BOARDING COMMENCEMENT INFORMATION

Dear Parents and Guardians of Boarders

To assist us in caring for your daughter while she is a resident in our Boarding House, we ask that all Boarding parents read the information contained in this Commencement Booklet and respond to the questions in each section.

This Commencement Booklet must be returned, along with the enrolment forms, prior to your daughter entering the Boarding House.

Contacting your Daughter’s Head of House

If you have any concerns about your daughter’s welfare in the Boarding House please contact your daughter’s Head of House as your first option. The Head of House knows your daughter, her friends and may be aware of any issues that are having an impact on her life.

McCulloch House / Whitby House +61 7 55 777 388
Darragh 11 House / Darragh 12 House +61 7 55 777 390

Mrs Gayle Churchill (Head of Boarding) and Mrs Alison Mazey (Deputy Head of Boarding), who both reside on campus, have contact with boarding students in their houses each day and are available to be contacted by phone through the day and after school in order to establish and maintain positive communication links with our boarding families. They work collaboratively with the team of Boarding Staff who care for the girls within a warm and secure home environment.

It is our hope that the boarders at St Hilda’s School will develop lifelong friendships, while enjoying the support and good humour of those around them. We strive to help our boarders develop skills that will equip them for independent living when they leave the security of school life.

Yours faithfully,
Head of Admissions
1. **MEDICATION CONSENT FOR A BOARDING STUDENT**

School staff and their employers have a duty of care under common law to ensure student safety and proper use of medicine when assistance is provided.

Where student medication has been individually dispensed by a pharmacist on prescription, a staff member who is not a registered nurse may assist the student take their medication, except by giving injections.

A school policy has been developed to ensure that school personnel responsible for administering medication are appropriately instructed and are working within school protocols.

Parents are responsible for updating this information via the School Health Centre (+61 7 55 777207)

Please complete this medication consent form, enabling authorisation for St Hilda's staff to assist a boarder taking her medication.

<table>
<thead>
<tr>
<th>Boarder's Surname</th>
<th>Given Names</th>
<th>Date of Birth</th>
<th>Ambulance Cover</th>
<th>Yes</th>
<th>No</th>
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</table>

**School medication procedures**

- Parents are requested to provide written instruction to the Health Centre for any medications being taken by students.
- All medications taken by students are to be stored in the Health Centre.
- All medications administered by the School Nurse will be recorded.

**Prescription and restricted medications**

- Assistance will be given by the School Nurse in the administration of prescribed medication, when requested in writing by parents/guardians and as prescribed by the doctor.
- Assistance will be given by the School Nurse in the administration of restricted medication (such as Ritalin, Dexamphetamine) after receiving documentation from the doctor and parent.
- Instructions regarding change to the original dosage of long term or restricted medications must be in writing from the doctor and parent/guardian.
- The School Nurse may only administer or assist with the administration of any medication IF the medication is provided in its original container with label clearly displaying the student's name and the required dosage and the medication has not passed the use by date.
- All medications will be stored in a locked cupboard in the Health Centre.
2. **NON-PRESCRIPTION OR ‘OVER-THE-COUNTER’ MEDICATIONS**

The following non-prescription medications are held in the Health Centre for the relief of minor pain, coughs, colds, fever. **Please sign beside each medication that you authorise** Nursing or Boarding Staff to administer to your child if required. In the event where a medication brand is unavailable, a substitute brand will be used.

- **Paracetamol for pain relief**  
  Parents to authorise by signing

- **Ibuprofen eg Nurofen for pain relief**  
  Parents to authorise by signing

- **Dimetapp Cold & Flu liquid capsules**  
  Parents to authorise by signing

- **Codral Cold & Flu (contains codeine)**  
  Parents to authorise by signing

- **Claratyne (for hayfever/allergy)**  
  Parents to authorise by signing

- **Naproxin eg Naprogesic (for period pain)**  
  Parents to authorise by signing

- **Mylanta (upset tummy)**  
  Parents to authorise by signing

- **Gastrolyte (dehydration prevention)**  
  Parents to authorise by signing

- **Durotuss expectorant/dry cough liquid**  
  Parents to authorise by signing

- **Strepsils (sore throat)**  
  Parents to authorise by signing

1. 

Other non-prescription medication.  
Please specify name of the condition:

2. 

3. 

4. 

**Please Note:**

Other preparations may include the use of topical lotions/creams such as antiseptic lotion (Savlon, Betadine) or burn cream (Paraderm or Burn Aid) and calamine for itchiness. An eye irritation would require the use of saline wash. Refresh is used for tired eyes. Difflam Gargle for conditions of the throat and mouth. Dencorub for muscular aches and sprains. Moisturising creams for dry skin conditions. Zovirax for cold sores. Orange Medic for Head Lice. Stingose for the relief of bites and stings. The list is not exhaustive and may change as required by Registered Nurse.

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<thead>
<tr>
<th>Allergies</th>
<th>Reaction</th>
<th>Treatment</th>
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<tbody>
<tr>
<td>Asthma</td>
<td>Reaction</td>
<td>Treatment</td>
</tr>
<tr>
<td>Other Illness</td>
<td>Reaction</td>
<td>Treatment</td>
</tr>
</tbody>
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**Parent’s Name**  
**Parent’s Signature**
3. **BOARDING ENTRY MEDICAL EXAMINATION FORM**

Section 1 should be completed by the student's parent or guardian prior to a medical examination. Section 2 should be completed by a medical practitioner.

**Section 1: Personal Details**

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<tr>
<th>Boarder's Surname</th>
<th>Given Names</th>
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<tr>
<th>Parents' Names</th>
<th>Address</th>
<th>Postcode</th>
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<th>Telephone (Home)</th>
<th>Telephone (Work)</th>
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<th>Telephone (Mobile)</th>
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**Section 2: Medical Practitioner**

Are there any health issues, not covered either above or in: Form B – Student Health Record, which the boarding and Health Centre staff need to be aware of in their care for this boarding student? 

Yes/No

If so, please give details below.

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Doctor to sign off that this student is fit to take part in a student exchange

**Doctor’s Name** ______________________________ **Doctor’s Signature** ________________

**Doctor’s Reg No** ______________________________
4. Parents’ Consent: Boarders’ Outings, Socials and Weekend Beach Leave

Accompanying the diversified after-school activities is a rich blend of sporting and cultural outings offered to all boarders. Our social interaction with TSS Boarders continues via a combined activity offered each term. We encourage all girls to attend weekend outings, to try new and unknown experiences and to make the most of both School and Boarding events on offer.

It is the School’s responsibility to provide a Duty of Care, which not only meets the Government requirements, but also goes beyond that to provide exemplary care in a challenging world. In planning the boarding outings each week, we have adjusted the staff student ratio according to the nature of the activity and the number of each age group attending. Stringent roll checks are maintained during outings. Girls must always be in pairs (or larger groups) and report back in their groups at specified times. The highest of standards in dress, behaviour and manners on outings is expected of all boarders. Girls who do not abide by these requirements are not allowed to attend outings for a number of weeks.

The School intends to continue this level of supervision when attending the local shopping complexes and areas with a high security presence such as Movie World, the other theme parks and small local markets. Girls will have direct supervision when they are in a large group or an enclosed venue. Functions with direct supervision would include such activities as ice skating, ten pin bowling, games afternoons, combined socials at St Hilda’s, bus walks and walks along the Southport Broadwater.

The diary of activities is published each week on the school website. Please check the outings and contact Boarders’ Reception about the nature of the supervision for any activities if you have concerns. Girls must honour their commitment to attend outings. Buses are booked according to the number of students who have indicated attendance. Bus seat charges are made to the account of students who do not honour their commitment.

**Beach Outings**

Beach Outings are offered in Terms 1 and 4, as part of our Boarding School Weekend Recreation Program. To participate in Beach Outings your daughter must have your signed consent.

Once granted, your daughter will be required to complete a School-based Beach Safety and Awareness practical test. The aim here is to equip your daughter with the knowledge and skills necessary to enjoy the beach safely, secure in her understanding of how to manage the beach’s diverse elements.

Your daughter will not be allowed to participate in Beach Outings, unless she:

a) has been certified as completing the school-based practical test, and

b) has her parents’ written consent to attend Beach Outings.

While acknowledging the Gold Coast beach culture, there are nevertheless some behavioural expectations that any girl who chooses to participate in Beach Outings will be asked to abide by. We provide the expectations for your perusal. These expectations are designed to ensure that your daughter’s participation in Beach Leave is a safe and enjoyable activity.

Girls will be accompanied to patrolled beaches by Boarding Staff where they will be supervised by fully qualified Life Guards. In addition to the Life Guard presence, we will obtain a beach condition report one hour before departure to the beach to ascertain that conditions are safe for swimming and that there is no known threat of marine stingers.

Please read the Conditions for Beach Outings and return the permission note confirming that you give your daughter permission to participate in Weekend Beach Outings offered by the Boarding School.

**Beach Outing Conditions for Participant Boarders**

**Dress**

- Girls are expected to be appropriately dressed at all times
- When travelling to and from the beach, a t-shirt, shorts and footwear are minimum requirements
- Swimwear should be appropriate and at no times is topless sunbaking permissible

**Bus Travel**

- Girls are to remain seated at all times
- Every student will be reminded to use the seatbelts provided
- There should be no eating or drinking whilst on the bus
- Before boarding the bus to return, girls should remove sand from their persons and shake towels
- Good manners and a “Thank You” should be extended to the driver

**At The Beach**

- Always swim between the flags
- Avail yourself of sunblock from staff as required
- Follow the Life Guard’s and Boarding Staff’s instructions at all times
- Make sure that you are in the observable range of Boarding Staff at all times
• Take care not to litter the beach
• Security of money, clothing and other personal items remains your responsibility whilst at the beach hence it is advisable that you take only what is necessary
• Punctuality is expected in meeting roll-check and departure times

Visiting The Shop
• Request staff to go to the shop and let them know when you are back on the beach
• Please don’t ask if you can “hang out” at the shop because your request will not be granted

Going For A Walk
• Beach walks are fine – just make sure you have someone to accompany you and that you remain in observable range of staff
• The wall and the pier at Southport Spit are out of bounds

Meeting Up With Friends
• Girls are free to invite friends to meet them at the beach

Parents/guardians should complete the information below. Girls will not be allowed to attend boarder outings in 2015 unless this information is completed, signed and returned.

Boarders’ Outings, Socials and Weekend Beach Leave

Question 1 – Beach Outings
I give my permission for my daughter to participate in the St Hilda’s Boarding School Weekend Beach Outings.

I understand that my daughter must attend the Beach Safety Awareness course (conducted by the Surf Lifesaving Association) if she wishes to participate in Weekend Beach Leave.

I understand that Boarding Staff will accompany my daughter on Beach Leave and that my daughter will be supervised by qualified adult Life Guards on patrolled beaches whenever she is in the water.

I understand that my daughter’s Weekend Beach Leave may be withdrawn if she breaches any of the stated Safety and Behavioural Expectations of Beach Leave.

(Please circle)
YES
NO

Question 2 – Boarders’ Outings
I give my permission for my daughter to attend Boarders’ outings

YES
NO

Question 3 – Movie Outings
I give my permission for my daughter to view movies deemed appropriate by boarding staff.

YES
NO

Question 4 – Without Direct Supervision
I acknowledge that there will be times when my daughter will not be directly supervised but she will undertake to stay within her assigned group and return to the supervising staff for the designated check-ins, (eg Theme Parks & Robina Shopping Town). I give permission for her to attend outings without direct supervision

YES
NO

Question 4 – Direct Supervision Only answer Question 5, if you said NO to Question 4:
My daughter is only allowed to attend outings where there is ‘direct’ supervision by staff.

YES
NO

Question 5 – Exceptional Circumstances
In Exceptional Circumstances ie medical specialist appointments outside of the School doctor’s visiting hours I give permission for my daughter to travel with a boarding staff member using either a school vehicle, taxi, public transport or private vehicle (if other modes of transport are not available). Any other appointments/bookings must be negotiated prior to appointment being made to ascertain availability of staff.

(Please circle)
YES
NO

Boarder’s Surname

Given Names

Parent’s Name

Parent’s Signature ×

Telephone Contact number

Date
5. **BOARDERS’ LEAVE**

Please nominate the people with whom your daughter is permitted to take day or weekend leave. The Boarder’s Approved Hosts List can be updated with additional hosts throughout the year, via Boarders’ Reception. If, at any time, you wish to add to the list of those with whom your daughter may take leave, please fax the information to Boarders’ Reception Fax: 07 55 777 329 Fax: International +61 7 55 777 329.

Please think carefully before you nominate people to be responsible for your daughter. *No student will be released to a person under the age of 21. Proof of age may be required from young hosts.* Parents may arrange, with the School, for a sibling (under the minimum age of 21) to take out a sister, by obtaining special permission. Older siblings may take out their sisters.

It is also unwise to allow your daughter to be signed out with a family for a weekend if a parent/adult is not in attendance for the entire weekend. This places your daughter in a situation where she may be unsupervised. Please ensure you speak to the parents of the family your daughter is spending the weekend with, and satisfy yourself that your daughter will be adequately supervised and cared for.

Parents/guardians should understand and accept the following conditions:

- When giving permission for my daughter to go out or stay with friends or relatives, the parents/friends/guardians take complete responsibility for the supervision and care of my daughter while she is away from the School.
- In these cases I pass on this responsibility to the people I have nominated on the Boarder’s Approved Hosts List.
- When nominating persons on my daughter’s leave list, it will be assumed that no further permission will be sought from me when my daughter requests leave with the nominated hosts. (NOTE: If you wish to be notified, please do not enter names on the list).
- All hosts must be over 21, and young drivers may be required to present proof of age when collecting a boarder.
- With the exception of siblings, people under 21 years of age cannot be placed on the weekend/overnight leave list or sign out any boarder.
- Notification of leave, with people other than those on this list, is notified by Fax/Email to Boarders’ Reception.
- A new Boarder’s Approved Hosts List is completed when circumstances demand changes to the list.
### Boarders’ Approved Hosts List

<table>
<thead>
<tr>
<th>Boarder’s Surname</th>
<th>Given Names</th>
<th>Parent’s Name</th>
<th>Parent’s Signature</th>
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**NOTE:**
- Boarders will not be permitted to travel in cars driven by day students or drivers under the age of 21.
- Leave with a host under the age of 21 will not be permitted unless they are a sibling with prior approval

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<thead>
<tr>
<th>Full Name of Approved Host</th>
<th>Relationship</th>
<th>Address</th>
<th>Telephone No.</th>
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**Please Note:** in the case of exchange students, it is assumed that the host family will be given permission to take the student out of the boarding house, please insert their details. Any other friends or relatives known to the family can also be included on this form if they have your permission to take your daughter out.