7:45am	Morning Notices Make bed and tidy room Dress for school day in full school uniform
7:50am	Breakfast Duty – Clean Up Years 5 – 10 girls have access to phones until 8:15am
8:15am	Boarders leave for school. Boarding House closed
8:30am	School day begins
12:30pm	Lunch collected from School Food Hub
3:20 – 3:30pm	School day ends Afternoon Tea served in Dining Room Change out of uniform Afternoon activities Sports training Leave
5:45pm	Dinner set up duty Casual clothes to be worn Gather in Dining Room
6:00pm	Dinner
7:00 – 8:30pm	Prep in Library (Monday – Thursday)
7:30pm	Prep concludes for Years 5 – 8 (Girls may remain in the library if they wish) Evening activities Girls may request to make a phone call home
8:15pm	Girls in Years 5 – 7 get ready for bed
8:30pm	Prep concludes in the Library for Years 9 – 12 Girls continue to study in their rooms as necessary Evening activities
8:45pm	Years 5 – 7 in bed reading/ready for lights out
9:15pm	Years 8 – 10 get ready for bed No more showers
9:30pm	Lights out Years 8 – 10 Years 11 and 12 may continue to study in their rooms
10:00pm	Lights out Years 11 and 12

Weekend Routine

Saturday

8:00 – 9:00am	Breakfast served in the Nateby Dining Room (or earlier by request) Leave granted as requested outside of meal times
12:30 – 1:00pm	Lunch served in the Dining Room
6:00pm	Dinner served in the Dining Room
9:00pm	Years 5 – 7 lights out
10:00pm	Years 8 – 10 lights out
11:00pm	Years 11 and 12 lights out

Sunday

8:00 – 9:00am	Breakfast served in the Nateby Dining Room (or earlier by request) Leave granted as requested outside of meal times
12:30 – 1:00pm	Lunch served in the Dining Room
6:00pm	Dinner served in the Dining Room
7:00 – 8:00pm	Quiet time/Prep time Evening activities
8:15pm	Girls in Years 5 – 7 get ready for bed
8:45pm	Years 5 – 7 in bed reading/ready for lights out
9:15pm	Years 8 – 10 get ready for bed No more showers
9:30pm	Lights out Years 8 – 10 Years 11 and 12 may continue to study in their rooms
10:00pm	Lights out Years 11 and 12

Please Note:

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 who are in on the weekend are to arrange a roster covering general cleaning and washing dishes after meals on Friday, Saturday and Sunday. 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 tutors hold First Aid certificates and have accredited training in Youth Mental Health First Aid. 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 the Boarding House 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 student's commencement date.

Medical Concerns within the Residence

In the case of a medical emergency an ambulance will be called immediately. A member of the Boarding House staff will accompany any girl to hospital and her parents will be contacted by the Head of Boarding or Principal.

In the event of a non-emergency situation, the following Process and Procedure will be adhered to by the Head of Boarding and Boarding House 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 by 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

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 unless parental permission has been given and appropriate documentation completed. This includes medication such as an asthma puffer, emergency allergy medication (such as an EPI-pen, diabetic medication), and any medication that may be required overnight.

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 her 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.

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

“

Before I came to Fahan I thought 'I can't wait to go to the boarding house so I will always have someone to play with after school!'
(Year 5 student)

“

I love living in the Boarding House because it doesn't feel like I'm living with girls from school, it feels like I have lots of sisters!" (Year 10 student)



Additional Information

Catering

Cooking staff provides 'home-made' meals and afternoon tea from Monday through to Friday. The boarders collect their recess and lunch from the school Food Hub each day. The girls order their lunch through the school canteen and have a variety of salads, sandwiches and hot food to choose from. The Head of Boarding collaborates with the catering team to ensure that the students have a well-balanced diet consisting of wholesome, fresh

food. Fresh fruit in seasons is freely available. Boarders have an opportunity to play an active role by collaborating with the Head of Boarding and cooking staff 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 and other members of staff. 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).

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.

In Case of Fire/Fire Drills

- A fire drill is a legal requirement under the General Fire Brigade Regulations. The first fire drill 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.
- Boarding House Staff will give the "all clear" once the Tasmanian Fire Service have advised that it is safe to return.

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 is 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.

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
- Underwear
- 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.
- 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
- 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.

Suggestions from our Boarders:

Photos from home

Indoor plants

Books

Push pins and blu-tack

Ugg Boots

Yoga Mat

Fairy lights

Sport equipment

*Activities for the afternoon
(books, colouring in, games etc.)*

Personal Belongings

- Amounts of money greater than \$30 can be handed to the Head of Boarding for safekeeping if desired.
- As a general rule, valuable jewellery should not be brought to the Boarding House. If it is brought for a special occasion, it can be handed in to the Head of Boarding for safekeeping if necessary.
- Items such as airline tickets, passports and other valuable documents should be kept with the Head of Boarding.
- If practical, girls could bring with them a 'lockable box' in which 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.

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. 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.



Fahan Safe School Policy

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.

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

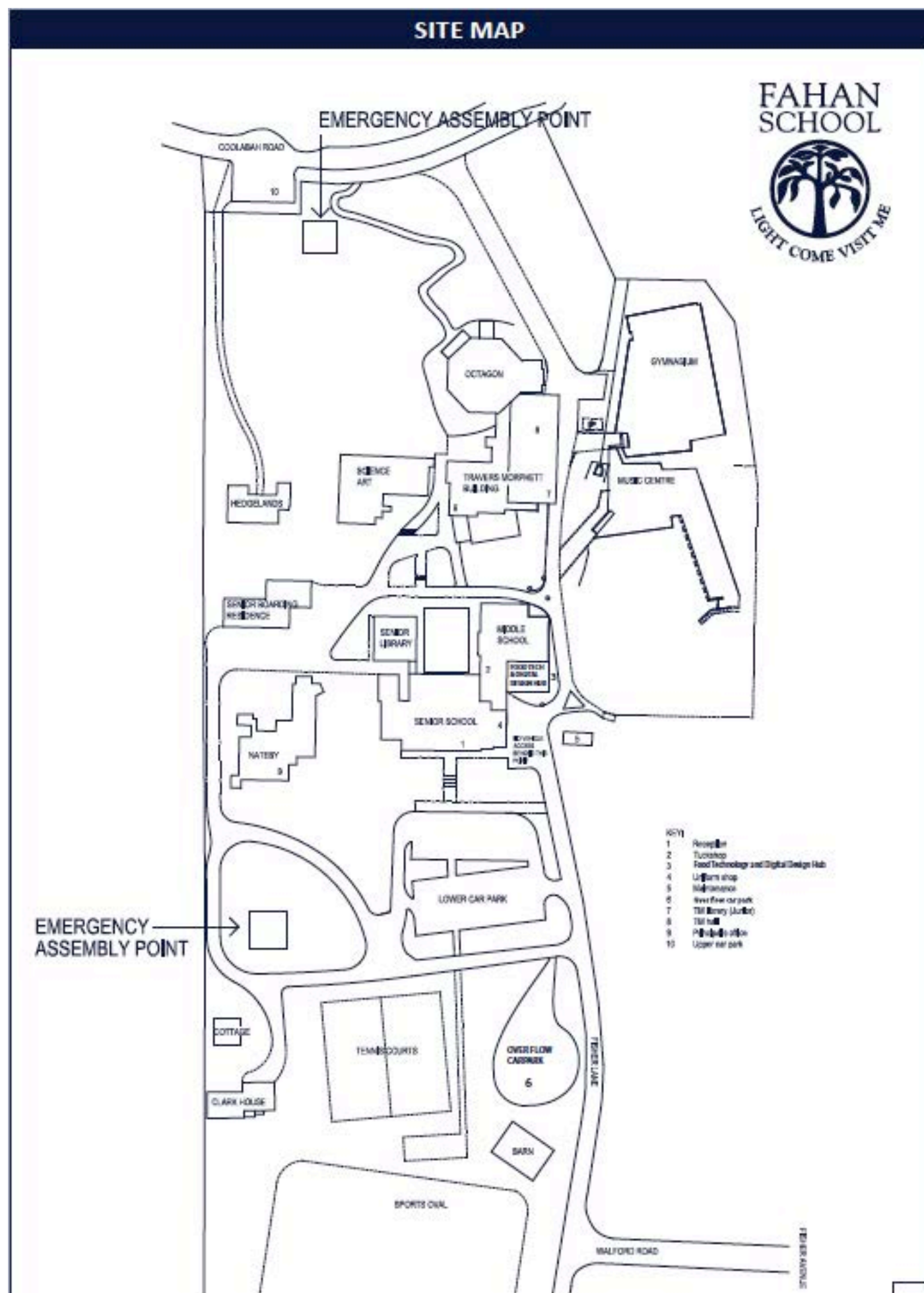
Bag Navy sport bag with logo

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

Appendix VI: Boarding Acceptable Technology Use Policy Agreement

DIGITAL DEVICE USE IN THE BOARDING HOUSE INFORMATION FOR PARENTS

Digital devices such as phones, iPads and laptops can be a wonderful part of learning, communication and social interaction. It is important however, for our boarders to ensure they have a healthy attitude to screen-time and not feel 'addicted' to their devices. We also encourage girls to limit their screen-time in the hour before going to bed, in order to maximise their quality of sleep. Quality sleep is important for optimal learning in the classroom as well as for overall wellbeing. At Fahan, we are dedicated to supporting our boarders in managing their screen use. This is achieved through a combination of education, self-regulation, Boarding House routines and consultation with families.

Social Media

Students in the Boarding House have limited social media access which is granted by the IT department during the following hours:

Monday – Thursday between: 7:00 - 8:20am, 3:30 – 6:00pm, 8:30 – 9:30pm

These are structured times which allow students ample opportunity to communicate messages with friends and family before and after school. There are no restrictions on the weekend and girls are expected to manage their screen-time with a healthy balance of other social interactions and physical activities.

Phone Use

- Phones are not to be used during dinner or during prep time in the Library.
- Any phone communication that needs to be made can happen in the mornings, or in the afternoons between 3:30pm – 6:00pm. There is also an opportunity after dinner, before prep starts at 7:00pm.
- Years 5 – 7 may make phone calls between 7:30pm – 8:15pm.
- Years 8 – 12 may make phone calls after 8:30pm.

We ask parents to help us establish these patterns by making calls or messaging during designated times.

During the Day

- Girls in Years 5 – 10 do not take their phones to school, unless they have a commitment directly after school and have discussed this with a tutor.
- Phones are locked in the Tutors' Office (Room 8) during the day and can be collected after 3:30pm

This year we will be introducing the use of battery-operated alarm clocks/electrical clock radios so that all students can charge their phones outside of their bedroom after designated bed times. This is in line with best practice and ensures a better-quality sleep.

Ramifications

If boarders do not comply with the Boarding House guidelines, or are found to be using technology irresponsibly then further restrictions around individual device use may be necessary. Consequences will be discussed and decided with the student, her family and the Head of Boarding.

Please do not hesitate to contact the Head of Boarding if you have any questions or concerns about your daughter's screen-time or social media use. We are committed to working with families to best support the boarders' wellbeing. All boarders will be required to sign the Boarding Digital Device Use Agreement 2021 (see reverse). Students are also bound by the Fahan School Technology Acceptable Use Policy.

Boarding Acceptable Technology Use Policy Agreement

YEAR 5 – 10 BOARDERS

1. I agree to hand in my computer and mobile phone at night at the designated time.
2. I agree to leave my mobile phone in the Boarding House (Room 8) during the school day.
3. I agree that should I need to make any adjustments to these arrangements then I will discuss this with the Head of Boarding or Tutor on Duty.

YEAR 11 & 12 BOARDERS

4. I agree to use my digital devices responsibly, within the designated hours and limit my use of screen time.
5. I agree to charge my mobile phone outside of my bedroom overnight.

ALL BOARDERS

6. I agree that I will not have my mobile phone at the dining table during meal times.
7. I agree that I will not be actively using my mobile phone during Prep times.
8. I agree to carry my phone with me when taking leave from the Boarding House and keep in contact as necessary.
9. I agree to use my mobile in a respectful way within the Boarding House and not use it in any situation that may cause embarrassment or discomfort to my fellow boarders, staff or visitors.
10. I understand that I have a responsibility to use technology appropriately and that any breach of these guidelines may result in more rigorous guidelines being imposed or confiscation of devices.

The best thing about boarding:

“ *Making connections with girls in different grades
(Year 9 student)*

“ *The family-like environment and the tutors to
aid with study (Year 11 student)*

“ *Being able to connect with girls from a range
of year groups and call them my second family!
(Year 12 student)*

FAHAN
SCHOOL



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