Boarding Handbook
2020
Welcome from the Head of School

The Armidale School has a long history as a quality regional boarding school that prides itself on the breadth of its offering and attention to the individual student. The only regional member of the Athletic Association of Great Public Schools (AAGPSNSW), TAS is a place where fresh air and green space abound, where educational experiences nourish the spirit, and where our aim is to develop young men and women with strength of character, decency, and a passion for life. We are a non-selective school, but one with a reputation for academic strength.

With the move to full co-education across the school from 2016, we are excited at what the future holds for the school and those who flourish within its gates.

TAS is one of the oldest boarding schools in the state, and with half our secondary students being boarders, we believe residential life is at the heart of the school.

Our boarders enjoy an environment that combines all the best qualities of home, while being supported academically, socially, and recreationally. Relationships based upon mutual respect and responsibility reflect our Christian beliefs, while a growing focus on positive psychology and its role in education seeks to promote hope, resilience and meaning, to all who live, work, and play here.

TAS unashamedly believes that a quality co-curricular program is central to the development of every student. Whether it be music, drama, sport, service or adventure activities, it is the business of the school to help boys and girls explore and experience worthwhile and engaging opportunities, and support them to excel in whatever they choose to do. As a Round Square school, we are outward looking and seek to arm our students with the confidence to embrace challenge as they find their way in the world. We are proud of our facilities, but equally proud of our community, where friendships are made for life.

I encourage you to read this handbook and learn more about the rich residential life at TAS.

Alan Jones
Head of School
At The Armidale School, it is imperative that boarders feel a sense of pride and togetherness in what is their home away from home. They must appreciate and respect each other’s differences to create a positive and enriched living and learning environment.

As the Director of Boarding, I am responsible for the oversight and management of the six TAS boarding houses. In that capacity, I provide an additional layer of support for the Heads of House, staff, parents and students so that all boarders receive the best possible experience at TAS.

At TAS we promote a climate where staff and students share mutual respect, care, trust and concern. Providing and managing the necessary expectations in terms of student behaviour and creating opportunities for boarders to develop personal responsibility are areas of focus of the Director of Boarding and the Heads of House.

This handbook will provide information that will help you understand the philosophies, practices and policies that underpin our boarding community and is to be read in conjunction with the broader School Policies. I encourage you to familiarise yourselves with this document as well as the TAS website.

At TAS we believe in open communication with parents so please do not hesitate to contact the relevant Head of House or myself to discuss any boarding matter.

From all boarding staff, welcome to TAS and we very much look forward to sharing your boarding journey.

David Drain
Director of Boarding
TAS Vision

At the core of the TAS vision is the firm belief that education is about the holistic development of character and willingness to engage in life, running parallel and not separate to, the pursuit of academic achievement and effort.

What sets TAS apart is the fundamental understanding that every student can, and deserves to, experience the kind of success the promotes self esteem, purpose and confidence to tackle new challenges.

Whether it is music, drama, sport, service or adventure, our purpose is to encourage each student’s growth by promoting involvement in worthwhile and personally important endeavors. This is crucial in developing life skills such as the ability to communicate effectively, work in a team and draw on leadership qualities through resilience, tenacity and independence.

This is underpinned by Christian beliefs and the principles of respect and responsibility. Our successes in academic life, the energy and enthusiasm of our creative arts, our sporting and leadership achievements and connections to the community continue to give the school an immense sense of purpose, pride and spirit.
ABOUT BOARDING

TAS is a residential school that embraces those intangibles that transform a place of residence into all the best qualities of home. The boarding houses provide academic support giving residential students a real advantage as well as an active and rich social and recreational life.

Residential life at TAS is based on the understanding that a boarding house is a home rather than just a residence, and the presence of ‘motherly’ care and more senior adult presence provides greater consistency of supervision.

From rising time until lights out, the life of a boarder is an active and fulfilling one, with age-appropriate routines designed to help them flourish academically, physically, socially and spiritually. On weekends, activities are driven by the interests and initiatives of students with the support of the Head of House and staff.

Boarding House Structure

TAS is a fully co-educational boarding and day school. Founded in 1894, TAS has been a boarding school with day students for most of its history. In more recent years there has been a change to a balance between boarders and day students in the senior school and 2016 saw the introduction of girls in the senior school. The strong history of boarding continues to pervade the heart of the school and comprises around 230 boarders with boarding offered from Year 6.

Boarding at TAS is flexible and is offered as seven-days-a-week boarding or casual boarding.

The boarding houses provide academic support giving our boarding students a real advantage, as well as an active and rich social and recreational life.

Girls and boys reside in separate accommodation, under the care of specialist staff who understand their needs.

White House is home to all boy Middle School boarders (Years 6–8), who are under the care of the Head of Middle School Boarding and a Housemother, both being assisted by teaching and duty staff. Boys are accommodated in dormitories of between four and eight boys, with communal lounge areas and a wireless internet network.

Senior boy boarders (Years 9-12) are accommodated in the senior houses of Abbott, Croft or Tyrrell. In these houses, boarders have their own study and bedroom space in shared dormitories of between three or four boys (Years 9-10), twin share (Year 11) and all Year 12 boarders have their own room.

Middle School girls reside in Dangar House which was completely refurbished as the inaugural girls’ boarding house in 2016. Living in dormitory style accommodation for six to eight girls, this replicates the same boarding model for girls’ boarding as it is for boys where all Middle School boarders are able to have their own house and space and a greater level of specialised care given their ages.

Senior girl boarders (years 9-12) are accommodated in the newly built Girls Boarding House, creating a safe and homely environment in a state of the art facility. Girls reside in shared rooms with all aspects of the interior design focused on maintaining a sense of privacy within light, bright rooms. Year 12 girls will typically have their own room. Here specialist staff including the Head of Girls’ Boarding care for them with a keen interest in their happiness and welfare.

Both boys and girls take part in inter-house competition based in their senior boarding house – Abbott, Croft, Tyrrell – while day boys and girls compete for one of the three day houses – Broughton, Green or Ross.
## Boarding House Structure

<table>
<thead>
<tr>
<th>Year Groups</th>
<th>Type of Boarding</th>
<th>Houses</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School Boarding (Boys)</td>
<td>Years 6-8</td>
<td>Vertical</td>
<td>White</td>
</tr>
<tr>
<td>Middle School Boarding (Girls)</td>
<td>Years 6-8</td>
<td>Vertical</td>
<td>Dangar</td>
</tr>
<tr>
<td>Senior School Boarding (Boys)</td>
<td>Years 9-12</td>
<td>Vertical</td>
<td>Abbott&lt;br&gt;Croft&lt;br&gt;Tyrrell</td>
</tr>
<tr>
<td>Senior School Boarding (Girls)</td>
<td>Years 6-12</td>
<td>Vertical</td>
<td>Girls Boarding</td>
</tr>
</tbody>
</table>
BOARDING STAFF AND ROLES

**Director of Boarding**

The Director of Boarding is a member of the teaching staff and a member of the School Executive providing an important link between the executive management of the school and the boarding community.

**Heads of House**

The Heads of Abbott, Croft, Tyrrell and White Houses are members of the teaching staff while the Girls Boarding Head of House is a non-teaching full time role. All Heads of House are responsible for the total welfare of the boarders in their care in their house. This involves the efficient day-to-day running of the House and includes the establishment of rules and routines that are consistent with school rules and practices with other Houses.

The Head of House is expected to have a high level of communication with parents/guardians whose contact with their son or daughter is encouraged.

**Deputy Head of House**

The Deputy Head of House is a member of school staff and a senior member of the boarding house. They are expected to understudy the Head of House in order to step into that position at any time should it become necessary. The role includes pastoral care responsibilities as well as specific duties essential for the management of each House.

**House Mother**

The House Mother performs a vital pastoral role. She will be present weekday mornings and afternoons/evenings and is an important figure in the lives of our boarders. Some House Mothers will fulfill weekend duties.

**Senior Resident Nursing Sister**

The Senior Registered Nurse or School Sister, is responsible for maintaining the medical records and immediate medical care for all students at TAS as well as the ongoing care and dispensary needs of boarders.

**Residential Staff**

Each House will have a minimum of three to four Residential Staff. The role of Residential Staff is seen as vital to the growth and development of boarders and each staff member is in a position of considerable responsibility for the boarders in their House. The School therefore expects a high standard of performance and example from Residential Staff.

STUDENT LEADERSHIP

In late Term 3 each year, a House Captain and one or two Deputy House Captains are appointed by the Head of House from the Year 11 cohort in the boarding house. Their leadership term commences in Term 4 and continues while they are in Year 12 to the end of Term 3 the following year in each of the Senior Houses.

Input will be sought from students and staff, who will vote for school leaders. Heads of House will submit nominated leaders to the Head of School for final approval.

In addition to these formal positions, there are other opportunities for boarders to demonstrate responsibility and to develop pastoral and leadership skills

General Role and Responsibilities include:

- Assisting with the pastoral care of fellow boarders.
- Being a positive role model
- Helping boarders overcome feelings of homesickness and loneliness
- Participating in House activities
- Giving new boarders helpful advice on boarding
- Helping to detect and report anti-social behaviour to the Head of House.
COMMUNICATION

TAS actively encourages communication between parents, boarding staff and students to support the School’s commitment to learning and to reinforce values and attitudes fostered in the classroom, the boarding house and the Advisor group.

Boarding is very much a partnership between home and the school. Please contact the respective Head of House should there be any issue you would like to discuss. The most effective method of communication is by either telephone or email but there are a number of ways for parents to maintain contact:

- E-mail
- Phone calls
- Personal contact
- Newsletters/bulletins

Every week the School produces an electronic newsletter called TAS Talks that is emailed to all parents, staff and students that contains all the information needed for the week ahead and reflections on activities that have just occurred. It is recommended that all parents take the time to read this newsletter so they are familiar with what is coming up in the busy school lives of their children.

The other essential resource for information is the TAS website www.as.edu.au It is a comprehensive website with a separate portal for parents www.as.edu/parent and students that contains all relevant school information, calendar, policies, contact details, electronic fee payment options and upcoming activities.

PASTORAL CARE OF BOARDERS

TAS as a whole school community is focused on a culture of connectedness that is valued by all. Pastoral care begins in the boarding houses and extends throughout the school.

The Director of Pastoral Care works closely with the Director of Boarding and the Heads of House to develop and implement our holistic wellbeing programs school-wide. Pastoral care encompasses boarding staff, the School Counsellor, Homeroom teachers, Advisors, and the Chaplain. The principles of Positive Psychology and Restorative Justice are integral to how we value our relationships, enhancing resilience, a sense of wellbeing, optimism, hope and meaning in staff and students alike.

Underpinning this is the TAS Advisor system. Four times a week students in Middle and Senior School meet with their Advisors in an informal setting that fosters empathy, understanding and support.

In Year 9, the first year of Senior School, the Advisor system for day and boarding students is mixed between boys, girls and houses. In Years 10 to 12 the Advisor system is adapted to suit the individual student. Every student, whether day or boarder, selects their Advisor, inevitably this is likely to be a teacher they know well and can relate to best. Advisor groups meet four times a week to discuss pastoral matters, academic programs and any other issues of interest. Each Advisor group is limited to approximately 12 students. Regular contact between Advisor, Head of House and parent is expected.

For more detailed information on our Wellbeing programs at TAS, please visit our website.
MEDICAL CARE OF BOARDERS

The Medical Centre is staffed by Registered Nurses at the following times:

Monday to Friday  7am to 7pm
Saturday/Sunday  7:30am to 8:30am
5pm to 7pm

There is a nurse on call outside those hours.

Before attending the Medical Centre, students should report to a member of boarding staff.

The nurse will assess the student and either treat the student directly, refer to a local doctor immediately or make an appointment.

If a student has been seen by a doctor or if their condition requires a day of bed rest, parents will be informed of illness/injury and will be updated as treatment is provided.

Specialist Care

A student or their family can request the School Sister to arrange an appointment with specialists including dentists, physiotherapists, dieticians, psychologists, and psychiatrists.

School Counsellor

A student or their parents/guardian, the Head of School or his Deputy, Director or Pastoral Care, the School Sister, Head of House or Director of Boarding may request a consultation for a student with the counsellor.

A student’s medical practitioner, the School Counsellor or the student’s psychologist may refer them to a psychiatrist in consultation with the student and the parent/guardian.

Internal referral must:

• Have the student’s consent
• Provide privacy and dignity for the student
• Maintain confidentiality of information and documentation

The student will be supported by the School Sister to attend the appointments and receive recommended treatment. The Psychiatrist will be required to document details of the consultation in the student’s health record if appropriate.

Emergencies

In an emergency, the student will be transported by appropriate means to Armidale Hospital Accident and Emergency Department. The student will be supported at all times by the School Sister until treatment has been received. Parents/guardians will be notified as soon as possible.

The Hospital will be provided with student identity, next of kin, allergies, relevant medication, details, history of previous illness and presenting problem. Confidentiality of information and student privacy and dignity will be maintained at all times.

Medications

It is a legal requirement that all medications (clearly named) are handed in to the nursing or boarding staff. Medication is NOT to be kept in any way by boarders unless authorised by the Senior School Sister. Breaches of this requirement may result in disciplinary action. It is an expectation that parents support this for the safety of their son or daughter and other boarders.

SPIRITUAL LIFE

The spiritual wellbeing of all boarders is a focus here at TAS. While we are an Anglican school, we welcome students from other Christian backgrounds and from other religious faiths. All boarders are encouraged to explore their own spirituality and to experience spiritual growth.

The Chaplain conducts weekly Chapel services on Wednesday evenings in the chapel for all boarders. These opportunities to join together as a community in worship takes precedence over all other activities. Services are often very upbeat and interactive. Student participation is very much encouraged and facilitated by the Chaplain. At least once per term boarders join the congregation of St Peters Church for worship.
ACADEMIC DEVELOPMENT OF BOARDERS

Residential life provides excellent academic support for boarders so that boarding becomes recognised as giving an academic advantage.

Boarding houses have comfortable and well-maintained facilities, with aesthetically pleasing study spaces for senior students and good access to other school facilities after school and on weekends.

Being a boarder allows easier access to the school’s additional academic support programs such as HSC tutoring, study weekends and study camps. This is possible in a boarding environment like ours where our Heads of House are also experienced teachers within the school.

Each boarder is well known, their academic potential understood and appropriate goals are set and achievable and communicated with parents. We have strived hard to ensure that boarding provides a level of academic advantage that is only possible from being in close contact with peers after hours, allowing a more collaborative approach to learning.

The availability of senior staff in boarding houses to assist with homework and to work with an individual’s academic concerns is extended to all year levels. Each night our students are supported in guided homework sessions (called ‘Prep’).

Boarders in Years 6 to 10 complete evening prep in adjoining classrooms and Year 11 and 12 boarders complete evening prep in their own study spaces. Middle School Boarders complete evening prep in the Middle School classrooms. Senior boarders complete prep from 7.15pm to 9pm, these times are adjusted for younger boarders. It is assumed that HSC students are completing extra prep.

Additionally, the library is open and supervised by a TAS staff member during evening prep times from Monday to Thursday. Academic tutors are available during these times to assist boarders with their evening prep. All senior boarding houses have an additional hour of in-house prep on a Sunday evening.

Close communication between the classroom teachers and boarding house staff ensures that our nightly supportive homework sessions are meeting the expectations of the both the teacher and the student.

We are proud of the programs that exist in our boarding houses to assist our students in maximising their potential in the classroom and to feel success in their academic life at TAS.

RECREATION FOR BOARDERS

It is important to us that our boarders enjoy a vibrant and happy social life, especially on weekends, with activities driven by the interests and initiatives of the students with the support of the Recreation Officer, Heads of House and staff.

TAS provides a varied program of excursions and activities that are age-appropriate for our boarders and we aim to provide opportunities that are purely fun as well as those that will assist in social development.

While all boarders are expected to participate in the co-curricular program, we also provide recreation activities that encourage a healthy, active lifestyle.

Where appropriate, we invite other schools to join us.

Activities can include: bushwalking, swimming, roller skating, ten pin bowling, laser tag, golf lessons and games, cooking, movies, beach visits, mountain biking, indoor rock climbing, theatre and cultural events, spectating at local sports events and even fishing.

All activities are supervised by boarding staff and, where necessary, qualified professionals.

We will provide free activities as much as possible, but some will attract a cost. We aim to keep costs to a minimum and will require parental permission for any activity where the cost will exceed $20. Costs for activities will be added to your school account.
THE BOARDING HOUSE

Behavioural Expectations

Students who enroll as boarders at TAS agree to abide by the expectation that they will exercise good judgment and demonstrate common sense, courtesy and respect towards other boarders and staff.

School behavioural expectations apply when boarders are on leave and all students should acquaint themselves with the School Rules and Regulations.

Minor breaches of behavioural expectations will be dealt with on a House level by duty staff and the Head of House, though the Director of Boarding may be informed. Consequences are issued that will assist the boarder to learn from their mistakes and make better choices in the future.

More serious breaches of expectations may be referred to the Disciplinary Council. When convened, the Disciplinary Council will generally consist of the Director of Pastoral Care, Director of Boarding, Head of House, Advisor or other staff, and two Prefects. The process allows for an objective review of the incident and encourages reflection before consequences are recommended to the Deputy Head of School. Procedural Fairness is a key focus in all disciplinary proceedings at TAS.

Serious breaches of rules would include theft, physical assault, anti-social behaviour, smoking, the consumption, possession or supply of alcohol/drugs, absence without leave and any behaviour which may result in injury or harm to others.

Use of Electronic Devices

The school’s internet filter system and wi-fi blocks content, websites, language and search functions that are considered inappropriate for adolescents.

Parents should be aware that if they are providing their son or daughter with their own phone or other electronic device, then measures to restrict inappropriate content must be taken by the family to safeguard their son or daughter from accessing and sharing inappropriate material.

Computers

With the 1:1 laptop program the School allows students balanced access to their computers for the purpose of academic and recreational use. All students have the responsibility of appropriately using and caring for their computer. Usage varies between Middle School Boarding and Senior Boarding Houses and you should ensure that you are familiar with the appropriate Laptop Policy in your son or daughter’s House.

Mobile Phone Policy

The use of mobile phones is accepted and it is acknowledged that they give important communication access to parents.

In accepting the use of mobile phones it is expected that they will be used responsibly. Boarders may not use their phones at all during the school day, roll call, assemblies, meals in the Dining Hall, or during evening prep and bedtimes.

Any student found using vulgar or obscene language, harassing or antisocial behaviour or transmitting/displaying unapproved, inappropriate images of other persons will face disciplinary action. Irresponsible use of a mobile phone, including accessing inappropriate material or using their device to hurt others, will result in its confiscation for a period of time as determined by the Head of House according to the level of breach of use. Disciplinary action may also ensue.

Restrictions on Use

Students are not to use mobile phones during evening prep. All boarders must hand in mobile phones and computers prior to lights out. The only exceptions are Year 12 students but they must agree to not using them after lights out.
Spending Money

Boarders should set up a bank account with access via a keycard before they start at the school. Boarders will have opportunities during the week and at weekends to visit local shops in order to withdraw money.

If your son or daughter is in Middle School (Years 6 to 8) and you would prefer to leave money with their Head of House, please contact them directly to arrange this. Between $100 to $150 per term should be adequate.

If there is a need for a boarder to bring a large sum of money, to pay a sports coach or buy a pair of shoes, it should be handed immediately to the Head of House until needed. No responsibility can be taken for money not left with the Head of House.

Laundry

Laundry is done on site daily during the week. Clean laundry can be collected from the pigeonholes in each Boarding House. All clothing must be clearly marked with the Boarder’s name.

Linen is provided in all houses and washed by the laundry each week.

Security of Belongings

Each boarder is responsible for securing their belongings. Adequate lockable storage space is provided for each boarder and they are expected to use it. Boarders should report lost items immediately to staff on duty so they can make attempts to locate the items. As more time elapses this process becomes more difficult. We encourage you to obtain personal insurance for valuable items.

Bicycles/Skateboards/Scooters

While we would like boarders to have access to recreation equipment they would use at home, we ask that parents take full responsibility for the use of bicycles, skateboards, scooters etc by their son or daughter and, in the case of injury, indemnify the School against any injury to their son or daughter.

Parents must supply helmets and any other required safety equipment. It is a requirement of Australian Law that a bicycle helmet be worn when riding a bicycle.

Houses have space for bicycles to be secured but students should have their own security chain. Again, security of belongings is the responsibility of the owner as the School’s insurance policy will not extend to such losses.

Personal Hygiene

Before students start boarding it is worth parents and guardians emphasising to their son or daughter the importance of maintaining a high degree of personal hygiene and the importance of using clean towels and linen; the need to wash daily and the use of toothpaste, soap, shampoo and deodorant (non aerosol). Please note, students are not to have aerosols of any type in the boarding houses. Boarders need to ensure that their uniform is neat and tidy and that casual clothes are also clean.

Food

Boarders are allowed to have food within the boarding houses and are indeed encouraged to have small snacks for after school and in the evening. Food should be safely packaged in plastic sealable containers. Food is only to be consumed in designated areas of the House and is not to be consumed in bedroom areas. Boarders are responsible for cleaning up after themselves and keeping the kitchen facilities tidy and hygienic.

Please ensure food does not contain nuts or peanuts due to a number of students with allergies to these food types.

Prohibited Items

Boarders should not have in their possession any drugs / medication that has not been prescribed by a doctor and managed by the School Sister.

Boarders should never have in their possession any illegal substances, cigarettes or tobacco products and alcohol.

Boarders should not have in their possession knives or weapons of any sort. If there is any doubt, the responsibility rests with the boarder to check with the Head of House before bringing the item in question into the boarding House. Boarders are not to have aerosols or any type.
Breakages and Damage

Boarders must respect the facilities they reside in as well as the property of others. Borrowing of items is discouraged due to the potential for liability should breakages or damages occur.

All breakages should be reported to staff immediately. Students will be held responsible and parents may be charged for any breakages incurred while engaging in inappropriate use or irregular activity such as playing ball games inside, abuse of recreational equipment or negligence. Reasonable care should be taken with boarding house furniture.

DINING HALL

Kitchen staff provide a tasty, varied and nutritious menu for our boarders who take meals in the school Dining Hall.

Dining Hall behavioural expectations are as follows:
- Attendance at meals is compulsory
- A student is entitled to ask for a small helping, but some food must be eaten at each meal
- Students must exhibit good manners that consider others
- Phones should not be used in the Dining Hall
- No food is removed from the Dining Hall (except at lunchtime or for late meals)
- Students are to be dressed appropriately
- Where casual clothes are worn to dinner, those clothes must be neat and tidy. Girls should not be showing their midriff and singlet tops are discouraged.
- Crockery and cutlery are not to be taken from the Dining Hall
- Hats are not to be worn by students when they are seated in the Dining Hall

The kitchen caters for various food allergies, for students who are vegetarians and for others with special food needs.
LEAVE

Leave for boarders is now processed online through the REACH System which connects families to the boarding houses to make requesting and granting of leave efficient, effective and secure.

All parents and boarders will be provided with a username and password to access the portal called tas.reachboarding.com.au. Students are able to submit leave requests. Leave involving a host will need to be approved by parents and the host. This is a simple process, enabled by email notifications generated by the system.

Heads of House will be responsible for granting leave. If a request for leave involves missing school time, a separate request must be made approval by the Deputy Head of School. Please visit the Absence, Illness and Leave section in the Parent Portal (www.as.edu.au/parents) on the school website for more information.

All leave is subject to the boarders not being required for school activities.

Host Leave

Host approval

Parents are asked to enter the host’s details in REACH. This may take some time but only ever needs to be done once.

Responsibility of Hosts

Hosts are responsible for the wellbeing of any boarder they are hosting. All hosts must be aware of the following for the boarder in their care at all times:

• Where they are;
• That they will not be involved in the use of (or exposed to the use of) substances banned at the school (nicotine, alcohol, illegal drugs) or any actions which would breach the school rules; and
• The hosts contact details must be kept up to date.

Host leave - legal responsibilities

When a student leaves the Boarding House for Host Leave, even though parents have directly given permission, the student’s safety remains the legal responsibility of the school at all times. To that end, the boarding staff may challenge a student’s attendance at a host’s house in circumstances that raise questions concerning the student’s safety and wellbeing.

Such circumstances provide the opportunity to reaffirm for all parties the nature of the leave being requested, ensuring that the safety of the student is thoroughly reviewed before the leave occurs.

Where a host is involved in an illegal activity (e.g. providing alcohol to a minor), TAS reserves the right to either revoke Host status or contact the police or both. Hosts must sign out and may be required to show identification to the resident on duty when picking up and returning boarders to the reception areas of the boarding houses. The safety of the student is thoroughly reviewed before the leave occurs.

Leave with Parents during the week

TAS recognises the right of access by parents to their son or daughter at any time. Prior notification by parents allows ample time for Heads of House to check school commitments or activities for the student for the period of leave requested.

Boarders are to ensure that study commitments are met when taking leave during the week. Return times for outings during the school week should be by 7.00pm to allow homework to take place.

Overnight Leave

Overnight leave is permitted for boarders when going into a family situation where there is parental supervision. The School does not allow boarders to take overnight leave with young hosts (this may include brothers and sisters under 21 years of age). This does not call into question the integrity or responsibility of specific young hosts, but acknowledges that young people and the situations in which they live may not be suitable for overnight accommodation for teenagers for whom the School is ultimately responsible.
“... an environment that’s caring, nurturing and supportive.”
Making Leave Arrangements
The procedure for parents and other hosts taking boarders out is as follows:

• Student or parent to request leave via the REACH system, to be approved by staff, parent and host.
• Hosts are required to announce themselves to the respective boarding house reception prior to pick up and may need to produce identification to sign out the boarder into their care.
• Boarders must return to the boarding house and be signed back in by the host by 8pm on Sunday evening or prior to school on Monday morning by arrangement.

Private Parties
TAS does not officially condone parties, neither does it condemn parties. The School encourages parents to be actively involved in monitoring their son or daughter’s social life outside of school, being mindful of the fact that the attendance of TAS students at an outside social gathering does not classify the event as a school activity.

We encourage parents to personally contact the host parents of any students social gathering, share with the host and their son or daughter their behavioural expectations and organise safety mechanisms (e.g. clearly defined drop-off and pick-up procedures and phone access). The School recommends that discussion between parents also covers such issues as security and the presence of alcohol and illicit drugs.

TAS recommends to parents that their son or daughter does not attend parties that are unsupervised by a responsible adult and/or have little or no security measures in place and will provide access to alcohol to minors. Detailed advice on parties and other related policy matters is available from the Parent Portal in the direct link to school policies.

Town Leave
Permitted Friday afternoon for Years 6 to 10, Monday and Friday for Year 11, any afternoon for Year 12 (and again with a three hour limit on Saturday and Sunday for any boarder provided there are no sporting or co-curricular commitments).

Additional leave is granted by the Head of House only. Dress is neat casuals. This type of leave is also extended to the corner store, markets and sporting events in Armidale. Boarders must report in and out in-person to the staff on duty. Names and relevant information are then entered into REACH.

Dinner Leave
Dinner leave may be granted by a Head of House to a Year 12 boarder from 6pm - 9pm Saturday evenings. Boarders submit a leave request through REACH that must be approved by parents.

Visiting other Boarding Houses
Boarders are permitted to visit other TAS boarding houses by arrangement with the boarding staff on duty in each house. Boys and girls are not permitted to visit each other’s houses at all.
TRAVEL

The State Government provides free travel between home and School for all boarding students at the beginning and end of term. This travel is sometimes provided for long weekends where appropriate. All travel is organised through the school with TrainLink. Parents are asked to advise of travel requirements well in advance and should note that, when bookings are confirmed by TrainLink, charges will apply to any change of booking. NB – these are TrainLink charges, not school charges, but must be borne by parents.

At the beginning of each school year, new boarders who elect to travel by TrainLink coach throughout the year will be required to fill out an application form.

Students are permitted to travel to and from school by other methods of public transport, e.g. plane, but this is at their own cost.

Boarding students are generally not permitted to travel to and from school when another student is driving apart from a few exceptions in certain circumstances for Year 12 students. All parties involved will require permission from the Deputy Head of School. Permission forms can be obtained from the Director of Boarding.

Boarders’ Parents and the PVC (Private Vehicle Conveyance Subsidy)

Parents who drive their son or daughter from their home to school may be eligible for the School Drive Subsidy. For further information and to apply, please visit: https://apps.transport.nsw.gov.au/ssts/wholisEligibleSchoolDrive#/schoolDriveSubsidy

Driving

In general, boarders are discouraged from having cars at school. However, where it is more convenient for the family for a boarder to drive him/herself to/from home to school, then a car may be allowed. Parents must seek permission from either the Director of Boarding or the student’s Head of House before the student brings the car back to the school.

All boarders travelling in cars driven by themselves, another student or an under 25 driver, must have the Student Driver Authority and Application Form signed by parents and lodged with the Head of School. If a boarder wishes to drive another student, even his/her siblings, then this form must also be lodged with the Head of School. A copy of the form is available on the school website.

This form is simply parental permission for the student to drive or be a passenger in a vehicle driven by another student. Permission for each and every specific occasion a car is used must come from the Head of House.
A list of those students whose parents have signed the permission form is updated regularly and is emailed to Heads of House where it is displayed prominently in the House office, so that all members of the House staff are aware of those students with permission to drive or to be a passenger.

A boarder is not allowed to use his/her car on a daily basis. Weekend use of cars is also forbidden unless in exceptional circumstances in consultation with the Deputy Head of School. Parents are asked to also reinforce this point with their son or daughter who is returning to school with a car.

All car keys are to be left with the Head of the House.

Cars are not to be used for transport to and from sport or any other activity.

The School does not accept responsibility for any loss or damage to vehicles.

Boarders are not allowed to ride in cars driven by Duty Staff, except in very exceptional circumstances, which have been approved on each occasion, by the Head of House.

We ask that parents read over these rules related to cars and driving very carefully and discuss them with their son or daughter. Our greatest concern is the safety of your child. Please note that breaches of these rules will be treated very seriously and permission for boarders to have their cars kept at the School may be revoked.

HOUSEKEEPING AND SECURITY

Fire Alarms
Each boarding house is fitted with a fire alarm system that is connected to the Armidale Fire Department who attends on each occasion an alarm is triggered.

A false alarm can happen at any time and can be triggered by a number of causes, including:

- Excessive steam from the shower
- Burnt toast
- Appliances such as hair dryers
- Aerosol cans of deodorant and hair spray
- Candles.

All these causes are avoidable.

Extinguishers and fire hoses are in place in the boarding houses. It is an offence to tamper with fire safety equipment. If such equipment is misused or vandalised or an avoidable fire alarm episode is caused by a boarder then, at the discretion of the Business Manager, the boarder may be liable for costs.

Each House will conduct drills to ensure students are familiar with procedures and evacuation assembly points.

House Security
On normal weekdays the House will be locked at 9am. Entrance back into the Boarding House after this time is not permitted. Boarding Houses will be reopened at 3.30pm.

All students must ensure they pack all necessary books, sports gear, etc. before departing the House in the morning.

Personal Spaces
Boarders are responsible for their personal space including their area and dormitory room. All rooms of the boarding houses must be kept clean and tidy at all times. The Head of House sets out duties that all students ensure are followed on a weekly basis and are managed by the student leaders and staff.

Students are allowed to have personal electrical items such as computers/laptops, mini stereos, reading light, and a power board with a circuit breaker but all must be safety tagged prior to bringing them to school.

Posters are allowed but must be appropriate in content and must not be such that they may cause offence. These should only be attached to the walls with a non-damaging adhesive eg Blu-tak.

Electrical Goods
All electrical goods or appliances brought into the boarding houses by students should be safety tagged for Occupational Health and Safety reasons. These tags indicate that the device is safe to use and will be highly unlikely to cause harm. Parents should endeavour to ensure that all appliances are tagged before they come into boarding. If electrical appliances are not tagged, tagging will take place at school at times and this will be charged to the students as necessary. Untagged goods may be confiscated.

Students must ensure that they turn off all electrical goods before leaving for school.
Area and cupboard searches
Respect for individual privacy is maintained as a right of each boarder at TAS. However, occasionally it may become necessary for boarding staff to conduct a search of areas and/or cupboards in the interests of duty of care when there is evidence that a student or students may have prohibited items or substances in their possession or when a significant theft has occurred.

This information is provided to ensure that parents and students are aware of procedures, which may be implemented, and to reinforce statements made regarding the possession of substances, literature, DVDs and other associated paraphernalia, which are not in keeping with the aims and objectives of boarding at TAS.
When a search is necessary, two staff members will be present and, where practical, so will the student.

SCHOOL FACILITIES

Music Centre
There are numerous musical activities on offer for boarders at TAS ranging from private lessons, an individual boarder’s practice regime, to small and large ensembles.

Students wishing to take private instrumental lessons or enquire regarding the hire of instruments, should contact the Music Department. Private instrumental tuition is offered in a vast array of instruments.

The music department has a large number of instruments for hire if the students do not have their own or prefer to hire.

Facilities include: five practice rooms, three teaching rooms each with a piano, large rehearsal room, two classrooms and a state-of-the art recording studio, drum room, eight upright pianos, one mini grand piano.

Ensembles that boarders can be involved with include: TAS Junior Band, TAS Stage Band, TAS Band/Cadet Band, TAS Strings, Guitar Ensemble, Junior Chamber Ensemble, Senior Jazz Combo, Brass Quartet, Percussion Ensemble, Rock Band, TAS Singers, Junior and Middle School Vocal Ensembles and a Chapel Choir.

Sport and Swim Centre

At the heart of the Sport and Swim Centre is an indoor, eight-lane 25 metre heated swimming pool and refurbished change room and showers. With a year-round temperature of 28 degrees, it offers perfect conditions for swimming and recreation. Boarders have access to the pool with permission from boarding staff and with appropriate supervision.

Weekend pool hours
Saturday and Sunday 12:00-4:00pm

Gym and Weights Room

The TAS weights room offers weight sessions and circuit training by a registered gym instructor. Students can gain access to the equipment outside class times to follow up on individual fitness programs once they have undertaken a full induction in relation to the equipment and safety requirements.

Boarder access to the gym and weights room at the following times:
Mornings
Monday, Tuesday, Thursday and Friday from 6:15–7:15am
Afternoons
Monday, Tuesday, Wednesday and Thursday from 3:45–5:00pm

Hoskins Centre

The Hoskins Centre is a state of the art theatre and performing arts space that is used throughout the year for school, local and professional productions that are usually possible for boarders to attend with approval from the Head of House.

One of the advantages of having Armidale’s only professional performance space, is that our boarders can take advantage of seeing live theatre and music right on the campus. These opportunities enrich the boarding experience at TAS.

Uniform and Book Shop

The opening hours for the Uniform and Book Shop are as follows:
 Monday 1:30–5:00pm
 Tuesday 10–2:00pm
 Wednesday 1:30–5:30pm
 Thursday 10–2:00pm
 Friday 1:30–5:00pm
WHAT TO BRING

In addition to school and sports uniform requirements, stationery, books and personal hygiene items, boarders should bring the following:

- Sleeping clothes/pyjamas (2-3 sets winter and summer)
- A week's worth of casual clothes for everyday wear (summer and winter)
- Smart casuals – jeans, trousers, (skirt or dress for girls), belt, collared shirts, long sleeved buttoned shirts, tie, dress shoes, socks, jumper/jacket
- Footwear (1 x thongs, 1 x sports shoe, 1 x casual shoe, 1 x dress shoe)
- Doona and doona cover
- Small backpack
- Beach towel
- Tissues
- Sunscreen/hat and cap
- Toothbrush, toothpaste, soap, shampoo, nail clippers, shaving gear, hair brush/comb, deodorant, other personal hygiene needs
- Laundry bag/basket
- Spare shoelaces
- Shoe polish
- Coat hangers
- Spare name tags
- 2 x padlocks
- Airtight food containers
- Microwave bowl and eating utensils, mug, teaspoon
- Water bottle
- Wet weather jacket

Optional items

- Photographs, posters, appropriate pictures
- Personal music devices and headphones (not speakers)

Dress Code

Boarders should observe the appropriate dress codes for various formal and semi formal occasions at TAS. Please ensure your son or daughter has the appropriate clothing to comply with the standards expected.

The following dress code is a guide:

- Chapel – smart casual clothes; long pants or skirt/ dress, collared shirt, sleeves, shoulders covered, enclosed shoes
- Formal Dinner in the Dining Hall – formal school uniform
- Dining Hall – neat casual clothes
- All leave – neat casual clothes

What not to bring:

- Personal game consoles/games
- Personal TV's
- Large stereos
- Fridges
- Large quantities of sweet foods or drinks
- Inappropriate/unsafe recreational equipment (nerf guns, water pistols, dart boards)
- Aerosols of any type.
**Feedback and Complaints**

Parents, carers and guardians may approach their child’s Head of House or the Director of Boarding with any feedback, concerns or complaints. Alternatively, please email complaints@as.edu.au to make a formal complaint.

**Our Child Safety Code of Conduct**

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance refer to the School’s Staff and Student Professional Boundaries Policy.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children.

When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the School environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children from harm.

This Child Safety Code of Conduct applies to all staff, volunteers, students, parents and carers, Contractors, Board Members and visitors.

The Armidale School’s Child Safety Code of Conduct

The Armidale School has the following expectations of behaviours and boundaries for all individuals interacting with children and young people within our School community:

**DO:**
- Behave as a positive role model to students
- Promote the safety, welfare and wellbeing of students
- Be vigilant and proactive with regard to student safety and child protection issues
- Provide age appropriate supervision for students
- Comply with guidelines published by the School with respect to child protection
- Treat all students with respect
- Promote the safety, participation and empowerment of students with a disability
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students
- Use positive and affirming language towards students
- Encourage students to ‘have a say’ and then listen to them with respect
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact, and socialise
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way
- Report concerns about child safety to one of the School’s Child Protection Officers and ensure that your legal obligations to report allegations externally are met
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe
- Call the Police on 000 if you have immediate concerns for a student’s safety
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

**DO NOT:**
- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour
- Use prejudice, oppressive behaviour or inappropriate language with students
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability
- Engage in open discussions of an adult nature in the presence of students
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material
- Engage in inappropriate or unnecessary physical contact or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop ‘special’ relationships with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- Engage in undisclosed private meetings with a student that is not your own child.
• Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student
• Take or publish (including online) photos, movies or recordings of a student without parental/carer consent
• Post online any information about a student that may identify them such as their: full name; age; e-mail address; telephone number; residence; school; or details of a club or group they may attend
• Ignore or disregard any suspected or disclosed child abuse.

Our Child Protection Program includes a Staff and Student Professional Boundaries policy that provides detailed guidance for all staff and Volunteers on how to maintain professional boundaries between students and adults at The Armidale School.

Disciplinary Procedures
Where a staff member breaches the Code, The Armidale School may take disciplinary action, including in the case of serious breaches, dismissal.

Where any other member of the School community breaches any obligation, duty or responsibility within our Child Safety Code of Conduct, The Armidale School will take appropriate action.

Report Any Child Protection Concerns
Our Child Protection Program also includes information for staff members, Board members and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of the School’s Child Protection Officers. It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities. Indirect Contact Volunteers, Third Party Contractors, External Education Providers, students, parents/carers or other community members who have concerns that a child may be subject to abuse are asked to contact one of the School’s Child Protection Officers.

Communications will be treated confidentially on a ‘need to know basis’.

Whenever there are concerns that a child is in immediate danger, the Police should be contacted on 000.
Contacts

Executive Staff

Deputy Head of School  Seonia Wark  0410 535 064  dhos@as.edu.au
Director of Boarding  David Drain  0418 961 325  dob@as.edu.au
Director of Pastoral Care  Adam (AJ) Whalley  0408 898 107  dpc@as.edu.au
Director of Studies  Luke Polson  0403 779 711  dos@as.edu.au

Boarding House Staff

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Abbott House Office  0439 041 627  abbott@as.edu.au
Head of Croft House  Douglas Fawcett  0490 214 973  dfawcett@as.edu.au
Croft House Office  0439 026 748 croft@as.edu.au
Acting Head of Girls’ Boarding  Catey Curtin  0402 717 503  ccurtin@as.edu.au
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Pastoral Care Staff

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School Counsellor  Alix Goudge  0417 292 304  counsellor@as.edu.au