



Residential Life Handbook 2017

A guide for students and parents of Scotch College

SCOTCH
COLLEGE



Preparing boys for life

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SCOTCH COLLEGE - VISION MISSION AND VALUES

VISION

A learning community with an international standard of excellence.

MISSION

To develop young men with strength of character, self-understanding, a passion for sustained learned and spiritual enquiry who will become active members of the global community.

CORE VALUES

As a Christian college, these are our core values and tenets:

Integrity	adherence to moral and ethical principles; soundness of moral character; honesty
Service	acts of helpful activity; assistance and support; to do someone service
Stewardship	using talents, abilities and resources in a responsible and honourable manner

AT SCOTCH, WE PROMOTE

Individuality	through knowing every boy
Openness	through spiritual inquiry
Opportunity	through breadth of experiences for learning
Equity	through equality of opportunity for all
Excellence	through personal achievement
Respect	through valuing self, family, community and environment

RESIDENTIAL LIFE AT SCOTCH COLLEGE

The Residential Community has been an integral part of the life of Scotch College for the entire history of the school. It has not merely been accommodation for boys at the College but has in itself been a positive educational experience.

Residential Life has provided a structured, supportive and caring educational environment in which boys develop skills and attitudes which prepare them to become contributing and caring adults in modern society.

At Scotch, we believe in maximising the opportunities your son has by allowing him the flexibility to manage his time to experience all that living in Perth has to offer. Some examples of these opportunities could be part-time work, outside sporting/cultural activities or even extra study programs or courses. Our motto is, Preparing boys for life, and we aim to do this by planning activities and experiences that touch on all aspects of life that your son may need during and after his time at Scotch.

SPECIFIC AIMS OF RESIDENTIAL LIFE AT SCOTCH

ACADEMIC

Students will be in an environment where it is possible to seek and gain guidance and assistance with academic work, work independently in a quiet and conducive atmosphere and have access to modern educational facilities and resources at all levels of their schooling. They will be taught the necessary skills to work efficiently and independently, yet be encouraged to seek assistance and share ideas when appropriate. They will be encouraged to set their personal goals as high as possible and to work with purpose to achieve their objectives.

SOCIAL

Students and staff living in a communal situation will do so with the following social values foremost in their minds: trust, co-operation, tolerance, responsibility, respect, loyalty and pride. These values will be nurtured within the residential house and developed through activities and experiences both with the students' families and independently. The sense of family, and being a part of a special community, will be an integral and necessary requirement of the residential experience.

PHYSICAL AND CULTURAL

Students will be exposed to, and encouraged to participate in, appropriate activities which enhance their bodies and minds, broaden their outlook and help in their appreciation of others' skills and beliefs. They should also experience and practice tolerance of each other's differences and appreciate other's talents and celebrate achievements together.

SPIRITUAL

Scotch College is a Uniting Church school and is therefore firmly based on Christian values. Students will be required to participate in worship and will be encouraged to do so in a positive and active manner. They will be encouraged to challenge and develop their faith and will, at all times, be required to strive to live by Christian principles.

Residential Life at Scotch College will strive to develop the whole person. Your son will be given the opportunity to share, to lead and to serve in various environments and situations so that he has the opportunity to reach his potential in all of the above areas.

EXPECTATIONS

There are a number of expectations that the residential community has of its members. Talking these over with your son, and understanding the importance of these, would help set a framework for him before he begins at Scotch College.

- Scotch College is a school of the Uniting Church, and as such, upholds Christian principles. We strive to emulate a Christian community in our residences, with notions of mutual respect, forgiveness, honesty, tolerance and understanding.
- Students coming into the residential community should understand that the nature of large group living inevitably restricts certain aspects of their individual freedom. There is a need for all students to develop a sense of balance between the needs of the individual and the needs of the community.
- The residential community operates on trust. Once that trust is broken by an individual, he forfeits the basic freedoms that he is normally allowed until he can show that he is indeed trustworthy and responsible enough to use his freedoms appropriately.
- Membership of any community requires contribution. For the Scotch residential community to enjoy harmony and happiness, each member of the community must contribute.
- Although the relationship between staff and residential students is one of caring and supervision, staff have authority and, therefore, residential students must take direction and discipline from staff in a respectful manner.
- All students have the right to feel safe in their environment and as such the College views any form of bullying or harassment as very serious. An individual's personal space and belongings should be respected at all times.
- The School area is a NO SMOKING ZONE. Smoking is not permitted and residential students are absolutely forbidden to have in their possession, bring on to the premises, consume or use any alcoholic beverage or non-prescribed drug, or associated implements. This also applies to leave situations.

CHAPEL

In accordance with Scotch College being a Uniting Church school, residential students are expected to attend Chapel during the term. Chapel is held weekly as part of the school programme. In addition, twice a term Boarders' Chapels are held in association with PLC (Presbyterian Ladies College, our sister school). Day leave, and most weekend leave, ends at 5:30 pm on Chapel Sundays. This allows boys the chance to return in time for this community service. Special permission from the Residential Head of Year or Director of Residential Life maybe granted if a boy is not returning by 5:30 pm.

CARE FOR YOUR SON

PASTORAL RELATIONSHIP

The residential community is operated with the values of the Uniting Church being paramount. It is not only a residential facility but aspires to establish a 'community' atmosphere within the context of sound Christian principles. Such a community inevitably finds itself operating in a balance between discipline and individual freedoms, the needs of the individual and the needs of the community as a whole.

It also recognises that the student's reason for being in the residential community is to acquire the best education possible. To ensure that aim, every attempt possible is made to make the residence a 'home-like' atmosphere with accessibility to the staff by the residential students for help with problems encountered during the year.

In their relationship with residential students, the residential staff will carry out their positions of responsibilities with understanding. The relationship is seen primarily as a pastoral relationship reflecting care and concern, balanced by firm discipline. The aim always is to build mutual respect and to develop maturity in your son. Staff should know each boy as an important individual who is part of our community.

DIRECTOR OF RESIDENTIAL LIFE

The role of the Director of Residential Life is to oversee all aspects of Residential Life at Scotch College.

PERSONAL ASSISTANT OF RESIDENTIAL LIFE

The role of the Personal Assistant of Residential Life is to assist the Residential Life Staff in managing the operational aspects of Residential Life.

DEPUTY HEAD OF RESIDENTIAL LIFE

The role of the Deputy Head of Residential Life is to assist the Director of Residential Life in managing the operational aspects of Residential Life.

RESIDENTIAL DEAN OF TEACHING AND LEARNING

The role of the Residential Dean of Teaching and Learning is to:

1. Assist the Residential Heads of Year with the academic monitoring and tracking of their boys
2. Liaise with the Deans of Teaching and Learning within the Middle and Senior Schools so as to standardise teaching and learning practices
3. Monitor and evaluate all academic programs that exist within the Residential Community. We operate three academic programs:
 - Welcome to Scotch Residential Academic Assistance
 - Year 7 to 9 Residential Academic Program
 - Year 10 to 12 Residential Academic Program

All three of these programs have been created to assist with the academic journey of our boys and to ultimately provide them with the opportunities to develop lifelong learning skills.

RESIDENTIAL HEAD OF STUDENT WELLBEING

The role of the Residential Head of Student Wellbeing is to oversee programs within the Residential Community that concentrate on personal growth and the development of 'life' skills.

Ultimately our program looks to focus on transitioning boys into Residential Life and the skills and abilities that are required to live in a communal environment. We then need to recognise our responsibility in preparing our boys for life after the structured residential lifestyle and this is where the concept of transitioning boys 'out' of communal living and into a semi-independent environment becomes the focus.

The Residential Communities Recreation and Co-curricular programs are the responsibility of the Residential Head of Student Wellbeing.

This role should not be confused with that of pastoral care and/or discipline, as these areas are primarily the responsibility of the Residential Heads of Year.

RESIDENTIAL HEAD OF YEAR

The Role of the Residential Head of Year, along with his Resident staff, is primarily one of carer/mentor, with the emphasis on the notion of working together as a team – parents, boarder and residential staff – to meet the residential students' needs. It is the role of the Residential Head of Year to oversee the care, supervision and development of the members of the year group, including social, spiritual, academic and physical aspects of the residential students' character. Staff also strive to create a positive environment, so that residential students can gain the maximum from their stay in the residential community, while providing a model for residential students.

The main functions and responsibilities of the Residential Head of Year include: being a contact point for parents, teachers and others as necessary; working with boys within the year group, training, counselling and giving them feedback on the tasks that they undertake; counselling boys when required or when asked to help them overcome difficulties, in conjunction with the Director of Residential Life and other College Staff evaluating boys' living and performance in the residential community; providing feedback for residential students, parents and staff and keeping parents informed and involved in all facets of the residential community and their well-being.

HOUSE MOTHER

The main role of the House Mother is a pastoral one and to complement the role of the Residential Head of Year and Head of Director of Residential Life. The House Mother provides a female presence around the House adding a balance to what is generally a male environment.

ASSISTANT RESIDENTIAL HEAD OF YEAR

This role exists in the Year 7 and 8 and Year 9 Houses and is primarily there to support the Residential Head of Year.

RESIDENTIAL MENTORS

The Residential Mentors are the staff who supervise the boys on a daily basis and act on behalf of the Residential Heads of Year and Director of Residential Life.

RESIDENTIAL 'ON-CALL' STAFF

On every day of the week, whilst the boys are in residence, there will be a Senior Member (Residential Head of Year or Director of Residential Life) of staff who will be 'On Call'.

On the weekends this person is the primary contact if you need to urgently speak with someone. The 'On Call' roster is available on the Weekly Residential Life Newsletter or Residential Portal Page.

COMMUNICATING WITH THE RESIDENTIAL COMMUNITY

Your first point of contact is your son's Residential Head of Year. If there is something bothering you about your son's progress or you just want to talk about things in the residential house, please let us know. We enjoy hearing from you, as most times what you have to say does put into perspective some of the situations that we share with your son here.

Do not feel that any problem is too small and certainly do not let anything become a crisis on your part before letting us know. Please make a point of contacting or calling in to the Residential House whenever you are in Perth.

Do not hesitate to contact the Residential Head of Year; House Mother or Director of Residential Life at any time during the year if you have any concerns or questions about Residential Life or information that you think may be helpful.

Further information pertaining to Residential Life can be viewed via the Residential Life tab on the Home.Scotch webpage (<http://home.scotch.wa.edu.au/home>), via the Residential Newsletter that is published weekly (<https://my.scotch.wa.edu.au/residentiaallife/newsletter>).

CONTACT NUMBERS

For calls inside Australia replace (+61) with 0.

College Reception	Address	Scotch College 76 Shenton Road Swanbourne, WA 6010
	Phone	+61 8 9383 6800
	Opening Hours	(Monday to Friday) 08:00 – 16:45

Director of Residential Life

Marcus Wilkinson	+61 8 9383 6919
Mobile	+61 431 136 786
Email	Marcus.Wilkinson@scotch.wa.edu.au

Personal Assistant to the Director of Residential Life

Michelle Grosse	+61 8 9460 6655
Email	ResidentialLife.Admin@scotch.wa.edu.au
Hours	Tuesday to Thursday 08:00 – 16:00 (Term Time)

Assistant Director of Residential Life

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Residential Dean of Teaching and Learning

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Residential Head of Student Wellbeing

Ashley Keatch	
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Email	Ashley.Keatch@scotch.wa.edu.au

House and Senior Staff Contacts

Year 7 and 8 House Office/Mobile +61 8 9383 6885/+61 402 983 061
Email ResidentialLife7-8@scotch.wa.edu.au

Residential Head of Year 7 and 8
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House Mother Kim Whettters +61 8 9383 6885
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Year 9 House Office/Mobile +61 8 9383 6909/+61 402 983 077
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Residential Head of Year 9 Sean Mecham
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Assistant Residential Head of Year 9
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House Mother Fran Hannington +61 8 9383 6909
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Year 10 to 12 House Office/Mobile +61 8 9383 6922/+61 402 983 087
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Residential Head of Year 10 Scott Siekierka
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Email Scott.Siekierka@scotch.wa.edu.au

Residential Head of Year 11 Grant Bennett
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Email Grant.Bennett@scotch.wa.edu.au

Residential Head of Year 12 Matt Bradley
Mobile +61 403 326 554
Email Matt.Bradley@scotch.wa.edu.au

House Mother Pam Seaby +61 8 9383 6922
Email Pam.Seaby@scotch.wa.edu.au

As our Residential Heads of Year are teachers in the Senior School it is often difficult to contact them during school hours on their mobile phone. If you do need to catch them during the day, then please email them and they will be in touch with you as soon as possible or if it is urgent then please phone the **Personal Assistant to Residential Life** on (08) 9460 6655.

STUDENT LEADERSHIP

We encourage all our boys to be proactive in the Residential Community and provide many avenues for them to share their opinions or take an active role in the community.

The two main programs that we have for our boys are The Year 10 Peer Mentor Programme and The Residential Community Student Council.

Our Year 10 Peer Mentor Programme begins in Year 9 when we prepare the boys to become mentors for our New Year 7s and 8s. The programme is centred around reminding the boys what it was like to be new and what they felt really helped them to settle into Residential Life.

In Year 12 the boys have the opportunity to become part of the Residential Life Student Council. The structure of this group is made up of the Captain of Residential Life and the Captains of the Highlander groups, however, we also involve the boys each year in what they feel is the best structure for them as ultimately we are asking them to lead our community.

Our Leaders for 2017 are;

Captain of Residential Life

Brynn Teakle

Vice Captain of Residential Life

Oliver Harding

Vice Captain of Residential Life

Ryan Greaves

Residential Student Council Members

Angus Campbell

Jakheem Coaby

George Gibson (Keys House Captain)

Thomas Menzies

Tim Walker

HIGHLANDERS

Highlanders is a structure similar to that of House groups and is applicable only to Residential Life. Your son will be placed into one of these six groups (Clans). Each Highlander Clan is named after a famous Scottish Battle and includes boys from every year group. The Highlanders promote opportunities for boys from differing year levels to mix together.

We have a series of Highlander activities throughout the year that accumulate points and this all leads to one Highlander group being crowned the champions.

The Captains of the Highlander Clans for 2017 are;

Auldearn

Peter Shackles

Bannockburn

Louis Miller

Culloden

James Hills

Falkirk

Luke Gollan

Glencoe

Ethan Siegmund

Killicrankie

Digby Pink

UNIFORM SHOP

The Uniform Shop is at 43 Shenton Road, Swanbourne.

It takes about an hour to kit out a new boarder.

As December and January are the busiest months of the year in the Uniform Shop, we encourage you to make an appointment so that our staff can give you their undivided attention.

During term time, the shop is always open: -

Tuesday	8:00am to 5:00pm
Thursday	7:30am to 11:30am
Friday	7:30am to 11:30am

Online Uniform Shop

Uniform can also be purchased in the online Uniform Shop. Payment is by credit card or PAYPAL

Please go to Flexischools.com.au and click on Register, then follow the instructions in the email that you'll receive. Once you have registered at Flexischools, you will need to add your son ("Add a student") as a student at Scotch ("Scotch College WA"). Enter him as a student in the year group he will be going into in 2017 (any class is fine).

If you need help with this process, please contact the uniform shop.

You are still welcome to pop into the shop at any time, but please make an appointment for your very first fitting.

To book your appointment please email: uniform@scotch.wa.edu.au

LIST OF UNIFORM AND CLOTHING REQUIREMENTS

All school uniform items, except footwear, are available from the College.

Compulsory Items of Clothing Required – Boys should wear their uniform completely and correctly at all times.

WINTER UNIFORM

- Blazer, plain grey trousers
- White long sleeved shirts - minimum of 5
- Grey Socks - minimum of 5 pairs
- 1 x black leather lace-up shoes (not boots)
- 1 x College pullover
- 1 x School tie
- 1 x House tie
- 1 x black belt

SUMMER UNIFORM

- Khaki shorts- minimum of 4 pairs
- Khaki shirts - short sleeves (at least 5)
- Khaki socks - minimum 5 pairs
- 1 x black leather lace-up shoes (not boots)
- 1 x School tie
- 1 x House tie
- School cap

SPORTS WEAR

Parents should note that it is advisable that the purchase of items of sports clothing be left until near the commencement of that particular sports season when boys will be informed of the requirements. Most items of sportswear are available from the Uniform Shop. Parents are advised to check with the College Uniform Shop before buying any item of sportswear to ensure it is the correct uniform.

- Blue Scotch shorts – (at least 2 pairs)
- Track Suit (Scotch College)
- Sand shoes (non-marking sole)
- Polo shirt (House)
- Polo shirt (School)

ADDITIONAL ITEMS FOR RESIDENTIAL STUDENTS

- Under clothing
- 1 pair thongs or sandals
- Clothes hangers
- Several sets of casual clothes (shorts, jeans, shirts) and footwear are useful for recreation purposes and some good clothes for more formal occasions e.g.: socials, dinners, chapel, days out etc.)
- 1 x shoe polishing kit
- 1 x hairbrush and/or comb
- 1 x toothbrush
- 3 x towels (1 for swimming)
- 1 pair casual shoes for good wear (not joggers)
- 2 x small laundry bags, 1 large laundry bag
- 2 x sets of sheets (single for 7,8 and 9s and king single for 10,11 and 12s) and 2 pillowcases (also marked with name & number)
- swim wear
- 1 x pyjamas (optional)

Please note: Every article should be **distinctly marked with the boy's name using woven name tags**. Please mark shirts, coats etc. on the inside of the collar, shorts and trousers at rear inside the waist and socks under turned-over tops where applicable.

LAUNDRY AND CLOTHING

On looking at the uniform list for residential students, parents may think there is an inordinate amount of clothing required. Let us describe briefly the laundry cycle and why certain amounts of clothing are necessary. Firstly, all our laundry is done on the school premises – a huge undertaking in itself.

Dirty clothes are placed into the laundry on an allocated morning where they will be washed and dried. The clothing is folded and ironed, sorted and then placed in the boarder's pigeonhole by the laundry staff ready for collection after school. Most washing is returned daily.

We find six things which are essential to the streamlining of the huge laundry task:

1. Residential students must have **every item of clothing marked with your sons FULL NAME (e.g. James Robertson) and black letters on white background.** We suggest name tags that have the student's name clearly on them are ordered through *Cash's School Name Tapes* (A copy of the order form for Cash's can be obtained by emailing ResidentialLife.Admin@scotch.wa.edu.au).
2. **Name tags should be used to mark clothing rather than laundry markers because the writing tends to fade.** Name tags should be sewn in prominent positions. Socks need name tags sewn on *the upper part* – not the foot. **Do not sew name tags on trade labels as they can easily be removed.** On items of greater value, it may be wise to put a name tag in a hidden position as well. It would be appreciated if a number of spare name tags are left with your son so that they may be sewn onto any new clothing purchased during term time.
3. Socks and underwear are laundered in special net bags to aid in the huge task of sorting. Each boarder has two bags. Only underwear and socks are to be placed into these bags. These can be purchased from the uniform shop.
4. Special arrangements can be made for specific items of clothing which cannot be subject to industrial washing and drying. These details should be obtained from the laundry staff. Each House has its own washing machines and dryers and students are encouraged to use them.
5. Please remember that any clothing purchased during term will also need to be named.
6. A spare set of name tags **MUST** be left with the House Mother.

LOST PROPERTY

Every year the residential community is left with an incredible amount of lost property, **especially clothing**, the majority of which is unnamed. We have found in the past that lost property accumulates through poor personal organisation on the part of some residential students. This emphasises the need for all clothing to be named.

BED LINEN

We find, as a residential community, the diversity of individual needs concerning bedding very difficult to cater for. Therefore, each boarder is required to provide his own named sheets, blankets or doona and pillow. Residential students are expected to use both a top and bottom sheet and pillowslip for hygiene reasons and these should be washed each week. Parents should be aware that Years 10, 11 and 12 residential students will require King size single bedding. A mattress protector will be provided.

DRY CLEANING

This is organised by the House Mother through the laundry.

SUPPORT FOR STUDENTS WITHIN RESIDENTIAL LIFE

Some residential students experience problems with social adjustment. Teenagers quite often set up active social patterns and enjoy a certain amount of independence. Due to the nature of the residential community, and the direct responsibility of the staff to the parents and residential students and the sheer size of our “family” some residential students, at times, find some of the day-to-day workings a bit restrictive.

To help them cope with this new lifestyle, it would be beneficial to discuss with them some of the differences that might be experienced. If you want more background information please do not hesitate to phone the Director of Residential Life, House Mother or Residential Head of Year with your queries. It may be of benefit to encourage your son to make the contact if he is indeed worried about any aspect.

Success in this matter lies in the understanding that a large community, such as ours, is in some respects reasonably inflexible. It is essential that a boarder arrives at an understanding of what is acceptable and what is not and why these things are so. A new boarder has to quickly realise that some social patterns will not fit the new situation and that he must take steps to adjust his behaviour accordingly rather than try to change the community. Our rules and expectations have been put in place with the boys’ best interests and security in mind.

HOMESICKNESS

It is perfectly normal for boys living in completely new surroundings, and in a necessarily institutionalised environment, to feel strange and feel homesick. Often homesickness reflects a very positive relationship with family and friends and the home environment. We have included a number of observations on this problem and feel that our suggestions may help your son to overcome this very real difficulty as quickly as possible.

1. We believe it is important for him to realise that homesickness is perfectly normal and that he is likely to feel homesick from time to time, and that it is something that he should not hide from, but face up to and try and talk about.
2. It is important for you, as parents, to emphasise the need for complete involvement in and out of the classroom. The person who mopes around after school and misses classes because he feels sorry for himself only compounds an already difficult problem. Involvement in sport, games, music and other activities is essential and should be encouraged whenever possible.
3. It is important for you to realise that you will hear of, or experience, the worst of your son’s homesickness. Residential students will tend to write or ring when they are feeling at their lowest. They may also tend to exaggerate the worst features of what they are experiencing in order to get your attention.
4. Poor grades and difficulty with work are often closely related to homesickness in the early stages.
5. A recurrence of the problem is quite common after the first few weekends out or term vacations. However, it is usually overcome very quickly on returning to school. Further to this, too many day outings over the first few weekends can cause great difficulty for your son making the break from home. We encourage you to let your son experience as much as possible the normal activities of the residential house, particularly during weekends, and therefore, suggest that you do not prolong the break by taking him out too often during ‘settling in’ times.
6. Please encourage your son to see the Director of Residential Life, Residential Head of Year, the House Mother, other House staff, the Nursing Sister or the School Counsellor if the problem seems to be reaching intolerable levels. Often discussing the problem with someone not directly involved is of great assistance.

We do not wish to alarm you in any way, but purely make you aware of a very common and usually short term problem. It is also our aim to help you and your son cope with the difficult settling in period. It is best to deal with any problems that may arise in the early stages, as this is advantageous for all concerned. Understanding, patience and firmness would appear to be the most important qualities necessary for quick and relatively smooth adjustment to the new environment.

Above all, please do not hesitate to contact your son's Residential Head of Year, the House Mother or the Director of Residential Life, if you wish to discuss the problem.

As well as your son experiencing homesickness, it is not uncommon for you, as parents, to also feel "homesick for your son". The following are a few observations that might help you cope with your own sense of loss.

1. The sense of loss may not be as obvious for you as it is for your son because your daily routine continues. Acknowledging the sense of loss for you is just as important.
2. When a boy goes to residential school there is a change in the structure of parenting because the daily dependence of the boy is no longer present. Your son will quickly establish an increasing level of independence and often parents are caught unawares by this sudden move of their son from childhood towards the adult world. If your son is making this transition well it is a sign that, as parents, you have prepared him well for adulthood.
3. Despite planning for your son to go into residential, the reality comes suddenly – one day he is at home and the next he is not. Do not underestimate the effect it may have on you, and feel free to contact your son's Residential Head of Year or the House Mother or the Director of Residential Life about your own concerns as well as those of your son.

BULLYING

The Scotch community does not tolerate bullying or harassment in any form.

Bullying is any behaviour intended to hurt, injure, threaten or frighten another person. Bullying can be physical (e.g. pushing, stealing), verbal (teasing, threatening, putting down), written (e.g. abusive email) or social/psychological (e.g. ignoring, excluding). Bullying has negative consequences for all concerned and is therefore taken very seriously.

Should students experience bullying (either directly or as a bystander), they are expected to tell another member of the Residential Community so that it can be resolved efficiently.

FAMILY PROBLEMS

These do occur and Residential staff need to be informed immediately. This enables staff to be prepared and to provide the best possible care for your son.

DEATH OF A FAMILY MEMBER/FRIEND AND/OR COMMUNITY TRAGEDY

In the unfortunate event that the above may occur it is **absolutely imperative** that contact is made as quickly as possible with the Residential Staff (preferably either with your son's Residential Head of Year or the Director of Residential Life) to discuss the best strategies for informing the boy/s involved. We do not recommend or encourage boys being informed about such events over the telephone or via social media, particularly if there is no one there to support them.

COMMUNICATING WITH YOUR SON

Communication is one of the most important issues for both residential students and parents. We have included some ideas and suggestions for making communication easy with your son.

In cases of emergency, contact can be made with your child through the individual House numbers or his Residential Head of Year. If it is during school time, contact could be made through the Personal Assistant to the Director of Residential Life who can be contacted either by email: ResidentialLife.Admin@scotch.wa.edu.au or via (08) 9460 6655.

Prior to commencing in the Residential Community, it has been suggested that parents should discuss with their son when the best times would be for them to call each other. As the boys live in quite a structured environment there are certain times that are great for a chat and others that don't quite suit. The times that we recommend are between 3.45pm and 5.45pm (if not a sport day) and after Prep until 8.20pm. Generally, mornings are very busy with boys having to wake up, get to breakfast, have a shower (hopefully brush their hair and teeth), clean their room and pack their bags ready for their day at school so this also might not be the most conducive time for you to pry out all the information you want from him.

Please also don't be worried if your son doesn't call you, this generally means that he has settled well and is enjoying his time. You are allowed though to ring your Residential Head of Year to ask him to give your son the hint that it might be time to ring home because Mum and Dad miss him.

The best methods we have found to communicate with your sons is by:

MOBILE PHONES

Mobile phones are permitted; however, a **'Mobile Phone Policy'** sheet must be completed before use and returned to the Residential Head of Year or the House Mother. Mobile phones will be collected at bedtime each night and kept in the office.

Please be mindful of the amount of data that you provide your son with as we do not have the technology available to monitor your son's internet use whilst using his own data network.

Mobile phones can also be used as a tether, also referred to as a 'hotspot' (create an internet connection), for your son's laptop. This will allow him to connect to the internet without using our network, as the computer is now no longer on our network, we are unable to monitor how the computer is being used.

SKYPE

As every boy has access to their own personal computer some families use Skype as an effective medium for communicating with each other. Skype is quite personal as both parties are able to view each other while talking. The other benefit of Skype is that it is relatively economical due to it being streamed across the Internet.

WHATSAPP AND WEAPP

There are many Apps available on either the iPhone or Android platforms that can now be used through a data network (Wi-Fi and internet) to communicate with your sons. Whatsapp and Weapp are two that are being used throughout the world because as well as messaging and face time calls you can also use them for normal phone calls. Due to the nature of these Apps using your local area Wi-Fi networks (your internet) there are no call costs involved, meaning, you can talk for as long as you like and not have to worry about the bill at the end of the month.

LETTERS AND POSTCARDS

Letters are an excellent method of communication and most residential students look forward to receiving mail in the afternoons (and are disappointed if they don't get any). Although a letter is not as immediate as a phone call, it has an advantage in that it can be very well thought out and can be re-read days, weeks and years later. In the settling in stage for new residential students, letters can be much more helpful than phone calls which can make some feel homesick. Please encourage your son to write home as often as possible. Some stamped and addressed envelopes sent with your son may be helpful for letter writing activities.

When mail is addressed to a boarder, it should be addressed as in the following example:

Mr IMA BOARDER
C/- Residential Community – Year 9 House
Scotch College
PO Box 223
CLAREMONT WA 6910

THE WEEKLY RESIDENTIAL NEWSLETTER

The weekly newsletter is a means by which the Residential Community tries to keep everyone up to date with what is happening for the boys while they are here with us. The main purpose of the newsletter is to help you try to avoid the short grunts of “yes” or “no” answers when you're talking with your son. It will hopefully arm you with ‘topics of conversation’, that you can use, to stimulate your ‘chat’.

We also use the newsletter as a place for you to find out other information regarding Residential Life. It contains the calendar, weekly menus, a link to the sports pages and even a ‘forms section’.

At the end of each term the Residential Heads of Year complete a Year Group Newsletter page which is filled with information more specific to your son.

The weekly newsletter can be accessed at <https://my.scotch.wa.edu.au/residentiallife/newsletter> or via the Residential Life button that can be found at Home.Scotch.

DAILY ROUTINES

Year 7 and 8 House

Weekday Mornings

7.00am	Wake Up, Clean and tidy bedroom, Get ready for school (Shower please!)
7.25am	Morning meeting
7.30am	Breakfast in the Dining Hall
8.00am	Return to House, Complete duties, Get organised for school
8.15am	Leave the House

Weekday Afternoons

1.00pm (Friday)	School finishes; Move off to sport
3.25pm	School finishes; Return to Residential House
3.45pm	Monday (Yr 8) and Wednesday; (Yr 7 and 8) Sport training Wednesday; Laundry drop off, Thursday; Laundry collect
5.00pm	Showers
6.00pm	Dinner

Monday to Thursday Evenings

6.20pm	Return to House, Prepare for prep
6.25pm	Roll Call
6.30pm	Prep begins; Year 7 in House. Year 8 in Middle School Classrooms
7.30pm	Prep concludes for Year 7s; Supper; Parent contact time
8.00pm	Prep concludes for Year 8s; Supper; Parent contact time
8.20pm	Year 7s prepare for bed; personal communication devices handed in
8.40pm	Year 8s prepare for bed; personal communication devices handed in
8.45pm	Year 7 in bed/reading time
9.00pm	Year 8 in bed/reading time
9.20pm	Lights Out

Friday Evening

6.20pm	Roll Call; Nightly meeting
6.30pm	Recreational activity (if applicable), Free time
9.00pm	Ready for bed; Personal communication devices handed in
9.20pm	Reading Time
9.30pm	Lights Out

Weekends

The weekend routines are quite flexible and are determined by the different activities that are organised within each House.

Sunday Evening

5.30pm	All boys return from leave in time for the Sunday meal.
7.00pm	Prep in House
8.00pm	Prep concludes
8.20pm	Year 7s prepare for bed; personal communication devices handed in
8.40pm	Year 8s prepare for bed; personal communication devices handed in
8.45pm	Year 7 in bed/reading time
9.00pm	Year 8 in bed/reading time
9.20pm	Lights Out

Year 9 House

Weekday Mornings

7.00am	Wake Up, Clean and tidy bedroom, Get ready for school (Shower please!)
7.25am	Morning meeting
7.30am	Breakfast in the Dining Hall
8.00am	Return to House, Complete duties, Get organised for school
8.15am	Leave the House

Weekday Afternoons

1.00pm (Friday)	School finishes; Move off to sport
3.25pm	School finishes; Return to Residential House
3.45pm	Monday and Wednesday sport training Wednesday; Laundry drop off, Thursday; Laundry collect
5.00pm	Showers
6.00pm	Dinner

Monday to Thursday Evenings

6.20pm	Return to House, Prepare for prep
6.25pm	Roll Call; Nightly meeting
6.30pm	Prep begins
8.00pm	Prep concludes; Supper; Parent contact time
8.50pm	Ready for bed; Personal communication devices handed in
9.10pm	In bed/reading time
9.30pm	Lights Out

Friday Evening

6.20pm	Roll Call; Nightly meeting
6.30pm	Recreational activity (if applicable), Free time
9.30pm	Ready for bed; Personal communication devices handed in
9.45pm	In bed
10.00pm	Lights Out

Weekends

The weekend routines are quite flexible and are determined by the different activities that are organised within each House.

Sunday Evening

5.30pm	All boys return from leave in time for the Sunday meal.
6.30pm	Prep begins
8.00pm	Prep concludes; Supper; Parent contact time
8.50pm	Ready for bed; Personal communication devices handed in
9.10pm	In bed/reading time
9.30pm	Lights Out

Year 10 to 12 House

Weekday Mornings

6.15am	Sport training (only applicable to certain sports)
7.00am	Wake Up, Clean and tidy bedroom, Get ready for school (Shower please!)
7.30am	Breakfast in the Dining Hall
8.00am	Return to House, Complete duties, Get organised for school
8.15am	Leave the House

Weekday Afternoons

3.25pm	School finishes; Return to Residential House
3.45pm	Tuesday and Thursday Sport training Monday/Tuesday; Laundry drop off, Tuesday/Wednesday; Laundry collect
5.00pm	Showers
6.15pm	Dinner

Monday to Thursday Evenings

6.45pm	Return to House, Prepare for prep
6.50pm	Roll Call; Nightly meeting
7.00pm	Prep begins
9.00pm	Prep concludes; Parent contact time
9.15pm	Ready for bed; Personal communication devices handed in for Year 10s
9.30pm	Ready for bed; Personal communication devices handed in for Year 11s
9.45pm	Lights Out for Year 10s
10.00pm	Lights Out for Year 11s
10.15pm	Lights Out for Year 12s

Friday Evening

6.20pm	Roll Call
6.30pm	Recreational activity (if applicable), Free time
9.30pm	Ready for bed
10.00pm	Lights Out for Year 10s
10.15pm	Lights Out for Year 11s and 12s

Weekends

The weekend routines are quite flexible and are determined by the different activities that are organised within each House.

Sunday Evening

5.30pm	All boys return from leave in time for the Sunday meal.
7.00pm	Prep in House
9.00pm	Prep concludes
9.15pm	Ready for bed; Personal communication devices handed in for Year 10s
9.30pm	Ready for bed; Personal communication devices handed in for Year 11s
9.45pm	Lights Out for Year 10s
10.00pm	Lights Out for Year 11s
10.15pm	Lights Out for Year 12s

CATERING

Chartwells are contracted to supply all our catering requirements here at Scotch. They have been working within schools for many years and have a thorough understanding of what schools require from their catering department.

Outside of School Hours the boys eat all their meals in the College Dining Hall. During school time the boys receive their morning tea and lunch, which is prepared in the Dining Hall, at either the Middle School or Senior School Canteens.

Dining is generally 'alfresco style', meaning that the boys may enter the Dining Hall at any time, select their meals from the servery and sit where they like. There is no set time that the boys have to remain within the Dining Hall but our staff do monitor this and at times will request the boys stay seated for a certain period of time.

The evening meal usually consists of two protein options, a vegetarian option and a choice of several different types of vegetables and salads. Of course, dessert is also available after every meal. Our staff are also on the lookout for those boys who sometimes forget to eat their 'greens'.

Fresh fruit is always available within the Dining Hall, Canteen and Residences and is replaced regularly.

The weekly menus are available to view within the Residential Life Newsletter.

DINING HALL MEAL TIMES

Weekday

Breakfast	7.00am (cooked options from 7.30am) until 8.15am
Dinner Time	6.00pm to 6.45pm (varies for different year levels)
Supper	After Prep

Weekend

Breakfast	Saturday 7.00am until 8.30am (cooked options from 7.30am) Sunday 8.00am until 9.00am (great Scotch fry up!!)
Lunch Time	Saturday 12.00pm to 2.00pm Sunday 12.30pm to 1.30pm
Dinner Time	5.30pm to 6.30pm
Supper	After Prep

FORMAL DINING OPPORTUNITIES

Throughout the year we also expose the boys to different forms of meal settings. This can be in the form of sit down meals where the boys will serve themselves table by table or on some occasions we also ask the catering staff to wait on the boys. The Residential Heads of Years also make use of the many cafes and restaurants within the area by taking the boys out for breakfast and/or dinner. Through these opportunities we also teaching and coaching the boys on the importance of good meal etiquette and how to act when in more formalised meal environments.

HEALTH

HEALTH CENTRE

The Health Centre provides acute care for illness or injuries to residential students and day boys, with an increased focus on health education, injury prevention and providing pastoral care.

HEALTH CENTRE STAFF

Health Centre Manager: Fiona Richmond (Registered Nurse (RN))

Health Centre Staff: Bev Simkin RN, Bec Manning RN and Heather Joyce RN.

THE HEALTH CENTRE OPENING TIMES

Monday to Friday	08:00 – 18:00
Saturday (Terms 1 and 4)	09:00 – 12:00
Saturday (Terms 2 and 3)	08:30 – 13:30

At all other times a registered nurse is on call that can be contacted to access your son's needs.

MEDICAL COSTS – AUSTRALIAN RESIDENTS

When a boarder consults a doctor, or attends a medical appointment, his account will be sent to the parents.

Any medication ordered by the doctor and supplied by the pharmacy will be charged to boy's school account via the Health Centre.

MEDICAL COSTS – INTERNATIONAL RESIDENTS

When a boarder attends a medical appointment, the account is sent to the Health Centre where it is processed and sent to Medibank Private. When the rebate is received by the Health Centre the outstanding balance is debited to the boy's school account unless parents advise otherwise.

Any medication ordered by the doctor and supplied by the pharmacy will be charged to the boy's account.

MEDICAL FORMS

Please return medical forms with enrolment forms, as it is very important we receive this information early in order to check and note any problems or special requests regarding your son.

VACCINATIONS

Please ensure your son has had all vaccinations and make sure booster doses are up to date. Recent information from the Community and Child Health Department advises Sabin (Polio) and Tetanus boosters should be updated every 10 years, following the 5-year-old pre-school vaccinations. Combined vaccinations (Measles/Mumps/Rubella) can also be given at an early age as well as a second one at age 15. Hepatitis 'A' vaccinations are now available. Hepatitis 'B' vaccinations should be given to every child at an early age. There is no cure – but prevention is possible. The risk of the spread of Hepatitis 'B' in our homes and schools is very real. The Health Centre also offers annual influenza vaccinations to all our boarders.

MEDICATION

Health Centre staff support all boys who require over the counter or prescription medication while in residence. As some medications interact adversely we ask that parents advise us of any medication that their son is taking.

All medication is administered under the supervision of the Health Centre staff. This enables the Health Centre staff to monitor the effectiveness of the medication.

Outside of Health Centre hours, medication will be administered by the residential staff on duty, from a Webster pack filled by a pharmacist with the student's name, medication, dose and time to be given clearly labelled.

Asthma medication must be kept by the student for self-medication.

ADRENALINE AUTO INJECTORS (EPIPENS)

Parents of students with anaphylaxis must provide 2 anaphylaxis kits containing an epipen, antihistamine medication and an Action Plan. One kit is kept in the residential house office and the other is kept by the student and taken to school each day.

ACCIDENTS

On the sports field, in the residences, or elsewhere on campus should be reported to the Health Centre staff on duty and treatment for all such accidents must be attended to by the Health Centre staff who will then contact the school doctor if necessary.

MEDICAL APPOINTMENTS/TRANSPORT

All appointments must be organised through the Health Centre as they will also coordinate the transport arrangements.

Please contact the Health Centre by email: healthcentre@scotch.wa.edu.au or call 08 9383 6818, and provide them with as much notice as possible.

In an emergency situation, an ambulance will be called immediately.

If your son needs to see a Physiotherapist, Dentist, Orthodontist, Chiropractor etc., these appointments should be made with practitioners who are located within the suburbs close to the College (within 15kms). Appointments made outside of this area may result in us having to 'charge' you for the transport of your son to and from the appointment.

GENERAL MEDICAL

Parents are encouraged to call in and introduce themselves to the Health Centre team and the nursing staff are more than happy to answer any questions or concerns you may have while your son is in the Residential Community.

If you have any concerns or wish to update us about your son's health please feel free to call in or contact us in the Health Centre on 08 9383 6818.

Parents should familiarise themselves with the complete policy on health care contained on the School website, www.scotch.wa.edu.au and use the links to School Community/Residential students/Health Centre.

LEAVE ARRANGEMENTS AND POLICIES

All leave from the Residential Community is permitted by the Residential Head of Year, or Director of Residential Life in the context of **TRUST**, that residential students go to the places and hosts they have arranged with the Residential Head of Year or Director of Residential Life. It is impossible for residential staff to follow every boarder and ring every host family to check that residential students are doing the right thing.

It must be emphasised, however, that even if a leave request by a student is in accordance with the contact as set down within the leave arrangement, **staff still reserve the right to permit or deny leave at their discretion.**

Overnight leave on weekends is permitted for residential students when going into a family situation where there is parental supervision. The school does not allow residential students to take overnight leave with young hosts, and this may include some brothers and sisters. This policy 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 overnight host places for residential students. **All leave is subject to students not being required for school activities.**

If a residential student stays with ANY PERSON who is not an authorised host, or who has not been approved by the Residential Head of Year, or Director of Residential Life, or signs out to go to one place and goes somewhere else, this is seen as a severe breach of this trust and is treated as a serious disciplinary situation.

IF A STUDENT, ON LEAVE RETURNS TO THE RESIDENTIAL HOUSE HE IS THEN THE SCHOOL'S RESPONSIBILITY AND HE WILL NEED TO APPLY TO LEAVE THE HOUSE AGAIN.

Under no circumstances can a boy on leave return to the House after 10.00pm on any night without having made prior arrangements with the Residential Head of Year, Deputy Head of Residential Life or the Director of Residential Life. If a boy breaches this rule it is seen as a severe breach of this trust and is treated as a serious disciplinary situation.

HOSTS (For Parents)

Parents will be required to complete a '**Host List**' which outlines the people with whom you will allow your son to visit or stay with while on leave. The School does not permit overnight leave with young hosts. Parental supervision and a family environment is expected for all weekend leave.

Please ensure that you know or have had contact with the people you put on your son's host list and that they have signed the appropriate form and are comfortable with the notion that they may be supervising your son for weekends. This contract will be supervised by the Residential Head of Year or Director of Residential Life and can only be changed by written request from parents. Discussion of who is and who is not a suitable host while your son is at Scotch would be helpful.

Generally, if a host is emailed in by a parent before 3.30pm, we can have them uploaded into REACH by 6pm that night.

Details of the Host must be emailed to ResidentialLife.Admin@scotch.wa.edu.au

REACH: ONLINE LEAVE MANAGEMENT SYSTEM – <https://rlm.scotch.wa.edu.au>

An online Leave Management System called REACH manages all leave at Scotch. All support documentation can be located within the 'Help' Section on the website and a comprehensive induction of the system will be conducted at Orientation.

It is our expectation that boys will always sign out of the House, no matter where they are going, and sign back in when they return.

LEAVE TYPES

CATEGORY A

Off Campus Leave that requires Approval from either a Parent/Guardian or Residential Head of Year (RHOY).

Overnight Leave

This is leave that requires a boy to stay overnight from the Residential House either during the week or on the weekend. The Parent/Guardian must first approve the leave before being further approved by the RHOY. Boys need to return by 5.30pm on Sunday night.

This type of leave is to be submitted by 8pm on the Thursday prior to the Weekend.

Year 7 to 9 Day Leave

This is a period of leave from the Residential House that does not occur overnight.

For boys in Years 7 to 9 this leave needs to be approved by a parent/guardian and should be either with them or an approved host. This leave also needs approval by the RHOY. All boys need to return by 5.30pm.

This type of leave is to be submitted by 8pm on the Thursday prior to the Weekend.

Year 10 to 12 Day Leave (1.5 to 5 Hours)

This is a period of leave from the Residential House that does not occur overnight but is between 1.5 hours and 5 hours long. Boys in Years 10 to 12 need approval from their RHOY. All boys need to return by 5.30pm.

This type of leave is to be submitted by 8pm on the Thursday prior to the Weekend.

Year 10 to 12 Day Leave (> 5 Hours)

This is a period of leave from the Residential House that does not occur overnight and is longer than 5 hours. Boys in Years 10 to 12 need approval from their parents or guardians as well as their RHOY. Boys must return to the House by 5.30pm.

This type of leave is to be submitted by 8pm on the Thursday prior to the Weekend.

Year 12 Friday or Saturday Night Leave (5.30pm to 9.30pm)

This type of leave is only available to Year 12 boys and is approved by the relevant RHOY.

This type of leave is to be submitted by 8pm on the Thursday prior to the Weekend.

Community Sport

This type of leave is for boys to complete if they wish to participate in Community Sport. It is available to all boys. This leave must first be approved by Parents or Guardians and then by the RHOY.

This type of leave is to be submitted by 8pm on the Thursday prior to the Weekend.

Resident Mentor

This type of leave takes into account people who are the Parent/Guardian or are on a boy's Host List and arrive at the House without prior notification to take the boy out for a period of time. A leave form must be created and approved by the Resident Mentor on duty.

School Approved Activity

This type of leave takes into account any activities that are approved by either the Day or Residential Schools.

Holiday Travel Arrangements

This leave is designed for you to outline your son's travel arrangements. Using this type of Leave for the holidays simply helps us with our organisation.

This type of Leave is to be submitted at **least three weeks before** the holiday break.

CATEGORY B

Off Campus Leave that does not need the approval of either a Parent/Guardian or RHOY.

Local Leave

This type of Leave allows the boys to go to Claremont, Swanbourne or Cottesloe Shopping Centres. It is for a period of 1.5 hours for students in Years 10 to 12. Years 7 to 9 boys may have 1 hour leave to Claremont Shopping Centre (this is at the discretion of the Residential Head of Year). The Resident Mentor on Duty can approve this.

The relevant RHOY may place extra conditions on this type of leave depending on age and other factors that the RHOY may be aware of.

Beach Leave

This type of Leave allows the boys in Years 10 to 12 the opportunity to go to the beach. This leave is for 3 hours only.

The conditions on this type of leave are that the Parent/Guardian must have completed the Beach Leave form and deemed their son competent to swim (in flat and surf conditions) and approved them to be able to go to the beach. A list of eligible boys will be located within the House Office.

If the boys are not surfing, then they will be required to swim within the patrolled areas (between the flags).

Our On-Call person would also have had to check the swell conditions and let the Resident Mentor on duty know that the beach is safe to visit.

The Resident Mentor will not let any boy go to the beach unless the above has been completed and the boys agree to the conditions.

Recreation

This type of Leave takes into account those students who are on Recreation. This would have been a pre-organised activity that the boys would have signed up for prior to the weekend.

Scotch Sport

This type of Leave takes into account those students who are at Scotch Sport.

CATEGORY C

On Campus Leave that does not need the approval of either a Parent/Guardian or RHOY.

On Campus Leave

This type of leave allows the boys to go anywhere on the school campus.

Locations take into account different areas within the school, e.g. School, Health Centre, Library, Gymnasium, Ovals, another House, etc. This leave is for 1.5 hours; however, the boys can check straight back out again once they have seen the Resident Mentor on Duty.

HOLIDAYS

Residential students are not permitted to leave for holidays earlier than the stipulated time except when permission has been granted by the Deputy Headmaster, Director of Residential Life or Residential Head of Year. When returning to school after the holidays residential students are expected to be in at 5.30pm on the day prior to the beginning of the school term. If travel arrangements do not allow this, then it is necessary to seek, in writing, the permission of the Head of Middle/Senior School or Director of Residential Life for approval of variations. Residential students are expected to travel from home directly back to the Residential House.

The College views very dimly any request for early departure from, or late return to, the Residential Community (i.e.: leaving before the appointed time on the day classes finish or returning after 5.30pm on the day before classes commence).

If there are exceptional circumstances, a request should be addressed in writing to the Head of Middle/Senior School, Director of Residential Life or Residential Head of Year in plenty of time to be fully discussed by the parties involved. If tests are missed due to early departure, then it is usually not possible to reschedule these tests for another time.

The policy guidelines for end of term arrangements are:

Early departure is only permitted in extreme circumstances, for example,

- a) Non-frequency of travel to more remote areas,
- b) Personal one-off situation (emotional instability, family crisis, or highly significant event).

In the case of travel arrangements, genuine need must be established and it should always be with a regular host. Relevant factors for consideration may include age of the Residential Student, time of travel, difficulty with luggage, complexity of the situation and the boarder's ability to cope. Just like any weekend leave, any arrangements should be confirmed by parents in the week prior to holidays with the Residential Head of Year, Head of Middle/Senior School of Residential Life or Director of Residential Life.

All Holiday and Long Weekend travel arrangements need to be entered within the online Leave Management System (REACH) as 'Holiday Travel Arrangements' with the details of the departure and arrival times clearly noted.

TRAVEL

All travel bookings are the responsibility of the parents and must be entered into REACH. Parents book students' travel subsidy flights within WA. Subsidised travel forms can be obtained either from the 'FORMS' section on the Residential Newsletter or by contacting Residential Life Admin. A completed copy of these must be forwarded to the School so they can be verified and submitted to the appropriate Government Department. A cab charge is available for boys to get to airports, train or bus terminals and the cost of these will be charged to your account.

If you have any questions regarding your son's travel or you need to clarify the arrangements, please contact the **Personal Assistant to Residential Life** on (08) 9460 6655 or via ResidentialLife.Admin@scotch.wa.edu.au.

RETURN TIME FROM HOLIDAYS AND LONG WEEKENDS

The Houses will be open from 3.30pm on the day before school starts. Dinner will be provided at the end of long weekends and at the beginning of term from 5.30pm. If your son must return earlier because of transport arrangements, you must notify the Residential Head of Year or the Director of Residential Life. These details should be emailed to them directly or the relevant House email.

IF YOUR SON DOES RETURN EARLY, HE MUST STAY AT THE RESIDENTIAL HOUSE.

PARENTS MUST BE AWARE THAT THERE IS NO GUARANTEE OF SUPERVISION BEFORE 3:30 PM.

WELLBEING

The aim of our wellbeing program is to transition our boys into learning to live within a large community and then as the years progress, shift their focus to becoming a more independent person who once leaving the structured lifestyle of the residential community will have the ability to manage themselves.

Our program uses the five aspects of health (physical, social, spiritual, emotional and intellectual) as a basis for its formation and the activities and opportunities that we provide are also aligned with the developmental pathways of the boys.

Recreation and Wellbeing is all about our boys adjusting from their academic day-to-day schooling to coming home and achieving a sense of balance between study life and personal life.

Some key benefits of providing your son with this healthy study-life balance include:

- Reduced stress levels at school and within the residential community
- Greater focus and concentration when needed during the day in class or on the weekends when studying
- Higher levels of satisfaction in regards to their academic program
- The opportunity to participate more fully in their social life amongst their peers, whether at social events organised through the recreational program or 'hanging out' with mates around the residence
- More time to pursue personal goals and hobbies
- Improved health.

Balancing the demands of a residential student is not an easy thing to do, so here are a few ideas to help them assess their priorities and strike a good study-life balance:

- Getting your son to set goals around what he values highly while at Scotch College
- Managing his time effectively—review academic subject deadlines, priorities socially and success factors
- Create a boundary between balancing study and personal down time where possible
- Build resilience and have a positive attitude
- Avoid stress, mental exhaustion and burnout—fatigue affects your ability to study productively
- Maintaining a healthy lifestyle for your son by;
 - Looking after himself
 - Eating well
 - Sleeping well
 - Exercising
 - Pursue an activity that he enjoys
- Encourage him to find a good support system—learn to ask for help, we all need a little help sometimes
- Enjoy your academic learning.

ORGANISED RECREATION FOR RESIDENTIAL STUDENTS

Our Residential students are connected to a broad network, which involves all the other boarding communities within the Perth Area. This network provides a wide spectrum of activities that can involve specific year groups or multiple groups. These events get our boys into some of the attractions Perth has to offer and can provide them with a sense of belonging within our community and can break up that sense of being confined in the residential environment over the weekend. It is also a great way for our boys to interact with girls and boys from other school in a social setting. The cost of these activities is kept to a minimum. Parents can access information about the coming term's activities from the weekly Residential Newsletter or Residential Life Calendar.

We believe that there is every opportunity for all residential students to become happily involved in the community.

COMMUNITY SPORT/INTERESTS

Residential students have the opportunity to participate in community clubs and activities throughout the year. Generally, most of these opportunities exist through the joining of local sporting teams. Transport to and from training sessions and games is organised by a group of parents from each team and we believe, where possible, every boy should try and involve themselves in at least one community-based activity.

EXPEDITIONS/CAMPS

During your son's time at Scotch College he will be involved in a number of school camps. These include Outdoor Education Expeditions in Year 7, 8, 9 and Year 10 and there are also a number of music, art or sporting camps that become available depending on your son's involvement in co-curricular activities.

BIBBULMUN TRACK - Only available to Residential Students at Scotch College

Each Residential Student has the opportunity to participate in this challenge which normally occurs twice a year. It is compulsory for boys to participate in all walks up to the end of the First Semester of Year 10. After this point the boys can then decide if they wish to continue with the remainder of the walk.

Support and Equipment for the Bibbulmun Track is provided through the Outdoor Education Department.

SPORT

Sport can play an important part in a residential student's life. Every boy is encouraged to participate in some form of organised activity to maintain physical fitness. From the range of activities there is generally something to suit everybody, from the teamwork of some of the more competitive games, to the enjoyment of participating in some of the residential based recreational activities.

MUSIC AND OTHER GROUPS

There are over 15 musical bands at Scotch College. Each student is afforded the opportunity of a well-rounded education by participating in one of these groups. There is something for everybody, from the highly skilled to the complete novice. From time to time groups are taken to art exhibitions, live theatre, films and to areas which provide many recreational pursuits.

ACADEMIC

ACADEMIC EXPECTATIONS

Often students coming from other schools, especially smaller schools, at first may find the academic program of a bigger school difficult or daunting. It helps if both you and your son have discussed, and agreed upon, appropriate expectations and goals before they commence their studies at Scotch.

PREP (HOMEWORK)

Prep Times are as follows:

- Year 7: 6.30pm to 7.30pm
- Year 8: 6.30pm to 8.00pm
- Year 9: 6.30pm to 8.00pm (Summer, Autumn and Winter Terms), to 8.30pm (Spring Term)
- Year 10 to 12 House: 7.00pm to 9.00pm

For the above times to be effective all students need to be organised and exercise the necessary self-discipline and determination to complete all assigned homework, and in the case of senior secondary students, extra study and note-taking in preparation for future assessments. The establishment of good study habits and skills requires personal effort and a positive attitude. The residential staff and others will aid the students in learning these habits and skills; however, the students must be motivated to succeed in reaching their potential in this most important area.

Students must:

- Be personally responsible for their efforts in Prep
- Conduct themselves in a manner which does not disturb others
- Follow established routines and expectations
- Limit movement to an absolute minimum
- Seek assistance from staff and academic tutors when required

LAPTOPS

Laptops are a necessary part of modern education and their appropriate use is encouraged. They may be used for both academic and recreational purposes. All boys will be provided with a School laptop and boys should not bring other computers to school. These will be collected in each night before bedtime (Years 7 to 11).

CONTACTING YOUR SON'S TEACHERS

You should first contact your son's Home Room Teacher (Middle School) or House Head (Senior School) to discuss any concerns you may have. They are then able to contact other staff members for you and have them contact you directly. This will normally save a great deal of time.

If you wish to contact your son's teachers, it is best to make contact through email. It is very hard to contact the academic staff by telephone as they are normally teaching. A message can be left through the receptionist for them to make contact.

Your son's Home Room Teacher (Middle School) or House Head (Senior School) will also arrange meetings with teachers if you are visiting Perth and/or if you have any concerns regarding your son's academic progress. There will be the opportunity to meet mid-year to discuss your son's progress. There is also the opportunity to meet with academic staff to discuss reports.

ACADEMIC SUPPORT AND TUTORING

If your son needs assistance with his academic work, there are a number of options available to him:

- Within each House there are academic staff that can help with many of your son's subject areas. Your son can book a time during Prep to seek assistance with problems he may have. The Residential Mentors in each House are usually university students doing a range of courses from Medicine to Human Movement. Boys are able to seek help from the Residential Mentors at any time.
- Academic Tutors, most of whom are recent Scotch graduates who excelled in their WACE or IB Diploma results, also assist the Year 10-12 boys each evening in specialist areas such as Physics, Chemistry, Mathematics and English Literature. The Year 10 to 12 House runs an 'open door' tutoring system whereby all boys are able to access help whenever they encounter difficulties with their homework, assignment research or study. This has proven to be very beneficial in helping boys overcome any areas of concern as they arise, and in supporting them during examination periods.
- Teaching staff also work during Prep on weekday evenings to assist boys across a range of subject areas including Mathematics, English and Science.
- Academic Support Staff are also rostered to work with junior boarders who need individual assistance or specialised support during Prep. Particular attention will be given to working with those students who have an identified learning disability. Similarly, small group sessions designed to improve organisational skills as well as literacy and numeracy skills are also being facilitated.
- Your son's teachers are always willing to give extra assistance when asked. It is important that you encourage your son to seek help from his teachers.
- The Residence offers a range of academic support services, ranging from peer tutoring to group tutoring and individual specialist help for boys in years 9 to 12.
- Parents are encouraged to talk to the Residential Head of Year or the Residential Dean of Teaching and Learning before making a decision to engage an external tutor. These are normally expensive and it may be that your son's concerns or difficulties can be dealt with successfully by one of the options available through the school. The Residential Dean of Teaching and Learning can assist parents in organising an appropriate external tutor if it is still deemed to be desirable.

The Residential Community also runs a 'Learning to Learn' programme. All boarders participate in workshops throughout the year, which are designed to develop and foster effective and efficient study and time management strategies.

SERIOUS INCIDENTS

Because of the nature and ideals of our College and the concern for students in our care, we need to stress the unacceptability of the behaviours set out below:

- Non-acceptance or defiance of staff directions by a student will not be tolerated; any repeated offences are treated seriously. This would give reason for the College to deny residence to the student.
- Harassment: All students have a right to feel safe in their environment and as such the College views any form of bullying or harassment seriously. A violation of this would give reason for the student to be suspended from the College.
- Any theft by a student is considered a serious matter. Even for a first offence the student may be suspended from the College. If a subsequent offence were to occur this may result in the parent or guardian being asked to remove the student from the College.
- The possession or consumption of alcohol, or being under its influence, is forbidden to all students at all times. This regulation applies not only at the College but at all functions in any way connected with the College – students may not consume alcohol at all while they are residential students at Scotch.

Due to the serious nature of this matter, even for a first offence, the normal penalty will be suspension from the College, with the student actually returning home. The student will have to show a genuine willingness to partake in a rehabilitation program if he is to return to the College. A second offence may result in the parent or guardian being asked to remove the student from the College.

- The possession, use or sale of any form of non-medical drug or hallucinogen is absolutely forbidden. Due to the serious nature of this matter, even for a first offence, the minimum penalty will be suspension from the College. For a second offence or if the student is found to have sold or distributed any form of non-medical drug or hallucinogen, the parent or guardian will be asked to remove the student from the College.
- No student ever leaves the College grounds without the appropriate permission. This is regarded as a very serious breach of trust as a student is effectively placing himself in a position where the College cannot accept responsibility for him. He is deemed to be absent without leave.

A first may result in the student being suspended from the College. If a subsequent offence were to occur this may result in the parent or guardian being asked to remove the student from the College.

- The possession and/or use of any form of tobacco is absolutely forbidden and will incur penalties up to and including suspension from the College. The student will have to show a genuine willingness to partake in a rehabilitation program on his return to the College. Persistence of this behaviour after a warning may result in the parent or guardian being asked to remove the student from the College.
- Students are not to ride as passengers in cars driven by day boys. Parents and guardians are obviously exempt from this rule. For a first offence, the student may be denied residence and for a second offence the parent or guardian may be asked to remove the student from the College.
- The College trusts that students do not move out of their room after 10.30pm. Any student caught engaging in any form of inappropriate behaviour between 10.30pm - 7.00am may result in his position within the Residential Community being under review.

DISCIPLINE OPTIONS

From time to time students will make errors in judgment as stated above. The following gives a guide to the procedures in place to assist the students and to discipline them, if necessary. It should be noted that this is only a guide and that every case will be looked at individually and that relevant personnel will be consulted before making a decision regarding the action to be implemented.

There are a number of different disciplinary actions that can be implemented within the Residential Community.

- House Duty/Community Service – perform duties within the Residential Community
- House Gating (this means limiting leave from the House)
 - Weekday – no Day Leave granted
 - Weekend – no Weekend Leave granted
 - May occur for more serious offences or an accumulation of many minor offences – parents to be informed immediately by the staff member implementing the gating.
- Interview with Director of Residential Life
- Interview with student, parents and relevant staff
- Residential Community Probation – implemented by the Residential Head of Year, in consultation with the Director of Residential Life, and parents contacted immediately and then receive a letter regarding the matter and a copy of the contract from the Residential Head of Year and Director of Residential Life.
- School Probation – implemented by the Head of Senior School/Head of Middle School.
- Isolation from Classes – student is isolated at School but continues to live within the Residential House – implemented by the Head of Senior School/Head of Middle School in consultation with the Director of Residential Life – for serious breaches of School rules. Parents are contacted by Headmaster in relation to any decision made in this regard. Boys who are isolated from class are situated in the Assistant to the Head of Senior School's office.
- Suspension from Residential Community (Denied Residence) – student continues to attend classes but is not permitted to stay within the Residential Community – implemented by the Director of Residential Life, in consultation with the Residential Head of Year, for serious breaches of Residential Community rules. Parents are contacted by the Director of Residential Life regarding any decision made in this regard. The Headmaster is to be informed.
- Suspension from School and the Residential Community – student to be off the School premises – implemented by the Head of Senior School/Head of Middle School in consultation with the Director of Residential Life – for serious breaches of School and Residential Community rules. Parents are contacted by Head of Senior School/Head of Middle School in relation to any decision made in this regard. The Headmaster is to be informed.
- Removal from the Residential Community – A student can be, if deemed not suitable to continue living within the Residential Community, removed from the Residential Community, but may continue to attend the College as a non-residential student.
- Expulsion – implemented by the School Council in consultation with the Headmaster.

Again, this is a guide to the different procedures in place for students whose behaviour needs modifying. The level of action taken will depend on the seriousness of the offence and it is expected that parents will be included and informed of the process as it takes place.

GENERAL INFORMATION

GENERAL DRESS STANDARDS

Boys are expected to be dressed in a neat and tidy manner when they are out of their room. When attending the Dining Hall, they should wear a shirt with sleeves (no singlets) and footwear. For Chapel, the expectation is long trousers or neat jeans, a collared shirt and no sports gear, with dress shorts being acceptable in the Summer and Spring Terms only. When leaving the campus, boys must wear neat and tidy clothes, including footwear at all times.

PERSONAL HYGIENE

Personal Hygiene must always be of a very high standard. Students are to shower each day and always straight after sport or evening recreation. Students should ensure that their hair is washed regularly and all boys must use an antiperspirant deodorant and brush their teeth and hair each day.

CARE OF ROOM

Each boy is responsible for the care, cleaning and reporting of maintenance for his room.

All food kept in rooms must be in an air tight container.

Students are expected to care for their own clothes and this means that they should be hung neatly or folded away. Soiled clothing should be kept out of sight in a laundry bag and shoes stored in the bottom of his cupboard.

Belongings left on desks, on top of cupboards or under beds are to be left in such a way that is not unsightly nor will cause difficulties for the cleaners.

Students are not permitted to have kettles, heaters, fridges, electric blankets, toasters, televisions etc. in their rooms.

Some electrical items are accepted such as clock radios, fans and a small stereo; however, they must be tested and tagged each year to show that they meet electrical compliance.

The Residential Heads of Years will decide what is acceptable and what is not.

POSTERS AND DECORATIONS

Students are encouraged to create a sense of ownership of their own room and area by adding posters and decorations. Some simple guidelines apply and there must be a balance of images and interests. Any poster, which could be considered offensive by any visitor to the House or the staff who work there, is not allowed. Discretion in these matters is the right of the Residential Staff and posters may be removed.

HOUSE CARE

It is expected that each boy respects the House in which they reside. Activities like ball games, running, wrestling or other ideas that the boys think up that are likely to cause damage to the House or furniture are not permitted.

It is an expected courtesy that any damage of fixtures, furniture or fittings will be reported to the person on duty immediately. **Students are financially responsible for any breakages.**

All students will receive areas of responsibility for the good order of the House. It is important that each student is conscientious about his particular area of responsibility.

PHONES/IPODS/IPADS/STEREOS (SPEAKERS)

1. The Residential Staff reserve the right to control the noise (bass) level within a boy's room to a reasonable level and to restrict any music, lyrics or groups which are not deemed appropriate.
2. It is understood that all personal belongings are to be cared for by the student and that the College takes no responsibility for lost or stolen goods. It is recommended that all property is named clearly with an indelible method in more than one place.
3. Individuals respect the views of others concerning the type of music played. Headphones are essential to allow for these differences.
4. Such items are easily lost. We must remind parents that no responsibility will be accepted by the Residential Community for any items other than those which are lodged with the Residential Staff.
5. Personal laptops are **not allowed** in the School, and this includes each Residence. Each boy is provided with a laptop by the School.
6. All electronic devices are collected before bedtime (Years 7 to 12).

WE ARE AN ALLERGY AWARE SCHOOL

Being an allergy aware school means that we do everything within our means to reduce the opportunities for students to be affected by allergies. It is for this reason we are a 'nut free school' and so any foods or materials that contain traces of nuts are not permitted into any of our Residences.

BUDGETING /BANKING / POCKET MONEY

Learning how to make choices about what to spend money on is a vital life skill. It is important that your son knows how much money he will receive as a weekly allowance, or per term, and on what he is allowed to spend it.

All residential students should come to school with a card which enables them to access cash at an ATM. This may be new to some boys so it may be necessary to give your son some lessons on withdrawing cash and accessing account balances. It may be advisable to have the statements from the account sent home so you are able to check on your son's success with budgeting. Your son should also be advised to keep the card in a secure place at all times.

There are no rules regarding the amount of pocket money you allocate to your son for a term. Good judgment should dictate this. For younger boys, we would suggest around \$10.00 per week would be adequate. Larger items or expenses should always be discussed with parents.

COMMUNITY SPORT

Residential students have the opportunity to become involved within local community sporting teams. We are strong believers in this concept and encourage all boys to immerse themselves where possible. Being involved in community sporting teams allows the boys to meet other people, not only from Scotch, but from the wider community. We have developed strong community partnerships, which will allow us to find a team for a boy in any sport he chooses.

Transport to and from training and games should be organised through the team the boys are representing.

Our recommendation is that boys train once a week with their local sporting team as they already have a heavy school sport commitment.

SKATEBOARDS, SCOOTERS and BIKES

Skateboards, scooters (Years 7 to 12) and bikes (10 to 12 only) are allowed onsite as long as they are ridden in accordance with the road and school rules.

An Australian Standard helmet must be worn when riding, while it is highly recommended that wrist guards and knee pads (Australian Standard) be worn when riding skateboards and/or scooters.

Regular servicing must be maintained so as to make sure that all skateboards, scooters and bikes are in safe working order.

No motorised forms of skateboards, scooters or bikes are permitted.

SCHOOL FACILITIES

Residential students have access to all of Scotch's facilities whilst they are open and correctly supervised. The Swimming Pool, Sport and Manual Art Centres can be opened during parts of each weekend and during the week and the boys are encouraged to use them as much as possible.

The ovals, basketball courts and cricket nets are always available and are utilised heavily.

SECURITY WITHIN THE HOUSES

All three of our Houses are alarmed and secured at night.

Each room within the Year 7 to 9 Houses has its own 'hotel' style digital safe where boys can secure their personal belongings. They also have access to lockable cupboards within their rooms if they choose to use them.

All rooms within the Year 10 to 12 House require a key to open the doors as well as having access to lockable cupboards if they choose to use them.

DRIVING & TRAVELLING IN CARS

Residential students with licenses may only drive on the School property in the company of their parents or if special permission has been granted by the Residential Head of Year or Director of Residential Life.

No cars are to be driven or parked on the premises whilst a boy lives within the Residential Community.

If a rare occasion should arise when a boarder, with a driver's license, wishes to drive a car, or parents wish him to do so, the Residential Head of Year must have a written request from the parents. If permission is granted **the keys to the vehicle must be handed to the Residential Head of Year.**

We request that **NO** residential student travels as a passenger in a vehicle driven by another student, unless permission has been granted by the Residential Head of Year. There may be occasions when a residential student travels in the car of a student or school staff member.

The need to prevent casual and spur-of-the-moment acceptance of lifts becomes more important as residential students grow older. While there are a few residential students who have access to a motor vehicle, there usually is quite a large number of day students who are legally entitled to drive and have ready access to motor vehicles.

DELIVERY MEALS

Delivery Meals may only be called to the Houses with the permission of the Residential Head of Year or the 'On-Call' staff member. Any meals that are ordered without prior consent may be confiscated.

LEGEND

1. Campbell House
2. 14 Australind St.
3. Collegian's House
4. The Residence
5. Languages Other Than English
6. Kennedy Block
7. (To Be Confirmed)
8. Bunnings Resource Centre / Information Learning Technology
9. Main Classroom Block
10. Memorial Hall / Undercroft
11. Dickinson Centre / Physical Education Centre
12. Foundation Theatre
13. English
14. Art
15. Media / Performing Arts
16. Design / Media / Pump Room
17. Music / Canteen / Pipe Band
18. Media / Visual Arts
19. Science, Design & Technology
20. Chapel
21. (To Be Confirmed)
22. Medical Centre - 55 Shenton Road
23. MS - Main Classroom Block
24. MS - Multipurpose
25. MS - Art & Canteen
26. Junior School Music
27. MacKellar Hall & Middle School Music
28. Senior Keys Boarding House
29. MS - Library / Gallery
30. Royce House Residence - 43 Shenton Road
31. Yr 9 Keys Boarding House - Dormitory /Recreation
32. JS - Academic Support
33. Junior School
34. Dining Hall - Main Food Hall
35. JS - Art Room
36. Yrs 7/8 Keys Boarding House - Dormitory
37. Yrs 7/8 Games / Recreation
38. Yrs 7/8 Theatre Room
39. 39 Shenton Road Residence
40. 31 / 33 Shenton Road Residence
41. 37 Shenton Road Residence
42. 35 Shenton Road Residence
43. 31A Stirling Road Residence
44. 33 Stirling Road Residence
45. 33A Stirling Road Residence
46. Hendry House Residence / Uniform Sales Facility
47. (To Be Confirmed)
48. (To Be Confirmed)
49. Scoreboard
50. Gooch Pavillion
51. Headmaster's Residence - 1 Fern Street
52. Facilities Cricket Shed
53. Facilities Offices / Workshops
54. Facilities Store / Container

