

# boarding school acceptance policy

## Enrolment policy

The College endeavours to maintain an open-entry policy for students from Early Learning to Year 12. Students are considered for enrolment regardless of background and abilities. No entry tests are required. However, all enrolments remain at the College's discretion.

The enrolment policy of the College's Early Learning Centre complies with the Department of Education and Training (DET) policies.

Generally, students are accepted into the College in strict order of the date of their registration. However, the order of acceptance may be influenced by the accommodation of a family member of staff, whether the student is a child of Old Collegians and/or a sibling of students already attending the College.

Whether or not a student is accepted may also depend on the College's ability to accommodate any special needs of the student.

The College is committed to provide an opportunity for all children to become members of the school community, regardless of their religion, ethnic or social background, abilities and interests. However, it is expected that all students will actively participate in each part of the school program, including Chapel services and co-curricular programs.

Parents/Guardians must provide frank and detailed information about their child's health and educational needs and educational progress at enrolment. If the child has special needs, these can then be discussed at an interview with the Head of School and, if necessary, the Head of Progress Support. Details of any educational assessments that have been made by professionals, such as educational psychologists or speech pathologists, for example, should be provided with the Application for Registration form. Any students with Anaphylaxis and/or Asthma cannot attend school unless they have completed an Individual Anaphylaxis Management Plan or provided an Asthma Action Plan, as detailed in the Clarendon Anaphylaxis and Asthma Management Policies. It is important that any information about other serious health conditions, which may require specific management plans, such as diabetes, allergies or epilepsy, is also disclosed.

Enrolment may not be possible:

- if the child's enrolment at the College requires special services, facilities or resources which cannot reasonably be made available by the College;
- if the child, or other students, are placed at physical or emotional risk by the enrolment of the child;
- where the Principal believes that participation in classes will not further benefit the child or will significantly restrict the education of other students.

The Principal reserves the right to make the final decision on all place offers and enrolments.

## Documentation

The following documentation must be forwarded to the School prior to a place being offered

- Students birth certificate
- Students most recent school report (if applicable)
- Students most recent NAPLAN report (if applicable)
- A copy of student's visa (if applicable)
- A copy of student's passport (if student is on a visa)
- Student's citizenship documents (if student is on a visa)
- Any court orders that may impact the student
- Student's immunisation history

# boarding school acceptance policy

## Enrolment Conditions & Acceptance

This legally binding document applies if a student is offered, or re-offered, enrolment at Ballarat Clarendon College (the **College**) and the Parent(s)/Guardian(s) have accepted the offer, or offer of re-enrolment, for that student to commence studies at the College.

These Terms of Enrolment (the **Terms**) must be read, and accepted, prior to accepting any offer of enrolment, or re-enrolment, made by the College.

The Terms continue to apply for the duration of a student's enrolment at the College, unless amended by the College, and form a legally binding contract between the Parent(s)/Guardian(s) and the College.

Any right, entitlement, obligation of or action required by the College under the Terms may be exercised by the Principal and/or the College Board (whichever is deemed appropriate by the College) on behalf of the College.

The Parent(s)/Guardian(s) wishing to enrol/re-enrol their child(ren) (the **Student**) into the College do so on the following conditions and acknowledge that they have read, understood and agree to the following:

### General

1. The Parent(s)/Guardian(s) have the authority to make decisions regarding the enrolment of the Student at the College.
2. The Parent(s)/Guardian(s) are familiar with the most up-to-date Enrolment Policy and Schedule of Fees and agree to adhere to the Enrolment Policy and the Schedule of Fees Terms, as may be amended by the College from time-to-time.
3. The Parent(s)/Guardian(s) have read and understood and agree to adhere to the College's policies and procedures (Policies).
4. To the extent permissible by law, all conditions, warranties and liabilities, whether expressed (other than those set out in the Terms) or implied are excluded. To the maximum extent permissible by law the College shall not be liable for any loss, damage, claim or expense the Parent(s)/Guardian(s) may incur or suffer as a result of, or arising out of or in connection with, the Terms.
5. The College reserves the right, subject to legal requirements, to select the Students who attend the College according to College policies as varied from time-to-time. The College may, in its absolute discretion and on lawful grounds, reject an application for enrolment.
6. Parent(s)/Guardian(s) must ensure that the College's records in relation to the Student are correct and up-to-date and, accordingly, must advise the College as soon as possible of any changes to the Student's records, including the Student's or the Parent(s)/Guardian(s)' contact information.
7. The Student must wear the uniform of the College properly so as to develop pride in personal appearance as well as develop a sense of belonging and responsibility.
8. The Student must care for the buildings, furniture and equipment of the College and is financially responsible for damage caused through carelessness or neglect.
9. The College does not accept liability, and will not be responsible for damage to, or loss, theft or destruction of, the Student's (whether boarders or day students) personal effects (including notebook computers).
10. The Student may not leave the College property during school hours without permission of the Principal or delegated representative.

# boarding school acceptance policy

11. Whether at the College, at a College function, or travelling, Students are not permitted tobacco, non-prescribed drugs or alcoholic drinks.
12. The College reserves the right to suspend or terminate the enrolment of any Student whose influence is regarded as harmful to the interests of other students.
13. Parent(s)/Guardian(s) acknowledge that the College may change the curriculum or courses that it offers from time-to-time at its absolute discretion and may, from time-to-time as the need arises, change the delivery of curriculum from face-to-face to the delivery of online home-based learning.
14. Students may freely access or be referred to student services, such as counselling, careers guidance or enhanced learning. As deemed necessary, staff will make every effort to inform and involve Parent(s)/Guardian(s), giving due consideration to their respective professional standards.
15. Students must abide by, and Parent(s)/Guardian(s) must ensure that the Student(s) abides by as far as reasonable, all conditions of the College's Student Electronic Communication Policy and the Notebook Computer Protocol regarding access to and use of all internet and information technology facilities.
16. The College's policy with regards to local excursions is that permission is granted by Parent(s)/Guardian(s) on signing the College's 'Confirmation of Student Details' form.
17. The Terms are governed by the laws of the State of Victoria and all parties agree to submit to the exclusive jurisdiction of the courts of Victoria.
18. Parent(s)/Guardian(s) agree to collect or make arrangements for the collection of the Student if they become unwell at school.

## **Parent(s)/Guardian(s)' Conduct**

19. Parent(s)/Guardian(s) will take an active part where possible in the activities of the College and cooperate with the College in providing the Student's education.
20. Parent(s)/Guardian(s) must behave in such a manner that the image of the College is not negatively affected or brought into disrepute and to treat and deal with the College's employees, representatives, other parents and students with respect and consideration.
21. If the Principal believes that a mutually beneficial relationship of trust and cooperation between the Parent(s)/Guardian(s) and the College or any of its staff has broken down to the extent that it adversely impacts on their relationship with the College or poses a safety risk to staff, the Principal may require the Parent(s)/Guardian(s) to remove the Student from the College and terminate the Student's enrolment together with any other child or children they have enrolled at the College.
22. Parent(s)/Guardian(s) agree to comply with the College's policies relating to respectful behaviour and any parent charter or code of conduct introduced or amended from time-to-time.
23. Parent(s)/Guardian(s) agree to assist the College in discharging its obligations under the Child Wellbeing and Safety Act 2005 (Vic) by participating in investigations in relation to allegations of 'reportable conduct', or taking any other steps to assist the College with its child safety statutory obligations, if requested to do so by the College or regulatory authority.

# boarding school acceptance policy

## Medical Conditions and Special Needs

24. Parent(s)/Guardian(s) must divulge, with appropriate documentation, all relevant details regarding any medical conditions, disabilities, special learning needs or other conditions that may impact upon the College's ability to properly care for the Student, and to enable consideration of any reasonable adjustments and facilities that may be required. Such information must be based on all current information available to the Parent(s)/Guardian(s) at the relevant time.
25. During the period that the Student is enrolled at the College, Parent(s)/Guardian(s) must, as soon as practicable, bring to the College's attention, with appropriate documentation, any new medical conditions, disabilities, special learning needs or other conditions affecting the Student that may impact upon the College's ability to properly care for the Student, and to enable consideration of reasonable adjustments to services and/or facilities that may be required.
26. Where the College is unable to contact, or it is impractical in the circumstances, the Parent(s)/Guardian(s), the Parent(s)/Guardian(s) authorise and specifically consent to the College taking whatever action is considered necessary for the wellbeing of the Student. This may include:
  - administering first aid as may be considered reasonably necessary to do so;
  - referring or taking the Student to a legally qualified medical practitioner or hospital as might be considered appropriate in the circumstances;
  - obtaining or providing urgent medical or surgical attention or treatment for the Student as might be deemed necessary by a legally qualified medical practitioner.
27. Parent(s)/Guardian(s) accept full responsibility for any expenses incurred by the College arising for the matters referred to at clause 26 above (including, but not limited to, ambulance transportation, medical and like expenses).
28. Further, the Parent(s)/Guardian(s) acknowledge that any subsequent medical consent requested on an individual excursion form, or otherwise, exists to expedite the accessibility of medical attention and in no way diminishes the nature and scope of this consent.

## Privacy

29. Parent(s)/Guardian(s) acknowledge and accept the College's Privacy Policy and consent to the collection, use and disclosure of personal information and sensitive information as provided for by the Privacy Policy.
30. The collection, use, storage and disclosure of information about individuals by the College is in accordance with the College's Privacy Policy and its obligations under the Privacy Act 1988 (Cth).

## Photos and Videos of the Student

31. Parent(s)/Guardian(s) acknowledge and consent to the Student being photographed or filmed/videotaped, by an authorised representative of the College, from time-to-time within the College's grounds or participating in College events or activities (including online learning activities and/or live events which may be recorded), and to the use of these photographs or footage with the Student's name in College publications, advertisements, editorials, the College's website, social media, newspapers and other media, or otherwise for educational purposes. Parent(s)/Guardian(s) understand and agree that if they do not wish to consent to the matters described at paragraph 31 above, or if they wish to withdraw the consent, it is their responsibility to notify the College in writing.

## Discipline of Students

32. Parent(s)/Guardian(s) agree to support the College in lawful disciplinary actions undertaken by the College which the College deems as appropriate to modify, address and deal with the Student's behaviour and conduct.

# boarding school acceptance policy

33. The College reserves the right to impose on the Student any lawful disciplinary action that the College deems appropriate, or to suspend the Student or terminate the Student's enrolment at the College, on the grounds of serious or repeated unsatisfactory conduct or performance, serious or repeated failure to obey College rules, serious or repeated breach of discipline procedures and policies, or serious or repeated failure of a Parent(s)/Guardian(s) to comply with these Terms.
34. Where it is considered necessary, the College may authorise an appropriate College staffmember to conduct a search of any of the Student's private belongings that have been brought onto the College's premises or to a College function or activity, including their College bag or locker, and may direct the student to empty their pockets or clothing.

## **Fees and Charges**

35. A non-refundable registration fee of \$100 is payable for all prospective new students and must be paid at the time of submitting the Application for Registration (**Registration Fee**). Payment of the Registration Fee does not guarantee the offer of a place in the College for a student.
36. A confirmation deposit of \$3,000 is payable for each student upon the Parent(s)/Guardian(s) accepting the College's letter of offer of enrolment for the Student(**Confirmation Deposit**). The Confirmation Deposit is reviewed annually by the College and is subject to change. The Confirmation Deposit is not refundable and not transferrable.
37. Parent(s)/Guardian(s) are jointly and severally liable for making full payment of all fees, charges and levies in relation to the Student's enrolment at the College, including but not limited to, tuition fees and boarding fees where applicable (**Fees and Charges**).
38. Tuition and boarding fees are payable in advance, however are generally billed to Parent(s)/Guardian(s) in instalments for convenience. Other Fees and Charges (including, but not limited to, music tuition, travel, excursions, etc) may be billed on an ad hoc basis and are payable within 30 days of billing, as set out in the fee notices.
39. Pro rata Fees and Charges may be payable for new Students entering the College for the first time after a term has commenced. This generally means that Parent(s)/Guardian(s) must pay Fees and Charges for the term of the Student's entry prior to commencement, and payment for the following term very soon thereafter. Where this causes hardship, Parent(s)/Guardian(s) may request a special arrangement by application in writing to the Business Manager - Finance.
40. Fees and Charges are subject to amendment by the College in its sole discretion at any time, but usually this will be annually. Fees and Charges are payable by the Parent(s)/Guardian(s) in accordance with the College's Domestic Fee and International Fee notices as amended by the College from time-to-time.
41. The College reserves the right, which may be exercised at any time, to refuse to allow the Student to continue their education at the College, and to terminate the Student's enrolment or suspend their enrolment while any Fees and Charges remain unpaid. Only in exceptional circumstances, at the sole discretion of the College, will the Student be allowed to enter a new term if any Fees and Charges are unpaid.
42. If any Fees and Charges are overdue, the College may charge the Parent(s)/Guardian(s) interest and any reasonable administration costs incurred by the College in respect of managing the unpaid Fees and Charges. An administration fee may be levied for each additional statement issued arising from late payment of the Fees and Charges or for failure (for any reason) of a financial institution to honour a cheque or electronic transaction.
43. Parent(s)/Guardian(s) will also indemnify the College for any costs associated in the recovery of unpaid Fees and Charges.

# boarding school acceptance policy

44. The College reserves the right not to refund Fees and Charges in any circumstances, including absences due to holidays or illnesses. However, where special circumstances exist, the Principal may, in their sole discretion, consider a request for a refund by a Parent(s)/Guardian(s). Parent(s)/Guardian(s) may apply in writing for an extended absence of up to four school terms; refer to the College's Extended Student Absence – Holding A Place Policy. Holding fees apply.
45. Any agreement or act by the College not to strictly enforce the terms under the Terms in relation to Fees and Charges does not constitute a waiver of its rights to require the Student to be withdrawn from the College and to terminate the Student's enrolment.
46. Subject to the Terms, Fees and Charges are due and payable in all circumstances following enrolment. Allegations of bullying or instances of bullying towards the Student (or other behaviours) will not discharge any obligation of the Parent(s)/Guardian(s) to pay Fees and Charges, nor will the adoption of flexible delivery of curriculum, such as online home-based learning, where required.
47. The Principal is authorised by the College to take such steps as they consider necessary, including legal proceedings, on behalf of the College, to recover unpaid Fees and Charges.
48. Generally, the account for the Fees and Charges will not be split as a result of change in family circumstances of the Parent(s)/Guardian(s). In a case of family separation, duplicate accounts will be sent to the different notified addresses of each Parent/Guardian unless the College is notified in writing that a single address is appropriate and suitable arrangements are made for payment of the Fees and Charges.

## **Withdrawal of Students**

49. If the Parent(s)/Guardian(s) wish to withdraw the Student from the College or if they wish for the Student to change from being a boarder to a day student, the Parent(s)/Guardian(s) must give at least one term's written notice to the College (and the written notice must be signed by both Parent(s)/Guardian(s), unless there is a court order to the contrary). If such notice is not given, up to half of the Fees and Charges for the term will be payable in full.
50. If the Student intends to not attend the College for a period of one term or more, the Parent(s)/Guardian(s) must make an application for the period of leave as soon as possible in writing; refer to the College's Extended Student Absence – Holding A Place Policy. The College will advise the Parent(s)/Guardian(s) in relation to whether or not the application for leave is approved. If the period of leave is not approved and the Student nevertheless takes the period of leave:
  - the Student will not have an automatic right to return to the College and the College is not obliged to maintain or hold the Student's enrolment; and
  - any Fees and Charges for that term will remain due and payable by the Parent(s)/Guardian(s).The College may in its discretion approve the application for leave, and hold the Student's enrolment open during the period of leave, on the condition that the Parent(s)/Guardian(s) make an advance payment of a non-refundable holding fee.
51. Where the Student is absent from school during the term due to an injury or illness, and satisfactory evidence is provided in relation to that illness or injury, the College will endeavour to provide all reasonable support to the Student in order to assist the Student with meeting the curriculum requirements during that particular term.
52. Where the Student is absent from school during the term because the Parent(s)/Guardian(s) have decided to withdraw the Student from attending school so that they may attend a holiday or for other non-College related matters, the Parent(s)/Guardian(s) acknowledge and agree that any exam(s) and/or assessment(s) and/or any other curriculum task(s) that fall in or around the absence will not be re-scheduled or amended in any way to take account of the absence.

# boarding school acceptance policy

## Court Order

53. Unless the College is supplied with a Court order or written authorisation signed by both Parent(s)/Guardian(s) which provides otherwise, the College will proceed and act on the basis that each of the Parent(s)/Guardian(s) has equal rights and responsibilities in relation to the Student. The Parent(s)/Guardian(s) will at all times act in accordance with any relevant Court orders in their dealings with the College.
54. If there is a change in legal guardianship or care for the Student, the Parent(s)/Guardian(s) will immediately provide written notice to the College detailing the change (and provide any other relevant documentation) in addition to written consent from any other Parent(s)/Guardian(s), confirming the status of the Student's enrolment. The Parent(s)/Guardian(s) indemnify the College against any legal liability which may ensue from a misrepresentation under, or any breach of, this clause by the Parent(s)/Guardian(s).

## Educational services provided

Ballarat Clarendon College is a co-educational institution providing educational services for students from 3 year-old through to Year 12. Refer to webpage (<https://www.clarendon.vic.edu.au/learning>)

## Fees

The Enrolment and Re-enrolment Terms and Conditions (the **Terms**) constitute a legally binding contract between Ballarat Clarendon College and Parent(s)/Guardians(s). The 2022 fee schedule should be read in conjunction with the Terms and other policies.

## Tuition Fee

Year Level	Parent Contribution (\$ per year) (*per day)	Parent Contribution (\$ per instalment)
<b>ELC</b>		
3-year-old – 2 days	\$ 7,680 *\$104	\$1,920
3-year-old – 3 days	\$11,500 *\$104	\$2,875
3-year-old – 4 days	\$15,360 *\$104	\$3,840
3-year-old – 5 days	\$19,160 *\$104	\$4,790
4-year-old funded – 4 days	\$10,400 *\$70.65	\$2,600
4-year-old funded – 5 days	\$13,000 *\$70.65	\$3,250
<b>Junior School</b>		
Prep	\$ 8,650	\$2,162.50
Year 1	\$ 8,950	\$2,237.50
Year 2	\$ 9,690	\$2,422.50
Year 3	\$10,650	\$2,662.50
Year 4	\$11,170	\$2,792.50
<b>Middle School</b>		
Year 5	\$11,910	\$2,977.50
Year 6	\$12,350	\$3,087.50
Year 7	\$14,510	\$3,627.50
Year 8	\$17,250	\$4,312.50
Year 9	\$18,330	\$4,582.50
Yuulong	\$ 5,960	\$1,490
<b>Senior School</b>		
Year 10	\$19,870	\$4,967.50
Year 11	\$20,190	\$5,047.50
Year 12	\$20,190	\$6,730

# boarding school acceptance policy

Annual tuition fees for domestic students eligible for government funding (including Australian citizens, permanent residents and some temporary visa holders) will be billed in four instalments up to and including Year 11 and in three instalments for Year 12.

A student normally will not be permitted to commence a term unless accounts have been paid by the due date or a formal arrangement made with the Business Manager – Finance prior to the due date.

The tuition fee covers most curriculum expenses, including year-level camps and class excursions. Fees and charges levied by Clarendon directly related to the provision of an approved course of education are exempt from GST.

Other costs that may be incurred include individual music tuition, student-caused damage to property or false fire alarms, travel and phone calls. Fees for incidentals will be billed in arrears and are due and payable 30 days from billing. Fees will be levied for overseas trips and special functions. Parent(s)/Guardian(s) will be advised in advance of these fees which will be payable on the acceptance of a student's participation in the activity. Please note that students will be unable to participate unless school fee accounts are up-to-date or an agreed payment arrangement has been accepted by the Principal or Business Manager – Finance and is adhered to.

## 3-Year-Old Funded Kindergarten

The state government is rolling out funding for a child participating in the 3-year-old kindergarten program for ONE year only. If your child has previously had a funded kindergarten place, you may not be eligible for further funding and an additional charge may apply. Please contact Clarendon for further information.

## 4-Year-Old Funded Kindergarten

The state government provides funding for a child participating in the 4-year-old kindergarten program for ONE year only. If your child has previously had a funded kindergarten place, you may not be eligible for further funding and an additional charge may apply. Please contact Clarendon for further information.

## Boarding Fee

Year Level	Parent Contribution (\$ per year)	Parent Contribution (\$ per instalment)
Year 7	\$12,850	\$3,212.50
Year 8	\$12,850	\$3,212.50
Year 9	\$12,850	\$3,212.50
Year 10	\$19,320	\$4,830
Year 11	\$19,320	\$4,830
Year 12	\$19,320	\$6,440

Annual boarding fees for domestic students eligible for government funding (including Australian citizens, permanent residents and some temporary visa holders) will be billed in four instalments up to and including Year 11 and in three instalments for Year 12.

GST payable on the food component of boarding fees is included in the schedule above.

Additional charges may apply to boarders. These may include travel, social activities and expenses incurred by Clarendon acting in loco parentis.

## Yuulong Remote Campus Fee

The 2022 fee for attendance at Yuulong Remote Campus during Year 9 is \$5,960. This is a subsidised fee which covers part of the cost of transport, food and accommodation. This is an annual fee which is billed in four equal instalments of \$1,490. All students attending Yuulong are required to pay this fee. It is not covered by any scholarship or bursary awarded by Ballarat Clarendon College. Boarders attending Yuulong will not be charged a boarding fee for the period they are at the Yuulong campus.

# boarding school acceptance policy

## Notebook Computers

Students in Years 5 to 9 are required to purchase a tablet computer through the Ballarat Clarendon College program. Students in Years 10 to 12 requiring a notebook or tablet computer may purchase one through Clarendon's program. The notebook or tablet fee may change from year-to-year according to the models, supplier and brand available at the time of purchase/lease. Further details regarding the notebook program are in the Notebook Policy, available on Connect@Clarendon.

## Performing Arts

Music tuition fees and other incidental charges for individual, paired or group Performing Arts lessons are levied in advance of the term and are detailed below.

Instruments can be hired through the school. Please note that, if an instrument is lost or damaged, the cost to replace or repair will be billed to your fee account.

Accompaniment fees for rehearsals and exams are additional if applicable.

Further information can be obtained from the Performing Arts Centre.

## Performing Arts

Lesson	No. of lessons	Parent contribution (term fees)
30-min individual music – Term 1	9	\$378.00
30-min individual music – Term 2	8	\$336.00
30-min individual music – Term 3	8	\$336.00
30-min individual music – Term 4	9	\$378.00
30-min individual speech/drama – Term 1	9	\$378.00
30-min individual speech/drama – Term 2	8	\$336.00
30-min individual speech/drama – Term 3	8	\$336.00
30-min individual speech/drama – Term 4	9	\$378.00
30-min group theory/singing – Term 1	9	\$169.65
30-min group theory/singing – Term 2	8	\$150.80
30-min group theory/singing – Term 3	8	\$150.80
30-min group theory/singing – Term 4	9	\$169.65
30-min group dance – Junior School – Term 1	9	\$ 74.70
30-min group dance – Junior School – Term 2	8	\$ 66.40
30-min group dance – Junior School – Term 3	8	\$ 66.40
30-min group dance – Junior School – Term 4	9	\$ 74.70

## Complaints and appeals

The purpose of Ballarat Clarendon College's [Complaints and Appeals Policy](#) is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a dispute or complaint. These internal procedures are a conciliatory and non-legal process.

## Accommodation

Boarders at Ballarat Clarendon College are accommodated in three areas:

- Girls (Years 7-8) in Charles House front unit, 1425 Sturt Street, Ballarat;
- Girls (Years 9-10) in Dumbarton, 1423 Sturt Street, Ballarat;
- Girls (Years 11-12) in Dumbarton and Charles House, 1425 Sturt Street, Ballarat; and
- Boys (Years 7-12) on the first floor of the main Clarendon building, 1425 Sturt Street, Ballarat.

A variety of accommodation styles exists, reflecting the changing social and academic needs of the various year levels.

# boarding school acceptance policy

For Years 7-10 in the Boys Boarding House, dormitory accommodation is provided along with wet areas, kitchen, lounge, and staff accommodation. Senior boys, Years 11 and 12, reside on the same level as the junior boys. Most senior boys have single rooms; however, some senior boys reside in double rooms.

In the Girls Boarding House, boarders in Years 7-8 are housed in the front unit of Charles House, with their own small rooms, common study area and lounge area. Girls in Years 9-10 are housed in Dumbarton, a stately residence which provides a homely environment to meet the particular needs of younger girls. Students in Years 11-12 have mainly spacious single rooms, which provide an enhanced study environment. Some senior girl boarders reside in double rooms.

Every boarder is provided with their own study desk, whiteboard, drawers, wardrobe space and bed. Boarders must provide their own sheets, doonas, pillows, and pillowslips. Boarders are encouraged to bring photos and personal touches; however, they cannot attach anything to painted walls. Poster photo frames can be purchased from Head of Boarding to display various photos of friends, family, holidays etc. or artworks. A fan is recommended for summer.

All areas are inspected each morning and it is each boarder's responsibility to keep their personal space clean and tidy.

Please note that no student should enter the living space of another student unless they have the expressed permission of the occupant and the occupant is present. The property and privacy of all must be respected.

## **Common Rooms**

There are common rooms in each house providing areas for conversation, watching television, listening to music or reading. It is the individuals and/or groups responsibility to reset common areas each morning and before going to bed.

## **Kitchenettes**

Each house also has kitchen space equipped with microwave, refrigerator, toaster and electric kettle. The Girls Boarding House also has an oven. Students may use the kitchens for preparing beverages, light snacks and supper. It is the individual's responsibility to wash utensils and clean up after themselves immediately after using the kitchen area

## **Technology Access**

To meet the challenges of the curriculum and to ensure work is of the highest standard, all boarders in Years 7- 8 have their own notebook computer. While existing students moving to the higher levels will have a computer, students entering Years 9-12 either purchase a computer or use the stand-alone machines provided in the school. To facilitate the use of this technology, printer access is available in each boarding house. It is highly recommended that all boarders have their own laptop and contact Clarendon's IT support staff to have it connected to the school network.

## **Music Practice Areas**

Boarders are encouraged to learn musical instruments and make use of the school's practice areas. Prior to 5pm rooms are available in the Performing Arts Centre. At later times, students may request the use of common spaces within the houses or Café College.

## **Friday or Saturday Evening Leave**

Friday or Saturday leave may be granted for reasons such as to attend the cinema, a sporting event or to spend the day with parents, and normally concludes at 10.30pm (9.30pm for Middle School students). A negotiated time of return will need to be made with the Mentor on Duty if the boarder wishes to return later than usual (for example, from a football game in Melbourne) and then approved by the Head of Boarding.

Generally, weekend leave concludes in time for boarders to attend activities, dinner and then work in prep on Sunday.

# boarding school acceptance policy

## Travel

Sturt Street reception can purchase tickets for modes of transport, including buses and trains, and have the cost placed on the term account. Reception can also arrange for the processing of concession forms.

Exeat and end-of-term buses will be arranged based upon demand from the parent community. Emails are sent to parents prior to the exeat or end-of-term to determine the viability of each of the transport routes.

Specific restrictions are in place for a student who has their driver's license and those who wish to travel with another boarder who has their license. Please refer to Student Transport (Student Vehicle) Policy on [Connect@clarendon](mailto:Connect@clarendon).

## Exeat Weekends

On these weekends all boarders must leave the boarding houses by 6pm. They may either go home or stay with somebody who has been approved by their parents and school.

Dates for exeat weekends are published well in advance in Calendary. Students should not seek permission to depart earlier except in exceptional circumstances. Boarders needing to leave school early on these weekends must have prior approval from the day school using the appropriate proforma. Boarding houses will reopen at 3pm on weekdays and 5pm on weekends, after term breaks and exeats. On some exeat weekends, this may alter. Parents should refer to the current term dates.

## Special Notes

The Heads of Boarding reserve the right to alter conditions of leave if these conditions are abused. It is appropriate to emphasise that:

- Boarders are not permitted to leave the boarding house unless leave has been approved;
- Appropriate adult supervision is expected for leave;
- Leave is granted to a specific destination and the trust system operates; boarders must be where they state they are going to be; and
- On weekends, leave is only granted in small blocks of time. Unless permission to be absent has been approved on the previous Wednesday, boarders must attend all meals. Please note that both boarding houses will be closed from 12.30-1.30pm.

Boarders returning to school using V/Line buses and other bus services are expected to return immediately to the school. If the boarder returns in the evening, they are expected to catch a taxi back to the school.

## Behaviour

Students must adhere to a reasonable level of acceptable behaviour. Students are expected to behave in amature, courteous, respectful and responsible manner at all times. The use of bad language and swearing is unacceptable in any situation.

## Bicycles

A boarder may keep a bicycle at the school. They must have an approved safety helmet and padlock and chain for securing the bicycle. While the school provides storage facilities separate to the boarding houses, it can accept no responsibility for loss or damage to stored bicycles. Please ensure that helmets and bicycles are named and that they are covered adequately by insurance. For more details, please see the College Rules as published in the Student Diary and [Connect@clarendon](mailto:Connect@clarendon).

## Bullying and Harassment

Please refer to the College Rules as printed in the Student Diary and available on [Connect@clarendon](mailto:Connect@clarendon). Respectful treatment of staff and students is expected at all times. Any behaviour which constitutes bullying or harassment will be addressed according to the school's specific policies. Significant consequences can result from instances of bullying and harassment.

# boarding school acceptance policy

## Electrical Appliances

Because of the risk of fire, no extra heaters, appliances with elements or electric blankets may be used. This includes; coffee machines and fridges.

All electrical appliances should not be left unattended whilst switched on and should be used with great care. Any costs incurred by the use of appliances (and aerosols), including activating fire alarms, will be passed on to parents of the students responsible. The Head of Boarding will be able to provide clear direction regarding appropriate use of electrical appliances.

Due to OH&S legislation it is a requirement that all electrical items – fans, chargers, hairdryers, straighteners, digital alarms, hi-fi systems, etc. – must be 'tested and tagged'. This can be done by a certified electrical contractor in your home town or it can be undertaken at the school during the year by contacting the IT department.

## Food Storage

Boarders are provided with breakfast, morning tea, lunch, afternoon tea, dinner and dessert. Additionally, fruit is available in-house. Excessive additional food should not be required. If boarders do need additional food, it must be stored in clear, plastic and sealable storage containers.

## Grounds, Buildings, Student Liability and Damage

The grounds are to be kept neat and tidy at all times. Buildings and fittings must not be defaced – they are there for the college community's convenience. Vandalism will not be tolerated. Please refer to the College Rules as found in the Student Diary or available on [Connect@clarendon](mailto:Connect@clarendon)

The cost of repairs, replacement or cleaning of damaged property caused by wilful behaviour, careless activities, and/or neglecting to use facilities correctly will be directed to parents by the Head of Boarding. This includes graffiti, broken windows from ball games and activating fire alarms. For further details, please refer to the College Rules. Football is not to be played at any time in Wanliss Square, on tennis courts or around classrooms. Ball games should be played in designated areas such as on the oval, tennis/netball courts and in the gymnasium. Other games will be allowed in Wanliss Square at the discretion of the mentors.

All boarders should strive to be minimalists whilst in the boarding house. This assists in creating a clean, well-ordered living and working space.

## Compulsory General Clothing

- neat casual clothes - skirts, jumpers, shirts and tops, shorts, pants and jeans, and bathers with appropriate footwear;
- bathers/shorts;
- one formal outfit;
- sun hat, sunglasses; and
- bike helmet if riding a bicycle at any time.

All clothing must be in good repair, **clearly named** and not advertise offensive or inappropriate images or language. Unsuitable clothing will be sent home.

# boarding school acceptance policy

## Other Requirements

- doona (no electric blankets allowed)
- pillow(s)
- pillow slips x 2
- sheets x 4
- large towels x 2
- toiletries, including: toothbrush, toothpaste, hair brush, hair products and personal soap, etc.
- bike chain (if applicable)
- dressing gown/robe with tie (important – when moving from shower to room)
- slippers
- sewing kit (minor repairs)
- thongs
- name tapes
- laundry bag
- clothes basket/ laundry hamper
- shoe cleaning kit
- small backpack (for weekends)
- set of coat hangers
- clean mug, plate, cereal bowl, knife, fork and spoon all clearly marked with name
- power board
- extension cord
- alarm clock (devices are not in rooms overnight).

To help make the house a pleasant place in which to both live and work for our male and female staff, a dressing gown or similar (with tie to secure front of garment) must be worn when moving between the shower and the room, regardless of how close the room is to these facilities.

Please note that all clothing, shoes and linen must be clearly marked with the boarder's full name (not just initials). This is most important as clothing is frequently mislaid and, because it is unmarked, cannot be claimed by the rightful owner. At the end of each term and the end of the year, it is the school's policy to present unmarked, unclaimed clothing to charitable organisations.

## Labelling

All clothing, bed linen and towels must be clearly named at all times. Past experience shows the majority of clothing lost is not named. Sewn-on labels are required, as all marking pens ultimately wash out. The laundry prefers styles 7, 9 and 10 in Cash's Tape Tags.



Owner: Safety & Compliance Officer	Approved: Principal	VIT Register Procedure
Date Created: 18/10/2021	Last Review: 18/10/2021	Next review: 18/10/2024