Term Dates 2015

**Term 1:** Tuesday, 27 January – boarders return
   Wednesday, 28 January – Wednesday, 1 April (Sports Day)
   Exeat Dates: Saturday, 14 to Sunday, 15 February
   Saturday 7 to Monday, 9 March

**Term 2:** Monday, 20 April – boarders return
   Tuesday, 21 April – Friday, 26 June
   Exeat Dates: Saturday, 16 to Sunday, 17 May
   Saturday, 6 to Monday, 8 June

**Term 3:** Monday, 20 July – boarders return
   Tuesday, 21 July – Friday, 25 September
   Exeat Dates: Saturday, 8 to Sunday, 9 August
   Saturday 5 to Sunday, 6 September

**Term 4:** Monday, 12 October – boarders return
   Tuesday, 13 October – Friday, 4 December (Valedictory)
   Exeat Dates: Saturday, 31 October to Sunday, 1 November
   Saturday, 21 to Sunday, 22 November

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Welcome to Seymour

Since 1922, boarding has been an integral part of life at Seymour College. Boarding at Seymour provides your daughter with unparalleled opportunities for academic success and sporting, cultural and leisure experiences.

Both the College and the Boarding House promote intellectual, social, emotional and moral growth, so that when your daughter leaves us, she will have the skills and confidence to be a caring, competent and confident young woman, able to enjoy and contribute fully to the world around her.

Boarders make a difference. At the end of the school day boarders and the boarding staff keep the campus alive. Within a secure, caring and happy environment your daughter will be valued for her individual contribution and will be encouraged to involve herself in the many activities available at and outside the College.

Boarders become part of a close and nurturing community, developing strong and lasting friendships. Your daughter will be encouraged to use her strengths and talents for the benefit of the community, whether locally, at school or in the wider world.

This handbook will give you an overview of the daily life your daughter will lead as a boarder here at Seymour, and we hope it will answer many of your questions.

We value and respect the trust you have placed in us and hope that the boarding experience provided by the Seymour community is a happy and memorable one for you and your daughter.

Caroline Hodges
Director of Boarding

2015 Edition
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Our mission

Adopting a holistic approach, the Seymour Boarding House offers a safe, happy, nurturing environment with an exceptional standard of care. Celebrating difference and diversity, we foster respectful relationships and encourage the development of lifelong learning, supporting students to realise their full potential.

In the Boarding House we value:

- Respect for self, others, the community and the environment;
- Caring relationships characterised by empathy and compassion;
- Safety in a secure, healthy environment;
- Diversity of people and opinions; and
- Resilience of self.

At Seymour College’s Boarding House our goals are to:

- Care for and support all boarders, promoting their wellbeing emotionally, socially, physically and academically;
- Communicate effectively with parents, boarders, staff and the day school;
- Support and effectively integrate all new boarders and parents; and
- Ensure an exceptional standard of care.

Some of our strategies to achieve these goals, and support our values, include:

- Using restorative practices to resolve relationship issues;
- Promoting student mentorship through the Boarding Leadership Team;
- Providing compassionate, high quality nursing care in the Health Centre;
- Providing healthy and nutritious food;
- Providing a clean and safe boarding environment;
- Continuing our program of boarding facilities upgrade and development;
- Providing a structured and well supervised homework period each evening;
- Developing a Boarding House portal as part of the College’s online communications;
- Communicating often and effectively through newsletters, email and phone calls;
- Working with the Boarders’ Parents’ Association (BPA) to maintain strong communication between parents and the Boarding House; and
- Providing an extensive Orientation program, including a comprehensive ‘buddy’ system.
People You Will Meet

Boarding House Staff

Boarding House staff recognise that a partnership between the school and home is invaluable in achieving every girl’s personal, social and academic potential. The duty of care Seymour College has for the welfare of each boarder is at its most effective when carried out in partnership with home. You are encouraged to contact the Director of Boarding or Boarding House staff to discuss any questions or concerns you may have regarding your daughter or her boarding experience at Seymour College. We have a staff member who dedicates time to assisting our international girls.

Heads of Schools

Mrs Rachel McKee is Head of Middle School and Mr David Trousdell is Head of Senior School. They are responsible for the programs and routines of Middle and Senior School, and work with all the Middle and Senior School staff to promote the wellbeing of the girls in their care. Heads of School can be contacted via their assistant, Mrs Agnes Fowler (+61 8 8303 9206).

Form Teachers

The Form Teacher is a key person in caring for the general wellbeing and progress of your daughter and has daily contact with her in the form group. He/she is the first point of contact in communication between home and the day school.

In Years 6 and 7, the Form Teacher teaches your daughter a wide range of subjects. At Years 8 and 9, the Form Teacher usually teaches the class for at least one subject.

Year 8/9 Guardian

The Year 8/9 Guardian offers an additional level of pastoral care for students in Years 8 and 9; they work closely with the Form Teachers, the College Counsellors and the Head of Middle School in supporting students at these levels.

Senior School Clan Guardians

Clan Guardians work closely with the Head of Senior School, Form Teachers and the College Counsellors. They provide a further level of pastoral care for students in Years 10 to 12.

Facilities

The West Wing houses girls from our youngest boarders through to the Year 11s. Each floor is cared for by a senior staff member, assisted by our junior staff. The East Wing is home to our Year 12s. The Director of Boarding oversees both wings.

Each year level has a large common area, including a kitchenette, a television, DVD player, lounges and a shared Wii system.
Rooms

Up to and including Year 11, girls share rooms, in 2-bed or 4-bed combinations, and change rooms each term in order to get to know a wide range of fellow boarders. The girls change rooms at the end of Terms 1, 2 and 3, so they can commence each term already set up in their new room. Girls in Year 12 are allocated a single room in East Wing at the start of the year and they remain in that room for the whole year.

Our boarders love to put up pictures of family, friends, pets and home, so we encourage your daughter to take lots of photos before coming to Seymour. Some students bring their own rugs or floor mats to brighten up their rooms.

Room Allocations

Learning how to live amicably with others is one of the great benefits of communal living – a real skill for life. Rooming and interacting with students who come from different backgrounds and have diverse interests are part of what makes the boarding experience so unique and assist in making connections within the Boarding House, as well as encouraging the development of empathy, respect, tolerance, resilience and interpersonal skills. The Director of Boarding is responsible for room allocations.

Health Centre

The Health Centre is staffed by two experienced, well qualified registered nurses, who share the care of our students. Routine times for the Health Centre are from 8.00am to 4.00pm, five days a week. If boarders require medical assistance outside of these times, they see the senior staff member on duty. We are also well cared for out of hours by the Parkside Family Practice, and doctors will make house calls to the Boarding House when necessary.

If your daughter is unwell and may not be able to attend school, she reports to the College Nurse first thing in the morning. The nurse will assess what medical attention is needed. If your daughter is missing school because she is unwell, the nurse will call you in the morning, and keep you updated. If needed, appointments are made with the school’s GP, Dr Peter Hurley.

Dr Hurley holds a clinic in the Boarding House every Wednesday morning from 8.00am. If your daughter is prescribed medication, the nurse arranges this for her and calls you to advise of the prescribed treatment. (The cost of the prescription item is charged to your account.) The College Nurse will always call you if your daughter requires medical assistance.

The College Nurse can arrange all medical and dental appointments and these are made, where possible, after school hours. If you arrange an appointment yourself, please call the nurse in office hours and give her the details. We would prefer any appointments to be made as close as practicable to 9.00am, or after 2.00pm.
Parents will be notified by the College Nurse or the Director of Boarding in the case of an emergency.

Please inform with Boarding House staff if your daughter has medications with her which she intends to keep in her room (including herbal remedies or vitamins). Place these items in a clearly labelled snaplock bag for the Health Centre staff to check.

Computers

After school hours, boarders have use of computers in common rooms. These computers are linked to both the College network and the Internet, as are the girls’ personal devices. Your daughter will be asked to sign the Communication/Network Use Policy which sets out the rights and responsibilities for ICT users at Seymour College. Copies are available from the Boarding House Office. To avoid damage to the computers, no food or drink is consumed near the computers.

Television

A television and DVD player are provided in each of the common rooms. They may be used during the week until 7.00pm, and from the end of Prep until bed time, and on weekends. Your daughter is encouraged to ensure her schoolwork is up to date prior to watching television. Subject teachers may, at times, request permission for boarders to watch an educational program during Prep.

Boarders are permitted to watch one TV show a week during their Prep time.

A typical day in the life of a boarder

Your daughter’s day will start at approximately 7.00am, unless she has a morning sports practice, in which case she will have an earlier start. Breakfast is served from 7.00am–8.00am and the girls leave for school before 8.30am.

Form period for all students takes place at 8.40am and classes start at 8.55am. Recess is from 10.40am–11.00am. Classes then continue until 12.45pm when the girls eat lunch. Recess snacks and lunch are provided for boarders in the Dining Hall. This enables your daughter to eat her lunch with friends from the day school. School begins again at 1.30pm and runs until 3.20pm (3.30pm for Middle School students).

After school there is a range of cocurricular activities on offer, including sport, music, debating and drama. Afternoon tea is provided in the Dining Hall. In addition, there are always fruit bowls in every kitchenette for a quick afternoon snack. Our evening meal is served at 5.50pm, and concludes around 6.30pm.

Each evening from Monday to Thursday we have time set aside for study. Prep is a time used for doing homework and for general revision (times are outlined below).

Your daughter’s day ends at the bed time designated for her year level. The period between bed time and lights out is a quiet time during which she prepares for bed.
During the weekends there are many and varied activities tailored to suit all ages and interests, including off-campus excursions. Your daughter is encouraged to get involved in the planning and organisation of these activities, by making recommendations to her year level leader.

**Week Day Schedule**

- **7.00–8.00am** Wake up, get up, breakfast
- **8.00–8.20am** Get ready for school
- **8.20–8.30am** Walk to school
- **8.40am** Form
- **8.55am** Lessons start
- **10.40am** Recess
- **11.00am** Lessons
- **12.45pm** Lunch
- **3.20/3.30pm** End of school, return to the Boarding House
- **3.45pm** Sport/Drama/Debating/After school activities
- **5.15pm** Return to the Boarding House
- **5.50pm** Dinner
- **6.30pm** Free time
- **7.00pm** Prep
- **from 8.45pm** Supper/Get ready for bed

The morning routine is more relaxed on Sundays and lights out times on Saturday nights are extended by half an hour for each year level.

**Meals**

The kitchen staff at Seymour provide three full meals and three light snacks per day. The menus are varied and are a mixture of culinary styles from different cultures around the world. The kitchen operates a rotating menu at dinner, and offers specials at lunch in addition to the standard menu. Both cooked and continental breakfasts are served during the week.
Special dietary needs will always be accommodated, with vegetarian dishes served at all meals. All boarders attend breakfast and dinner. If a boarder is too ill to attend, she must notify a senior staff member of her absence.

Through the Boarding Leadership Team, students are able to play a large role in planning meals. Boarders are encouraged to submit recipes they enjoy to their Boarding House Leader. If your daughter is involved in specific after school activities or has a late appointment, a late dinner is available for her on request (made before 5.30pm via the senior staff on duty).

Parents are welcome at any time to join us for dinner in the Dining Hall.

**Prep**

Prep is a time designed to provide the girls with a quiet work environment. All students are expected to be present for Prep and to work independently. It is an important part of the daily routine, and contributes toward our boarders’ excellent academic results. We are proud of our well supervised and productive homework routine. In addition to our senior staff, junior staff are available to assist in a range of subjects. Should extra specialist tuition be required, we have a number of additional people available to assist (at a charge to parents). Year 12s have no set study time, as they develop an individual study plan to make best use of their time. It is expected that they maintain an atmosphere conducive to study at all times in their area of the Boarding House.

**Prep Schedule (Monday to Thursday)**

<table>
<thead>
<tr>
<th></th>
<th>Prep</th>
<th>Supper</th>
<th>Light outs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School</td>
<td>7.00–8.30pm</td>
<td>8.30pm onwards</td>
<td>9.15–9.30pm</td>
</tr>
<tr>
<td>Years 10 and 11</td>
<td>7.00–9.15pm</td>
<td>9.15pm onwards</td>
<td>10.15–10.30pm</td>
</tr>
</tbody>
</table>

When girls first arrive at Seymour they may find differences in their classes in some areas. This is not uncommon, because schools have varying standards and approaches, and girls might have covered work in a different sequence than students at Seymour. New boarders need to allow themselves time to catch up – it could take up to two terms – but be assured, they will catch up if they work steadily over time.
New boarders can find the standard here higher than they have experienced before. Teachers are understanding of this and will provide extra help. Your daughter should never hesitate to ask for help, whether in the Boarding House or the day school; staff will help find the person who can best assist with any query.

Prep guidelines ensure this time is the most effective for everyone. Each girl is expected to work at her desk quietly and by herself, completing set work and using the remainder of the time for reading, preparation and revision. The staff member on her floor needs to know where she is at all times. If appropriate, she may negotiate with staff an alternative place to work. Phone calls to parents should be made before or after Prep time. To avoid distractions, mobile phones are handed in during Prep.

We recommend the girls keep social activities to a minimum during the week. If they arrange to go out on a weekday, we advise they complete homework straight after school or at a time that fits in with their outing. Boarding House staff will monitor the frequency of weekday outings and will discuss this with you if they feel your daughter is falling behind with her work or not settling to a steady Prep routine.

**Boarding Leadership Team**

Each year, six boarders represent their peers in the Boarding House Leadership Team. The charter of this team is to promote communication between the boarders and the Director of Boarding. Matters such as food, maintenance, cleaning, rooms and Boarding House activities are discussed at fortnightly meetings. Each term, the year level leaders organise an outing for their year level.

**Packing and preparing to come to school**

Adelaide generally has a warm sunny climate in the summer and spring, but it also suffers from cold, wet days in the winter. For most of the year students tend to wear lightweight clothing, but we would advise girls have a jacket and fleece for the colder days. In the Boarding House, boarders often wear track pants, a T-shirt and a fleece. Footwear inside tends to be Ugg boots or flip flops. Please ensure that your daughter has a range of clothing suitable for a variety of outings. Boarding House staff will also check that the girls are wearing clothes appropriate to the nature of the outing they are involved in.

**Personal Requirements**

Please ensure that all items of clothing and other personal effects are clearly named. We recommend iron on labels as they are very durable. Please label everything, including underwear and socks. (Otherwise, we inevitably end up with boxes of unmatched socks at the end of each term.)
**Essential Items**

- Bath towels and face washers (*Please avoid white towels, as the laundry service provide us white towels for the Health Centre*)
- Bathers and beach towel
- Casual pants
- Chargers for mobiles/iPods etc. (*named*)
- Coathangers
- Doona/pillow – a colourful bedspread adds a personal touch (*Sheets are supplied, but many girls prefer their own*)
- Flip flops/thongs
- Formal footwear
- Formal outfit
- Jeans
- Jumper/fleece or sweatshirt
- Laundry basket for washing
- Mug, bowl, plate and cutlery (*All named, for personal use in kitchenette*)
- Open sandals
- Shoe cleaning kit
- Shorts
- Socks
- Thongs (*for use in showers*)
- Toiletries
- Track pants
- Training shoes
- T-shirts
- Ugg Boots
- Underwear
- Washing powder

**Useful Items**

- Alarm clock
- Books
- CD player/MP3 Player/iPod/docking station
- DVDs/CDs
- Favourite, extra blanket
- Gloves, hat and scarf
- Personal photos and items
- Playing cards
- Posters (*Please ensure they are suitable for a shared/school environment*)
- Rain jacket
- Sports equipment (*tennis racket/netball*)
- Teddy
- Torch
- Umbrella

**Settling In**

At the beginning of each year, on the day before school starts, we have a barbecue for families, teachers and Boarding House staff. This is an excellent occasion to meet with the staff who will be teaching your daughter, as well as the Boarding House staff who will be caring for her.

First term is one of the most exciting times your daughter will ever be part of. As she is leaving home and her old school, she will face a steep learning curve, which will be exciting at first, but can result in mixed feelings. Your daughter is looking after herself and making new decisions, learning the names of almost 100 new ‘sisters’ and sharing a room with someone she probably has not met before. She is learning a whole new routine, and beginning at a new school. Class work will be different and she will be getting to know many new teachers.

Provide a sympathetic ear for her when she rings home and help put any concerns in context. Remind her of the reasons you all chose boarding school and the opportunities that will open up for her. Staff and fellow boarders will also assist your daughter greatly as she adjusts to her life in the Boarding House.

Homesickness affects almost all boarders in the initial stages. Other boarders are helpful to talk to, and homesick boarders will find their peers provide wonderful support. Boarding House staff, Boarding House Leaders, the College Counsellors and Heads of School offer further assistance.

We have seen many girls blossom and thrive as they become happily settled in their boarding life.

**Communication**

**With Your Daughter**

Your daughter will have a College email account for easy and secure email access, and most girls bring a mobile phone with them to the Boarding House, with a plan parents have decided is the most appropriate for their daughter’s needs.
Our boarders also love receiving mail because this is a sign that someone is thinking of them. Even if girls speak to their family and friends daily on the phone, or email regularly, there is nothing to compare with a letter or parcel arriving. A good way to keep your daughter in tune with what is happening at home is to subscribe to the local newspaper and have it delivered to the Boarding House. Encourage brothers, sisters, friends and relatives to write a short note or send something through the post.

Please use this address:
Your daughter’s name
Seymour College Boarding House
546 Portrush Road
Glen Osmond, 5064
South Australia
Australia

To and From the Boarding House

There is no question that boarding is an experience shared by the whole family. Therefore, it is just as important for parents to be happy with the boarding experience as it is for your daughter. We welcome parents into the Boarding House at any time. Contact us if you have any concerns, questions or stories to share.

A Boarding House newsletter will be emailed home three times a term. This contains information specifically relevant to boarding families.

To and From the Day School

We encourage you to contact teachers if you have academic concerns about your daughter. If you are unsure whom to contact, please speak to the Director of Boarding and she will direct you to the person who can best assist. The Director of Boarding has regular meetings with the Heads of Senior and Middle School, so queries and problems can quickly be resolved.

A range of information from the day school is sent home to keep you informed of day school events and processes.

From the College

The Tartan Talk magazine is a comprehensive record of all school events, including Old Collegian activities and event highlights.

The fortnightly College bulletin, Seymour News, is emailed to parents. These publications will give you a good overview of College events and the girls’ achievements.
Changes in Contact Details

Please contact us if your email address or phone number changes. Also, if you find you are not receiving regular mail please let us know, so we can check that your correct details are entered for correspondence.

College Events

Seymour has wonderful traditions and we encourage parents to attend as many functions as possible while your daughter is at the College. Some key events include Swimming Sports, Sports Day and the Valedictory Service. The College calendar, posted home in January, gives you an overview of the many activities which take place.

Further details will be sent to you throughout the year via the various newsletters and other communications from the school.

The Boarders’ Parents’ Association

The Boarder’s Parents’ Association (BPA) is a representative group of parents who work together with the Director of Boarding, and the Principal to discuss boarding issues. They are also an extremely social group, who plan a varied social calendar each year. By attending these events you, too, will develop new friendships for life. Meetings are held at the start of every term, on the day the girls return to the Boarding House. The AGM is held at the start of Term 4.

Each year the BPA organises a weekend away with other boarding parents. Venues are rotated each year so that local families in each region can showcase the many beautiful attractions of their area. These are lively, enjoyable weekends, notified via the Boarding House newsletter.

All boarding families are placed in geographical zones. Zone representatives can help new parents with any of the myriad questions which may arise whilst packing and preparing for your daughter’s move into the Boarding House.

Policies

Relationships at Seymour

At Seymour College, we are committed to positive relationships because they promote student wellbeing and nurture independent, resilient young people with a strong sense of responsibility for themselves and their community.

As a member of the Seymour College community, each student is expected to adhere to a high standard of behaviour which reflects respect for, and care of, others, herself and her environment.

Summaries of key College policies are printed in the student diary and the full policies are available at the College.
Relationships in the Boarding House

The key elements of the College’s Relationships Policy also underpin our expectations of boarders (and Boarding House staff), and are the rationale underpinning all the processes and rules which support successful communal living.

Trust and mutual respect are fundamental to ensuring that the Boarding House offers a safe and caring environment for all who live there. We ask you to support our expectation that your daughter abides by the values and rules of the Boarding House and that she is honest and respectful in all her dealings with Boarding House staff and her fellow boarders.

If standards and rules are not respected, any breach will be addressed, initially, within the guidelines of the College’s restorative practices approach. For the most part, a reminder from staff about what is expected will suffice - poor discipline is rarely an issue within the College community. A student will certainly be asked to reflect on her behaviour and apologise for any distress her action may have caused, and she may be asked to offer some community service within the Boarding House as a means of restoring relationships.

If a breach is more serious, or demonstrates a repeated disregard for our values, more significant consequences will follow. Possible sanctions are:

- removal of regular privileges for a period of time;
- gating (restrictions on leave for a period of time);
- suspension from the Boarding House for a period of time (decided by the Principal for very serious breaches of trust);
- termination of an enrolment by the Principal for extreme breaches of trust.

Our aim in these circumstances is always to encourage self-reflection and growth of personal responsibility and to restore, where possible, the trust and relationship which a breach of standards causes in a community.
Drugs, Alcohol and Smoking

To ensure the wellbeing of our students, the Seymour College Drug and Alcohol Policy opposes the inappropriate use of legal substances and has zero tolerance for the possession and use of prohibited substances.

The College does not permit students:

• the use of prohibited drugs;
• the inappropriate use of prescribed and/or non-prescribed medicines;
• the consumption of alcoholic beverages;
• the smoking of tobacco and other drugs;
• the possession of drug related objects such as bongs or pipes;
• to be under the influence of alcohol and other drugs.

In addition, the College does not permit the possession, sale, supply, exchange of, or negotiation in relation to, any of the above.

Consequences for Breaching Expectations

Breaches of the above expectations will be addressed as appropriate by the Principal or a nominee within the College’s restorative justice guidelines. Termination of enrolment will result in cases of possession of illegal drugs at school.

Social Networking

Social networking plays a large role in our lives, and Internet access is provided in the Boarding House. When using social networking sites, all girls are expected to abide by the guidelines for ethical, respectful and safe use of ICTs set out in the Communication/Network Use Policy.

General Information

Cars on Campus

Year 12 students may negotiate the privilege of having a car at school with parental agreement. To ensure all safety requirements are fully understood, the Director of Boarding must be contacted and permission given by the Principal and Head of Senior School before arrangements are finalised.

Parking for boarders is provided along the driveway under the trees. The parking bays directly opposite the Boarding House are reserved for boarders’ parents. Parking permits are available for boarding families and boarders. Please display your permit, as this helps us monitor who is using these parks.
**Church**

All boarders attend a worship service on the first Sunday of the year, travelling by bus to Scots Church in the city for the 10.30am service. If girls have overnight or weekend leave, they are still required to attend the service and should return to the Boarding House by 9.00am on Sunday. Full uniform is worn. Seymour College has a long association with Scots Church and the congregation welcomes this ongoing connection with the boarders.

In Terms 2 and 3, we hold a special dinner in the Dining Hall with an inspirational guest speaker. This occurs on a date to be advised and takes place at the usual dinner time.

On the first Sunday of Term 4, a reflection service is held for the girls at 6.45pm on campus. This is a farewell to our Year 12 boarders. Neat casual clothes are worn to this service. Girls need to return from leave by 6.00pm on this Sunday.

**Diaries**

Homework must be recorded in the diary. For Middle School students this diary is checked each week by their form teacher and Boarding House staff. The diary is also used to convey information between the day school and the Boarding House.

**Electrical Goods**

Boarders may bring a clock radio, iPod docking station, hair straightener and a hairdryer. These electrical appliances must be checked and tagged as part of the College’s safe maintenance program. For safety reasons, electric blankets, radiators, personal electric fans, kettles and any small cooking appliances are not permitted. Air conditioners and ceiling fans are installed in each room. All electrical goods, cameras, phones, watches, etc should be engraved with your daughter's name. Please insure valuable items. Year 12s may have a small fridge in their rooms, subject to tagging checks and any load constraints on the electrical circuits in their wing.

**Exercise/Diet**

We encourage the girls to be aware of their personal health and to try and maintain a good balance in their lives. Boarding House food is nutritious and well balanced (even if it might not always measure up to favourite home cooked meals!). We advise the girls to eat plenty of fresh fruit, drink lots of water and exercise regularly to maintain good health.

**Laundry**

All girls do their own personal laundry and require a named laundry basket—washing and ironing facilities are provided, with washing lines and dryers available. Bed sheets and pillowcases provided by the College are professionally laundered. A pick up dry-cleaning service is available.

**Mobile Phones**

As using mobile phones after lights out disrupts the sleep of your daughter and her roommate/s, all mobile phones (except for Year 12s) are stored and charged overnight in the docking stations near the office. They are handed in by the “lights out” time for each year level and can be collected again after the office opens at 7.00am the following morning.

Mobile phones can be sophisticated communication devices with camera and recording capabilities and/or Internet connectivity. Your daughter's phone use at school is governed by the ethical use guidelines set out in the College ICT/mobile phone policies. We advise you to check carefully the Internet access available via any mobile phone purchased for your daughter's use at school.

Use of a second mobile phone is a clear breach of Boarding House guidelines which will result in restrictions on her mobile phone use.

**Money**

Your daughter needs to have a bank account opened in her name with an ATM card. We ask you to budget a weekly allowance and encourage your daughter to plan her expenditure. Costs for events such as socials or outings are charged to your account, when you give permission for your daughter to take part.

**Personal Care**

Personal care is particularly important in a communal setting, where bathrooms and bedrooms are shared with others.
**Personal Insurance**

Personal insurance is required by families to cover loss or damage to items such as laptops/mobile phones/CD players, etc.

**Tidy Rooms**

Out of consideration for roommate/s and the cleaning staff, it is important to keep personal areas tidy. A tidy room is also a more effective place for study and creates a pleasant environment to be with friends.

**Leave**

This section explains our leave guidelines and processes, which are designed to ensure the safety of your daughter whenever she is out of the Boarding House.

While leave rules and processes may appear complex at first, they very quickly become second nature to the girls, and your daughter will soon pick them up with the help of staff and fellow boarders.

**Leave From the Boarding House**

The girls have many opportunities to socialise and take part in activities outside the Boarding House. To ensure your daughter’s safety, we need to know at all times where she is, and what she is doing. We do this through our system of leave guidelines and ask for your support for our leave policies. By signing leave forms, you are agreeing to these policies.

**Visiting List/Supervising Adults**

Your daughter’s Visiting List records those adults authorised to take her out, without further specific permission, for short periods of leave (but not over a meal or overnight). Initially, your daughter’s Visiting List will probably contain family members and family friends; as you and she come to know more people in Adelaide, you can add to this list and extend the group of people who may invite her out. These Supervising Adults must be over 21 years of age, with the exception of siblings who have left school but are under 21. They may take out their sister, but cannot be a Supervising Adult for other boarders.

The Boarding House requires a Supervising Adult Form to be completed the first time an authorised person takes your daughter out. We expect the nominated adult to collect your daughter personally from the Boarding House and sign the form at that time. All adults on the Visiting List must have a Supervising Adult Form on file before they take your daughter out on leave.

Please consider carefully the people you nominate as Supervising Adults, as it is important that you and they have similar standards regarding levels of supervision and the types of activities they permit for their children. For overnight leave, we strongly suggest that you ring the host to discuss the leave activities this person will be supervising. The same would apply for leave after 6.00pm if there is any uncertainty about what has been proposed.

We sometimes find that Supervising Adults think they are simply providing transport to an activity and do not have a wider responsibility for assessing the overall suitability of arrangements. A phone call prior to the leave will clarify expectations for both you and the Supervising Adult. A grandparent, for example, may be collecting your daughter from the Boarding House, to take her to a party (to which grandma has not been invited!). In this case, a call to the party host – even though he/she is not a nominated Supervising Adult – would be advisable to check on supervision arrangements for the evening. This is not something the Boarding House can do on your behalf; if you approve an arrangement, we accept your decision.

**Weekday and Weekend Leave**

Leave from the Boarding House falls into various categories – Weekday Leave (afternoon, in the evening or overnight) and Weekend Leave (during the day and/or overnight). Girls may go out in groups with other boarders (Group Leave), or on Individual Leave with family or friends. All leave will be pre-approved by staff (and parents as required), taking into account the type of leave request and the leave guidelines.

There are different leave parameters for each year level appropriate to their age and these will be explained to the girls at the beginning of the year. Staff are able to assist the girls with learning how to submit leave forms, and requesting parent approval (if required). We will inform girls if they require consent for their leave, and it is essential we receive this consent in writing (email, text or fax) before they are able to leave the Boarding House.
All leave forms (apart from Group Leave requests – submitted in hard copy) are emailed to the Boarding House leave email address and to parents, and parents reply to BHLeave@seymour.sa.edu.au or through the text line (+ 61 427 009 298) with consent or a query.

**Weekday Leave**

Between the hours of 3.30 and 5.45pm, girls will generally request leave in groups to go to the local shopping area, Burnside Village. Outings are limited to Burnside as destinations any further away make it difficult to return to the Boarding House in time for dinner. Individual leave during the week may also be negotiated with staff and parents, on a case by case basis.

**Weekend Leave**

The weekend is generally the busiest social time for the girls, on top of their sporting commitments. Girls may request Individual Leave during the day (including over meals), or Overnight Leave with family and friends. They are also able to go on Group Leave with other boarders, as long as the minimum student combinations for their year level are followed, and other leave guidelines are followed.

Individual Day and Overnight Leave forms should be submitted electronically (via email), and Group Leave forms should be submitted by hand to the reception desk. All leave requests for weekends must be submitted by 7.00pm on the Thursday immediately prior to the weekend.

**Leave on Campus**

Girls may take leave from the Boarding House and go to another place on campus for a range of activities. Campus leave covers sport/drama/debating/music/other activities, going for a walk/run in the local area or attending school events. The girls sign in and out, using the on campus record folder, stating where they are going and for how long. Senior staff approve this leave, but require no previous notice.

**Ongoing Regular Leave**

Some girls attend language classes, have weekly appointments or have regular sporting commitments. Prior to arrangements commencing, details of regular leave need to be emailed to us by parents. Your daughter fills out one electronic leave form to cover the activity and your consent for this activity will be entered into our system. Your daughter fills in her Leave card whenever she leaves for/returns from the agreed activity. If a Supervising Adult is taking her to these commitments, please let us know who that person is. Please notify us immediately if your daughter ceases her involvement in the nominated activity. The Director of Boarding approves this leave.
Seymour inspires within each student a passion for life-long learning, a celebration of community and a quest for personal excellence.