



*Pymble Ladies' College*



# Boarding Handbook

## Semester 2 2024

**FOR BOARDERS AND THEIR FAMILIES**

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# Welcome to Pymble Boarding

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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 Boarders are empowered to embrace opportunities to develop a broad perspective of life and make meaning of their world as confident and capable young women.

With more than 130 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 building strong relationships with day students is actively encouraged through a variety of initiatives.

Integral to our success as a tight-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

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My name is Aspen Moore, I am from Dubbo, NSW, and have been Boarding since Year 7.

And I am Skye Pockley, I am from Byron Bay, NSW, and I started Boarding at *Pymble* in Year 8.

We are extremely grateful to be representing *Pymble* Boarding in 2024 as Head Boarders and excited to make 2024 the best year yet of Boarding. Boarding at *Pymble* has supported us in grasping every opportunity that comes our way, both through Boarding and the day school. We aim to ensure that all Boarders are encouraged and supported to make the most of their *Pymble* education.

Our favourite aspect of Boarding is the strong friendships we have made along the way. The bond we have with our fellow Boarders is a true sisterhood which is complex to explain but incredibly powerful. Our most cherished memories have been with our Boarding sisters and we are grateful to have had the opportunity to do so.

We also cherish the opportunities inherent in the facilities on our doorstep, and feel so privileged to wake up on the beautiful grounds in which we are lucky enough to reside. With Boarders joining us from diverse locations and backgrounds, we learn and grow in understanding and appreciation for our global family.

# Boarding Head Prefects

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We are really looking forward to making a difference to the Boarding community in 2024, and aspire to do this by focusing our energy on the following areas:

## DIVERSITY

Utilising our positions, we would like to further foster a sense of belonging and understanding within the community by ensuring the rich diversity of Boarding is celebrated and highlighted. From Lunar New Year to NAIDOC Week, we plan on continuing our seasonal cultural celebrations throughout the school year and are open to broadening our cultural calendar. We also plan on working with our Boarding leadership teams to ensure the College spirit and values are consistently upheld so we can all benefit from the inclusive and caring Boarding culture.

## 24/7 SUPPORT

We aim to continue to support an environment that has a strong support network for the Boarders, whether that be encouraging the girls to support one another at Saturday sport or implementing new traditions within Boarding, thereby encouraging girls from each year group to feel connected and comfortable being themselves. We want to ensure the freedom of each Boarder is recognised and work with our team to come up with new initiatives to further improve Boarding. With Boarders from across the globe we want to ensure they feel welcomed and open to building new relationships and leaving their comfort zones as we move into vertical boarding. We want to ensure each and every Boarder feels supported and safe within our nurturing environment; it's a home away from home and we don't ever want anyone to feel alone.

## CHANGE

We would like members of our Boarding family to increase and share their awareness of issues from within their home towns. We are keen to organise fundraisers, market days, bake sales and more in order to raise funds, educate and support our local, rural and international communities. Acknowledging underlying issues is an important aim, and sharing this information with the day school will help us in building a strong connection between the Boarding and day school community.

### Aspen Moore

BOARDING HEAD PREFECT 2024

### Skye Pockley

BOARDING HEAD PREFECT 2024

# All about us

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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, *Pymble* is a term-time home for up to 145 Boarders, who live in one of four beautiful Boarding Houses situated within the heart of the College grounds. Our newest Boarding House, Avonmoore, is home to our Year 7 Boarders. Goodlet and Marden Houses provide a purposefully designed home for our Year 8 to 11 Boarders while Lang House is the launching pad for our Year 12 Boarders. Our Boarding family is a diverse bunch with Boarders joining us from around the world, predominantly from rural New South Wales. We also have Boarders from the Sydney metropolitan area, interstate and Boarders whose parents live overseas.

## MEET THE TEAM

Our Senior Leadership Team is bursting with enthusiasm and passion for all things Boarding. Our Heads of House all live onsite and are rostered across the week to provide optimum care for our Boarders. Our heads of our two largest houses, Marden and Goodlet, are supported by Deputy Heads of House and all Houses have a team of Assistant Heads of House and Boarding Assistants. There is always a member of the Senior Leadership Team on duty or on call and the Director and Deputy of Boarding alternate on-call duties.



### **Carolyn Burgess, DIRECTOR OF BOARDING**

Carolyn has a long history at *Pymble*. Prior to taking on the role of Director of Boarding she was Head of Technology and Applied Studies for over ten years. Over the last six years, Carolyn has been lucky enough to live and breathe Boarding and has enjoyed leading the structures and programs we have in place to provide an outstanding Boarding experience. Living locally with her husband John and their three girls Lizzie, Kate and Charlotte, Carolyn loves being a part of the tight-knit Boarding family.

Contact Carolyn at [cburgess@pymblelc.nsw.edu.au](mailto:cburgess@pymblelc.nsw.edu.au) or +61 2 9497 7858 or +61 407 771 571



# All about us

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## **Katie White, DEPUTY DIRECTOR OF BOARDING**

Katie is a dynamic and highly respected leader. She has a wealth of experience in wellbeing, having held the position of Head of Year in the day school, and is also a highly accomplished teacher of PDHPE. Katie oversees our 'Love It, Learn It', 'Boarding Family Friends' and 'Big Sister, Little Sister' programs and consistently looks for opportunities to maximise the experience for our Boarders. She is a regular presence in the Boarding Houses and, on the weekend, can be found on the sport sidelines cheering on our Boarders.

Katie lives onsite along with her husband Aaron and gorgeous children, Archie and Georgie.

Contact Katie at [kwhite@pymblelc.nsw.edu.au](mailto:kwhite@pymblelc.nsw.edu.au) or +61 2 9497 7861 or +61 419 285 733



## **Laurel Foley, BOARDING ADMINISTRATION COORDINATOR**

Laurel is a warm and welcoming presence in our Boarding administration hub and is the first point of contact for any enquiries during school hours. Laurel is passionate about getting to know our families and ensuring a seamless transition between Boarding and home. Laurel will liaise with you about any matters that arise during the school day. Please make sure you call in to say hello.

Contact Laurel at [lfoley@pymblelc.nsw.edu.au](mailto:lfoley@pymblelc.nsw.edu.au) or +61 2 9497 7864



## **Danielle Bukovinsky, HEAD OF AVONMOORE**

We are delighted to have Danielle joining us as our inaugural Head of Avonmoore. Danielle has more than 25 years of experience working in outdoor education, most recently as our Assistant Head of Residential Program at Vision Valley. As a mum of three to Sam, Hugh and Abbey, Danielle has a deep understanding of the need for empathy, kindness, consistency and a good dose of humour when caring for young people. With a passion for residential care, expertise in logistic management and a warm and welcoming personality, Danielle is the perfect fit for our Boarding family, especially our youngest Boarders. Danielle lives onsite with her family, including Felix the dog!

Contact Danielle at [dbukovinsky@pymblelc.nsw.edu.au](mailto:dbukovinsky@pymblelc.nsw.edu.au) or +61 403 638 303

# All about us

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## **Kate Inglis, HEAD OF GOODLET HOUSE**

Kate is a long-term and much-loved member of our Boarding family, and an expert in ensuring the young women of Goodlet House make the most of their time with us. Our families appreciate the open lines of communication that Kate promotes and the girls value her comprehensive commitment to all things them! Residing in the Goodlet Flat, Kate enjoys sharing in the girls' co-curricular triumphs and supporting them through the joys of Boarding life.

Contact Kate at [kate.inglis@pymblelc.nsw.edu.au](mailto:kate.inglis@pymblelc.nsw.edu.au) or  
+61 408 053 044



## **Beth Ayling, HEAD OF MARDEN HOUSE**

As a former primary school teacher, Beth has a wealth of experience in the education sector and a passion for working in a residential environment. Living right next door to Marden House with her husband Ben and their beautiful children Louis, Jimmy and Billie, Beth is a regular presence in our Boarding precinct. She is much loved by our Boarders for her wise words, down-to-earth approach and deep understanding of the challenges of Boarding.

Contact Beth at [bayling@pymblelc.nsw.edu.au](mailto:bayling@pymblelc.nsw.edu.au) or  
+61 2 9497 7864



## **Anne Graham, HEAD OF LANG HOUSE**

The doyenne of Boarding, Anne is our wise and much-loved Head of Lang House, home to our Year 12 Boarders. Anne is a specialist in caring for our oldest Boarders, helping them manage the demands of their final year of school, while ensuring this special time is filled with fun. Anne is always just a step away for them action, residing in the Lang Flat.

Contact Anne at [agraham@pymblelc.nsw.edu.au](mailto:agraham@pymblelc.nsw.edu.au) or  
+61 0437693442



# All about us

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## WHAT WE WANT FOR YOUR GIRLS

Boarding 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 Boarders 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. The Boarding team 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 person.

# 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.



# Principles that underpin quality care in our Boarding School

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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 overextending 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 team strives to provide each Boarder 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.
- Accommodating 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 Boarders 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

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## 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 Boarders 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.

These rights and responsibilities are echoed in our Boarding Charters. These key documents are developed at the beginning of each year by our Boarders and provide the framework for all our interactions. The 2023 Boarding Charters are included below.

# Our Boarding Charters

2024

## Marden House Charter

### **In order to feel **respected** we will:**

- Listen to each other
- Demonstrate an understanding each other's boundaries
- Not touch another person's property
- Treat people the way we want to be treated
- Be mindful of the way we use language – using kind words and good manners
- Acknowledge differences of opinion and keep an open perspective
- Ask before entering another person's space

### **In order to feel **happy** we will:**

- Focus on the positives
- Practise gratitude
- Be mindful of our sleep habits and those of others
- Say 'hello' to each other and acknowledge those in our presence
- Be kind to ourselves and to others
- Engage in small, meaningful rituals like 'tea time'

### **In order to feel **safe** we will:**

- Be aware of sensitive topics and not gossip
- Respect boundaries, privacy and belongings
- Accept the opinions of others

### **In order to feel **included** we will:**

- Acknowledge those around us
- Make a conscious effort to get to know people by asking questions and showing interest in their lives
- Use open body language such as eye contact and not turning our back on others
- Invite others to join in an activity

### **In order to feel **loved** we will:**

- Listen to each other
- Lead with kindness
- Be aware of how others are feeling and check in with them
- Spend quality time together
- Celebrate each other's successes
- Offer someone a hug





# Our Boarding Charters

2024

## Lang House Charter

### **In order to feel respected we will:**

- Be active in creating a welcoming and inclusive community
- Acknowledge that genuine relationships come from respect, honesty and integrity
- Appreciate everyone's unique strengths and abilities
- Foster a sense of belonging
- Acknowledge consequences and take responsibility for our decisions
- Show courage if we see an injustice

### **In order to feel trusted we will:**

- Be respectful of each other's personal space and understand boundaries
- Be mindful of our house environment and leave it tidy
- Show respect to staff and peers
- Keep noise down during study periods

### **In order to feel safe we will:**

- Speak out if we are uncomfortable with a situation
- Listen to opinions and not undermine someone's confidence
- Not use social media negatively
- Care for one another



### **In order to feel loved we will:**

- Embrace friendship and get to know girls we don't know well
- Help out whenever possible
- Be supportive
- Listen to each other and encourage kindness
- Smile often

### **In order to feel connected we will:**

- Seek opinions from others – ensuring everyone has a 'voice'
- Acknowledge that we don't have all the answers
- Establish fun activities that all can enjoy
- Recognise and embrace diversity

# Our Boarding Charters

2024

## Goodlet House Charter

### **We will demonstrate **respect** by:**

- Handling the belongings of others with care
- Asking permission to borrow items from others
- Treating others how we would like to be treated
- Treating shared spaces and items with care
- Being mindful of the rights of others to personal space
- Demonstrating an appreciation the need for quiet at bedtime/downtime

### **In order to feel **comfortable** we will:**

- Allow others to have their privacy
- Be kind to others in what we say and do
- Treat Boarding staff like family
- Welcome others to our Boarding family

### **In order to feel **loved** we will:**

- Say kind words to each other such as compliments and greetings
- Check in on our friends and Boarding sisters
- Remember sharing is caring
- Smile at one another in passing and say hello
- Actively listen to each other

### **In order to feel **happy** we will:**

- Smile at others
- Talk to others when we see them
- Acknowledge others around us
- Give back to others
- Consider the feelings of others and put these into perspective

### **In order to feel **safe** we will:**

- Treat others with understanding and consideration
- Create a sense of privacy by respecting the space and time of others
- Follow procedure when entering the rooms of others, including knocking before entering
- Not touch the belongings of others and always ask permission to borrow items
- Create a homely environment, especially when we get sick



# Our Boarding Charters

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2024

## Avonmoore House Charter

### **In order to feel loved we will:**

- Be kind to everyone and share
- Give compliments and high fives!
- Show appreciation and use our manners with everyone
- Offer a hug to those that may need one

### **In order to feel heard we will:**

- Stop and listen when someone speaks
- Listen to each other and their ideas
- Ask if others are okay especially when they don't appear to be themselves

### **In order to feel included we will:**

- Be loving, warm and welcoming towards each other
- Invite others to sit with us and include others in games and sports
- Share with those in the house

### **In order to feel safe we will:**

- Treat others with kindness and consideration
- Give everyone privacy and space when they need it
- Not be mean or say unkind things about others
- Honour decisions made

### **In order to feel respected we will:**

- Give others space to do their own thing when requested
- Consider other people's feelings and treat others how we like to be treated
- Ask permission to borrow other people's things and handle them with care
- Consider all shared spaces and items, leaving them better than when we found them



# Boarder leadership

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The College is committed to developing leadership capacity at all levels. We live the ideal of shared leadership and have a strong culture of leadership within the Boarding community.

We believe that all Boarders 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 including the following formal positions:

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

## 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 meets fortnightly and are ably lead by our Head Boarders with the support of the Director of Boarding. 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.

## SPIRIT HOUSE CAPTAINS

Our Spirit House Captains are Year 11 Boarders who are elected 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 Boarders 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 for our community weekends and competitions for the Angus Cup and Sports Cup. Spirit

House Captains are mentored by the Deputy Director of Boarding.

# Boarder leadership

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## 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-College process. The following positions are available:

- Boarding Head Prefects
- Community Spirit Prefects
- Avonmoore Boarding Prefect
- Goodlet House Boarding Prefect
- Marden House Boarding Prefect

The Boarding Prefects are mentored by the Director of Boarding.

## Keeping you in the loop

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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.

You will receive weekly communication from the head of your daughter's Boarding house in addition to more general communication on Boarding in the *Pymble* weekly newsletter, The College Compass.

*Keeping Up With Our Boarders*, produced by our Boarding editorial team, is our Boarding periodical and a true celebration of Boarding life. Our Boarding family is also celebrated on the College's social media platforms.

Of course, families are also encouraged to pick up the phone and call us with any questions or feedback.

# When you have concerns

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Entrusting your daughter's care to others is huge and we understand that there may be challenges along the way. If you or your daughter have feedback or concerns, please communicate with your Head of House in the first instance.

The Director of Boarding is readily available to speak with Boarders and/or parents as matters arise and welcomes your thoughts, suggestions and feedback.

Parents and Boarders can access the College's complaints policy on *MyPymble*.

## Special programs for Boarding students

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Boarders have special needs in relation to their access to learning, recreation and wellbeing activities. Our Boarding team work hard to facilitate these needs in the most appropriate and effective manner. While we want the Boarders to grow in all aspects of their personal and College life, we also encourage independence and responsibility. We understand 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 to assist the Boarders to feel supported in all they do.

### LIVE IT

Part of our responsibility in Boarding is to ensure that our Boarders 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 cook basic meals, write a thank you note, sew on a button and do laundry. This program is implemented throughout the year.

### 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 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 inline with College policy and process is undertaken by Boarding staff. Staff 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.



# Special programs for Boarding students

## 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 Boarders with key academic support staff to help them understand how to manage their daily routine and to get the best out of each day. Students are guided towards developing productive homework and study routines.

Compulsory time for our Year 7 to 11

Boarders provides them with the opportunity to access teaching staff and academic tutors for support in preparing homework, revision, seeking support for subject-related work and learning effective study skills.

The program provides yet another opportunity for the Boarding team 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 Boarders during the Learn It 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 20 minutes per Boarder. Boarders are provided with a link at the start of each week to book in with an academic tutor or teacher.

## A SPECIAL NOTE ON 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 driver 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.

# Special programs for Boarding students

## 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. Most community days take place on the first weekend of Terms 1, 2 and 3. Additionally, two Sunday mornings are set aside for 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 Speech Day.

## BOARDING FAMILY FRIENDS PROGRAM

Each year, the College conducts the Boarding Family Friends (BFF) program to assist new Year 7 and 8 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. In many cases these relationships evolve naturally over the course of the year.

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 Boarders 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 and embrace the broader members of the community. Many of the female members of the congregation were *Pymble* students and have daughters, granddaughters and great granddaughters who now attend the College. They love the contact they have with our Boarders 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.

# Special programs for Boarding students

The Boarders 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 and face to face 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 Boarders.

## CO-CURRICULAR ACTIVITIES PROGRAM

All Boarders 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.

## AND SOMETHING SPECIAL JUST FOR OUR PARENTS - THE BOARDING PARENT GROUP

As a Boarding 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 Boarding 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

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## LIVING IN COMMUNITY

Living away from home has many joys and its own set of challenges. 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 House 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 'buddy' to help her settle in, introduce her to fellow housemates, support her with the practicalities 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.

## MAINTAINING A BEAUTIFUL AND FUNCTIONAL ENVIRONMENT FOR ALL

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 Boarder 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. Boarders will also be required to help out around the house, just as they would in their own homes.

## PROMOTING POSITIVE BEHAVIOUR

Our Boarding family is bound by the College values of care, courage, integrity, respect and responsibility. It is through support of these values that our Boarders will demonstrate the appropriate behaviour and help to maintain a positive and warm Boarding environment.

As members of the community, Boarders are expected to meet our expectations of positive, appropriate and supportive behaviour and the standards set regarding cleanliness and order.

The College's Student Code of Behaviour applies to our Boarding students. Cases of behaviour that sit outside of this code are dealt with in consultation with parents. The principles of restorative justice and an educative process are applied.

The Boarding team 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.

## 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 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.

# General information

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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 of House 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.

## Boarder health

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Our Boarding team are cognisant of their role in monitoring the day-to-day physical and mental health of our Boarders. Should a concern arise about the health of a Boarder expert staff are available to assist.

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 House. 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 Deputy Head of House.

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.

### UNWELL BOARDERS

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

# Boarder health

## 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

The College has policies and procedures to support the safety and wellbeing of all our students. Boarding procedures align with College policy and have inclusions that reflect the nature of residential life and the needs of our Boarders.

The following points must be adhered to in relation to medications and the use of these within the Boarding Houses:

1. Parents and carers must discuss the medical needs of the Boarder with the Head of House prior to the student entering the College and Boarding.
2. All medications, including prescription, non-prescription and over the counter medications must be handed to the Head of House for secure storage.
3. 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 conditions. These will be administered by staff as required following initial permission from parents.
4. Any Boarder who requires prescription medication for treatment of an illness must comply with the expectations for handing medications to the Head of House who is responsible for storing the medication

in a locked facility. 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.

5. All medication is to be administered by a senior member of the Boarding staff. Boarders are required to take the medication in the presence of the staff member.

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. This notification should include any change to dosage or type of medication, and include all the details required when medication is provided to the Boarding house team.

## STUDENT SUPPORT SERVICES AND COLLEGE PSYCHOLOGISTS

Boarders have a range of staff, including their Head of House and support staff, who they can access to help deal with challenges and homesickness. In addition, each student has access to the College psychologists 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 Year 7 to 9 who wish to see a counsellor.



# Boarder health

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## 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 Boarders' 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 other 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 so Boarders can attend dinner.

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.

## OPPORTUNITIES FOR PHYSICAL ACTIVITY

Residing on site provides a plethora of opportunities for physical exercise. Boarders are able to enjoy the beautiful grounds at their leisure and enjoy walking or riding our bikes around campus. Sundays are a particularly quiet time and the Boarders enjoy having the campus to themselves - playing tennis or ball games, or just relaxing on the lawns.

For our more active Boarders, the College gym is open between 6.30am and 8.00am and 3.20pm and 5.00pm on weekdays. Year 11 and 12 students who have free periods can access the gym in those times as well.

During the warmer terms, we organise access to the College pool. Parents are required to provide information on their daughter's swimming ability and a lifeguard is engaged to supervise the activity.

Our Love It program is also rich in opportunities for physical exercise with activities including swimming, bushwalking and much-loved activities such as laser tag.

Of course, the College also provides an extensive co-curricular program with almost every kind of sporting activity you could think of. It is an expectation that all Boarders are involved in at least one sport per term.

# Leave and visiting arrangements

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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 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 or Deputy Head of House.

Unescorted leave, available for students in Year 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, and whilst travelling 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. Boarders in Year 7 to 9 are also required to be collected by the host from their Boarding 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.

## **Travelling in vehicles**

Permission from parents and the Deputy Principal is required for Boarders who wish to drive a vehicle. Boarders are only permitted to travel in vehicles driven by fully licensed drivers. Boarders travelling with siblings are the exception to this rule.

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**

Community weekends 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 and should be entered as Special leave.

## **Leave during school hours**

Boarding staff cannot approve leave in excess of one school day for the day school. Requests for leave during school hours for more than one day must be submitted in writing to the Head of the relevant day school at least three days in advance. Once approval for leave from the day school has been granted, a leave request can then be entered in Orah.

## **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 on these occasions and usual protocols around entry of leave do not apply. The only exception to this is our community days.

# Leave and visiting arrangements

## 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. Boarders returning to the house on either Friday or Saturday night must return by 9.30pm (Years 7 to 9) or 10.00pm (Years 10 to 12).	Entered into Orah before 9.00am on the preceding Thursday. Approval by Boarding 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 9.00pm (Years 7 to 9) and 3.30pm and 10.00pm (Years 10 to 12).	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 8 to 9	Available to Years 8 and 9 Boarders at the discretion of the Boarding 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/carer at the commencement of the school year.
Unescorted Leave Years 10 to 12	Available to Years 10, 11 and 12 Boarders at the discretion of the Boarding leadership team. This leave may be used for shopping, offsite library study 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. Unescorted leave may be taken once a week on school days and either on Saturday or Sunday. Noting there will be special consideration for our Year 12 Boarders. Boarders are required to be onsite for Boarders' chapel, dinner and the Evening Study Program.	Initial approval to be provided by the parent/carer at the commencement of the school year.

# Leave and visiting arrangements

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## 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 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 5.00pm

## 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 5.00pm

## HOST FAMILY AND FRIENDS

Parents should provide the Head of House 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.

# The Practicalities

## SECURITY

Keeping our Boarders safe is our highest priority and the College provides 24-hour security, seven days a week. The Boarding team enjoy a collaborative working relationship with our Security team and are able to contact them at any time should there be a need or concern.

Boarding Houses are locked during the school day for safety and security and are alarmed overnight.

## VALUABLES

The College is unable to accept responsibility for any money, jewellery, mobile phones or other valuables brought to school by the students. Similarly, we cannot accept responsibility for any unlabelled items. We will, however, support students in trying to locate items should anything be misplaced. There is some lockable storage and safe and Boarders should discuss the storage of valuables with their Head of House.

## 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  
Avonmoore/Marden/Goodlet/Lang House  
PO Box 136  
North Ryde BC NSW 1670

## 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 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 Boarders and members of the Boarding community is paramount. Please do not bring powerboards, double adaptors or electrical appliances 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.

# The Practicalities

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## 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.

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

## DRIVING AND KEEPING A CAR IN BOARDING

Eligible 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 should only park 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.

## 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 House will work with families to make alternative arrangements to meet individual needs.

# The Practicalities

## 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. Boarders 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 two 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
- some luggage may be stored in the Boarding house, space permitting.

## 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

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## 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 Boarders' 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 8.05am. Before leaving, Boarders 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. Boarders also enjoy this time to relax and have a chat about their day at school. Between home time and dinner, some Boarders 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, have 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.



# A day in the life of a Pymble Boarder

## DINNER

All Boarders need to be in the Boarders' Dining Room by 5.55pm ready to start dinner. Boarders' 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 House.



# A day in the life of a Pymble Boarder

## BOARDING ROUTINES

Boarding routines are developed in recognition of the age and stage of the Boarder and designed to facilitate their physical, social, recreational and educational needs while providing a positive and enjoyable experience. All Boarders are actively supported to become independent in the management of their time, studies and personal needs and this is reflected in the increasing self management as Boarders move through the Senior School. A summary of routines is included below.

House	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	Avonmoore	Goodlet or Marden House				Lang House
Room Arrangements	Shared room of up to four. Rooms rotated each term.	Shared room of up to five. Rooms rotated each term.	Shared room of up to three. Rooms rotated each term.	Shared room of two or single room. Rooms rotated each term.	Single rooms. Rooms rotated as required.	Single rooms. Rooms allocated for entire year.
Wake up	Year 7 to 11 Boarders are woken by 7.00am and required to arise no later than 7.15am Monday to Friday, depending on co-curricular commitments. They are required to attend breakfast between 6.30am to 7.50am in the Boarders' Dining Room. Wake up time is flexible on the weekend with in-house breakfast on Saturday and breakfast served on the Marden Lawn on Sundays.					Arise in time to prepare for first lesson. Breakfast is available in House or in the Boarders' Dining Room.
Morning tea and lunch	Available for collection according to the College timetable in the Boarders' Dining Room, Monday to Friday. Lunch is served in-house on the weekends.					
Afternoon tea	Available following school, Monday to Friday. Snacks are available in-house over the weekend. Fresh fruit is always available.					
Learn It program	Monday to Thursday 5.00pm – 6.00pm 6.30pm – 7.15pm	Monday to Thursday 5.00pm – 6.00pm 6.30pm – 7.30pm	Monday to Thursday 5.00pm – 6.00pm 6.30pm – 7.45pm	Monday, Wednesday and Thursday 5.00pm – 6.00pm 6.30pm – 8.00pm	Monday and Wednesday 5.00pm – 6.00pm 6.30pm – 8.00pm	Self-determined
	Teaching staff and academic tutors are available in the Kate Mason Senior School Centre for support on Monday, Wednesday and Thursday evenings. Bookings can be made through a shared link.					

# A day in the life of a Pymble Boarder

House	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	Avonmoore	Goodlet or Marden House				Lang House
Chapel and Spirit House Circles	Alternating Tuesdays commencing at 5.30pm with exemption from the Learn It program. All Boarders are required to be in attendance.					
Dinner	Served at 6.00pm in the Boarders' Dining Room Sunday to Friday. Served in-house on Saturday night.					
Technology hand in	8.00pm, returned following breakfast and room check the following morning.	8.30pm, returned following breakfast and room check the following morning.	9.00pm, returned following breakfast and room check the following morning.	9.30pm, returned following breakfast and room check the following morning.	Self-determined	Self-determined
Bedtime	In rooms by 8.00pm; lights out 8.30pm.	In rooms by 8.30pm; lights out 9.00pm.	In rooms by 9.00pm; lights out 9.30pm.	In rooms by 9.30pm; lights out 10.00pm.	In rooms by 10.00pm.	In rooms by 10.30pm.
Appointments and other leave	Refer to leave options and permissions required on page 30 and 31.					

# Here's to a fabulous year

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Thank you for entrusting the care of your daughter with us. It is an honour and responsibility that we take very seriously and for which we are deeply grateful. We look forward to working with you and your daughter to support her to make the most of the wonderful gift of a *Pymble* education.









## GENERAL

- 1 Gate 1 – Main Gates (John Marden Gates)
- 2 Gate 2
- 3 Gate 3 – Deliveries (Roland Love Gates)
- 4 Main Reception – Isabel McKinney Harrison Building (IH)
- 5 Chapel
- 6 Uniform Shop
- 7 Healthcare Centre
- 8 Facilities Management
- 9 David Macfaclane Centre (DMC)

- 10 Professional Services (John Reid Building)
- 11 Sufferance Pathway
- 12 Grey House Walk
- 13 Archie's Café
- 14 Jacaranda Café
- 15 Staff Parking
- 16 Centenary Carpark
- 17 Grey House Precinct (GHP) – Under construction
- 18 Print Room

## BOARDING

- 19 Boarding Administration (in Conde Library)

- 20 John Hammond House
- 21 Goodlet House
- 22 Lang House
- 23 Marden House
- 24 Avonmoore
- 25 Boarder's Dining Room

## JUNIOR SCHOOL

- 26 Junior School Administration (Hedgehog House)
- 27 Kindergarten to Year 2
- 28 Year 3
- 29 Year 4
- 30 Year 5

- 31 Year 6
- 32 Treehouse Classroom
- 33 Kindergarten Pick-up / Drop-off
- 34 Year 3 to Year 6 Pick-up / Drop-off
- 35 OSHC Centre / School Library
- 36 Riverbed

## SECONDARY SCHOOL

- 37 Gillian Moore Performing Arts Centre
- 38 David Blackwell Centre
- 39 Middle School



# Pymble Ladies' College



Classrooms	40 Main Hall
Year 2	41 Middle Colonnade
Opp-off	42 Upper School Hub (Lower Colonnade)
6	43 DK (Dorothy Knox) Building
Opp-off	44 RV (Robert Vicars) Building
and Junior	45 JV (John Vicars) Building
y	46 Science Building
SCHOOL	47 Arts Centre (Ferguson House)
Centre for	48 Technology and Applied Studies Centre (TAS)
Arts (GMCPA)	49 The Hub – IT Centre
Well Music	50 Conde Library
ol (under Chapel)	

51 Senior School Centre (Kate Mason Building)
52 Jobson Lecture Theatre
53 First Nations Office (Dorothy Knox Sitting Room)
54 Lang Bespoke Modular Classroom
55 Goodlet Bespoke Modular Classroom
<b>SPORTS AND OUTDOOR</b>
56 Jeanette Buckham Centre for Physical Education
57 Braith Williams Aquatic and Fitness Centre
58 Mollie Dive Field

59 Sporting Courts
60 Main Oval
61 James Kelso Field
62 Liane Tooth Field
63 Agricultural Plot
64 Gloucester Lawn
65 Marden Lawn
66 Lang Lawn
67 Goodlet Lawn
68 Flagpole Lawn
<b>PUBLIC TRANSPORT</b>
68 Pymble Train Station

# Boarding dates

	DATE	EVENT
TERM 3 2024	22 July	Boarders return from 2.00pm for Term 3 Eat Like a Boarder – 6.00pm
	23 July	Term 3 Commences
	4 August	Boarders' Combined Chapel Service
	5 August	HSC Trials start
	25 August	Father and Daughter event
	17 September	Spirit House Mid-Autumn Festival
	20 September	BPG Meeting – 2.00pm to 3.00pm (onsite)
	20 September	Boarding Family Event
	21 September	Boarders' Community Day and Garden Party
	24 September	Boarders' End of Term 3 Chapel Service and Final Chapel Service for Year 12
	26 September	Year 12 Boarders and Parents Celebration Event
	27 September	Year 12 Speech Day
	27 September	Year 12 Val dinner
	27 September	End of Term 3 and Boarders' Travel Day (Rural and International Boarders only)
TERM 4 2024	14 October	Boarders return from 2.00pm for Term 4 Eat Like a Boarder – 6.00pm
	15 October	Term 4 Commences
	25 October	Year 7 & 8 2025 Links Day plus sleepover
	24 October	BPG online Teams meeting
	3 November	Mother and Daughter Lunch TBC
	8-9 November	Year 7,10 & 11 2025 Sleepover
	22-23 November	Second sleepover for Year 7 2025
	22-23 November	Year 9 2025 Sleepover
	26 November	Boarders' End of Term Chapel Service and Christmas Party
	4 December	Year 7-10 Speech Day
	4 December	End of Term 4 Boarders' Travel Day following Speech Day

Dates highlighted in pink are compulsory for our Boarders. There will be no leave on these days.



[illegible]

# *Pymble Ladies' College*

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**[pymblelc.nsw.edu.au](https://pymblelc.nsw.edu.au)**

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