



Pymble Ladies' College



Boarding Handbook 2023

FOR BOARDERS AND THEIR FAMILIES

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Welcome to *Pymble* Boarding



It is a privilege to be a member of this beautiful community and to lead our committed staff and dynamic girls to provide an environment that encourages, supports and nurtures every Boarder to strive for the highest. I cherish the opportunity to work with your daughter, learn of her aspirations, support her to meet challenges and celebrate her successes.

Our Boarders are the heart of *Pymble*. We celebrate the unique gifts that each girl brings and provide a supportive, responsive and home-like environment in which they can flourish. With access to exceptional learning opportunities, state-of-the-art facilities, an extensive co-curricular program, beautiful grounds and caring and professional staff, our girls are empowered to embrace opportunities to develop a broad perspective of life and to make meaning of their world as confident and capable young women.

With more than 125 Boarders, our community has a strong sense of pride and identity. Our Boarders have opportunities to build lifelong friendships with girls from around Australia and beyond, while the building of strong relationships with day students is actively encouraged through a variety of initiatives.

Integral to our success as a close-knit community is a Boarding team that is highly experienced, nurturing and particularly attuned to the special needs of adolescent girls. Our staff are deliberate in their efforts to know each girl and understand her hopes and dreams. They take the time to guide her by responding to her ideals and needs as a unique learner and as a person.

We value our partnership with our Boarding families and actively encourage open communication. There are many ways in which families can engage with the Boarding community and we welcome your involvement in various events and learning opportunities.

We want the best for your girls and it is our hope that they will graduate from Pymble Ladies' College with a belief in their own capacity to create and engage in a life that is filled with love and joy; fun and laughter; hope and faith. Most of all we want our Boarders to know who they are and to value their own uniqueness.

Carolyn Burgess

DIRECTOR OF BOARDING

Boarding Head Prefects



I am Abby Ballhausen, I live on a farm in Narromine NSW and I have been boarding since Year 7.

And I am Amarley Bron, I live in Taree on the mid-north coast of NSW and I started boarding in Year 9.

We are honored to be representing *Pymble* Boarding in 2023 as Head Boarders and we are extremely excited to make 2023 the best year of boarding yet. As we are both from small country towns we are eternally grateful for the experiences we have had at *Pymble* and have taken advantage of every opportunity presented to us whether that be in Boarding or in the day school.

We love boarding because it teaches girls how to be independent and resilient, which are very important skills for young women to learn. It also forces girls to go outside of their comfort zone and try new things. But the main reason we love boarding is for the lifelong memories and friendships that we have made and will cherish forever.

We are looking to really make a difference to the Boarding community in 2023 and we hope to do this by focusing our energy on the following areas:

Boarding Head Prefects

IMPACT

We want girls in the Boarding community to be aware of the issues that are prominent in the areas that they come from. We want to use events throughout the year such as the Garden Party, Boarders' Week and others to hold market days, bake sales and more in order to raise awareness and raise money to support our communities, as well as provide resources for day girls so they can show their support.

We also want to ensure that Boarders are seen in the day school and people know how amazing, diverse and talented we are.

CONNECTION

We want to increase the Boarders' connections throughout all year groups and make sure that all Boarders are leaving their comfort zones and making new friends. A great way to achieve this is through increasing the involvement in the Love It program in younger years as it allows the girls to try new things, explore the incredible city of Sydney, and have fun with girls that they may not have otherwise connected with.

We want everyone in Boarding to feel comfortable and safe in our community, as it's our home and we don't ever want them to feel alone.

INCLUSION

We want to ensure that no matter where girls are from and no matter their culture or their background, they feel included and celebrated.

We want to expand our celebration of different cultures with events such as the Moon Festival, Thanksgiving and many more in order to educate girls about different cultures and their values.

Abby Ballhausen

BOARDING HEAD PREFECT 2023

Amarley Bron

BOARDING HEAD PREFECT 2023

OUR VISION

Influential and compassionate women

Our strategic direction focuses on four key pillars designed to build your academic, emotional, digital and social intelligence and nurture you to become influential and compassionate women.

WATCH US CHANGE THE WORLD™

**Knowledge for
a better world**

**Empowered to
be courageous**

**Technologies
for an innovative
future**

**Diversity as the
path to unity**

Five core values affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church in Australia.



Introduction

The College has a long and proud tradition of Boarding, with 20 of the College's first 60 students enrolled as Boarders in 1916. Today, Boarding still plays a key role in College life, developing students' leadership capacity and facilitating their growth towards becoming capable, caring and confident young women.

Our aim is to create and sustain a unique environment for students where active engagement in community and College life is promoted. Boarding at *Pymble* is a special experience, and one that provides students with the opportunity to develop skills important in the management of daily routine and for living independently in the future.

At the centre of this experience is the nurturing process so vital to the wellbeing of the girls. Boarding staff are people who love working in the Boarding House environment. They are passionate about caring for young people and contribute in a significant way to the overall development of each girl.

The College places a high priority on the professional learning of its staff. We provide ongoing opportunities to engage in learning relevant to Boarding, the development of adolescents and other appropriate areas. This allows us to provide the highest level of care and support for our Boarders.

Boarding Houses

Pymble has three Boarding Houses situated within the College grounds: Goodlet, Lang and Marden. Lang House and Marden House were built in 1916, with Goodlet House built a decade later. All Boarding Houses provide a comfortable 'home away from home' for students during their Secondary School years at the College. The College caters for more than 120 Boarders, who are predominantly from rural NSW; however we also have Boarders from the Sydney metropolitan area, interstate and Boarders whose parents currently live overseas.

The Deputy Director of Boarding works collaboratively with the Director of Boarding to enhance the care and wellbeing of the Boarders, ensuring that the Boarding School operations are consistent across residences and aligned to College policies and processes.

The Head of Year (Boarding) works closely with her designated year group and is committed to the exemplary day to day care and wellbeing of Boarders. The Head of Year is supported by an Assistant Head of Year and a team of Boarding Assistants.

Principles that underpin quality care in the Boarding School

Research shows that students thrive in an environment where they feel secure and where they are encouraged and supported to take positive risks in learning and life.

The research indicates that the most effective and productive school environments for students are those that promote appropriate risk taking within the context of a community of support. In other words, when students feel that they can take on new challenges (even though they may fail to achieve the desired outcome) and know that the school environment and parent support is such that if they 'fall down' along the way, they will be helped back up again. This helps students to generally aspire towards and attain higher goals.

The challenge for educators, carers and parents is to enable our students, through affirmation, to understand the difference between doing the best they can and over-extending themselves to the point of frustration and anxiety. Setting realistic goals that match the individual's potential is important and College staff will endeavour to guide the girls in maintaining the appropriate balance.

WELLBEING

The Boarding staff strive to provide each student with a strong sense of wellbeing. They embrace this responsibility and focus on the following key aspects of care for the Boarders.

- Sensitivity to the needs, feelings and concerns of the girls.
- Respect for personal worth and dignity regardless of racial, cultural and religious differences.
- Respect for the individual's spirituality or faith.
- The need for balance and time for silence and space.
- Time to share the joys of life.
- Promoting and fostering an enthusiasm for life, acknowledging that life can be difficult at times but also very good and deeply enriching.
- Understanding and acknowledging the challenges the girls confront as they transition from one physical, emotional and personal phase of growth and maturity, to the next.

Wellbeing is 'intentional' and we teach the girls to plan their activities with time built in for 'intentional' wellbeing.

For example, as part of our 'Love It' program, Boarders have after hours access to the Aquatic and Fitness Centre, which are staffed by a qualified lifeguard and fitness instructor. We also provide a range of leisure equipment including bikes for Boarder use and many opportunities for off-campus activities and the development of friendships with Boarders from other schools.

Principles that underpin quality care in the Boarding School

OUR BOARDING COMMUNITY

Our Boarding community becomes a true community when:

- our College values frame all we do
- standards and expectations for students are clearly stated and understood
- every member of the community strives to support an approach that develops self-discipline and respect for others
- positive and productive relationships are developed between students, staff and parents;
- all members engage actively in the life of the College.

There is a positive climate and a safe, supportive and caring environment marked by:

- mutual understanding and encouragement for all
- co-operation, respect and tolerance
- care, support and guidance
- sharing, consultation and collaboration
- honesty and integrity
- an effective care network for every student within each Boarding House to ensure she enjoys a sense of belonging and connectedness
- opportunities for initiative and leadership.

Students who live in our Boarding community have the right to feel safe, secure and well cared for in a home-like environment. It is important that our students understand that they have certain rights and responsibilities.

The rights and responsibilities of Boarders

RIGHTS

1. To be happy and fulfilled, and enjoy a sense of freedom within clear, safe boundaries.
2. To be treated with respect by all.
3. To live in a home-like environment that is aesthetically pleasing, clean, comfortable, safe and secure.
4. To have opportunities within the Boarding environment to grow and develop, and to learn how to manage themselves on a daily basis.
5. To develop the skills and knowledge necessary to live independently and to be an effective member of a community.
6. To have the opportunity to develop their individual gifts and talents and to pursue studies and other College activities in well maintained, well organised and supportive residences in order to achieve their potential.
7. To have opportunities to develop and demonstrate initiative and leadership.
8. To be able to access a range of experiences that broaden the dimensions of life in a Boarding school.

RESPONSIBILITIES

1. To endeavour to live the College values.
2. To interact with each other in a caring, positive and supportive manner.
3. To display at all times respect for self, others, the staff, property and the environment.
4. To fulfil all requirements in relation to Boarding House processes.
5. To be honest and open in all communication.

CONSEQUENCES FOR BREACH OF EXPECTATIONS

1. Our model for teaching Boarders to accept responsibility for their actions focuses on the consequence 'fitting' the action/behaviour.
2. Disciplinary matters will be managed in line with College policy and procedures.

Communication

Research shows that successful outcomes for students occur when genuine partnerships exist between parents and staff. The key to building such partnerships is good communication.

The Boarding staff are committed to ensuring that communication with parents will be:

- timely, accurate and thorough
- honest and open
- respectful
- informative and supportive of facilitating student and parent needs
- sensitive to special situations and circumstances
- in line with College policy.

Complaints

Parents and Boarders are encouraged to communicate with the Head or Assistant Head of Year in the first instance. The Director of Boarding is readily available to speak with Boarders and parents as matters arise. The College's complaint policy is available on *MyPymble*.

Boarder leadership

The College is committed to developing leadership capacity at all levels. We strongly promote to our Boarders the concept of shared leadership and have a strong culture of leadership within the Boarding community.

We believe that all girls possess leadership capacity regardless of age or current skills or experiences. Our Boarding staff work with the Boarders to develop this skill and to practice leadership in a meaningful way. Accordingly, we offer a broad range of leadership opportunities to our Boarders.

Further details of leadership opportunities can be found on the following pages.

Special programs for Boarding students

Boarders have special needs in relation to their access to learning, recreation and wellbeing activities. Our staff work hard to facilitate these needs in the most appropriate and effective manner. While we want the girls to grow in all aspects of their personal and College life, we encourage independence and responsibility. We also acknowledge that our Boarders are away from their parents and families and need support in their College and personal life as a day girl would by being home with her family.

Boarding staff can play a vital and significant role by building relationships based on trust and care and by seeking to support when necessary. The programs and opportunities described below are unique to the Boarding community and have been designed and developed to assist the Boarders to feel supported in all they do.

LIVE IT

Part of our responsibility in Boarding is to ensure that our girls are well equipped to face the challenges of day to day life beyond Boarding. The 'Live It' program aims to teach our young adults basic life skills such as how to pay bills, cook basic meals, change a tyre, write a thank you note, sew on a button and do laundry. This program is implemented throughout the year and Boarders have the opportunity to log their experiences through the College's passport program.

LEAD IT

Our 'Lead It' program provides a variety of opportunities for Boarders to demonstrate and develop leadership capacity. The various opportunities are explained on pages 13 and 14.

LOVE IT

Many of our Boarders come from distant locations and going home for the weekend or having visitors can be rare events. Families also send their daughters to *Pymble* to have a Sydney experience. Furthermore, in the home setting, most families have activities and events that keep them busy over the weekends.

We recognise all of these factors and seek to encourage our Boarders to embrace the opportunities inherent in city living and mimic home life through our Love It program. The 'Love It' program provides a range of opportunities for our Boarders to create connections with their housemates and the local community in a safe and measured manner. The program provides our Boarders with fun and enriching opportunities to help them make the most of their Boarding experience.

Risk assessment and planning for external excursions is a College policy and process and must be adhered to by all Boarding staff. Staff must complete all documentation in accordance with the Excursion, Risk Management and Workplace Health and Safety policies and apply the principles and processes for these policies rigorously.

LEARN IT

Our evening study program, 'Learn It', is designed to enhance achievement of academic potential, life balance and personal fulfilment. The program aims to provide our girls with key academic support staff to help them to understand how to manage their daily routine and to get the best out of each day. Students will be guided towards developing productive homework and study routines. Compulsory time in the Senior School Centre – Kate Mason Building provides the Boarders with the opportunity to

Special programs for Boarding students

access teaching staff and academic tutors for support in preparing homework; in revision; in seeking support for subject related work and in learning effective study skills.

The program provides yet another opportunity for Boarding staff to identify any matter that relates to the wellbeing and performance of a Boarder in relation to life in the Boarding House.

The following guidelines are to be adhered to by students during the evening study program:

- Each year group is to be located in a separate class room on the lower level of the Senior School Centre – Kate Mason Building.
- Boarders are required to work silently and effectively during the evening study program.
- Should the Boarders wish to collaborate, clear parameters will be set with names of the Boarders involved, the aims of the activity and a time limit of up to 30 minutes.
- Mobile phones should not be brought to the evening study program.
- Access to academic tutors is limited to 30 minutes per Boarder, this will be coordinated by the supervisor. If an academic tutor is free, Boarders are referred on for assistance. academic tutors keep a record of students who have sought assistance.

BOARDERS' REPRESENTATIVE COUNCIL

The Boarders' Representative Council (BRC) is integral to the success of our Boarding community and is charged with the following core accountabilities:

- build and sustain the sense of community within Boarding
- advise of concerns and recommend improvements and initiatives on behalf of all Boarders
- demonstrate and promote the College values through exemplary leadership.

The Council meet fortnightly and are ably lead by our Head Boarders. Each year group has two elected representatives on the BRC. The tenure for these positions is one year.

BIG SISTER PROGRAM

We pride ourselves on the sense of community that exists in Boarding at *Pymble* and our 'Big Sister' program is an important part of building relationships across the various age groups. The program is designed to support younger girls to transition into Boarding by linking them with a Boarder from Year 10 or 11 who will act as a friend and mentor. Another aim of the Big Sister program is to help younger Boarders develop a sense of autonomy and to encourage the development of safe and responsible behaviour outside of the College.

Our Big Sisters are excellent role models who consistently demonstrate the College values. They try, whenever possible, to go out of their way to assist their Little Sister, helping with homework, organisation, friendship conflicts and even homesickness. Big Sisters have a wonderful opportunity to provide genuine support, interest and empathy for their Little Sister.

Special programs for Boarding students

SPIRIT HOUSE CAPTAINS

Our Spirit House Captains are Year 11 Boarders who are voted for by their fellow Boarders and hold an important leadership position in our Boarding community. There are two representatives for each of the four Spirit Houses: Goodlet, Hammond, Lang and Marden. These Year 11 girls are responsible for many of the important activities that take place throughout the year including working with our Chaplains to organise our fortnightly Chapel services, planning activities over our Community Weekends and competitions for the Angus Cup and Sports Cups.

BOARDING PREFECTS

All of our Year 12 Boarders have an important leadership role in the Boarding Community. There are, however, designated leadership positions which play an essential role in the leadership of the Boarding and wider school community.

Boarding leaders are voted for by their peers and teachers as part of a whole of College process. The following positions are available

- Boarding Head Prefects
- Boarding Prefect Coordinator
- Boarding House Liaison Prefect
- Boarding Community Engagement Prefect
- Boarding Sport and the Arts Prefect
- Boarding Wellbeing Prefect

COMMUNITY DAYS

Community Days are special times in our Boarding calendar where all Boarders are required to be in attendance. They are specially designed to promote a sense of community and to provide Boarders with skills that are important to their time in Boarding.

The first Community Days take place on the weekend at the end of Term 1 Week 1. Other Community Days are dispersed throughout the year. Two of these days include a service with the Pymble and Gordon Uniting Church congregation. Leave is only available for extenuating circumstances on Community Days and must be approved by the Director of Boarding well in advance.

ANGUS CUP, BOARDERS' SPORTS CUP AND BOARDERS' HOUSE CUP FOR EXCELLENCE IN PHYSICAL ACTIVITY

The Angus Cup is as almost as old as *Pymble* itself and is an important interhouse competition where Boarders compete in a range of fun activities to win points for their Houses. Similarly, the Boarders' Sports Cup and the Boarders' House Cup for Excellence in Physical Activity include a range of activities which attract a point score. The Cups are awarded on the eve of Speech Day.

Special programs for Boarding students

BOARDING FAMILY FRIENDS PROGRAM

Each year, the College conducts the Boarding Family Friends (BFF) program to assist new Boarding students from rural areas and overseas settle into *Pymble*. A BFF is the family of a day student who has indicated that they are willing to be a part of the program. Each BFF is matched up with Boarders and their families in the same year group and, wherever possible, the College attempts to match families and students with similar interests and backgrounds.

BFF responsibilities include contacting their Boarding family to welcome them to *Pymble*, visiting the Boarder at the College, inviting her home for dinner or afternoon tea and hosting her at home for a weekend. Families are most welcome to continue the relationship with the Boarding student if both the BFF and Boarding family wish to do so. Some students will develop their own friendships as they settle in and may no longer need the introductory support that the BFF program offers. All Boarding Family Friends are required to provide a Working With Children Check along with their date of birth for verification processes.

PYMBLE AND GORDON UNITING CHURCH – OUR EXTENDED COMMUNITY

Our Boarding community enjoys a strong, effective and positive relationship with the congregation at Pymble and Gordon Uniting Church. As a College of the Uniting Church, this relationship is important to us and we value the partnership we have with the church.

The Boarders participate in the church program as a way of contributing to community and as a way to engage community and embrace the broader members of the community. Many of the female members of the congregation were Pymble Ladies' College students and many

have daughters, granddaughters and great granddaughters at the College now. They love the contact they have with our girls and enjoy seeing groups of them at their church each Sunday. It is a unique and valuable program and one that we will seek to continue.

The girls choose which Sunday of each term they will attend church and are accompanied by staff members as required. All Boarders are required to attend Church at least once a term.

NEW BOARDER AND FAMILY ORIENTATION PROGRAM

This program adds a new dimension to the orientation process for new Boarders by including their family in a weekend of activities. Parents and siblings are invited to attend and participate in special activities while our new Boarders are introduced to key aspects of Boarding life. This orientation program takes place prior to the return of students to the College for the new school year.

We also encourage our new Boarders to visit us throughout the year. Research has shown that the more frequently a new Boarder visits the Boarding School the more seamless the transition.

Our 'Hop on Board for Boarding' program also provides opportunities for our new Boarders to get to know each other and our staff through a series of fun online meetings held prior to commencement and throughout Term 4.

New Boarders are strongly encouraged to maintain regular contact with us. We are always happy to show families around the houses prior to commencement, welcome you for dinner or to organise a sleepover and time in the day school for our new girls.

General information

LIVING IN COMMUNITY

As *Pymble* may be your daughter's 'home away from home' for a number of years, our goal is to assist her adjustment to Boarding life. We support each student, whether she is a new or returning Boarder, to settle in and to make connections with members of her Boarding House and the Boarding community.

Homesickness is a very common experience for students who live away from home, and the Heads and Deputy Heads of Year are experienced in supporting students and their parents when this occurs.

Senior Boarders are always willing to give younger students their time and advice. Every new girl is given a House 'buddy' to help her settle in, introduce her to fellow housemates, show her the practicalities (such as how to use the washing machines) and accompany her on her first day of school. It is also valuable to remember that every Boarder has been a new Boarder at some stage and understands just how the new girls feel! Given time to settle in, new Boarders will soon feel like they are members of a very large family and will be relaxed and confident enough to enjoy the opportunities that the College has to offer.

PROMOTING POSITIVE BEHAVIOUR

Our Boarding family is bound by the College values of Care, Courage, Integrity, Respect and Responsibility. It is through support for these values that our students will demonstrate the appropriate behaviour and help to maintain a positive and warm Boarding environment.

As members of the community, students who live in the Boarding Houses are expected to meet our expectations of positive, appropriate and supportive behaviour and the standards set with regard to cleanliness and order.

Boarding staff are focused on promoting positive behaviour rather than highlighting negative behaviour. This philosophy is the guiding principle in our care of and support for the Boarders.

HEALTH CARE CENTRE

The College has a well-established and resourced on-site Health Care Centre (HCC). The facility is open from 7.30am until 6.00pm. The Manager of our HCC works closely with the Director of Boarding and Heads of Year. If a Boarder is unable to attend class due to illness, she is cared for at the HCC.

Each Wednesday a General Practitioner from Pymble Medical and Dental Centre visits the HCC. Physiotherapists from Ku-Ring-Gai Sports and Spinal Physiotherapy also attend the HCC on a regular basis. Boarders have the opportunity to book an appointment and may do so through their Head or Assistant Head of Year or the HCC.

Boarders and relevant Boarding staff will be notified by email the day before the appointment to confirm details of the appointment. If Boarders are unable to attend their appointment, the HCC must be notified at least two hours prior to the scheduled appointment. If Boarders repeatedly miss appointments, a cancellation fee may be charged by our providers. Please note, there is no appointment required to see nursing staff.

When an infectious illness occurs, students will be required to return home or to their guardian or local carer or transferred to hospital as soon as possible.

UNWELL BOARDERS

Keeping our Boarders fit and healthy is always a priority but sometimes they do become

General information

unwell. Our Health Care Team will assess any unwell Boarder and make a recommendation, in conjunction with parents about the best care for their daughter. Sometimes this may mean a day resting in our HCC and sleeping in a single room overnight.

If a Boarder has ongoing ill health which means she needs to be isolated from others for an extended period, we ask that they return home until they are well. This includes Boarders who have infectious conditions that cannot be managed onsite.

If urgent medical attention is required, staff will call an ambulance and accompany the Boarder to hospital. A member of the Boarding Leadership Team or nurse at the HCC will notify parents of any illness or injury of a serious nature. Parents or local carers are required to be available to stay with any Boarder who requires an overnight stay in hospital.

MEDICAL APPOINTMENTS

Boarding staff will work with the Health Care team to organise appointments and transport to unscheduled medical appointments. Families are asked to organise regular, non urgent appointments during holiday periods.

MEDICATIONS PROCESS

The College has policy and procedures to support the safety and wellbeing of our students. The Health Care Centre manages the students' illnesses and accidents throughout the course of a school day and does so by following and applying College policy. Boarding policy and procedures align with College policy but have inclusions that reflect the nature of residential life and the needs of our students.

Boarders must adhere to the expectations below in relation to medications and the use

of these within the Boarding Houses:

1. Parents and carers must discuss the medical needs of the student with the Head of Year prior to the student entering the College and Boarding.
2. Each Boarding House keeps a supply of non-prescription medications including paracetamol and other pain relief medication; cold and flu medications; and general medical items required for non-serious and non-prescribed medications. Any Boarder who requires prescription medication for treatment of an illness must comply with the expectations for handing medications to the Head of Year.
3. All medication must be clearly identified and in its original packaging. It must show clearly the name of the student, date of issue and expiry, the prescribing doctor and the dosage to be administered.
4. This medication will be registered by the Head or Assistant Head of Year and locked in the safe in the office until it is administered by HCC.
5. All medication is to be administered by a member of the Boarding staff. Boarders are required to take the medication in the presence of the staff member.
6. The staff member and Boarder signs and dates the Medication Register.
7. Medications to be handed in include: prescription, non-prescription and over the counter medications.

Should the status of the student's health condition change at any time during her stay in Boarding, it is the responsibility of the parents or carers to notify the Boarding House staff in the first instance and then provide this in writing.

General information

STUDENT SUPPORT SERVICES AND COLLEGE COUNSELLORS

Boarders have a range of staff, including their Head of Year and support staff, who they can access to help deal with challenges and homesickness. In addition, each student has access to the College counsellors who can provide care and support during challenging times or emotional hardship. Students can confidentially meet with the counsellors and should speak with a staff member to assist with making the initial appointment. Parent consent is required for Boarders in Years 7 to 9 who wish to see a counsellor.

LOCAL CARER

All Boarders are required to provide details of a local carer who lives within a two-hour radius of *Pymble*. This carer may be called upon to give permission for the student to go on leave and attend excursions. They should be available to transport the Boarder to and from appointments as required. They are also an emergency contact person should parents be difficult to reach. Local carers should be available at short notice to care for a Boarder in their home should she become ill and need to be cared for away from the Boarding House. Local carers should be available to care for the Boarders over long weekends or holidays when the family is not able to do so.

Unless supported by appropriate documentation, the local carer is not considered a 'legal guardian' and as such is not able to communicate with the College about any confidential or financial matter that relates to the student for whom they are the local carer, without the written consent of the parents.

If parents of Boarders travel from their home location for an extended period, it is important that they notify the Head or Assistant Head of Year of their dates of travel and ensure that all details for their daughter's nominated local carer are current. All local carers who are not family members are required to provide a Working With Children Check along with their date of birth for verification processes to be utilised for local appointments.

General information

LEAVE AND VISITING ARRANGEMENTS

Social contact with family and friends and outings away from the Boarding House is important for all Boarders. While leave arrangements are flexible at the College, all leave must be approved by the Boarding House Leadership team. This includes contacting the host family to ensure that we can feel confident that our Boarders are kept safe.

Orah is the software program used by the College to manage student leave. All leave must be entered in Orah by 9.00am Thursday each week. This gives staff adequate time to carry out appropriate checks so that we can all feel assured that our duty of care obligation is being met and families can feel confident that a strict process has been followed. Late leave will only be approved in exceptional circumstances and at the discretion of the Head of Year.

Unescorted leave, available to Years 8 to 12, is the exception to the above and is authorised following initial consent from parents and carers at the commencement of the year and throughout the year at the discretion of the Boarding Leadership team. Boarders in Year 7 must be escorted to any appointments, shopping or other leave or traveling on public transport.

All Boarders taking leave are required to report to the staff member on duty and sign out using Orah before leaving the House. Years 7 to 9 Boarders are also required to be collected by the host from Marden House or to be escorted by a member of staff to meet the host. The same processes apply for signing in when the Boarder returns from leave. No Boarder is permitted to be out alone after dark.

Permission from parents and the Deputy Principal is required for Boarders who wish to drive a vehicle. The use of taxis, Uber and other rideshare companies is not permitted. Registered driving services that provide Working With Children Checks are permitted.

Community Weekends and Community Days

Community Weekends and Community Days are times in which special activities and inter-House competitions are held. These dates are advertised well in advance so that you can plan ahead. Leave will only be granted during this time in exceptional circumstances.

Leave during school hours

Boarding staff are not able to approve leave for the day school. Requests for leave during school hours for up to one day must be submitted in writing to the Head of the relevant day school at least three days in advance. Leave in excess of one day needs to be requested through the Deputy Principal. Students K-12 at least two weeks in advance. Once approval for leave from the Day School has been granted, a leave request can then be entered in Orah for approval by the Head of Year.

Leave with Parents

We encourage parents and carers to visit their daughters whenever they can and understand that sometimes opportunities for a visit to Sydney come up at the last minute. Families are most welcome to take their daughters out and usual protocols around entry of leave do not apply. The only exception to this is our Community Days.

General information

Leave options and permissions required

Type of Leave	Description	Timings	Permissions
Weekend Leave	Available to all Boarders. Boarders may go home or visit a pre-approved host or carer for all or part of the weekend.	Between 3.30pm on Friday and ending by 5.00pm on Sunday or 8.00am on Monday, in consultation with the Head of Year. Boarders returning to the House on either Friday or Saturday night must return by 9.30pm (Marden House) or 10.00pm (Goodlet and Lang Houses).	Entered into Orah before 9.00am on the preceding Thursday. Approval by Boarding House Leadership team.
Dinner Leave	Available to all Boarders. Boarders may attend outings with parents, grandparents, nominated carers or Boarding Family Friends.	Available once per week between 3.30pm and 8.30pm (Marden) and 3.30pm and 9.30pm (Goodlet and Lang).	Request should be submitted through Orah before 9.00am on the preceeding Thursday.
Appointment Leave	Available to all Boarders. Appointments should be scheduled after school. Parents are required to organise escort and appropriate transport during term time.	Ideally after school hours.	Request should be submitted through Orah before 9.00am on the preceeding Thursday.
Sport Leave	Available to all Boarders for all sporting events.	As required by sporting teams.	All Boarders may sign themselves out of their House if the sport is onsite. All off-site Sport Leave for Boarders must be entered in Orah for approval by the Boarding House Leadership team by no later than Thursday 9.00am.
Unescorted Leave Years 10 to 12	Available to Years 10, 11 and 12 Boarders at the discretion of the Boarding House Leadership team. This leave may be used for shopping, offsite library study, tutoring and appointments at approved destinations.	Between 3.30pm and 5.00pm Monday to Friday and for up to four hours during the day on weekends. Boarders are required to be onsite for Boarders' Chapel, dinner and the Evening Study Program.	Initial approval to be provided by the parent/carers at the commencement of the school year.
Unescorted Leave Years 8 to 9	Available to Years 8 and 9 Boarders at the discretion of the Boarding House Leadership team. These Boarders may leave the College unescorted, in small groups, for approved destinations.	Between 3.30pm and 5.00pm Monday to Friday and for up to three hours during the day on weekends. Unescorted leave may be taken once a week on school days and either on Saturday or Sunday. Weekday leave - Wahroonga/ Pymble/ Gordon. Weekends - Hornsby/ Chatswood.	Initial approval to be provided by the parent/carers at the commencement of the school year.

Please note: Community Days are exceptions to the above and leave will be only be granted during this time in exceptional circumstances. Destinations will be approved following a risk assessment process. Details of approved destinations and frequency of availability will be displayed in each of the Boarding Houses.

General information

VISITORS

Boarders are most welcome to have visitors to the College. All visitors must report to their daughter's Boarding House on arrival. They are not permitted to enter the girls' rooms and must use alternative places to meet, such as the foyer in each house, the Joan Hammond facility or the verandah and gardens at the front of each Boarding House. Family members are also most welcome to join us anytime and unannounced for a visit and/or a meal in the Boarders' Dining Room at breakfast and dinner. There may be the opportunity for family members to join on one of our 'Love It' adventures.

For all other visitors, we ask that the following times be adhered to:

- Monday to Friday between 3.30pm and 5.00pm and
- Saturday and Sunday between 9.00am and 5.30pm

PARENT VISITING HOURS

Parents are welcome to visit their daughter at any time outside of academic program hours and are asked to let the House staff know of their intention to do so prior to their arrival. Students who have College commitments such as training or rehearsals must still honour them, and parents are welcome to attend the activity with their daughter, where appropriate.

For all other visitors, we ask that the following times be adhered to:

- Monday to Friday between 3.30pm to 5.15pm
- Saturday and Sunday between 9.00am to 5.30pm

HOST FAMILY AND FRIENDS

Parents should provide the Head of Year with a list of host families and friends that their daughter may visit. Parents can add to this list, in writing, at any time during the year by providing names, addresses and phone numbers, including a mobile number of host adults (18 years and older). We ask parents to indicate whether hosts are relatives, family friends, day girl families or their daughter's friend. Boarding staff contact host families to confirm all leave arrangements. All hosts who are not family members are required to provide a Working With Children Check along with their date of birth for verification processes.

BOARDING PARENT GROUP (BPG)

As a Boarder parent, you are automatically a member of the Boarding Parent Group (BPG), which provides valuable support and information to the Boarding community. The BPG committee meets with the Principal, Deputy Principal, Director of Boarding, House Supervisors and key staff to discuss matters affecting our Boarders.

Throughout the year, the BPG also organises functions for Boarder parents to gather together in relaxed and friendly social settings to meet other parents and Boarding staff. One of the special occasions hosted by the BPG is the Welcome Drinks held on the evening prior to the commencement of school. This function provides the opportunity for parents and carers to gather informally and to develop relationships with staff and other parents and carers.

Parents are notified of events in the weekly College newsletter and are encouraged to participate in BPG activities.

General information

START OF TERM

On the day before term commences, the Boarding Houses open from 2.00pm. Parents are asked to advise the Boarding House staff of the estimated time of arrival of their daughter after a holiday break and enter the time in Orah.

Boarders are welcome to arrive at their Boarding House from 2.00pm on the designated day of return and from 5.00pm on public holidays. In circumstances that prevent this, the Head of Year can make alternative arrangements to meet individual needs.

SCHOOL HOLIDAYS AND LONG WEEKENDS

All Boarders return home or stay with their local carer during the school holidays and long weekends which include public holidays. Girls may leave the College for the holiday break after 3.30pm on the last day of each term. Between terms, the following applies:

- Boarders who live more than 2 hours away from Pymble are permitted to make use of the Boarders' Travel Days
- all students need to take valuables home with them
- all belongings must be taken home at the end of each semester
- excess luggage may be stored in the Boarding House, space permitting.

VALUABLES

The College is unable to accept responsibility for any money, jewellery, mobile phones or other valuables brought to school by the students, however, we will support students in trying to locate items should anything be misplaced. Boarders should discuss the storage of valuables with their Head of Year. Some Boarders also choose to have personal effects insurance.

POCKET MONEY

Parents are asked to make use of electronic banking for Boarders to access funds.

MAIL

Our Boarders love to receive letters and parcels from family and friends and, of course, the odd item of online shopping! Please use the following address for all items:

Boarder name
Pymble Ladies' College
Marden House /Goodlet/Lang
PO Box 136
North Ryde BC NSW 1670

SECURITY

Boarding Houses are locked during the school day for safety and security and are alarmed. A Security guard is on duty on the premises overnight.

CHURCH AND CHAPEL

One Sunday per term, all Boarders are required to attend a service at Pymble and Gordon Uniting Church. A Boarders' Chapel service is also held in the War Memorial Chapel at the College once every fortnight before dinner. All Boarders are required to attend. An appropriate dress code is to be maintained for these occasions. Boarders should not make appointments during this time.

Twice per year, our Boarders host the Pymble Uniting Church congregation at a combined service followed by brunch in the Boarders' Dining Room. The dates for these two services are included on the Boarding Calendar and all families are welcome to attend.

General information

FOOD SERVICE AND MEALS

Meals at *Pymble* are tasty and nutritious and the standard of service is excellent. A weekly menu is designed by our professional caterer, Chartwells, in consultation with the Director of Boarding and the Boarders' Representative Council. The Director of Boarding and the Boarding Prefect for Wellbeing also meet regularly with the catering service manager to review food plans and discuss special dietary requirements. Meals are mostly buffet service and feature healthy, well-presented and varied menus with an abundance of choice.

Breakfast is available from 6.30am to 7.50am in the Dining Room during the week. On Saturdays, Boarders eat breakfast in their Houses and, on Sundays, an egg and bacon breakfast is served on Marden Lawn between 9.00am and 10.30am. Families are welcome to join us for this breakfast. At lunch, Boarders are required to 'take away' their lunch from the Dining Room and to sit with the day girls. Dinner is served at 6.00pm in the Dining Room. Fresh fruit and food for afternoon tea and supper is available from the Boarding House kitchen. Appointments, including private tutoring should not be made between 6.00pm and 6.30pm.

Each Tuesday night a more formal dinner is held and Boarders sit in their Spirit House circles - a vertical, house-based group - who remain together throughout their time at *Pymble*. A more formal standard of dress is required for these meals.

CO-CURRICULAR ACTIVITIES PROGRAM

All students are encouraged to participate in some kind of activity each week, whether in competitive or social College sporting teams, the music and arts program or other College activities. Practice and training sessions are either before or after school and are organised by College staff. If a Boarder has an activity before or after school and/or on weekends, she must notify the House staff of her time and travel arrangements. Boarding staff must know where the girls are at all times.

Boarders may also join College sports teams, some of which play in district competitions. School sport commitments take precedence over district competitions. All Year 7 students are encouraged to play at least two sports during the school year.

MAINTAINING A BEAUTIFUL AND FUNCTIONAL ENVIRONMENT

As members of a residential community our Boarders are asked to demonstrate on a daily basis the five College values of Care, Courage, Integrity, Respect and Responsibility. Each student is required to show consideration to others and pride in her home by maintaining a high level of tidiness and cleanliness in her surroundings, including the bedrooms, kitchen and common areas.

General information

LAUNDRY

Each Boarder is responsible for her own laundry and for ensuring her clothes and belongings are labelled. Laundry facilities include washing machines and dryers. These are provided in each House. In the interest of maintaining a quiet night for all, washing machines are not to be used after 9.30pm. New Boarders are encouraged to seek support from Boarding House staff if they are not experienced in washing their own clothes.

School uniforms, including tunics, skirts, shirts and blazers are sent to an external laundry service for dry cleaning on a Tuesday and Thursday. Similarly, all sheets and towels are collected and laundered every Tuesday and returned the following Thursday. Any items of bedding, including doonas and blankets can be sent to the laundry service on either of these days. A dry cleaning service is also available. Charges for dry cleaning will be included in the end-of-term account.

ELECTRICAL ITEMS

The safety of our girls and members of the Boarding community is paramount. Please do not bring powerboards or double adaptors to the Boarding House. Personal electrical items such as hair dryers and straighteners will be tested and tagged for safety and must meet Australian standards.

IT RESOURCES

To facilitate the College's goal of assisting students to become sophisticated and responsible users of technology, Boarding Houses have network points and/or wireless capabilities installed in all bedrooms.

Access to the internet and the College intranet system is available for students through the use of laptops, desktop computers and printers, with additional facilities also available in the Library. *Pymble* has adopted a Bring Your Own Technology (BYOT) Program. Within BYOT, parents may choose to supply an existing laptop that meets College standards or, alternatively, choose from a range of College recommended PC and Mac laptops available for purchase on the College website. For further information about the BYOT Program and to purchase if necessary, please refer to the BYOT Program on the *MyPymble* homepage.

IT staff are available to help students with software and hardware problems including broken laptops, printing problems and internet-access problems with support available during term from 8.00am to 5.00pm Monday to Friday.

Students will be permitted to access a range of social media in line with the College policy.

General information

BOARDERS' CHECKLIST

Storage in each room is limited and for this reason we ask that clothing is kept to a minimum. Clothing suitable for the beach, bushwalking, shopping and doing homework, as well as smart clothes suitable for Chapel services, are suggested.

All Boarders are required to have a rugby jersey for Jersey Day, which is held in June. The Boarding jersey can be ordered through Boarding Administration.

Please ensure that all items and clothing are clearly labelled. Students are required to bring the following items and clothing (these are in addition to the *Pymble* school uniform list):

- 1 pillow
- 1 rug and/or doona and doona cover (No electric blankets)
- 2 bath towels and facewashers
- 1 smart casual outfit for Chapel Services and Formal Dinners
- 2 pairs of pyjamas
- Dressing gown and slippers
- Underwear
- 1 pair of good shoes
- 1 pair of casual shoes or sandals
- 1 pair of thongs
- 1 swim suit for weekend use (one piece)
- 1 beach towel and 1 bathing cap (see College uniform list)
- 1 umbrella
- 1 overnight bag for weekend outings/ visits
- Toiletries including soap, toothpaste and tissues
- Brush and comb
- Coat hangers
- 1 drawstring laundry bag (labelled)
- 1 delicates wash bag (supplied for Year 7)
- Sporting equipment (e.g. tennis racquet, hockey stick etc)
- Alarm clock

A day in the life of a *Pymble* Boarder

WAKE-UP TIME

The day can begin as early as 5.00am for those girls who have co-curricular activities and commitments. Most other students will wake between 7.00am and 7.15am and girls in Years 7 to 11 are required to attend breakfast in the Dining Room, which is open until 8.00am. Year 12 girls have the choice of breakfast in Lang House or in the Dining Room. There are breakfast supplies in each of the houses if the girls have sporting commitments that mean that they miss the dining room service.

SCHOOL TIME

The school day commences at 8.15am. Boarders need to leave their Boarding House by 8.00am. Before leaving, girls are required to make their bed, tidy their area and leave the floor clear of all items of clothing and other belongings. The door and window should be open and the bin placed in the hallway. Lights and other electrical items need to be turned off. Boarders should leave in perfect school uniform.

RECESS AND LUNCH

On school days, Boarders go to the Dining Room at recess and lunchtime in order to select their morning tea and lunch from the buffet; they are asked to take their food outside and eat with their friends in the appropriate year area.

HOME TIME

Girls are in class until the end of the school day at 3.20pm and are required to sign in on return to the Boarding House. Mail is left on the table in the hallway. Afternoon tea is provided in the kitchen or on the verandahs and this is a great time to get to know the other Boarders. Girls also enjoy this time

to relax and have a chat about their day at school. Between home time and dinner, some girls have sports training, music practice or co-curricular activities to attend. There is also a Homework Club program in the Library, where help is available from teachers on duty from 3.30pm until 4.30pm.

LEARN IT EVENING STUDY PROGRAM

Each of the year levels, other than Year 12, has a minimum of two nights of compulsory attendance at the 'Learn It' evening study program. Year 12 students have the choice of attending the Library or Kate Mason Senior School Centre on any of the nights it is open and are responsible for making the decision based on their own needs. This program provides the opportunity for girls to access a broad range of academic staff who are engaged to support the Boarders. The teaching staff and Academic Tutors are allocated in relation to the needs of the girls and the year level groupings and generally cover a range of subjects and expertise.

DINNER

All Boarders need to be in the Dining Room by 5.55pm to say grace. Girls are expected to be polite and considerate of others in their speech and behaviour and dress neatly for dinner. School uniform is worn for breakfast but should not be worn for dinner. For hygiene reasons, hair should be tied back neatly for all meals and hands are to be washed. Boarders must wear closed-in footwear to the Dining Room in support of the safety requirements and an appropriate standard of dress. Boarders are not permitted to order food to be delivered to the College. The exception to this is Year 12 who are permitted to 'order in' on special occasions and in consultation with their Head of Year.

A day in the life of a *Pymble* Boarder

PRIVATE ACADEMIC TUTORS

We hope that the opportunities inherent in the 'Learn It' program, including the scheduling of teaching staff and Academic Tutors during the evening study program, provide appropriate academic support for our Boarders. We do understand, however, that on occasion families may wish to engage the services of a private academic tutor.

In line with legislation and to help ensure the safety of our Boarders, the College adheres to the Private Academic Tutors Policy – Boarding. The policy can be found on the College website and includes the following requirements:

Approval for private tutors will be in line with legislative requirements and at the discretion of the Director of Boarding.

All private tutors, including online tutors, are required to provide a current Working with Children Clearance (WWCC) and a Drivers' License for verification purposes. The WWCC will be verified by the Human Resources Department prior to the commencement of tutoring.

Parents must provide contact details for the tutor to the Director of Boarding.

Parents are responsible for all transport to and from the tutoring, any financial arrangements made with the tutor and for monitoring the quality of the tutoring. Tutoring must be scheduled outside of regular Boarding activities including dinner and Chapel.

Boarding Routines

Marden House – Years 7, 8 And 9

Boarders in Years 7, 8 and 9 call Marden House home. Programs and activities in Marden House are designed for this age group and facilitate the social, recreational and learning needs of students while providing a positive and enjoyable experience.

- Year 7 students share a dormitory of three or four students.
- Year 8 students share a room usually with one or two others.
- Year 9 students generally have their own rooms depending on space and numbers.
- Rooms are usually rotated each term.

APPOINTMENTS

Parents must notify the Head or Assistant Head of Year when a Boarder has an appointment and should arrange their local carer to escort them.

BEDTIME

- Year 7 must be in their rooms by 8.00pm with lights out by 8.30pm.
- Year 8 must be in their rooms by 8.30pm with lights out by 9.00pm.
- Year 9 must be in their rooms by 9.00pm with lights out by 9.30pm.

Boarders should ensure their shower time reflects the above timings.

BREAKFAST AND WAKE-UP

All Boarders are required to arise no later than 7.15am Monday to Friday, depending on co-curricular commitments, and to attend the Dining Room for breakfast from 6.30am to 7.50am. Breakfast on Saturday morning is within the Boarding House and breakfast on Sunday is served on the Marden Lawn between 9.00am and 10.30am to allow the girls to sleep in. Boarders must leave their House by 8.00am on a school day.

TECHNOLOGY

Years 7, 8 and 9 are required to hand their phone, laptops and any personal devices to the Boarding staff prior to lights out at night. Access to technology is limited over the weekend.

LEARN IT EVENING STUDY PROGRAM

Students in 7, 8 and 9 are required to complete their homework/prep in the Kate Mason Senior School Centre from Monday to Thursday, enabling them to take advantage of the Academic Tutors and teaching staff assisting. Evening study for all Marden House Boarders is before dinner, from 5.00pm to 6.00pm (dinner is from 6.00pm to 6.30pm). After dinner Year 7 and 8 are required to return to the evening study program from 6.30pm to 7.15pm (for Year 7)/7.30pm (for Year 8) and may choose to stay later (until 7.45pm) depending on their workload. Year 9 students complete evening study in the Library after dinner, from 6.30pm to 7.45pm, where they too can access the help of the teaching support staff.

Boarding Routines

SHOPPING

Self-escorted shopping leave is not permitted for any student in Year 7, however, with parental permission, a Big Sister from Years 10 to 12 can escort her Little Sister on shopping leave to designated locations. Boarders in Years 8 and 9 may have the opportunity to go to Pymble and/or Gordon and/or Chatswood shops in small groups following parent approval and at the discretion of the Head of Year and/or Director of Boarding. This leave is available between 3.30pm and 5.00pm Monday to Friday and for up to three hours on the weekend. Shopping leave is limited to once during the week and once on the weekend.

WEEKEND ACTIVITIES

Marden House Boarders participate in various weekend activities as part of the Love It program. The program is organised by the Director of Boarding in consultation with the Years 7 to 9 Boarders and includes outings such as trips to the movies, trips to the beach, bowling, rock climbing, staff-escorted shopping trips, performances at the theatre, laser tag, ice skating, visits to The Rocks and local markets. Suggestions from students and their parents are always welcome.

Goodlet House – Years 10 and 11

Goodlet House currently accommodates students in Years 10 and 11. Year 10 students generally share a room either in a dormitory or in groups of two to three while Year 11 students will often have their own room, depending on space and numbers. Rooms are rotated every semester or as required.

APPOINTMENTS

Boarders can travel independently to appointments, however, parents must provide written permission and appointment details to the Boarding staff by email.

BEDTIME

All Year 10 students are to be in their rooms with main lights out by 9.30pm. Year 11 students should be in their rooms by 10.00pm and may continue working quietly in their rooms until 10.30pm. Showers and laundry should be finished by 9.00pm each night.

BREAKFAST AND WAKE-UP

All students are required to arise no later than 7.15am, depending on co-curricular activities, and to attend the Dining Room for breakfast from 6.30am to 7.50am. Staff wake up Boarders between 7.00am and 7.15am. Breakfast on Saturday morning is within the Boarding House, and breakfast on Sunday is served on Marden Lawn between 9.00am and 10.30am.

TECHNOLOGY

Year 10 Boarders are required to hand in their phones, laptops and personal electronic devices for the night before 9.00pm, Sunday to Friday inclusive.

Boarding Routines

LEARN IT, EVENING STUDY PROGRAM

All Year 10 and 11 students are required to participate in evening study from 5.00pm to 8.00pm in their rooms or in a small group in the common room. It is compulsory for all Year 10 students to complete their study in the Senior School Centre – Kate Mason Building on Monday, Tuesday and Wednesday nights and for all Year 11 students to attend evening study in the Senior School Centre – Kate Mason Building on Monday and Wednesday nights to ensure their academic needs are being supported.

SHOPPING/ACTIVITIES

Students in Year 10 and 11 are permitted to take shopping leave after school and on weekends. Shopping leave is limited to once during the week and once on the weekend (up to four hours duration on weekends) with all co-curricular or other College commitments taking priority.

After-school shopping leave (Monday to Friday) may be taken from 3.30pm to 5.00pm.

Students are not permitted to self-escort after dark. Girls are permitted to travel between Pymble and Chatswood and Pymble and Hornsby. Self-escorted permission notes must be signed by parents and returned to the House for Boarders to be given this privilege.

Lang House – Year 12

Lang House provides Year 12 Boarders with dedicated resources, care and support required by students during their final year at Secondary School. Lang House enables the girls to maintain connections and support for each other during their final year of schooling in what can often be a challenging and stressful time. Each student has her own room for the whole year.

BREAKFAST AND WAKE-UP

Year 12 Boarders can choose to have breakfast in the Dining Room or in their Boarding House. Students are responsible for waking themselves before 7.30am on a school day and should leave the Boarding House by 8.00am. Breakfast on a Saturday is in the Boarding House at any time and breakfast on Sunday is served on the Marden Lawn between 9.00-10.30am.

BEDTIME

There is no official bedtime for Year 12 students due to their varying study routines, however, all students are required to be quiet in their own rooms by 10.00pm. Please note our philosophy of care in Boarding and our interest in ensuring students get enough sleep to support their wellbeing frames these expectations.

Boarding Routines

PERIODS 1 AND 5 STUDY

Year 12 students may remain or return to the Boarding House if they have a study lesson in period 1 and/or after lunch. Parental permission must be given as there is no official supervision in the house at this time.

LEARN IT EVENING STUDY PROGRAM

All Year 12 students are required to participate in evening study from 6.30pm to 8.30pm in their rooms, in a small group in the common room or in the Kate Mason Senior School Centre where they can access the professional help of staff. Year 12 Boarders are efficient in setting their own study routine and may choose to work before or after this time allocation.

DINING OUT

Girls are permitted to take dinner leave during the week from 3.30pm to 9.00pm, depending on co-curricular activities, which must take priority. Dinner leave must be submitted by parents through Orah.

DRIVING AND KEEPING A CAR IN BOARDING

Boarders must seek permission from the Deputy Principal to drive and keep a car at school. The 'Driving and Keeping a Car in Boarding' application form is available on the *MyPymble* portal or upon request to the Administrative Assistant for Boarding and should be provided at the time permission is sought.

As well as following all the regulations for student drivers at the College, Boarders must follow the additional processes implemented in Boarding and monitored by the Head of Year.

Please note the following guidelines.

- Boarders are asked to park only on the College side of Avon Road.
- Boarders will be required to leave their car keys with Boarding staff.
- Boarders must not leave the school premises to go to their car at any time during the school day.
- Keys will be provided to the Boarder when details regarding destination and departure and return times are provided.
- Keys must be returned to Boarding staff on re-entry to Boarding.
- Boarders must carry a fully-charged mobile phone at all times.
- Boarders are not permitted to transport fellow students, other than siblings.

Boarding Routines

SHOPPING/APPOINTMENTS

Year 12 students are able to attend appointments independently. Parents are required to notify the Head of Year when their daughter is attending an appointment.

Shopping leave can be taken after school and on weekends and entered into Orah. Year 12 students are permitted six shopping leaves (up to four hours' duration on weekends) and two hours on weekdays. All co-curricular or other College commitments must take priority over all shopping leave. This is at the discretion of Head or Assistant Head of Year.

Boarders are required to follow the leave and sign-out procedure before departing from the Boarding school. During winter, after-school shopping leave (Monday to Friday) may be taken from 3.30pm to 5.30pm. In summer, after-school shopping leave may be taken from 3.30pm to 6.00pm. No student is permitted to travel independently after dark. As a minimum, girls are permitted to travel between Pymble and Chatswood and Pymble and Hornsby or Wahroonga. Year 12 Boarders may travel to the city in addition to the destinations listed above. Independent travel permission notes must be signed by parents and returned to the House for seniors to be given this privilege. Additional leave privileges, may be available in consultation with parents and at the discretion of the Head or Assistant Head of Year.





- 1 Agricultural Plot
- 2 Art Centre (Ferguson House)
- 3 Boarder's Dining Room (Main Hall)

BOARDING

- 4 Goodlet House
- 5 Goodlet Lawn
- 6 Joan Hammond House
- 46 Boarding Administration (in Conde Library)
- 7 Lang House
- 8 Lang Lawn
- 9 Marden House
- 10 Marden Lawn

CENTENARY SPORTS PRECINCT

- 11 Braith Williams Aquatic and Fitness Centre
- 12 Centenary Car Park
- 13 Centenary Walkway and Centenary Artwork
- 14 Jeanette Buckham Centre for Physical Education (Gym and Artistic Gymnastics)
- 15 Mollie Dive Field
- 16 Sporting Courts

COLLEGE RECEPTION

- 17 (Isabel McKinney Harrison Centre)

- 18 College Uniform Shop
- 19 David Blackwell Music School
- 20 David Macfarlane Centre (DMC)
- 21 Dorothy Knox Building
- 22 Facilities Management
- 23 Flagpole Lawn
- 24 Archie's Cafe
- 25 Gate 1 – Main Gates (John Marden Gates)
- 26 Gate 2 – Staff Parking

- 27 Gate 3 – Delivery (Roland Love)
- 28 Gillian Moore Performing Arts
- 29 Gloucester Library
- 30 Grey House Workshop
- 31 Health Care Centre
- 32 Heritage Centre
- 33 James Kelso Foundation
- 34 Years 3 to 6 Learning and OSH Centre
- 35 Kindergarten
- Pick-up / Drop-off



- | | | | |
|--------------------------|--|--|--|
| Veries
Gates) | 36 Kindergarten to Year 2
Learning Area | 45 Science Centre
Science Lecture Theatre | 53 War Memorial Chapel |
| Centre for
ts (GMCPA) | 37 Kelso Sports Rotunda and
Bus Zone | 46 Secondary School Library
(Conde Building) | Year 3 to Year 6 |
| own | 38 Liane Tooth Field | 47 Senior School Centre
(Kate Mason Building)
Jobson Lecture Theatre | 54 Pick-up / Drop-off Area at
Flagpole Lawn |
| Walk | 39 Main Colonnade | 48 Demountable Classrooms | 55 New Junior School
Administration Building Site |
| Centre | 40 Main Hall | 49 Suffrance Pathway | |
| re | 41 Main Oval | 50 Technology and Applied
Studies Centre (TAS) | |
| Field | 42 Middle School
(Main Colonnade) | 51 The Hub – IT Centre | |
| Learning Area,
ntre | 43 Pymble Train Station | 52 Upper School
(Robert Vicars Building) | |
| to Year 2 | 44 Riverbed | | |
| p-off | | | |

Pymble Ladies' College

pymblelc.nsw.edu.au

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A SCHOOL OF THE UNITING CHURCH
ACN 645 100 670 | CRICOS 03288K



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