



Ascham Boarding Handbook

Information for students and parents



Our School Values



Respect and Kindness

Treat others as you wish to be treated. Display warmth, friendliness and generosity.



Collaboration and Community

Be both leaders and team players. Understand that the world is interdependent and seek to help others.



Courage and Resilience

Step forward to support what you believe in. Treat setbacks as opportunities to learn and move forward.



Acceptance and Responsibility

Celebrate diversity and provide an environment that is supportive and inclusive. Own your own actions and recognise their potential influence.



Ambition

Appreciate challenging goals.

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Introduction

Welcome to Boarding at Ascham!

The journey for girls, going from a home environment to residential living, can bring about excitement and some apprehension. The girls are living far from home, most of them having never spent a significant amount of time away from home before. The adjustment period varies depending on the individual, but experience has shown us that the better prepared you are before you start the journey, the easier the transition to Boarding is.

Ascham uses The Hub, which is the intranet site containing information from all areas of the School. There is a Boarding page on the Ascham Hub with all information contained in the Boarding Parent Handbook, as well as useful links for Boarding parents and carers.

For further information that is not contained either in the Boarding Handbook or on the Boarding page of the Hub, please contact our Boarding Administrator.

We look forward to welcoming you and your daughter into the Ascham Boarding community!

Contact Information

Staff Name	Method of Contact	Contact Information
Allysia Heness-Pugh Head of Boarding	Office Number	(02) 8356 7200
	Email Address	allysia.henesspugh@ascham.nsw.edu.au
Anita Grinberg Boarding Administrator	Office Number	(02) 8356 7200
	Email Address	anita.grinberg@ascham.nsw.edu.au
Elizabeth King Head of House, Raine	Office Number	(02) 8356 7075
	Email Address	elizabeth.king@ascham.nsw.edu.au
Simone Brown Head of House, Macintosh	Office Number	(02) 8356 7073
	Email Address	simone.brown@scham.nsw.edu.au
Kylie Bickerstaff Head of House, Duntrim	Office Number	(02) 8356 7074
	Email Address	kylie.bickerstaff@ascham.nsw.edu.au
Bernadette O'Donoghue Head of House, PJ / Annexe	Office Number	(02) 8356 7056
	Email Address	bernadette.odonoghue@ascham.nsw.edu.au
Sarah Purdie Boarding Prep Coordinator	Office Number	(02) 8356 7200
	Email Address	sarah.purdie@ascham.nsw.edu.au

Boarding Houses

House Name	Method of Contact	Contact Information
Raine House	Office Number	(02) 8356 7075
	House Mobile Number	0417 508 505
	Student Phone	(02) 8356 7208
	Email Address	raine@ascham.nsw.edu.au
Macintosh House	Office Number	(02) 8356 7073
	House Mobile Number	0432 341 263
	Student Phone	(02) 8356 7090
	Email Address	macintosh@ascham.nsw.edu.au
Duntrim House	Office Number	(02) 8356 7074
	House Mobile Number	0402 674 165
	Email Address	duntrim@ascham.nsw.edu.au
PJ House / Annexe	Office Number	(02) 8356 7056
	House Mobile Number	0409 656 081
	Email Address	pjannexe@ascham.nsw.edu.au

Other Services at Ascham

Staff Name	Method of Contact	Contact Information
Boarding General Queries	Office Number	(02) 8356 7200
	Email Address	boarding@ascham.nsw.edu.au
Ascham Health Centre	Office Number	(02) 8356 7267
	Mobile Number	0417 508 671
	Email Address	healthcentre@ascham.nsw.edu.au
Uniform Shop	Office Number	(02) 8356 7062
	Email Address	ascham@midford.com.au
IT Helpdesk	Email Address	helpdesk@ascham.nsw.edu.au

Right and Responsibilities of Boarders

Ascham School's Values underpins all we do in the Boarding Community. Students should also refer to the Student Code of Conduct in the School diary.

Ascham School Values

The Student Code of Conduct is based on the School's values. Our values are:

- **Respect and Kindness** — treat others as you wish to be treated. Display warmth friendliness and generosity.
- **Collaboration and Community** — be both leaders and team players. Understand that the world is interdependent and seek to help others.
- **Courage and Resilience** — step forward to support what you believe is right. Treat setbacks as opportunities to learn and move forward.
- **Acceptance and Responsibility** — celebrate diversity and provide an environment that is supportive and inclusive. Own your own actions and recognise their potential influence.
- **Ambition** — show enthusiasm and appreciate challenge by setting goals.

These values are to be upheld in the way students conduct themselves not only in the School, but also the community.

Boarder Rights

Boarders have the right to:

- Reach their full learning potential in a safe and supportive environment
- Be safe
- Be treated with respect, courtesy and kindness
- Be treated as an individual whose views and opinions are valued
- Be an active part of, and contribute positively to the Ascham community
- Be treated fairly and justly
- Live in safety, free from the fear of bullying and other anti-social behaviour
- Have their human rights, and other legal rights respected

Boarder Responsibilities

Boarders have a responsibility to

- Uphold the Ascham School's values in the way you conduct yourself on campus and in the community
- Enable others to learn in a safe and supportive environment
- Follow School policies, procedures and the directions of School staff at all times
- Treat others with respect, courtesy and kindness
- Listen to others openly and carefully and to value their opinion even if you don't agree with it
- Represent Ascham School well in the community
- Accept and consider the consequences of your actions
- Respect the human rights and legal rights of others
- Treat everyone fairly and kindly
- Refrain from engaging in conduct that would be considered bullying or harassment and not be a bystander by actively reporting any concerning behaviour

For more information, refer to School Rules, Bullying Prevention and Intervention Policy & Procedures, Social Media Policy and Harassment Policy (Student Against Student).

General Information

Ascham Boarding has four Boarding Houses that are each led by a Head of House who, with the support of Boarding Coordinators, play a vital role in promoting the Ascham School values. Our staff make every effort to create an environment in which the boarders are treated as individuals who feel valued and secure. Each Boarding House has its own dedicated land line number, mobile number and email address. Please refer to the contact information in this booklet. Boarding parents can communicate directly with their daughter's Head of House with any information regarding their daughter's daily routine or Leave requests.

The Head of Boarding works closely with each Head of House to ensure the Ascham Boarding culture is upheld and that the boarders receive the highest standards of support and care for boarders. This will include monitoring boarders' academic and pastoral development as well as providing oversight of all Leave arrangements for boarders while maintaining duty of care and a safe environment. Boarding parents are encouraged to contact the Head of Boarding directly with any questions or concerns about their daughter's wellbeing.

Methods of Communication

The Ascham Hub is the primary source of information for parents and students. There is a Boarding page on the Ascham Hub with specific information for the Boarding community, including a Boarding overview, routines and Leave information for specific Year groups, Boarding Prep rosters and FAQs.

The Ascham Boarding community receives regular updates via email by way of Hub Notices and eNews articles. There are also virtual meetings held throughout the year where the Head of Boarding and Heads of House discuss aspects of Boarding life and various Boarding activities with parents.

Uniform

Boarders are expected to wear their school uniform when attending classes on campus during the school day. All items of the uniform are available from the Ascham Uniform Shop. Boarders are permitted to wear either their school uniform or casual clothes when attending Boarding Prep sessions. Boarders are offered a Boarders jersey, which can be worn with casual clothes. The Boarders jersey is not part of the school uniform and therefore cannot be worn when attending classes during the school day.

Laundry

Boarders have two options for laundry – an off-site laundry service or a self-service option on campus.

There is an external same-day laundry service that picks up laundry from the Boarding Houses every weekday morning and returns clean and pressed items in the afternoon. All boarders are given personal laundry bags with their name clearly marked on the outside when they commence Boarding. Boarders are able to put their personal belongings into their named laundry bags, and the items will be returned to them in their laundry bags by the end of the day or the following morning.

Boarding Houses have laundry powder, washing machines, dryers and irons for boarders wishing to do their own laundry in the House.

Electronic Devices

Boarders are permitted to use electronic devices (EDs), such as laptops and mobile phones, while in the Boarding House. EDs are collected and stored securely in designated ED cabinets overnight, with the exception of Year 12 boarders who are permitted to keep their EDs overnight. ED hand-in time varies depending on the Year group. Please refer to the *Routines and Leave* tab on the Boarding page of the Ascham Hub for the ED hand-in times of each Year group.

Any other personal devices, such as iPads, laptops or Apple Watches need to be submitted to the Head of House for approval. The same ED hand-in requirements apply to all electronic devices.

Boarding Leave

Boarding Leave is any occasion where a boarder departs campus for a period of time. There are two types of Leave that boarders can take from campus – Minor Leave and Major Leave.

We use Orah, a student management program that assists us in managing Leave and boarder movements throughout the term. Boarders are required to submit Leave through their Orah student profile. Boarding staff must be informed when a boarder takes Leave from the Boarding House, and boarders must use Orah to sign in and out of the House when taking Leave.

New parents will receive an invitation to sign up for Orah sent by the Boarding Administrator. Parents are required to complete the Boarding Annual Permission Form prior to their daughter starting in Boarding allowing her to take certain types of Leave from the Boarding House. This form can be accessed via the Orah webpage or the parent app. An email will be sent to parents at the start of the school year reminding them to complete an updated Annual Permission Form

All Leave from the Boarding House is at the discretion of the Head of Boarding and must be taken within the guidelines and allowances listed in the Annual Permission Form and on Orah.

Leave Guidelines

When taking Leave from the Boarding House, at least one person in a group of boarders must take her charged mobile phone. If returning late, boarders must call the House duty phone to notify the Boarding staff on duty and must answer her phone if Boarding staff call while she is on Leave.

Transport to Sport Procedure

Boarders are expected to liaise directly with day girls in their sports team, and their families, to arrange their own transport. Leave for sport must be submitted via Orah, with contact details of the Host the boarder is travelling with.

Weekend Leave

- All weekend and overnight Leave requests must be confirmed by parents/guardians by Wednesday night. All Leave requests must be made via Orah.
- Boarders in the same family on Leave together must return at the younger boarder's return time.
- On occasion, there may need to be exceptions to the guidelines. Any special arrangements should be made in writing to the Head of Boarding and noted in the Orah Leave request.
- For Boarding families who have accommodation in Sydney, please note that boarders should not be asked to hold keys, check mail or in any other way take responsibility for the property. If no other option is available, parents must request special consideration directly with the Head of Boarding for their daughter to bear this responsibility. Boarders are not permitted to stay unsupervised in their parents' residence on any occasion.
- Any alterations to Leave arrangements must be communicated to the Boarding staff on duty by phone or email.
- The girls may take a total of four full weekend and two overnight Leaves per term. All weekend and overnight Leave must be authorised by parents via Orah and approved by Boarding staff.
- All boarders must return from leave by Sunday 5pm

Types of Leave

Minor Leave

Minor Leave is where a boarder goes off campus for Leave to pre-approved locations close to the School. The Boarding Annual Permission Form will give your daughter permission to sign herself out on Minor Leave without Parent/Host approval. Boarders must still sign out for Minor Leave via Orah.

The following are Minor Leave passes and locations:

Leave Name	Year Groups	Leave Location
Local Leave	All Year Groups	Edgecliff Double Bay
Exercise Pass	All Year Groups (Restrictions apply to Yr 7)	Double Bay Edgecliff McKell Park Rushcutters Bay
Bondi Junction / City Leave	Year 10 Year 11 Year 12	Bondi Junction (weekdays / weekends) City (weekends only)
Beach Leave	Year 9 Year 10 Year 11 Year 12	Bondi Beach Terms 1 and 4 only (Year 9 from Term 4 only) Dependent on beach conditions and the completion of a Surf Safety Course
Weekend Group Dinner Leave	Year 11 Year 12	Any location

Major Leave

Major Leave is considered any type of Leave where a Parent or Host will be taking a boarder off campus for a period of time to attend activities such as weekend sport, an overnight stay or a weekend outing with friends. The following are Major Leave passes:

- Weekend Leave
- End of Exam Leave
- Holiday Leave
- Medical Appointment Leave
- Special Request Leave – for any leave that falls outside the permits of other major leave passes.

Boarders must submit Major Leave requests via Orah by Wednesday evening at 8pm to assist with weekend catering, staffing and activities. Leave will likely be declined if submitted after that time. The leave must include relevant details such as departure and return time, the full address where they will be staying, as well as Host details. The Leave must be approved by the Parent, Host (if applicable) and Boarding staff before the boarder can take Leave. Boarding staff may contact a Parent or Host to confirm the details of a Major Leave request prior to approval.

The Head of Boarding reserves the right to decline a Leave request.

Host Responsibilities and Expectations

Boarding Host are required to acknowledge and accept the responsibilities outlined below to ensure the safety and wellbeing of the Ascham Boarder while they are in their care:

- Discuss and confirm all plans and details of any activity with the boarders' parent/guardian and or carer
- Ensure a safe and secure living environment by abiding by relevant state and federal laws
- Maintain adequate supervision at all times, taking into consideration the student's age and maturity level.
- Provide safe transportation while the Boarder is on leave
- Provide appropriate medical care and access to healthcare services when needed. Provide immediate medical assistance and notify parents and Boarding Staff in case of emergency
- Administer prescribed medications as instructed by parents or healthcare providers.
- Contact the Boarder's parent/guardian and inform the Boarding Staff on Duty as soon as possible if Leave plans change
- Contact the Boarding Staff on Duty if the boarder is running late and will not return from Leave at the designated time.

Leave Restrictions

Tuesday Formal Dinners

On Tuesday evenings, all boarders are expected to attend a formal dinner. These dinners provide an opportunity for the Boarding community to come together as a group. There will be occasions where guest speakers or special events will be held on Tuesday after dinner. Boarders are therefore not permitted to schedule tutoring sessions or appointments during, or immediately following, dinner on Tuesdays.

In Weekends

There will be a period of time, usually over the first weekend of term, where boarders cannot take Leave from School. This is an opportunity for the boarders to enjoy activities together and to foster a positive Boarding Community spirit. This will normally be from Friday evening to Sunday evening and is communicated on the Boarding page of the Hub and via Hub Notices to parents.

Weekend Overnight Leave Restrictions

Boarders may take 4 full weekends of leave (Friday – Sunday 5pm) and 2 overnights (either Friday *or* Saturday night) per term.

Weekday Overnight Leave

Parents may request Special Leave to the Head of Boarding for boarders to stay overnight with their parents during the school week on a special occasion. Permission is at the discretion of the Head of Boarding, taking into account circumstances that may include Dalton Extra requirements, Prep attendance and community events.

End of Term Clean-Up/Packing Night

There will be an evening scheduled in the last week of each term for Clean-up/Packing Night. All boarders are expected to assist with clean up in the Boarding House and no Dinner Leave will be approved on this evening.

Gating

In extreme circumstances, Leave entitlements could be curtailed for boarders regularly on Dalton Extra or who have not fulfilled School or House requirements and expectations. The Head of Boarding will communicate directly with parents before a decision to Gate the boarder is made.

Leave Allowances

Leave allowances vary depending on the Year group of the boarders. Please refer to the tables below for specific Leave allowances for each Year group.

Year 7 Leave

	Weekday Leave (Monday to Friday)	Weekend Leave (Saturday and Sunday)
Local Leave Edgecliff Double Bay	Between 3:30pm and 5:00pm Maximum of 1 hour With at least two other boarders and a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:00pm on Saturdays Between 9:00am and 5:00pm on Sundays Maximum of 1 hour With at least two other boarders and a mobile phone <i>(Parent/Host approval not required)</i>
Exercise Pass School Grounds McKell Park (Term 4 Only)	Between 6.30am and 7.30am Maximum of 1 hour With at least one other boarder and a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 7:30am and 5:00pm on Sundays Maximum of 1 hour With at least one other boarder and a mobile phone <i>(Parent/Host approval not required)</i>
Dinner Leave	With parents/guardians returning by 8.30pm <i>(Leave to be approved by Parent/Host)</i>	With parents/guardians returning by 8.30pm. <i>(Leave to be approved by Parent/Host)</i>
Weekend Leave	Not Applicable	As arranged with Parents (and Host, if applicable) <i>(Leave to be approved by Parent/Host)</i>

* Year 7 boarders can take an Exercise pass off campus from Term 4

Year 8 Leave

	Weekday Leave (Monday to Friday)	Weekend Leave (Saturday and Sunday)
Local Leave Edgecliff Double Bay	Between 3:30pm and 5:00pm Maximum of 1 hour With at least one other boarder and a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 9:00am and 5:00pm on Sundays Maximum of 1 ½ hours With at least one other boarder and a mobile phone <i>(Parent/Host approval not required)</i>
Exercise Pass Double Bay Edgecliff Rushcutters Bay McKell Park	Between 6.30am and 7.30am, or Between 3.30pm and 5.00pm Maximum of 1 hour With at least one other boarder and a mobile phone* <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 7:30am and 5:00pm on Sundays Maximum of 1 ½ hours With at least one other boarder and a mobile phone* <i>(Parent/Host approval not required)</i>
Weekend Group Leave Bondi Junction	Not applicable	Between 9:30am and 5:00pm on Saturdays, or Between 10:00am and 5:00pm on Sundays Maximum of 3 hours With at least two other boarders and a mobile phone Once per weekend <i>(Parent/Host approval not required)</i>
Dinner Leave	With parents/guardians returning by 9.00pm <i>(Leave to be approved by Parent/Host)</i>	With parents/guardians returning by 9.00pm <i>(Leave to be approved by Parent/Host)</i>
Weekend Leave	Not Applicable	As arranged with Parents (and Host, if applicable) <i>(Leave to be approved by Parent/Host)</i>

* Year 8 boarders can take an Exercise pass alone from Term 4

Year 9 Leave

	Weekday Leave (Monday to Friday)	Weekend Leave (Saturday and Sunday)
Local Leave Edgecliff Double Bay	Between 3:30pm and 5:00pm Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 9:00am and 5:00pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Exercise Pass Double Bay Edgecliff Rushcutters Bay McKell Park	Between 6.30am and 7.30am, or Between 3.30pm and 5.00pm Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 7:30am and 5:00pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Weekend Group Leave Bondi Junction	<p style="text-align: center;">Not applicable</p>	Between 9:30am and 5:00pm on Saturdays Between 10:00am and 5:00pm on Sundays Maximum of 4 hours With at least one other boarder and a mobile phone <i>(Parent/Host approval not required)</i>
Beach Leave Bondi Beach Term 4 Only	<p style="text-align: center;">Not applicable</p>	Between 7:30am and 5:15pm on Saturdays Between 7:30am and 5:00pm on Sundays Maximum of 3 hours With at least two other boarders and a mobile phone <p style="text-align: center;">Dependent on beach conditions</p> <i>(Parent/Host approval not required)</i>
Dinner Leave	With parents/guardians returning by 9.15pm on Mon to Thurs With parents/guardians returning by 9.30pm on Friday <i>(Leave to be approved by Parent/Host)</i>	With parents/guardians returning by 9.30pm <i>(Leave to be approved by Parent/Host)</i>
Exam Leave Double Bay Edgecliff Rushcutters Bay McKell Park City	To be used during the Exam Period only for Local Leave, Exercise Pass, or for study in the State Library in the city. Between 8:20am and 5:00pm Maximum of 2 hours With a mobile phone <i>(Parent/Host approval not required)</i>	<p style="text-align: center;">Not applicable</p>
Weekend Leave	<p style="text-align: center;">Not Applicable</p>	As arranged with Parents (and Host, if applicable) <i>(Leave to be approved by Parent/Host)</i>

Year 10 Leave

	Weekday Leave (Monday to Friday)	Weekend Leave (Saturday and Sunday)
Local Leave Edgecliff Double Bay	Between 3:30pm and 5:15pm Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 9:00am and 5:00pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Exercise Pass Double Bay Edgecliff Rushcutters Bay McKell Park	Between 6.30am and 7.30am, or Between 3.30pm and 5.00pm Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 7:00am and 5:00pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Bondi Junction / City Group Leave Bondi Junction City (weekends only)	Between 3:30pm and 5:15pm Maximum of 1 ½ hours With at least one other boarder and a mobile phone Once per week to Bondi Junction only <i>(Parent/Host approval not required)</i>	Between 9:30am and 5:15pm on Saturdays Between 10:00am and 5:00pm on Sundays Maximum of 5 hours With at least one other boarder and a mobile phone <i>(Parent/Host approval not required)</i>
Beach Leave Bondi Beach Term 1 & Term 4 Only	Not applicable	Between 7:30am and 5:15pm on Saturdays Between 7:30am and 5:00pm on Sundays Maximum of 4 hours With at least one other boarder and a mobile phone Dependent on beach conditions <i>(Parent/Host approval not required)</i>
Dinner Leave	With parents/guardians returning by 9.30pm <i>(Leave to be approved by Parent/Host)</i>	With parents/guardians returning by 9.30pm <i>(Leave to be approved by Parent/Host)</i>
Exam Leave Double Bay Edgecliff Rushcutters Bay McKell Park City	To be used during the Exam Period only for Local Leave, Exercise Pass, or for study in the State Library in the city. Between 8:20am and 5:00pm Maximum of 4 hours With a mobile phone <i>(Parent/Host approval not required)</i>	Not applicable
Weekend Leave	Not Applicable	As arranged with Parents (and Host, if applicable) <i>(Leave to be approved by Parent/Host)</i>

Year 11 Leave

	Weekday Leave (Monday to Friday)	Weekend Leave (Saturday and Sunday)
Local Leave Edgecliff Double Bay	Between 3:30pm and 5:15pm Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 8:00am and 5:00pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Exercise Pass Double Bay Edgecliff Rushcutters Bay McKell Park	Between 6.30am and 7.30am, or Between 3.30pm and 5.00pm Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 7:00am and 5:00pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Bondi Junction / City Group Leave Bondi Junction City (weekends only)	Between 3:30pm and 5:15pm Maximum of 1 ½ hours With a mobile phone Once per week to Bondi Junction only <i>(Parent/Host approval not required)</i>	Between 9:30am and 5:15pm on Saturdays Between 10:00am and 5:00pm on Sundays Maximum of 5 hours With a mobile phone Cannot be added onto Weekend Group Dinner Leave <i>(Parent/Host approval not required)</i>
Beach Leave Bondi Beach Term 1 & Term 4 Only	Not applicable	Between 7:30am and 5:15pm on Saturdays Between 7:30am and 5:00pm on Sundays Maximum of 4 hours With at least one other boarder and a mobile phone Dependent on beach conditions <i>(Parent/Host approval not required)</i>
Dinner or Weekend Group Dinner Leave	Boarders' Group Dinner Leave - 5:30pm to 9:30pm on Friday With at least one other boarder and a mobile phone <i>(Guardian/host approval not required)</i> Cannot be added on to Bondi Junction / City Group Leave With parents/guardians returning by 9.30pm <i>(Leave to be approved by Parent/Host)</i>	Boarders' Group Dinner Leave - 5:30pm to 9:30pm on Saturday With at least one other boarder and a mobile phone <i>(Guardian/host approval not required)</i> Cannot be added on to Bondi Junction / City Group Leave With parents/guardians returning by 9.30pm <i>(Leave to be approved by Parent/Host)</i>
Exam Leave Double Bay Edgecliff Rushcutters Bay McKell Park City	To be used during the Exam Period only for Local Leave, Exercise Pass, or for study in the State Library in the city. Between 8:20am and 5:00pm Maximum of 4 hours With a mobile phone <i>(Parent/Host approval not required)</i>	Not applicable
Weekend Leave	Not Applicable	As arranged with Parents (and Host, if applicable) <i>(Leave to be approved by Parent/Host)</i>

Year 12 Leave

	Weekday Leave (Monday to Friday)	Weekend Leave (Saturday and Sunday)
Local Leave Edgecliff Double Bay	Between 3:30pm and 5:15pm* Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	Between 7:00am and 5:15pm on Saturdays Between 8:00am and 5:30pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Exercise Pass Double Bay Edgecliff Rushcutters Bay McKell Park	Between 6:05am (T1 and T4) or 6.30am (T2 and T3) and 7.30am, or Between 3.30pm and 5.00pm Maximum of 1 hour With a mobile phone <i>(Parent/Host approval not required)</i>	6:30am (T1 and T4) or 7:00am (T2 and T3) to 5:15pm on Saturdays 6:30am (T1 and T4) or 7:00am (T2 and T3) to 5:30pm on Sundays Maximum of 1 ½ hours With a mobile phone <i>(Parent/Host approval not required)</i>
Bondi Junction / City Leave Bondi Junction City (weekends only)	Between 3:30pm and 5:15pm Maximum of 1 ½ hours With a mobile phone Once per week <i>(Parent/Host approval not required)</i>	Between 9:30am and 5:15pm on Saturdays Between 10:00am and 5:30pm on Sundays Maximum of 5 hours With a mobile phone Cannot be added on to Weekend Group Dinner Leave <i>(Parent/Host approval not required)</i>
Beach Leave Bondi Beach Term 1 & Term 4 Only	Not applicable	Between 7:30am and 5:15pm on Saturdays Between 7:30am and 5:30pm on Sundays Maximum of 4 hours With at least one other boarder and a mobile phone Dependent on beach conditions <i>(Parent/Host approval not required)</i>
Dinner or Weekend Group Dinner Leave	Dinner Leave - with parents/guardians returning by 9.30pm <i>(Leave to be approved by guardian/host)</i> Boarders' Group Dinner Leave - 5:30pm to 9:30pm on Friday With at least one other boarder and a mobile phone Cannot be added on to Bondi Junction / City Leave <i>(Parent/Host approval not required)</i>	Dinner Leave - with parents/guardians returning by 9.30pm <i>(Leave to be approved by guardian/host)</i> Boarders' Group Dinner Leave - 5:30pm to 9:30pm on Saturday With at least one other boarder and a mobile phone Cannot be added on to Bondi Junction / City Leave <i>(Parent/Host approval not required)</i>
Exam Leave Double Bay Edgecliff Rushcutters Bay McKell Park City	To be used during the Exam Period only for Local Leave, Exercise Pass, or for study in the State Library in the city. Between 8:20am and 5:00pm Maximum of 4 hours With a mobile phone <i>(Parent/Host approval not required)</i>	Not applicable
Weekend Leave	Not Applicable	As arranged with Parents (and Host, if applicable) <i>(Leave to be approved by Parent/Host)</i>

* Year 12 boarders can take Local Leave after dinner, to Edgecliff only, at the discretion of the Head of Boarding

Boarder Travel

The majority of Ascham boarders come from regional NSW. In conjunction with Transport for NSW, Ascham Boarding facilitates the School Student Travel Scheme (SSTS) whereby all regional NSW boarders are provided with a Free Rail Boarders Pass that allows them free travel between their primary residence and school. Despite the name of the pass, boarders generally travel by coach between home and school.

Ascham Boarding arranges SSTS travel on Boarder Travel Day each term, with the exception of the first day of Term 1 and the last day of Term 4. Parents are required to bring their daughters to the Boarding House at the start of the school year, and to collect their daughters from the Boarding House at the conclusion of the school year.

Eligibility for SSTS Travel

To be eligible for a Free Rail Boarders Pass under SSTS, a boarder must be a resident of NSW and can only travel between Ascham and the home address registered with the School. The Free Rail Boarders Pass is only valid for one return journey between Ascham and the boarder's primary residence at the start and end of term vacations.

Boarders are required to travel by the most direct means between the stations nearest to home and the School without a break of journey. There will be occasions where an SSTS coach will need to pick up or drop off a boarder at an alternate location a short distance from their nearest station.

Applying for SSTS Travel

The Ascham Boarding Administrator registers all new regional boarders for an SSTS Free Rail Boarders Pass prior to them commencing the School year. New regional boarders will receive their Free Rail Boarders Pass in Term 1 and are required to carry their pass with them at all times when travelling at the start and end of term.

Booking SSTS Travel at the Start and End of Term

Parents will receive an email from the Ascham Boarding Administrator inviting them to complete an online booking form if their daughter requires transport via SSTS at the start or end of term. Travelling via SSTS is optional, and parents can choose to arrange their own transport if they prefer.

All requests for SSTS travel bookings must be submitted by the date indicated on the online booking form. Any requests submitted after the cut-off date may not be received and parents would be required to make their own arrangements.

Both boarders and their parents will receive their SSTS travel itinerary and ticket via email in the week prior to travel. Any cancellations of travel bookings must be emailed to boarding@ascham.nsw.edu.au at least 1 week prior to the travel date.

Boarder Travel Day

Boarder Travel Day is scheduled for the day before the start of term and the day after the end of term. This is when boarders are either collected by their parents from the Boarding House, or the boarders travel home via SSTS transport.

For boarders travelling home via SSTS transport at the end of term, the girls are escorted to Edgecliff Station by Ascham Boarding staff. The supervising staff wait with the girls at the Edgecliff bus terminal and ensure that the girls board the correct buses.

At the start of term, the buses drop the girls off at the main gates outside Ascham and the girls make their way through the campus to their respective Boarding Houses where staff are ready to greet them.

Chaperones

Public transport is conveniently located near the school and Opal cards are required for use.

The use of Uber is at the discretion of parents. Parents can use their Uber app to create a family profile and add their child. The School uses Kabs4Kids and Shebah, which provides private transport by drivers who hold a current Working with Children Check. The cost of transport is billed to the student's School account.

Girls in Year 9 and above are allowed to travel by taxi; younger girls will need a chaperone. Taxis for medical appointments are booked through the Health Centre and this charge is billed to the student's School account.

Travelling by Public Transport

Boarders may only travel on public transport with prior permission from parents/carers. Boarders may not travel on public transport alone after dark.

Cars/Driving

Boarders with eligible Drivers' Licenses are not permitted to keep a car at or near the school.

Boarders are not to make use of a car while residing at School.

No boarder may be driven by any 'L plate' or 'P plater' driver with the exception of Year 12 boarders, who may only be driven to and from School by a 'P plater' provided their parents have indicated their consent through the Annual Permission Form.

Boarders in Years 10, 11 and 12 are permitted to take driving lessons after school and on weekends. Parents must notify the Head of Boarding, in writing, of the contact details of the driving school, scheduled lesson days and times. Boarders should submit Special Leave for this occasion via Orah, indicating it is a driving lesson. Boarders should ensure that they prioritise Prep work when scheduling driving lessons.

Boarders Health and Wellbeing

The School has a strong team to care for the health and wellbeing of students and staff, providing care to our boarders including Boarding Staff, Year Coordinators, Nurses and School counsellors.

The Health Centre

	Office Number	(02) 8356 7267
Contact Details	Mobile Number	0417 508 671
	Email Address	healthcentre@ascham.nsw.edu.au

Located in Holmwood Health and Wellbeing Centre, the Health Centre is accessible by all students. Nursing staff are on campus from 7:30am to 4:00pm on Monday to Friday and on call overnight Monday - Thursday

The School Nurses facilitate:

- Primary health care and first aid to students and staff.
- Promotion and assistance in health education.
- Medical, physiotherapy and dental appointments for boarders as well as referrals to allied health professionals.
- Chaperones to medical appointments if required.
- Wellbeing guidance and referrals to our School Counsellors.
- Head lice checks for Boarders.

Making Appointments

Parents must submit Medical Leave via Orah at least 48 hours prior to the scheduled appointment. Please note that all boarders in Years 7, 8 and 9 require a chaperone for appointments. The Health Centre will arrange a chaperone if required. If your daughter is travelling to the appointment by herself, please make mention of this in the 'Note' section provided.

If your daughter requires a chaperone, please make the appointment during school hours where possible. Please avoid making appointments after school on a Tuesday so that your daughter is available to attend Dalton and Formal Dinner.

Please contact the Health Centre directly in advance if you have any questions about an upcoming appointment or need further assistance.

Vaccinations

Each year, the NSW Health Department offers vaccination programs at the School for girls in Year 7 and in Year 10 as part of the continuing Adolescent School-based Vaccination Program. The School Nurse will facilitate vaccination days in line with these NSW Health programs.

Medication

All prescription and over-the-counter medication (including vitamins) should be put into Webster Packs and must be handed to the nurse in the Health Centre. Boarders are not to have their own supply of medication. When the Health Centre is closed, Boarding Staff on duty will assist students in taking their Webster Packed medication.

Parents must complete a Medical Information Form via the Hub annually which will provide permission for some regular medications such as Nurofen and paracetamol to be administered. When the Health Centre is closed, Boarding Staff on duty will assist in administering these medications.

When a Boarder is unwell

In the event of an emergency, Boarding staff will call 000.

Outside of opening times, Boarding staff on duty and the Head of Boarding will liaise with the Nurse on call on weeknights when a boarder is unwell. The nurse on call will provide consultation over the phone and will be available to attend campus and open the Health Centre to care for the unwell student if needed. If a boarder is unwell overnight, she will attend the HC in the morning for an assessment and HC staff will contact Boarder parents.

On weekends, the Head of Boarding and Heads of House are on rotational duty. Senior Boarding Staff will liaise with parents and the boarder may be treated by a doctor or taken to hospital. Senior Boarding Staff are able to call My Emergency Doctor for consultation over the phone as well. The Health Centre will be open if needed. If a boarder is unwell over the weekend, she will attend the HC on Monday morning for an assessment and HC staff will contact Boarder parents.

Counselling Service

Ascham provides short-term counselling services to help students and their families manage a wide range of issues that can get in the way of students' wellbeing, learning and development. The team of psychologists support students with a range of services including:

- Individual counselling
- Classroom observations and assessment
- Group programs and
- Referrals to external specialists

Every Ascham student has an opportunity to access the School Counselling Service, in a safe and confidential setting.

In the Senior School, students may refer themselves or be referred by parents and/or staff.

Further information can be found under the Student Wellbeing section of the Hub.

Boarding Prep

The Boarding Prep Coordinator is responsible for managing all matters relating to supervised study, also known as Prep. Boarders complete Prep in designated classrooms in the school. Prep Tutors are available each evening to assist boarders with their homework.

Working with the tutors, Deputy Head of School, Head of Boarding and other Boarding staff, Director of Curriculum, Year coordinators and Learning Enhancement, the Boarding Prep Coordinator monitors the girls' progress and welfare at Prep, ensuring they have the support they need.

Boarders in Years 7 to 9 attend Prep in designated classrooms on Sunday to Thursday.

Boarders in Year 10 attend Prep in designated classrooms on Monday to Thursday. On Sunday nights, they complete Prep in their respective Boarding House.

Boarders in Years 11 and 12 can choose to work in their own rooms in the Boarding House, however they can study in the library and discuss their studies and assignments with the Boarding Prep tutors during Prep time if required.

Underpinned by the School values and principles of the Dalton Plan, the tutors mirror the School's teaching philosophy focusing on four key principles – collaboration, responsibility, reflection, and independence.

The girls are primarily at Prep to work on their Dalton assignments and the tutors encourage them to take control of their learning and time management in a structured yet flexible learning environment, providing strategies to engage with concepts and content and provide the specific skills for their subject areas. Study skills are taught around tests and exams and girls involved in the Reading Plus program are encouraged to improve their reading, often working in small groups. Study and exam tips, diary management and planning and how to improve organisational skills to achieve academic goals are also an integral part of Prep.

Supported Prep sessions are from Sunday to Thursday. It is a requirement that girls attend two of the three times from Monday to Thursday:

- 4.30pm to 5.30pm
- 6.30pm to 7.30pm
- 7.30pm to 8.30pm

Sunday Prep is from 6.30pm to 8.00pm.

Tutoring

Some boarders choose to have private tutoring off campus or online. Private tutoring is not an expectation and boarders are encouraged to make use of help available during Dalton Extra as well as at Prep from Boarding Tutors and Teaching staff.

Private tutoring is discouraged and cannot take place during Boarding Prep or dinner times. Private tutoring should be registered as a cocurricular commitment via Orah using the Non-School Based Extra Curricular Activities form.

Preparing for Boarding

For a new boarder, it is probably the first time that she has spent a significant amount of time away from her home, her family, and her friends. Below are a few topics and life skills that are useful to discuss at home prior to Boarding. The following points may assist parents in preparing their daughter for her move to Boarding.

Basic Expectations

Boarding is a communal living situation that requires each boarder to live cooperatively and independently in a structured environment. All boarders are expected to:

- Follow set routines and rules that relate to community living.
- Attend to, care for and maintain high standards of cleanliness in their personal spaces, common rooms, bathrooms and Dining Room.
- Attend to personal laundry needs.
- Attend to personal hygiene needs and matters of health, and seek help from the nursing staff or Boarding staff if needed.
- Care for individual property.
- Work effectively in small groups and contribute to the Year group and full Boarding House activities.
- Approach conflict resolution and problem-solving in a positive way.
- Accept direction from staff positively.
- Be respectful and honest in communications with staff.
- Communicate with staff on leave arrangements, holiday arrangements and maintain sensible usage of email, mobile phones and the internet.
- Take responsibility for organising homework and working independently during study times.
- Organise recreation time independently.
- Contribute to the success of community events.
- Have awareness of sanitary/menstruation requirements, and ensure that they have the necessary supplies when needed.

Suggested Personal/Life Skills

Some suggested personal/life skills needed for younger boarders which will assist them in transitioning to Boarding school.

- Being able to make a bed.
- Being able to organise and care for personal belongings.
- Being able to socialise with others.
- Being able to budget personal funds.
- Knowing how to wash clothes, and how to operate a washing machine and clothes dryer.
- Knowing how to iron clothing.
- Knowing basic cooking skills and the importance of keeping food preparation areas clean.
- Showing resilience in the event of a challenging situation.
- Understanding the necessity of respecting peers and Boarding staff.
- Understanding the advantages of participating in community activities.
- Anticipating the *time of the month* and having the necessary personal hygiene products on hand.

In addition, discussion of the topics below may help new boarders settle into Boarding quickly:

- The importance of showering each day, changing underwear, using deodorant, and managing menstruation.
- The importance of ensuring that sheets and towels are washed regularly.
- Physical and psychological changes they are likely to experience.
- The importance of expressing concerns directly with staff members and/or parents.
- The importance of security for both personal and School property.
- How to manage routines.
- The importance of a balanced diet.
- Being familiar with the academic expectations of Ascham School.
- The importance of key policies such as the Mobile Phone Policy.
- Understanding that homesickness is natural, and strategies on how to manage it.
- Knowing and understanding the reasons for changing schools and for entering Boarding.
- Knowing how and when to communicate with home.

Packing List

- All medication which, along with over-the-counter medication and vitamins, is to be provided in a Webster Pack to the Health Centre on arrival at the beginning of term.
- Medicare card/overseas student health cover card.
- Family/pet photos.
- Favourite cuddly toy.
- Trinket box for badges and other small items.
- Pyjamas, dressing gown and slippers.
- Limited casual clothing.
- A smart casual outfit plus a pair of shoes for special occasions.
- Sewing kit and spare name tapes.
- Doona (lightweight for summer and warmer for winter), doona cover and pillow.
- Own linen, including fitted sheets, top sheets pillowcases and towels, if desired. (The School provides sheets, pillowcases and towels, but many girls prefer to bring their own).
- Beach towel, sun block and sun hat are compulsory.
- Luggage labels.
- Battery powered alarm clock and a supply of spare batteries.
- An Opal card.
- A plastic shower caddy or container (ideally with drainage holes) to carry toiletries between the bedroom and bathroom.
- Shower shoes to be worn between the bedroom and the bathroom, and in the shower.
- Extra coat hangers.
- Wet weather gear (umbrella and/or raincoat).
- Chargers for electronic devices

Doonas, Bedding and Towels

Ascham Boarding provides bedding and towels for the boarders, however many girls prefer to bring their own doonas, bedding and towels from home. It is advised to ensure that all items are clearly labelled to assist with the returning of items after laundering.

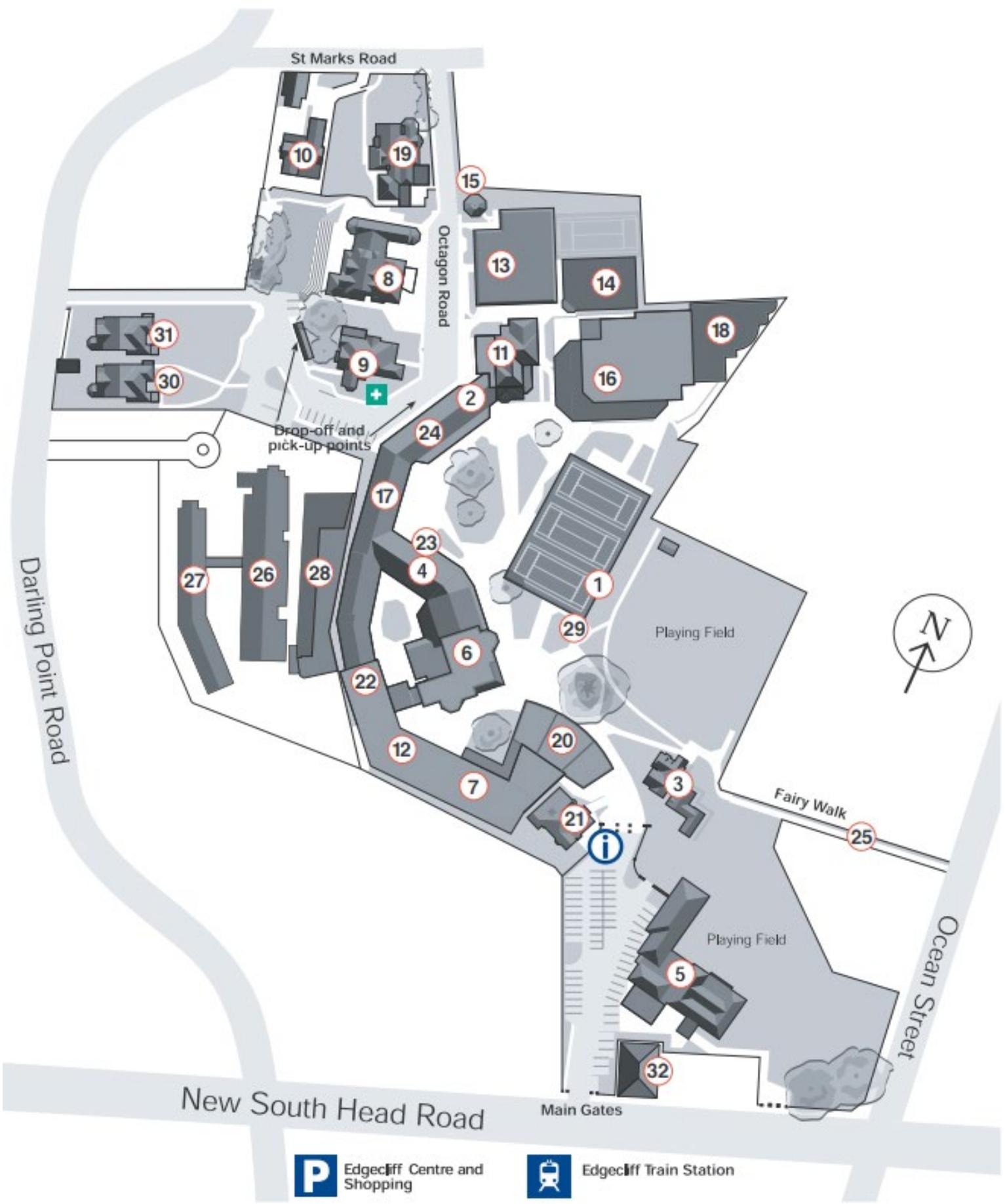
Labelling Personal Belongings

It is advised that all personal items are clearly labelled before being brought to the Boarding House. In community living environments, it is inevitable that items go missing. However, items are returned quickly when they are clearly labelled. It is recommended to use a waterproof laundry marker, sewn on labels or permanent pens to label all personal items.

Boarding Routines

The Boarding routine varies depending on the Year group. While younger boarders have more restrictions in place, boarders from older Year groups are given more autonomy with certain areas of their Boarding routine. Please refer to the Boarding routine on the Ascham Hub for a detailed outline of daily routines for each Year group.

Ascham School Map



- 1 Tennis Courts
- 2 The Dining Room
- 3 The Dower House
- 4 Fergusson House
- 5 Fiona
- 6 Glenrock
- 7 The Halse Rogers Building
- 8 Hillingdon
- 9 Holmwood House
Health Centre 
- 10 Prep School
- 11 Macintosh House
- 12 The Margaret Bailey Building
- 13 Merrilie Roberts Gymnasium
and Swimming Pool
- 14 Multi Purpose Building (MPB)
- 15 The Octagon
- 16 Packer Theatre
- 17 The Patricia Johnston Wing
- 18 The Peter Adams Music School
- 19 Raine House
- 20 The T.M. Scott Building
- 21 Wallis House  Reception
- 22 The Whitehead Building
- 23 The Marie Daley Room
- 24 The John Komaromi Classrooms
- 25 Fairy Walk
- 26 Duntrim House
- 27 Annexe
- 28 Centre for the Sciences
- 29 Art School
- 30 43 Darling Point Rd
- 31 45 Darling Point Rd
- 32 208 New South Head Rd,
Uniform Shop

Accessing Campus

Parents and carers should not enter campus during Monday – Friday School hours.

Outside of School hours; parents and carers may enter campus to drop-off and/or pick-up boarders outside Boarding Houses and may use vacant parking spots near Duntrim House or the drop-off zone on Octagon Rd.

Information for accessing Duntrim House and The Annexe via the Duntrim gate

- Enter via 37 Darling Point Rd to access the Duntrim gate.
- The Duntrim gate remains closed at all times.
- Parents/carers are required to use the intercom to alert Boarding staff to open the gate.
- The gate is accessible during the following times:
 - 6:30am – 8:20am and 3:30pm – 10pm on weekdays
 - 7am – 10pm on weekends
- Duntrim gate is one-way. Exit from campus is via the Hillingdon gate and the boom-gate in the Duntrim car park will open on approach.

Information for accessing Raine House, Macintosh House and PJ House via Octagon Road.

- Enter via Octagon Road entry off St Marks Road
- Octagon Road entry is open during the following times:
 - 5:30am – 8:30am and 3:30pm – 8:30pm on weekdays
 - 5:30am – 10am on weekends
- Parents/carers are required to use the intercom to alert Security to open the gate, outside of opening times.

Exiting Campus

- All cars must exit campus via the Hillingdon gate exit to Darling Point Road. The gate will open on approach. If exiting after 10pm, parents/carers may need contact Security (using the contact number on the gate) if the gate is locked.

Weekend Sport and Parking

Limited parking is available for parents watching weekend sport on Octagon Road and the Early Bird spaces. Parking under the Dining Room and Duntrim is reserved on the weekend for co-curricular staff, and residents only. Please do not enter these car park locations as there is no turning circle to exit.

Location Map



Notes

Notes



Ascham School