



BOARDING HOUSE HANDBOOK



FIRBANK
GRAMMAR



BOARDING AT FIRBANK GRAMMAR

For more than 110 years, Firbank Grammar has provided exceptional education and outstanding opportunities to its students. Students consistently achieve academically and in their co-curricular pursuits, and are a part of a strong community that supports excellence.

Firbank boarders are at the heart of our School, living on-site in our purpose-built boutique Boarding House, named Tovell House. The School welcomes students from across Australia and overseas, providing them with a unique opportunity to learn and grow, while also teaching them valuable life skills. Our Boarding House is small in size but big in personality. Tovell House is a warm and nurturing environment which celebrates each boarder as an individual whilst creating a culture of sisterhood amongst their boarding peers. Our experienced staff work hard to ensure that every girl can reach her potential with the best possible academic, emotional and social support.

Key Staff

Deputy Principal & Head of Senior School, Ceri Lloyd, is responsible for overseeing Firbank's boarding students and boarding program. Ceri has over thirty years experience in teaching, wellbeing, and has worked at an independent girls' school with a boarding house. Ceri is well qualified to ensure that the boarders get the absolute most out of their time at Firbank. Ceri values student wellness, academic achievement and ensuring the boarders thrive and feel a strong sense of belonging at Firbank.

"Firbank provides exceptional boarding facilities where students are supported in their wellbeing, academic learning, and co-curricular pursuits. This allows our boarding students to thrive and gain the necessary skills and attributes that set them up for success in life. Most importantly, the Firbank Way of boarding allows for an inclusive and supportive 'home away from home' that fosters connection, and lifelong friendships." Ceri Lloyd

With over 23 years of experience in education, Rose Newcombe has led state and independent boarding communities in both the UK and Australia. Across these diverse environments, she has developed a thorough understanding of the unique needs of boarders and the

critical role that a nurturing, structured, and inclusive boarding environment plays in supporting students' academic and personal growth.

As Head of Boarding, Rose values the community aspect of boarding life. She sees clearly its ability to positively shape young people—boosting their confidence, fostering independence and encouraging a strong sense of self-belief. Throughout her career she has appreciated how the sense of belonging created within a boarding house builds lifelong friendships and instils values that extend well beyond the school years. Rose values the importance of extracurricular involvement, recognising how sports, arts and leadership opportunities further enrich the boarding experience and contribute to well-rounded personal development.

We all look forward to welcoming our boarders to Tovell House and providing the nurture and support each boarder deserves to help them achieve their unique potentials.



Rose Newcombe
Head of Boarding



Ceri Lloyd
Deputy Principal
& Head of Senior School

THE BOARDING HOUSE

Firbank Grammar's Boarding House aims to:

- Provide a positive boarding experience for our students.
- Provide a safe, happy and comfortable environment.
- Provide excellent pastoral care and live the values set by Firbank Grammar.
- Provide opportunities for our boarders to become leaders.
- Create a sisterhood of boarders from all parts of Australia and the world where understanding, responsibility, tolerance, empathy and respect for others are lived out daily.
- Foster respectful communication between the Head of Boarding, boarding staff, boarders, parents and local support persons.
- Help Boarders realise their academic potential and make their hopes and dreams a reality.

WHERE WE LIVE

Set within the spacious grounds of Firbank Grammar's Senior School, the Boarding House is located in the Bayside suburb of Brighton.

The location provides students with easy access to the Melbourne CBD and the beauty of the local Bayside Brighton environment, including beaches and shopping strips only 10 minutes from North Brighton train station.

MOVING IN

Junior students live on the ground floor. All boarders in Years 7–11 are expected to share a room with another boarder to encourage interaction, tolerance and respect.

Senior students (Years 11 and 12) generally live on the top floor of the Boarding House, where they enjoy more independence and self-regulation. Year 12 students can be offered the opportunity of single rooms during their final year.

The Boarding House aims to provide a community away from home which supports and enhances all students' experience of academic, sporting, cultural and social life at the School.

Firbank accepts boarding students from Year 7 onwards. Consideration will be given regarding suitability for weekly or full boarding options for our younger students.

New boarders will have an opportunity to visit the Boarding House before moving in. At the beginning of the year, all boarders arrive the day before school commences to move into their rooms and meet their roommate, as well as other key people who will become an important part of their boarding journey, including a 'Big Sister' who is a current boarder and is there for support and guidance.

PARENT SUPPORT

Firbank Grammar seeks the cooperation of parents and a local support person in the observation of the rules which are a necessary part of communal living. You are welcome to contact the Boarding House at any time. As in any aspect of School life, the partnership between parents/local support person and the School plays a very important role in the student's wellbeing and success.

* By recommendation of the Department of Student Services

AUSTRALIAN BOARDING SCHOOLS ASSOCIATION



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ASSOCIATION

Firbank is a member of the Australian Boarding Schools Association that ensures appropriate

standards are met in both accommodation and care for students who attend boarding schools in Australia

BOARDING HOUSE HOURS

As a general rule, the Boarding House will open at 8am the day before the commencement of each school term and will close at 4pm the day following the final day of term.

The Boarding House will close for all school holidays with the exception of the September holidays when accommodation may be provided for Year 11 and 12 boarders doing the VCE Units 3 and 4 for the duration of the practice exams if required.

Boarders who are overseas residents will need to be accommodated with homestay families in the holidays if they are not able to return home. This is the responsibility of families to organise with assistance from their nominated local support person.

All boarders are expected to return to the Boarding House by 6pm after all term breaks and holidays.

"I am so thankful for what the Boarding House has done for me. Without it, I and many of my fellow boarders would not have had the opportunity to attend Firbank and to have had the experiences that have shaped us as young women. Firbank has prepared us to be ready to take on the next chapter of our lives.

The Boarding House is a community and together we have a unique place in the School. It is our home during term and I feel comfortable and relaxed there with my boarding sisters. In addition, Firbank boarders have access to all the fantastic facilities that the School has to offer including the pool, gym, sporting grounds and library. I have really appreciated how much my horizons have expanded and the lasting friendships I have made with my fellow boarders and day girls.

Boarding at Firbank has taught me comradeship, how to be independent and the ability to share – all vital attributes on my life journey."

- Testimonial from a Year 12 boarder

SUPPORT FOR BOARDERS

Sometimes being away from home can cause homesickness or make a student feel lonely. Firbank boarders are part of our School community and form a sisterhood that is always there for them when they need it. If a boarder ever feels overwhelmed, alone or unable to solve a problem, there is always someone for them to turn to who can help, provide advice or just listen. In addition to family and friends, a boarder is supported by:

- Rose Newcombe, Head of Boarding.
- Boarding House Supervisors & Assistants.
- The Boarding House Captain who is there for support and guidance.
- Year Level Mentors and Wellbeing Leaders.
- Health Centre Nurses who are ready to listen and advise as well as provide health care.
- School Psychologist & team of counsellors.
- Ceri Lloyd, Head of Senior School.
- The School Chaplain.

Students should always seek help or advice when they are feeling down or unable to cope. Help is always just a conversation away.

CLOSED WEEKEND

At the beginning of the school year, Tovell House puts on a 'Closed Weekend' of activities and events designed to foster community and bonding amongst the boarders.

We ask for the cooperation of our parents and guardians in not taking their daughters out on leave this weekend, to give them the best opportunity to settle in and be immersed in the culture of the Boarding House.

There are a number of celebratory activities that take place throughout the year to mark special occasions such as birthdays, Lunar New Year, National Boarding Week and Christmas.

INTERNATIONAL STUDENTS

At Firbank, all students on a student visa are required to have a local support person, regardless of their age. Only the School is able to approve the local support person – this cannot be delegated and must be issued with ISA Student Alliance.

International students are an important part of the Firbank boarding community and are fully supported by the boarding staff, international student co-ordinator, wellbeing leaders, mentors and teachers. The Head of Boarding will liaise with all of these and the Deputy Principal to ensure an integrated approach to the boarder's progress both academically and socially.

All students are provided with a Student Safety Card which provides 24/7 contact details in case of an emergency.

Please refer to the International Student Handbook for all information pertaining to international students.

LOCAL SUPPORT PERSON FOR OVERSEAS STUDENTS IN THE BOARDING HOUSE

The local support person is responsible for the following:

- Transport of the student to and from the airport.
- Assistance with orientation, uniforms, books, banking, phone, etc.
- Arranging accommodation for the student for term vacations and term breaks.
- Liaison with School, Boarding House and the student's parents as required.
- Assistance with the maintenance of the good health of the student, as necessary.

SHORT-TERM BOARDING

Tovell House offers short-term boarding if space is available. This is particularly useful for parents who need to travel for work or for pleasure. Students are welcome to stay for a week or more based on the family's needs.

The School also offers a weekly boarding option, for those students who will return each weekend during the term.

To learn more about our short-term boarding options or to make a booking, please visit the Firbank website (firbank.vic.edu.au) or contact 9591 5188.



CONDUCT

BOARDING EXPECTATIONS

It is the expectation of Firbank Grammar that our boarders are of an age where they are responsible for themselves and their behavior as individuals and as members of the School community. We encourage high levels of personal integrity and moral standards with all students conducting themselves in a considerate and thoughtful way. Boarders are to contribute positively to the day-to-day running of the boarding house.

There are a few rules in the Boarding House to foster a homely and relaxed environment. The rules are for the safety and wellbeing of both individuals as well as the entire boarding community.

Boarding staff work hard to develop relationships in the House between themselves and boarders. This is built on mutual respect, consideration and communication. We ask that students come into boarding with the expectation that they will comply with the rules and routines of the House and offer their full cooperation. Good manners, courtesy and consideration are expected of all students. All students are expected to set a good example for each other.

Parents and/or the local support person will be notified of any situations that arise. Boarding staff should be always informed of the boarders' whereabouts due to their roles in loco parentis. No boarder may leave the campus without permission.

Curfew times are to be strictly observed, and boarders must contact the House if they are going to be late for any reason.

Signing in and out of the Boarding House is mandatory, as is answering the phone if the Boarding House calls the student.

Bullying or the perception of bullying is not tolerated, and any reports of alleged bullying will be investigated and acted upon in a timely manner.

Consequences are sometimes necessary but are based on the concern for the welfare of individuals, responsibility and accountability for the actions of every student and non-judgmental care for the student's outcome. Every effort is made to guide students through a process of reconciliation and restoration, but boarders may be suspended or permanently excluded from the Boarding House if found to be in serious breach of the rules.

SMOKING, ALCOHOL AND DRUGS

The possession and use of alcohol, cigarettes, vapes and drugs, or any other illegal substance, is strictly prohibited for all students in the Boarding House, even once over the age of 18. Any violation of these rules will be considered a serious breach and may result in significant consequences.

Matches, cigarette lighters, oil burners, candles, electric kettles, blankets, incense and any other fire hazards and are not permitted.

RESOURCES

RECREATION

Tovell House contains a large, recently renovated Common Room available for all boarders to use. It contains a television with access to Netflix, Disney+ and Kayo Sports, a Nintendo Switch with a variety of games, piano, board games, and a printer. The Common Room is open every day until 10pm.

The Boarding House organises several excursions each term at no or minimal cost to boarding families. These include ice skating, shopping, the cinema and adventure parks. We also frequently take small trips to the beach and our favourite frozen yogurt spot. On Fridays, we have 'Friday Fun' which is an in-house activity for our boarders in the House. Our boarding staff additionally have a wide range of interests, and frequently run activities such as yoga, sports, crafts and movie nights. Boarders in year 7-9 who remain in the house without prior arranged leave are expected to take part in these activities to encourage bonding with peers away from devices and to expand their opportunities and experiences whilst in boarding with us. For boarders in year 10-12 these are optional.

The Boarding House additionally has a kitchen ("the Pantry") available for boarders' use.

SPORT

Boarders have access to facilities such as basketball courts, tennis courts and gym equipment in the Physical Education and Sports Complex (PESC) several days a week. Boarders must be supervised by a staff member at all times when using PESC facilities.

Access to sporting facilities, both on and off campus, allows the girls to pursue their own sporting interests. It is our aim to foster the development of a life-long interest in personal fitness and wellbeing. Some boarders are elite sportswomen and follow rigid timetables. The Boarding House will facilitate unusual schedules, including mealtimes and curfew.

TECHNOLOGY

The Boarding House has extensive Wi-Fi coverage. As it is part of the School's network system, it has the same restrictions as for day students.

Students may bring their own mobile devices which can access the School's wireless network. The School is not responsible for the care or maintenance of individual mobile devices or the programs they contain.

Year 7-10 students are required to hand in all their electronic devices such as mobile phones, tablets and laptops each evening prior to bedtime on weeknights. Devices are available to collect each morning after 7am.

CULTURAL

Boarders are encouraged to access the cultural life of the city of Melbourne by attending plays, concerts, exhibitions and readings.

Students are also encouraged to pursue their own cultural interests in music and the arts and to become involved in the cultural life of the School and Boarding House.

VISITORS

We pride our Boarding House on being a welcoming and inclusive space for all. Boarders are welcome to have visitors, such as day school friends, visit after school. Boarders are expected to introduce their visitors to the staff on duty and sign them in and out with the visitors' book. We ask that visitors leave the Boarding House by 6pm, unless a special arrangement has been organised in advance.

ROUTINES

Boarding provides an opportunity to develop a sense of community and responsibility to that community. It is expected that boarders will adhere to the established routines for their own benefit and that of the whole community.

ACADEMIC

Students are able to draw on a wide range of academic resources to assist them in their studies.

The Boarding House will facilitate student learning by providing an environment in which boarders can work effectively.

Years 7-9 will have supervised study in the Boarding House study room ("prep") from 5pm to 6pm Monday to Thursday. Year 10 have their prep between 7pm and 8pm in the study room. Years 11 and 12 have their prep between 7pm and 8.30pm on these evenings, which they may do in their bedroom or our dedicated study room. Prep is compulsory from Monday to Thursday for all boarders.

All bedrooms are furnished with a desk, chair and lighting to facilitate learning in a boarder's own time. Tovell House also has a study room available for all boarders to use, alongside use of the library until 6pm each evening. The School provides tutors specialising in a wide range of VCE subjects in the library after school, which are available to access for all boarding students.

Private tutors may use the Boarding House facilities. Prior to commencing any tutoring, the Head of Boarding must receive a copy of the tutor's Working With Children Check and contact details. Tutors are not permitted to enter a student's bedroom and must always stay in a common space, such as the study room.

The Head of Boarding will liaise with day school staff to maintain a full picture of the academic progress of each boarder. Each student's progress is monitored by the Head of Boarding, with every effort made to assist each student to reach their potential.

MUSIC TUITION

Girls enrolled in individual tuition in instrumental or vocal music are required to attend all timetabled lessons.

The Music Building is available for students to use each day after school for practice. It is also available on weekends, provided a staff member is available to be present in the building. We ask that students ask staff in advance to use these spaces so that we can plan accordingly.

Students are also welcome to practice their instruments in their bedrooms or in common spaces, with consideration for noise depending on the time of day and what is happening in the House.

BOARDING HOUSE ACCESS

The Boarding House is closed during the regular school day. At staff discretion Year 12 students may remain in the boarding house until their first timetabled class for the day, they may also return at the end of lunchtime if they have a free last period on that day.

The only exception is during WAL when Years 10 and 11 may also return to the Boarding House after lunch on a Wednesday. There is an expectation that this time is used to study.

DEVICES

To assist in facilitating a good night's sleep and a healthy relationship with technology, our younger students are all required to hand in their devices on weeknights. Devices are stored securely in a personal charging bay in the staff office overnight and are available for collection before school the next morning.

DAILY ROUTINE

ROUTINE	TIME	EXPECTATIONS
Wake Up	7am – 7.15am	<ul style="list-style-type: none"> Wake up and begin getting ready for the day Staff conduct a morning roll to account for all students
Breakfast	7.30am – 8.20am	<ul style="list-style-type: none"> Hot breakfast is available in the Dining Hall Toast, cereal and other pantry items are available in the Boarding Kitchen
Leave for School	8am – 8.20am	<ul style="list-style-type: none"> Tidy bedroom before school: make bed, tidy desk & open blinds All students to depart for school by 8:20am
House Closed	8.30am – 3.30pm	<ul style="list-style-type: none"> Boarding House is closed for the day Exception - Year 12 students who have spare periods
After School	3.30pm – 5pm	<ul style="list-style-type: none"> Free time for all students Afternoon tea is available in the Boarding Kitchen Students are welcome to travel to Bay St or Church St after school
Junior Prep	5pm – 6pm	<ul style="list-style-type: none"> Junior prep time for Years 7, 8 and 9 students in the study room VCE tutors are available for all year levels in the library
Dinner	6pm – 6.30pm	<ul style="list-style-type: none"> Dinner in the Dining Hall Dinner is compulsory for all students Students are all allocated a week to assist in cleaning the Dining Hall after dinner
Senior Prep	7.00pm – 8.30pm	<ul style="list-style-type: none"> Year 10 prep time 7pm - 8pm in the study room Senior prep time for Year 11 and 12 students in their bedrooms Junior students who missed first prep due to other commitments complete their prep during this time Quiet free time for all other students in the House
Years 7 & 8 Bedtime	9.15pm	<ul style="list-style-type: none"> Year 7 & 8 students hand in all electronics at 9pm In bed & lights out at 9:15pm (10pm on weekends)
Year 9 Bedtime	9.30pm	<ul style="list-style-type: none"> Year 9 students hand in all electronics at 9:15pm In bed & lights out at 9:30pm (10pm on weekends)
Year 10 Bedtime	10pm	<ul style="list-style-type: none"> Year 10 students hand in all electronics at 9:45pm In bed & lights out at 10pm Common Room, kitchen and laundry room are all closed at 10pm
Year 11 & 12 Bedtime	10.30pm	<ul style="list-style-type: none"> Year 11 & 12 students may keep their electronic devices overnight Senior students are expected to be in their own bedrooms by 10:30pm While they do not have a strict 'lights out' time, we expect Year 11 & 12 students to set a good example by staying in their own rooms and maintaining a quiet environment for all students to be able to sleep
End of Night	11pm	<ul style="list-style-type: none"> Staff on duty sleep within the Boarding House between 11pm and 7am While not on active duty, staff are available for any illness or other concerns students have overnight

LEAVE

LEAVE GUIDELINES

Tovell House uses the program 'Orah' to keep track of leave. Students may request leave, and parents/guardians may approve leave, via the Orah website or app.

BAY ST & CHURCH ST LEAVE

Bay St & Church St are two local shopping strips within walking distance of the Boarding House. Students may visit either of these locations, but do need to inform staff of their plans before they leave. Students do not need to request leave in advance to visit these locations and instead need to inform staff before they leave of their plans.

YEAR	CONDITIONS	MONDAY-THURSDAY	FRIDAY & SATURDAY	SUNDAY
Years 7, 8 & 9	Bay St: may travel alone Church St: must travel with one other person	Return by 4:45pm	Return by 9pm	Return time for all students is 8pm
Year 10	May travel alone	Return by 5:45pm	Return by 10pm	
Year 11	May travel alone	Return by 5:45pm	Return by 10:30pm	
Year 12	May travel alone	Return by 5:45pm	Return by 10:30pm	

CITY & DAY LEAVE

City & Day Leave refers to any leave outside of the local Brighton area. Only Year 12 students may travel outside of the local area during the week (sport/school commitments excepted). All other students may only go on Day Leave during the weekend. The Boarding House understands that sometimes there are special occasions that may require a student to go on this leave during the week. In these instances, students must apply for special permission with the Head of Boarding in advance of the event. There is a general expectation that even with special permission, students who will return to the Boarding House later than 11pm should arrange to stay overnight at a parent, guardian or friend's house.

YEAR	CONDITIONS	MONDAY-THURSDAY	FRIDAY & SATURDAY	SUNDAY
Years 7, 8 & 9	Must travel with two other people	No city leave on weekdays	Return by 9pm	Return time for all students is 8pm
Year 10	Must travel with one other person	No city leave on weekdays	Return by 10pm	
Year 11	Must travel with one other person unless specific details are given and approved by Head of Boarding	No city leave on weekdays	Return by 10:30pm	
Year 12	May travel alone	Can go on city leave on weekdays with pre-approval. Return by 5.45pm	Return by 10:30pm	

VISITING FRIEND'S HOUSES

All requests to visit a friend's house, whether for the day or overnight, must be submitted via Orah by Wednesday evening each week. The following information must be provided:

- Address
- Friend's full name
- Parent's full name
- Parent's phone number

Boarding staff will contact the parent to verify details & obtain permission for the boarder to visit their home.

OVERNIGHT LEAVE

All requests for Overnight Leave, whether home or to a friend/guardian's house, must be submitted via Orah by Wednesday evening each week. The following information must be provided:

- Host's name
- Host's phone number
- Host's email
- Host's address

This information will be sent via Orah to parents, the host, and the Head of Boarding for approval. Parent approval must be received by Thursday evening for the leave request to be granted on Friday by the Head of Boarding, ahead of the weekend.

Boarders must return back to the House by 6pm on Sunday evening, in order to be present for dinner & announcements to prepare for the week ahead.

The only exception to this rule are Weekly Boarders, who have a pre-existing arrangement to go home each weekend.

SPECIAL PERMISSION

Special permission for leave outside of the above guidelines may be granted at the discretion of the Head of Boarding. Students must apply for special permission via Orah by Wednesday each week.

LEAVE CONDITIONS

- As the School is ultimately responsible for the wellbeing of the boarders under our care, we require them to notify duty staff of their whereabouts whenever they leave or return to the Boarding House.
- Before going on leave, boarders must ensure that they have their mobile phone with them and that it is charged appropriately. While on leave, boarders must answer any texts or calls from the Boarding House.
- All students are provided with a Student Safety Card with information such as the school address, emergency numbers, and School and Boarding contact numbers. Students are required to keep this card with them while on leave.

MEALS

The Boarding House employs a catering firm to provide meals for the boarders. Students are provided with catered food each weekday, with a variety of different options available on the weekend.

THE PANTRY

The pantry is available for boarders to store and prepare food and drinks. It is open for breakfast, afternoon tea and supper each evening for students to prepare light snacks and drinks. Meals are taken in the boarders' dining room on Sunday to Thursday evenings and are compulsory. The pantry is closed from 6pm-8.30pm each weekday evening and after 10pm. On Friday and Saturday nights the pantry is open all evening until 10pm giving students the opportunity to cook or bake if they would like. Students are responsible for cleaning up all mess after cooking and eating food. All food is to be eaten downstairs in the social space or recreation room for health and hygiene reasons.

BREAKFAST

Breakfast is provided in the Dining Hall between 7:30am and 8:20am each weekday. Our catering team provides a variety of hot breakfast and continental options to fuel our boarders for a busy day ahead. During the weekend, a self-serve breakfast is available in the pantry.

RECESS AND LUNCH

During the week, boarders collect their food for recess and lunch from the servery and are able to eat in the Dining Hall, although they are encouraged they sit outside with their friends.



AFTERNOON TEA

Afternoon tea is provided each weekday in the Pantry. Boarders are also welcome to travel to Bay St or Church St after school if they wish.

DINNER

Dinner is provided each weeknight in the Dining Hall. It is compulsory for all students to attend dinner, in which we spend time together, socialise and make any announcements relevant for the next day. Mobile phones and headphones are not permitted to be used within the Dining Hall.

WEEKENDS

Due to varied schedules on a Friday night, the Boarding House provides meals that can be heated at each boarder's leisure. Over the weekend, the Boarding House

orders UberEats for dinner on Saturday night and keeps the Pantry stocked well with food for breakfast, lunch and snacks. Boarders are encouraged to add to the shopping list each week in an effort to provide nutritious, filling, and most importantly, enjoyable food to suit every boarder's taste.

Students may not order personal UberEats on weekdays. On weekends, no deliveries must be made after 7:30pm.



TRAVEL

Overseas travel arrangements must be made and finalised no later than two weeks prior to the end of term. All girls must attend classes until the end of term and arrive back the day before a new term begins. The Boarding House will not open prior to this day and alternative arrangements will need to be made with guardian and local support persons if early accommodation is required.

Except at the end of year or in exceptional circumstances, no girl will be permitted to leave the Boarding House early or leave late. Girls may not leave the Boarding House after 11pm or before 7.00am as the door will be alarmed.

The only exception is for girls participating in early morning rowing or swimming in which case a door code will be provided for them. The Boarding House will close at 4pm on the day after the last day of term.

All public transport transfers to the airport must be approved by parents/local support person.

Rooms must be left neat, tidy and clean on departure. A large bin will be supplied on request. Parents should notify the Boarding House of a boarder's safe arrival. The boarder must keep her mobile phone switched on and charged right up to her arrival.



HEALTH POLICIES AND PRACTICES

HEALTH CENTRE

The Health Centre is open from 8:30am to 3:30pm Monday to Friday. The School Nurse, Mrs Penny Featherstone, and the Health Centre staff liaise with the Boarding House to ensure continuous care for each boarders' health.

The Health Centre is available to treat any minor medical conditions or first aid and give advice for the day-to-day treatment of boarders.

If boarders are too unwell to attend school, they are required to stay in the Health Centre under the care of the School Nurse. They will not be allowed to stay in the Boarding House. Boarders who have spent the day in the Health Centre will not be permitted to go on Leave after school.

The School also has a School Psychologist, Ms Sara Groves, and a team of counsellors available for any student to use.

AFTER HOURS, EMERGENCIES & MEDICAL APPOINTMENTS

After hours, Boarding House staff determine appropriate treatment. The Boarding House is well equipped with first aid supplies and basic medicines, with all staff qualified in First Aid, Anaphylaxis & Asthma treatment. Staff will refer to the Health Centre staff, Nurse On Call or a local medical practitioner should they require further advice.

The Boarding House and Health Centre staff are able to facilitate booking and transporting students to medical appointments if required. The Boarding House utilises Brighton Medical Clinic for local GP appointments. To the extent possible, we encourage parents/guardians to accompany their child to specialist medical appointments, at least for the initial consultation.

All students are required to have a Medicare card and are encouraged to have private health insurance to cover the costs of medical appointments. International students will have the expiry dates of their insurance monitored by our International Student Administrator, Mr Yu Tang, contactable at ytang@firbank.vic.edu.au

In case of emergencies, students will be taken to Monash Medical Centre or Sandringham Hospital.

MEDICATION

Boarding staff will assist in administering medication to boarding students and ensure that they are administered appropriately and consistently. Any student taking regular medication is required to disclose this to the Boarding House and parents/guardians will be given a Medication Administration Form to complete prior to medication being administered.

Boarders are not allowed to keep any medication in their rooms or self-administer medication without pre-arranged permission from the School Nurse and Head of Boarding.

CONSENT2GO

At Firbank, we use the health and safety application Consent2Go. This is an innovative, parent-controlled electronic medical form. It is an electronic version of the forms such as excursion permission forms. This system reduces the burden on parents to complete many forms throughout the year.

Parents can access and complete the forms using a PC, laptop, tablet or mobile phone to enter details such as emergency contacts, medical information including asthma, allergies, notes and care instructions for their child.

All Firbank families are required to enter current and complete medical records on Consent2Go.

We would appreciate parents' assistance in completing the forms as soon as possible. This will ensure that we always have current information about each child.

LOOKING AFTER PERSONAL BELONGINGS

The Boarding House operates on a system of trust. However, from time to time, things go missing or are misplaced.

- Girls are responsible for their own property and are expected to take due care of the Boarding House property.
- Clothes and linen must be clearly marked in bold print.
- Books and personal possessions should be named.
- Money and valuables should not be kept in bedrooms or handbags – they should be signed in at the office for safe keeping.
- Boarders must open an online bank account. We recommend parents provide their child money via their bank account, rather than through cash. Parents are expected to monitor their daughter's use of this money. It is unwise to lend or borrow property, however, when it happens, the borrower has an obligation and responsibility to take due care.
- Rooms must be kept in a reasonably neat and tidy state.
- Boarding staff check rooms for tidiness each day before school, with the expectation that beds are made, blinds & windows are open, lights off, and the desk and floor are free from clutter to ensure they are able to be cleaned during the day.
- Any students with an untidy room will be asked to tidy their bedroom before being allowed to go on leave after school.
- A record should be kept of all serial numbers of items such as cameras, mobile phones, iPads and laptops.
- Boarders are permitted to have their own mobile phones in the Boarding House, however, these may not be taken into the Dining Hall. Mobile phones may not be used during study times or after lights out.
- It is required that boarders keep their passports in their envelope in the Boarding House safe storage area. There is a sign in/sign out system to ensure a reliable record is maintained.
- At the end of Term 4, rooms must be completely vacated and all belongings taken home.
- The Boarding House can assist in organising outside storage with a storage company if required. The cost of this will be charged to the student's account.
- Personal items need to be covered by the family's insurance policy – overseas students should consider having personal insurance for their valuables.

LAUNDRY

Boarders are responsible for their personal washing, including bed linen. Detergent is provided by the School, however, boarders are also welcome to provide their own if they wish or have any particular sensitivities. Boarders are expected to be efficient and considerate of others when using the laundry facilities. Duty staff will encourage the boarders to be organised and can offer help when needed. The laundry will be locked at 10pm each night and will not be unlocked until the following morning at 7am so as not to disturb the sleep of boarders in nearby rooms. All students should have their items clearly named.

A name tag is provided for the girls to place on the washing machine or dryer when their laundry is in progress. The Boarding House also provides laundry baskets for students to use during washing.

Linen should be changed and washed at least once per two weeks. A spare set of linen (named) must be kept by the student in their room.

The School will provide mattress protectors for all students, which are sent to a commercial laundry at the end of each term.

PETS

Pets (including fish) are not permitted in the Boarding House, with the exception of short-term visits that may occur only with the prior approval of the Head of Boarding.

Our Head of Boarding brings in her labradoodle and bordoodle, Willow and Sage, into the Boarding House occasionally to provide companionship for the boarders.

DRIVING

Boarders who are holders of a provisional ("P Plate") driver's license are allowed to drive. There is no parking available for students on School grounds, however, there is plentiful street parking located directly outside the School.

Prior to being allowed to drive, all boarders must submit a permission form to be signed by the Head of Boarding and parents/guardians.

Students are not permitted to drive with fellow boarders unless explicit written permission has been received by the Head of Boarding from both the parents/guardians of the driver and the passenger. The School holds no responsibility for any accidents.



PACKING LIST

CLOTHING

Complete school uniform (named) is required, as stipulated in the school uniform list.

Casual clothing and footwear – we suggest the following:

- Casual t-shirts and tops
- Dresses
- 3 pairs of trousers/jeans/shorts
- 2 pairs of comfortable tracksuit pants
- 3 jumpers
- 3 sets of pyjamas
- Dressing gown
- Slippers
- Casual footwear
- Underwear and socks

Other clothing as required:

- Jewellery
- Waterproof/warm jacket
- Fold-up umbrella
- Suitable boots or waterproof shoes
- Hat
- Sunscreen
- Sunglasses
- Swimming costume, goggles and cap

TOILETRIES

- Toothbrush & toothpaste
- Shampoo & conditioner
- Deodorant
- Shower shoes
- Sanitary items
- Hairbrush
- Please note makeup is not permitted to be worn at school, though students may have their own for the weekends.
- Shower caddy

LINEN

- 1 single duvet/doona
- 2 pillows
- 2 fitted single bed sheets
- 2 flat single bed sheets (optional)
- 2 quilt covers
- 4 pillowcases
- 2 bath towels
- 1 beach towel
- Blankets and cushions, if preferred

OTHER ITEMS

- Sporting or musical equipment, or other items associated with hobbies or extra-curricular activities
- Stationery and booklist items for school
- Dirty laundry hamper
- Coat hangers
- Headphones
- Electronics & chargers
- Books or eReader to wind down at night
- Décor for bedroom
- Personal heat pack (hot water bottles and electric blankets are not permitted)
- Water bottle and thermos

Please do not bring excessive luggage, as storage is limited.

Valuable items should be clearly marked.

No candles or personal kettles, coffee makers, rice cookers or cooking equipment may be used by boarders. The boarding house provides equipment needed for food preparation.

Boarders are very welcome to decorate their bedrooms to make it feel homely. Posters and other items can be displayed using BluTack, command strips or other methods that will not remove paint. Many students use LEDs or fairy lights to create ambience. Students are welcome to have houseplants in their rooms provided they are well taken care of.

GENERAL INFORMATION

IMPORTANT DATES

TERM DATES

TERM	DATE
Term 1	<ul style="list-style-type: none">Boarding House Opens: Thursday 29 JanuaryTerm Dates: Friday 30 January – Thursday 2 AprilBoarding House Closes: Friday 3 April
Term 2	<ul style="list-style-type: none">Boarding House Opens: Monday 20 AprilTerm Dates: Tuesday 21 April – Friday 26 JuneBoarding House Closes: Saturday 29 June
Term 3	<ul style="list-style-type: none">Boarding House Opens: Tuesday 21 JulyTerm Dates: Wednesday 22 July – Friday 18 SeptemberBoarding House Closes: Saturday 19 September
Term 4	<ul style="list-style-type: none">Boarding House Opens: Monday 5 OctoberTerm Dates: Tuesday 6 October – Tuesday 8 DecemberBoarding House Closes: Wednesday 9 December

STUDENT-FREE DAYS

On long weekends, it is strongly encouraged for students to have a break away from the Boarding House if this is possible.

STUDENT FREE DAY	DATE
Labour Day	Monday, 9 March
ANZAC Day	Saturday, 25 April
Kings Birthday Public Holiday	Monday, 8 June
Term 3 Mid Term Break	Monday, 17 August
Melbourne Cup Long Weekend	Saturday, 31 October – Tuesday, 3 November

KEY STAFF

DEPUTY PRINCIPAL AND HEAD OF SENIOR SCHOOL

Name	Mrs Ceri Lloyd
Email	clloyd@firbank.vic.edu.au

HEAD OF BOARDING

Name	Ms Rose Newcombe
Email	rnewcombe@firbank.vic.edu.au
Mobile	0419 927 023
Phone	03 9591 5188

BOARDING HOUSE DUTY PHONE (CONTACTABLE 27/4)

Mobile	0429 907 225
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SCHOOL NURSE

Name	Mrs Penny Featherstone
Email	pfeatherstone@firbank.vic.edu.au
Phone	03 9591 5134

FIRBANK ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners and custodians of this land, the Kulin Nation people, and we pay our respects to Elders past and present. We recognise their continuing connection to the land and waters and thank them for protecting this coastline and its ecosystems since time immemorial.

The Kulin Nation consists of the five language groups who are the traditional owners and lived in what is known as the Port Phillip region. The language groups are connected through shared moieties (divided groups) – the Bunjil (wedge-tailed eagle) and the Waa (crow). Bunjil is the creation spirit of the Kulin and Waa, the protector of the waterways.

The five language groups are:

- Boonwurrung (Boon-wur-rung)
- Dja Dja Wurrung (Jar-Jar-Wur-rung)
- Taungurung (Tung-ger-rung)
- Wathaurung (Wath-er-rung)
- and Woiwurrung (Woy-wur-rung), commonly known as Wurundjeri.

Their collective traditional territory extends around Port Phillip and Western Port bays. It extends up into the Great Dividing Range and the Loddon and Goulburn River valleys.





FIRBANK
GRAMMAR

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