

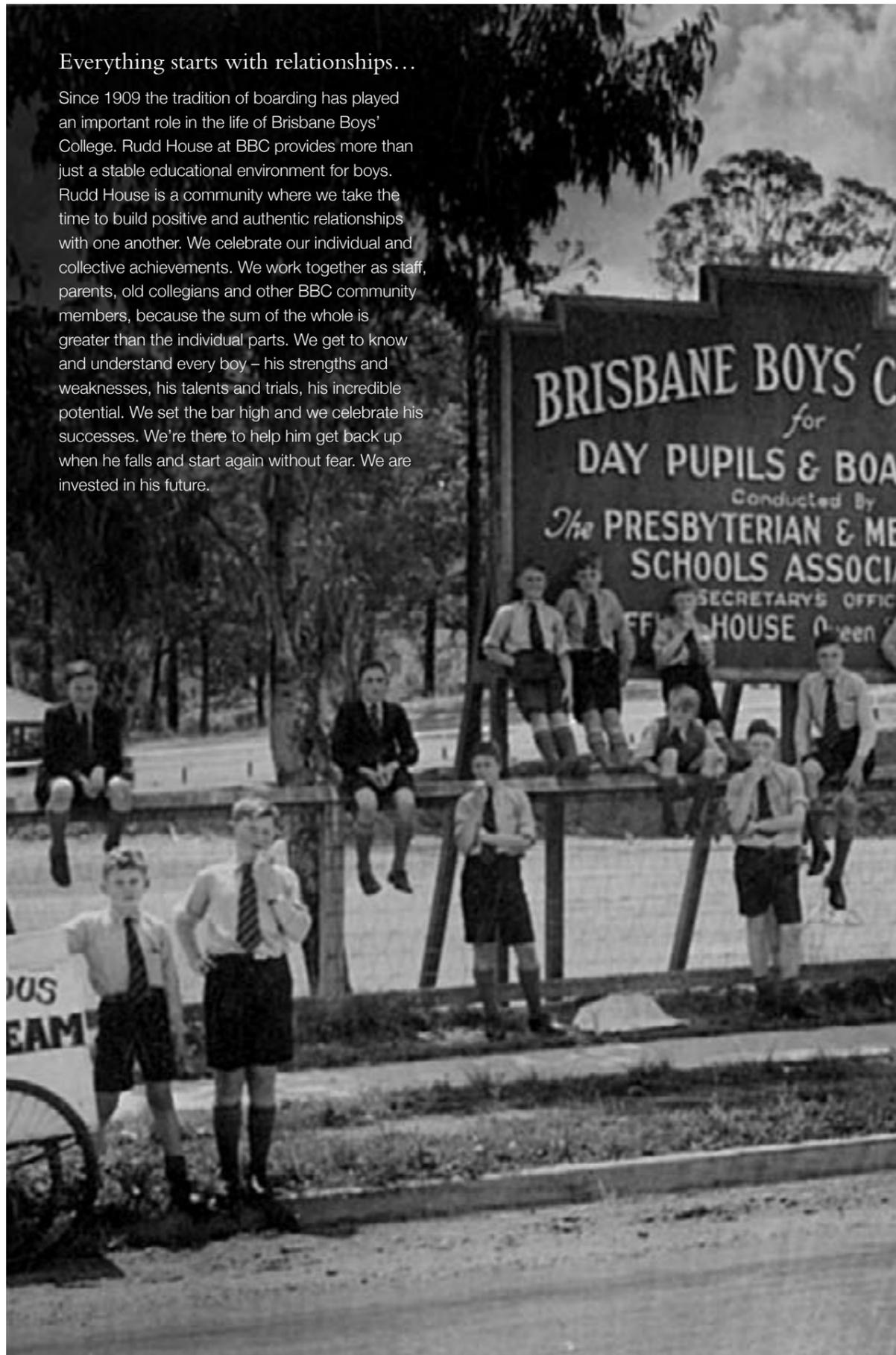
Brisbane Boys' College Boarding Handbook 2017 Rudd House



BRISBANE BOYS' COLLEGE

Everything starts with relationships...

Since 1909 the tradition of boarding has played an important role in the life of Brisbane Boys' College. Rudd House at BBC provides more than just a stable educational environment for boys. Rudd House is a community where we take the time to build positive and authentic relationships with one another. We celebrate our individual and collective achievements. We work together as staff, parents, old collegians and other BBC community members, because the sum of the whole is greater than the individual parts. We get to know and understand every boy – his strengths and weaknesses, his talents and trials, his incredible potential. We set the bar high and we celebrate his successes. We're there to help him get back up when he falls and start again without fear. We are invested in his future.



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Boarding at Brisbane Boys' College

Boarders have always played a significant part in the life of the College and their contribution is valued by all those associated with BBC.

At the same time, we strongly believe that boarders have much to gain from their life at BBC, including immediate access to many of the facilities and activities which the College has to offer. There is no such thing as too many opportunities. Throwing opportunities at a boy helps him to find his innate talents and the interests and passions he wants to pursue. This in turn builds confidence and self-respect.

Our boarders come in all difference guises and from all over the globe. Rudd House is a place for every boy and every boy needs to be understood, valued for who he is and able to pursue his interests without judgement.

We want to give our boys the opportunity to appreciate what it is to be male at the same time as exploring the many positive definitions of masculinity. Strong male role models – fathers, older students, teachers, old boys and other significant males in their lives – play an important part by providing inspiration and helping younger boys understand how to become a good man.

Boys are tribal. They learn from other boys. They love being part of a group. Their peers are important, but so too are the 'elders' in their tribe. The opportunities for mentoring in Rudd House are particularly important as they tap into a boy's powerful need to look up to older males. It increases the skills and confidence of both the mentor and the mentored.

Relationships with their staff are pivotal to the success of Rudd House, as boys learn best from people they like. Respect, patience, humour, active-listening and seeing things from their perspective are cornerstones of building successful relationships with our boys. "Boys experience their teachers before they experience the lesson they teach" (Reichert & Hawley 2010, P 191).

It is hoped that the following information will provide a guide to boarding at BBC and offer some assistance to families preparing their son to transition to his life in the Boarding House. Please do not hesitate to visit the Rudd Boarding House when you are in Brisbane. All parents are encouraged to meet the various members of the boarding staff prior to or at the time of their son's commencement and to maintain regular contact thereafter.

Brisbane Boys' College provides boarding facilities for up to 150 students in Years 4 to 12.

Our boys are supervised by a committed and caring team of teaching, residential and medical staff who support and monitor the pastoral, academic and health needs of all students. Registered Nurses also liaise with doctors who have had extensive experience in working with our boarders.

All boys have their own private living and study area. In Year 12, they generally enjoy their own private study bedrooms. Common rooms provide indoor entertainment including Foxtel enabled flat-screen TVs, board games, table tennis etc.

The aims of the boarding community at BBC are:

- To educate our students in the many positive dimensions of community living such as tolerance and respect for others; independence and self-reliance.
- To encourage each boarding student to experience a balanced involvement in the academic, spiritual, sporting and cultural life of the College
- To provide opportunities for responsible leadership, self-discipline and self-motivation
- To provide a positive and supportive environment for academic study
- To provide opportunities for participation in sport and the wider co-curricular program.

Boarding House Staff

The Director of Boarding is responsible for the direction, discipline and overall pastoral and academic needs of students in Rudd House. He is assisted by a leadership team which includes a Middle School and a Senior School Boarding Coordinator; and our much loved House Mother who provides a nurturing presence for all of our boys but in particular our younger students.

Staff List

Director of Boarding	Mr Matthew McEwen
Middle School Coordinator	Mr Tim Harris
Senior School Coordinator	Mr Wade Biggs
House Mother	Mrs Josie Pavone
Chaplain	Rev Graham Cole
Registered Nurses	Mrs Christine Byrne, Mrs Kathryn Singer, Mrs Jenny Nunn, Mrs Kerry Yarnold.
Catering Manager	Mr Michael Smith
Laundry Manager	Mr Sam Pavone
Masters on Duty	Mr David Marriott Ms Hazel Raymond Mrs Vanessa Cassard Mr Adam Wood Mr Andy Olloz
Resident Supervisors	Mr Kenny Han Mr James Ingeri Mr Tom Clarke Mr Kenny Han Mr Chris Dodd Mr Scott Delandelles

Boarders' Support Group (BSG)

The Boarder's Support Group is a sub-group of the Parents and Friends' Association. The BSG generally meets four times each year on the day boarders return at the beginning of each term. The meetings provide a forum in which boarding related issues may be discussed. Social events are organised from time to time with funds raised from these contributing to projects which further enhance the lives of our boarding students.

All boarder parents are encouraged to be involved to whatever extent they can, to help in strengthening the boarding community at BBC, and to assist in improving communication between school and home.

Boarders' Support Group Executive 2017

President	Mr Scott Munro	rudd.bsg@outlook.com
Secretary	Mrs Alanne Godden	alanne.godden@pg.pwc.com
Treasurer	Mrs Karen Coe	karen.coe69@gmail.com
Vice President	Mr Phillip Coe	cooefarms@gmail.com
Fundraising Coordinator	Mrs Meryl Brumpton	stkilda6@bigpond.com.au

Courtesy and Discipline

A basic expectation of the College is that students demonstrate politeness, helpfulness and co-operation; and treat everybody with respect. Swearing, spitting and other unpleasant forms of behaviour are not acceptable and will attract appropriate consequences. Anti-social behaviour, such as bullying or stealing or the use of illegal substances will not be tolerated.

Pastoral Care

Boarders are allocated to Pastoral Groups within the Boarding House. These groups are vertically integrated which means our youngest boys get to socialise with, and be comfortable in the presence of, our oldest boys. A 'buddy' system exists within these groups where senior boys are paired with junior boys to act as 'buddies' during a boy's first year at BBC.

Academic Support

All boarders have access to all members of the Boarding House staff for assistance with academic matters. Masters on duty may provide homework advice and assistance as time allows.

The College also makes available up to an additional six academic staff members who provide assistance across most key subject areas during Prep time for our boarders.

Additional assistance out of school hours, is also available in specific subjects through the Academic Tutoring Program, at additional cost.

International students need to be aware that their student visas require them to maintain satisfactory academic progress throughout their course. Students deemed to be at risk of failing to meet this requirement will be counselled in line with the College's overseas student enrolment policy for monitoring course progress.

Parent/Teacher Interviews

It is not always convenient for parents of boarders to attend Parent/Teacher interviews; however teachers are available for telephone or face-to-face interviews at other times. If a boarding parent plans to be in Brisbane and desires interviews with teachers, the following procedure should be followed:

1. Phone the Director of Boarding advising him of your scheduled time in Brisbane, and provide a list of the staff with whom you require interviews
2. He will then coordinate your appointments with teachers and provide a schedule of interview times
3. Phone interviews may also be requested (including for overseas parents)
4. Email contact with teachers is encouraged. Please send your email to the teacher's email account (first initial and surname) at BBC e.g. jbloggs@bbc.qld.edu.au

Settling In

Homesickness

It is perfectly normal for a student living in completely new surroundings and in a necessarily institutionalised environment, to feel strange and to want to go home. After all, most parents would expect their son to prefer to live at home if given the choice.

We have included a number of observations on this problem and are confident our suggestions may help your son to overcome this difficulty, should it arise, as quickly as possible.

It is important for students to realise that they are likely to feel homesick from time to time. It is quite normal and nothing they should feel embarrassed about.

It is important for you as parents, to emphasise the need for complete involvement in and out of the classroom. The student 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.

It is our experience that initially, parents should be 'cruel to be kind'. Initially, a complete break with the family should be made. Telephone calls should be kept to a minimum. Please discourage your son from calling home too often in the early stages. We have noticed so many times that a student who is apparently coping with the problem quite well will suffer a setback after calling home.

It is important for you to realise that if your son is homesick, he will tend to write or ring when he is feeling at his lowest. He may also tend to exaggerate the worst features of the boarding house in an effort to convince you of his 'predicament'.

Poor grades and difficulty with work are often closely related to homesickness in the early stages. It is not uncommon for new students (day and boarding) to experience adjustment as they come to terms with BBC's higher expectations and structure.

A recurrence of the problem is quite common after the first few weekends out, or after term holidays. Usually this is overcome very quickly on returning to school. Further to this, too many day outings with family over the first few weekends can make it difficult for your son in making the break from home. We encourage you to let your son experience, as much as possible, the normal activities of the Boarding House, particularly during weekends; and therefore suggest that you do not prolong the break by taking him out too often during these 'settling-in' times.

Please encourage your son to seek help. The Director of Boarding, Boarding Coordinators, House Mother, Nursing staff, Chaplains or one of our student leaders are there to help. Often discussing the problem with someone not directly involved is of great assistance. This will help to prevent the problem from reaching an intolerable level.

We do not wish to alarm you in any way, but simply want to 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. Understanding, patience, and firmness would appear to be the most important qualities necessary for a quick and relatively smooth adjustment to the new environment. Above all, please do not hesitate to contact the Director of Boarding if you wish to discuss any problems your son experiences once he joins our community.

Living Away from Home

Many boarders take time to adapt to living in a dormitory situation, especially in terms of relating to the number of other people continually surrounding them. Personal hygiene is essential and your son should be made aware of the importance of showering daily, using soap, shampoo and deodorant, changing underwear and socks regularly and using clean linen and towels. A lack of personal hygiene may result in ostracising by his peers, creating a difficult situation for your son and boarding house members in general. Again, guidance and help is given whenever possible by the boarding staff.

On the day before school recommences in Term 1, new students are encouraged to arrive by 12.30pm to settle in prior to the return of continuing students. This provides an opportunity to meet our staff including the medical staff in the Health Centre.

Organisation of Personal Belongings

This is one area which can be a challenge for new boarders. Understanding a few basic organisational skills can make the life of a new boarder less complicated.

The boys need to be able to keep their drawers and wardrobes tidy. Skills such as folding T-shirts and shorts, keeping underwear together, putting socks together in pairs, storing toiletries, etc., in a particular area; demonstrating how to make his bed or tie his tie; these are all good practical and useful tips to prepare him for the journey ahead.

Routine

Chapel

In accordance with the Christian values of the College, boarders who are not on leave must attend Chapel on Sundays. Services are normally conducted in the BBC Chapel. Special services are held at churches outside the College, as well as occasional Combined School Services. Whatever their religious views or affiliation, students are expected to demonstrate a respectful attitude towards Worship. Boarders' chapel services are generally held at 6.30pm each Sunday and any boy returning for dinner that evening must be in attendance at the chapel service.

Duties

Students are expected to keep their personal areas, residential common areas, Boarding House and surrounding grounds neat and tidy. House duties assigned to students are to be carried out in a responsible and reliable manner.

Homework (Prep)

Prep

Prep is compulsory for all students and is conducted under the supervision of Boarding Masters or Tutors. Prep times are as follows:

Year Level	First Prep	Second Prep
Years 4 to 6	6.30pm to 8.00pm	Not applicable
Years 7 and 8	6.30pm to 8.00pm	Not applicable
Year 9	6.30pm to 8.00pm	9.00pm to 9.30pm (if required)
Year 10	6.45pm to 8.30pm	9.00pm to 10.00pm (if required)
Years 11 and 12	6.45pm to 8.30pm	9.00pm to 10.30pm (if required)

Younger students may be allowed to do late Prep if necessary. Telephone calls are not permitted during Prep.



Example School Day Timetable

Weekday timetable - typical school day

6.00am	Early morning sporting activities (e.g. rowing, weights).
6.30am	Students wake up, have their showers and dress in school uniform.
7.00/7.30am	First breakfast begins for Years 7 to 9 students.
7.30am/8.00am	Second breakfast begins for Years 10 and 11 students.
7.15am/8.00am	Year 12 breakfast.
8.15am	Bell for House Tutor Group.
8.20am	Leave for school.
3.00pm	School concludes. Return to residential areas to change.
3.30pm	Students are required to be out of residential areas, attending sporting activities etc. They may sleep or study if permission is obtained from the Master on Duty.
5.15pm	Return to residential areas to shower and dress for dinner.
5.30pm	First dinner sitting commences for Years 7 to 9 students.
6.00pm/6.30pm	Second dinner sitting commences for Years 10 and 11 students.
5.45pm/6.30pm	Year 12 dinner.
8.00pm	Supper commences Years 7 to 9.
8.30pm	Supper commences Year 10 to 12.
9.00pm	Lights out for Years 7 and 8 students.
9.30pm	Lights out for Year 9 students.
10.00pm	Year 10 lights out.
10.30pm	Year 11 lights out.
10.45pm	Year 12 lights out.

Note: No showers after 9.00pm.
Quietness is expected in both boarding houses after supper.
All students to be in their own rooms doing academic work or sleeping from 9.00pm (Year 12, from 9.30pm).

Saturday

6.45am	Students rise, have showers and dress.
7.00am	Attend breakfast.
7.30am	Return to residential areas. Ensure that beds are made and areas are clean and tidy.
8.00am-12.00pm	Participation in outdoor activities (playing in or supporting sporting teams).
12.30pm	Lunch.
1.00pm-5.00pm	Participation in outdoor activities (playing in or supporting sporting teams).
3.00pm-7.00pm	Health Centre open.
5.00pm	Change, have showers, dress for dinner.
6.00pm	Dinner.
6.45pm	Evening activities e.g. movies, social activities, games, recreation room activities etc. Lights out as determined by the Master-on-Duty. As a general rule, lights out times are half an hour later than weeknights.

Sunday

7.30am	Cereals and toast on offer for early risers.
11.00am	Brunch commences (dependant on Sunday activity).
1.00pm-5.00pm	Supervised use of Sports Complex and Swimming Pool; boys have access to BBC facilities such as tennis courts and ovals. Recreational activities off-campus or with Sister Schools are frequently offered
3.00pm-7.00pm	Health Centre open.
5.45pm	Attend dinner.
6.30pm	Chapel.
7.00pm	Preparation for the upcoming week including clean up.
8.30pm	Supper and deadline for Juniors and Year 8s to report in from leave.
9.00pm	Deadline for Years 9 to 12 to report in from leave.
9.00pm	Lights out for Years 5 to 8 students.
9.30pm	Year 12 to own room.
10.30pm	Lights out for Years 9 and 10. Overhead lights out Year 11.
10.30pm	Lights out Year 12.

* When Sunday evening chapel is not scheduled, chapel will occur at 7.30am, with breakfast at 8.15am

Weekend Activities

Weekend activities organised throughout the year by the Director of Boarding and the Residential Tutors include, but are not limited to:

- trips to the movies
- trips to water parks
- ten pin bowling
- Laser Force
- abseiling
- roller skating
- pizza parties or other activities with sister schools (Somerville House and Clayfield College)

Parents will receive a schedule of planned activities at the start of each term.

Valuables and Security

Possession of valuable belongings such as expensive shoes, iPods, wallets, watches, etc. in the Boarding House are entirely the responsibility of the individual student.

No television sets or mini fridges are to be brought to the College. Students should ensure that expensive personal goods or other valuable items if required at school, are kept in their lockers or left with the Director of Boarding for safe keeping. Valuable items should be engraved at home and registered at your local Police Station. This will also expedite an insurance claim in case of loss. Parents are reminded that no responsibility will be accepted by the College for the loss of, or any damage to, any items except those which are lodged with the Director of Boarding.

Upon entering the Boarding House, each student is provided with a lockable area in his dormitory for securing his personal belongings. Students should secure their lockable cupboard in the boarding house with their own padlock. Students are supplied with a combination lock for their locker in the day school. If students lose the lock supplied to them by the College a charge will be made for its replacement.

Should students notice that personal belongings are missing they should:

- thoroughly check their locker area and the residential areas
- check in Lost Property
- report the lost property immediately to the Director of Boarding.

No day student or visitor may enter the Boarding House without the permission of the Master-on-Duty who may then consult with the Director of Boarding. Visitors must always be introduced to the Master-on-Duty.

Breakages and Damages

All breakages are to be reported immediately to the Master-on-Duty. Students will be held responsible for wilful damage caused by irregular activity (e.g. kicking of balls inside, abuse or misuse of recreational equipment). Students are expected to exercise reasonable care when using school equipment and furniture.

Entering / Leaving the Boarding House

No students are to enter the Boarding House between 8.20am and 3.00pm. Students are not permitted to leave the Boarding house after 9.00pm.

Ipod/MP3s

While boys are welcome to bring a portable music device, this is permitted on the understanding that:

- the boarding staff will restrict the noise level within the residential areas to a minimum. No audible noise is allowed after lights out
- these devices and all personal belongings are to be cared for by the student. BBC takes no responsibility for lost or stolen goods
- it is recommended that devices are engraved or otherwise marked indelibly with the owner's name; and that mobile phones are locked and have password protected access enabled
- students respect the view of others concerning the type of music played - the use of headphones is encouraged
- Recordings containing material of an offensive nature will be confiscated and returned to parents.

Please note, boys are responsible for the safety and security of their personal items. The Boarding House's insurance policy does not cover the loss or damage to a boy's personal valuables. Parents' home and contents policies may provide such cover.

Pocket Money

Boarders are encouraged to open an account with one of the many banks located nearby at Toowong Shopping Centre into which parents can deposit pocket money. In most cases students will have a bank card issued to them.

For boarders under twelve years of age, it is suggested that you leave an agreed upon amount with the Housemother at the start of each term, clearly labelled with your son's name, year level and the amount enclosed. Please take a moment to

check the amount when you deposit this with our House Mother.

The amount should be sufficient to cater for the financial demands of stationery, dry-cleaning, fares (including non-essential taxi fares), haircuts, toiletries, etc. Senior students may require additional money to cater for the greater range of activities in which they are involved.

It is suggested that each student hold \$100.00 in their account (or envelope).

Please do not send cash directly to your son in the mail as this poses a number of security problems. This advice should also be passed on to family members and friends who might occasionally wish to send money to your son.

Students should not keep large sums of money in their possession. Special events money can be deposited with the House Mother in the form of cash. As for younger boarders, please place the money in an envelope clearly labelled with your son's name, year level, the amount enclosed and the event; and take a moment to check the amount enclosed when you deposit this with our House Mother.

Students who lend money to other students do so at their own risk. The College will not take responsibility for recovering students' debts in this situation. Students should not borrow from any member of staff. If students have a genuine problem relating to money they should discuss this with the Director of Boarding.

Catering

For those families who are new to the BBC Boarding community it is anticipated that the information provided below will give you and your son an insight into our weekly menu structure, our meal service times along with our dining room procedures and policies.

At BBC we take great pride in the food we provide to our boarders.

We have a team of highly qualified and experienced chefs who ensure that a nutritious and well balanced diet, suited to the needs and tastes of growing active boys, is served each day. Should your son have any special dietary requirements or food allergies please contact the Catering Manager so that the necessary adjustments can be made to the menu.

Smart Choices

Education Queensland and the Queensland Health Department have developed a Healthy Food and Drink Supply Strategy for Schools (<http://education.qld.gov.au/schools/healthy/food-drink-strategy.html>) in an attempt to address the dramatic increase of overweight children and adolescents in our society.

The BBC Catering Department proudly supports this strategy, considering its requirements when planning the weekly menu.

Food Safety

Brisbane Boys' College has in place a Hazard Analysis Critical Control Point (HACCP) based food safety program. This means that you can be confident that the food we provide:

- has been handled and prepared under strict hygienic guidelines
- is only purchased from HACCP approved suppliers
- that all food prepared in the kitchen is temperature tested to ensure it adheres to the safe service/holding temperatures set down in our food safety program.

All departmental staff have undertaken training in workplace hygiene procedures and food safety practices. On the job training ensures staff comply with these principles when working.

Courtesy and Discipline

Our staff will treat your son with respect and courtesy. We therefore anticipate the boys will treat our staff with respect and courtesy. Unpleasant forms of behaviour directed at Catering Staff or other boys will not be tolerated. Boys displaying inappropriate behaviour will be referred to the Master-on-Duty (MOD).

General Behaviour and Protocols

Dining Hall

It is important that meal times be conducted in a pleasant but orderly manner. Conversation should be quiet and good table manners are mandatory. Interaction with kitchen staff must be polite and respectful at all times. Students are not permitted to enter the kitchen area and are not to remove crockery or cutlery from the Dining Hall. Collared shirts and appropriate attire must be worn. Health and safety regulations stipulate that closed-in shoes must be worn.

For general safety and health reasons, we ask the boys not to:

- run in the dining room
- sit on tables or bench tops
- use the kitchen as a walkway through to the Health Centre
- remove food or kitchen items from the dining room.

On completion of each meal it is expected that the boys will:

- clear away their own plate and cutlery etc.
- dispose of any scraps into the bins provided
- stack their plates etc. onto the trolley provided.

Chairs should be stacked no more than five high; and placed against the wall and the dining room should be left in a generally clean and acceptable state.

Dress Standards

Neat casual clothes (including College shirts) and acceptable footwear should be worn in the dining room. Acceptable footwear does not include dedicated sports shoes (e.g. football boots/cricket shoes); or thongs. Hat and caps should be removed before entering the dining room. Boys returning from the swimming pool/sports lessons should not enter the dining room until they are appropriately dressed.

Please refer to the Clothing and Uniform section of the handbook for the general requirements regarding the dress code for the boys.

Meal Service Times

Monday – Friday

Breakfast	7.00am and 7.30am
Morning Tea	10.10am
Lunch	12.50pm
Afternoon Tea	2.55pm
Dinner	5.30pm and 6.00pm (Middle School / Senior School)
Supper	8.15pm and 8.30pm (Middle School / Senior School)

Weekends

Breakfast Saturday	Cereals and Toast from 7.30am Hot Breakfast from 8.00am
Lunch	From 12.30pm
Dinner	From 6.00pm
Breakfast Sunday	Cereals and Toast from 7.00am
Brunch	From 11.00am (dependant on Sunday activity)
Dinner	5.45pm
Supper	8.15pm or 8.15pm
Voluntary Prep	7.00pm to 8.30pm (Trevor Lloyd Room)

If your son is unable to attend a meal service due to other commitments a packed early/late meal will be prepared for him. He will need to notify the kitchen of his requirements by providing a completed meal request form that has been approved by the Master-on-Duty (MOD). If he requires this meal on a particular day throughout the entire term then he will need to complete the form only once and inform us of this requirement when he hands the form to the Chef.

Should your son return to the Boarding House after the kitchen has closed for the evening, his late meal (if requested) will have been placed in the fridge in the MOD office. The MOD has access to a microwave and he will be able to heat the meal up for your son when it is required.

Boys requiring breakfast prior to training of a morning are able to access cereals etc. as soon as the chef arrives for work (6.00am Weekdays, 6.45am Saturday and 7.00am Sunday).

Alternatively if your son must leave for training prior to the kitchen opening he may request a breakfast pack to be made up the day before and left in the MOD's fridge overnight, the MOD will then open up the office the next morning to allow boys to retrieve their pack. Boys must notify the kitchen and the Director of Boarding of this requirement prior to the kitchen closing the night before.

During some sporting seasons and depending on the number of participants, an early continental style breakfast may be requested for the boys by the Master in Charge of that particular sport. This is laid out in the Dining Room Annexe for access by the boys prior to the kitchen opening.

Breakfast meal times on a weekend are usually extended to allow the boys access to a meal after they have completed their sporting commitments. In the event the dining room has been cleared, boys are able to ask the chef for cereals, toast and juice. Fresh fruit, breads and spreads are readily available throughout the day.

Meal Service

The majority of the meals eaten in the dining room will be served to the boys by the catering staff cafeteria-style. Whenever possible and especially on weekends boys will be able to serve themselves from a buffet station.

Menu

A weekly menu that provides a varied and well balanced diet is prepared by the Catering Manager and this is displayed on the notice board in the dining room.

When planning the weekly menu, consideration is given not only to the boys' daily dietary requirements but also to their preferences, seasonal availability allowing.

A variety of foods from all the basic food groups is included and these are prepared in many different styles. We also try and include a few treats throughout the term.

Constructive feedback from the boys regarding the menu and the quality of the food provided is actively encouraged and boys are always welcome to discuss new menu ideas with the Catering Manager.

While there may be some requests we are unable to include, wherever possible we try to be accommodating. Please don't hesitate to contact the Catering Manager, Mr Michael Smith if you have any queries. Outlined below is a brief summary of the menu offered at BBC.

In addition to the following, please note fresh fruit is always available at every meal service.

Breakfast

Juice and milk are served from chilled drink dispensers and two conveyor toasters are available for boys to prepare their own hot toast. Boys are able to choose from a wide variety of cereals and milks (including fat-reduced). Platters of freshly sliced fruits and homemade yoghurts are served from a cold cabinet. Boys have unlimited access to all of the above.

A hot menu choice is served from the kitchen and while this is portion controlled by the chef, boys are always welcome to return for seconds when available.

Morning Tea

During the week flavoured milk and cold water is served at morning tea along with the menu choice for the day, with the majority of these foods freshly prepared on the premises.

Lunch

A variety of hot and cold lunches are offered at lunch time, including a weekly lunchtime BBQ. Pasta and rice is readily available for those boys who wish to boost their carbohydrate intake due to heavy sporting commitments. On the weekends we provide a large selection of sandwich fillings and the boys prepare their own sandwich or baguette.

Afternoon Tea

During the week we prepare a variety of afternoon tea, however no specific choice is offered on Friday as the majority of boys like to visit Toowong Village. Bread, spreads and fresh fruit are always available.

Dinner

A pasta and salad bar is complementary to the main course each night and boys may choose to add sauce or gravy to their meal depending on their personal tastes and nutritional requirements. Dessert is served each night and fresh fruit is always available.

As with every meal service, the boys are always welcome to return for seconds when available.

Supper

The conveyor toasters are available for boys to toast their own bread while milk & water is available from the drink dispensers.

Fresh fruit, bread, spreads and cold water is available throughout the day allowing the boys to access a little 'top up' between meals if required.

Sunday Brunch

A self-serve brunch is offered to the boys on most Sunday mornings. The late service of this meal allows boys to sleep in a little later than normal, however cereals, fruit and toast are available from 8.30am for any early risers.

Packed lunch

If your son requires a packed lunch, a catering request form should be completed and approved and handed in to the kitchen at least 24 hours in advance. Sandwiches or a filled roll, cheese & biscuits, muesli bar, fresh fruit, bottled water are among the food choices usually provided and we encourage the boys to take extra water.

Should your son forget to request a packed meal within the desired timeframe, we will ask that he prepares his own sandwich whilst we organise the other components of the meal. Please be assured that we will never send a boy away without something to eat.

Formal occasions and Theme Nights

Theme nights see the dining room transformed into anything from a pirate ship to a 70s disco and the boys are encouraged to dress in costume and join in the fun.

The menu offered to the boys on these nights reflects the theme chosen and often the boys will have input into the menu choices.

A formal dinner is held each term.

Rudd House also recognises the academic and co-curricular achievements of its members at the end of year Rudd House Collegian and Sportsman Luncheon when our boys are involved in the general preparation and menu selection for the event.

Open Door Policy

As the Catering Manager at BBC, I actively seek input from the boys regarding the meals we serve in the dining room. I welcome their menu suggestions and encourage them to provide their favourite recipes from home so that we can trial them here. While it would be unrealistic to expect that all boys enjoy everything we prepare, our aim is to provide a varied menu that has something on it for everyone. I believe that constructive feedback is the key to ensuring that this happens and my door is always open!

Our Commitment to Service

The Catering Department at BBC is committed to providing the best quality and service possible and we always welcome your feedback.

If you have any other queries that have not been addressed within this Handbook please do not hesitate to contact me on +61 7 3309 3634 or msmith@bbc.qld.edu.au

Mr Michael Smith, CATERING MANAGER

Clothing and Uniforms

Clothing Regulations – General

Students are required to wear the designated uniform at all times. Uniform clothing must be worn on school days and also to school and GPS matches and functions. There are only two exceptions to this general regulation:

- when general exemption is given (e.g. plain clothes day; educational excursions)
- sportswear may be worn if a boy travels to a sporting event by car and returns home by car immediately after the game.

No jewellery, other than approved badges, shall be worn. Badges of visiting teams and schools may be worn for the duration of the visit. **All matters of dress code are always at the discretion of the Boarding House Staff.**

Clothing requirements and helpful hints

The clothing list provided is intended to be a guide for new boarders and constitutes the minimum amount of clothing required. Overly expensive clothing should not be brought into the Boarding House and supplies of extra clothing should not be excessive. It is particularly requested that all articles of clothing be of good quality and in good repair.

The need for clear, distinct naming of all items of clothing (the College recommends Namemaker Brand Woven Name Tapes), cannot be over emphasised. Iron-on varieties are not suitable for laundering, while those marked with a 'permanent laundry marking pen' will wash out. Name tapes should display the student's name and school on them, for example, John Citizen BBC. To assist laundry sorting, tapes must be sewn on by machine where the name can be quickly and easily seen. Please refer to the information supplied in the new student Orientation Booklet.

For international students and by special arrangement only for other boarding students, Linen Packs and nametags and sewing services may be arranged. Please refer to detailed information on the pages following and in your son's Orientation Booklet.

Nametag sewing and general clothing management

Please sew tapes on the inside back band of collars on all shirts and blazers, and inside the back band of shorts, trousers and underwear, with an additional tape in a different area on blazers. On socks, tapes should be sewn up and down the top of the sock to allow for stretch. N.B. An additional six (6) dozen nametags are to be provided to the Laundry Manager.

All pants kept up with cord, e.g. some tracksuit pants, should be sewn down the centre back to prevent the cord coming loose in the wash.

A complete inventory should be affixed to suitcases, which must also be permanently marked with the owner's name. Personal items of a more rigid nature, e.g. tennis racquets, cameras, etc, can be adequately marked with self-adhesive embossed plastic name-plates available at the College. Marking pens can be used on such items as shoes, combs, brushes, hats and similar articles. It is compulsory to have these articles named. **An engraving pen is also available from the Boarding House Office.**

Dress

During the Week

Leisure time Uniform or casual wear e.g. shorts, jeans, T-shirts, shoes, joggers or thongs.
Sports training Suitable dress for sport.

Meals

Breakfast School Uniform
Lunch School Uniform
Dinner Uniform or Casual wear, noting the following guidelines:

- shorts if worn, must not be dirty sports shorts or board shorts
- casual long socks and short socks but not football socks
- thongs of any kind must not be worn in the dining room
- only 'deck shoes' may be worn without socks
- school uniform at formal dinners.

Please note: Footwear must be worn at all times outside the residential areas.

School Outings	School Uniform.
Sport	School Uniform, PE uniform or uniform designated for the sport.
Class Time	School Uniform, unless otherwise designated.
Outside Class Time	At the discretion of the organisers and dependent on the activity.
Appointments (doctors, dentist etc.)	School Uniform, as stipulated by the season.

On Weekends

Saturday	Casual dress but with the same restriction as mentioned above for all meals.
Sunday	Breakfast - chapel clothes, if there is morning chapel (School Uniform but with a white shirt). Casual clothing is worn to Sunday evening chapel services.
Other meals	Casual wear.

While on Leave

Shopping Leave	Students are encouraged to be neatly attired when visiting local shops. This includes wearing enclosed shoes.
Leave with Hosts	When going out on leave in casual clothes, students must dress as for meals (see above).
Leave for Holidays	As for leave with hosts.

General guidelines for non-uniform requirements

- 12 pairs underpants
- 1 spray jacket/raincoat (optional)
- 2 pairs pyjamas
- 2 pairs of garters (Years 4 to 6)
- 1 pair swim trunks
- 1 pair sports shoes (white if playing cricket or tennis for the College)
- 1 washable towelling hat or cap
- 1 pair thongs (bathing, swimming)
- Toiletries: comb, toothbrush, soap, shampoo\conditioner, deodorant (no spray cans), nail file and scissors, clothes brush, shoe cleaning kit; throat lozenges (winter time)
- neat casual wear (suitable for dining room or local leave)
- 12 plastic or wooden coat hangers
- Tissues (ongoing)
- 1 padlock - spare key (with name-tag attached) to be given to the Director of Boarding

Summer

- 3 woven or knit shirts with collars
- 2 pairs shorts
- 1 pair casual shoes (sturdy)

Winter

- 2 long sleeve shirts
- 2 pairs long trousers or suitable jeans
- 3 pairs socks
- 2 fleecy-lined hoodies or similar; or 1 hoodie and 1 jacket

Sportswear

Boarders are members of Rudd House and will be involved in numerous interhouse competitions throughout the year. All Middle and Senior School boarders are expected to purchase a Rudd House T-shirt, available from the College Shop. Rudd House Polo Shirts are available for purchase from the House Mother.

Students who are selected to represent the College in sporting competitions must be attired in the uniform prescribed for the relevant sport.

Uniforms

Please refer to the College Shop section of the Orientation Booklet. College Shop opening hours are also detailed in the Parents and Friends' section of the Orientation Booklet.



Bed Linen and Towels

The College supplies bedsheets.

Students should supply the following:

Doona and doona cover

Pillow/s and at least two pillowcases

3 towels (two bath towels; and one BBC crested swimming towel from the College Shop)

A BBC Boarder Start-up Linen Pack is available for a total of approximately \$160.00 plus freight to all new boarding students who wish to use this service provided by Brisbane Boys' College. Please note packs must be ordered at least three weeks prior to your son's commencement or before the end of Term 4 each year. The Linen Pack includes the following items which come in a bag which may then be used for laundry:

2 sock and underwear bags (these are strong cotton mesh bags which keep these smaller garments together during washing)

Single Bed Quilt Cover

Single Bed Quilt Insert

2 Pillowcases

Ultimate Pillow 550gm

Bath Towels x 2

Sewing Service

For international students and by special arrangement only for other boarding students, nametags and sewing services may be arranged. The College will order and sew nametags on your son's items. The cost (\$155.00) will be charged on your first Fee Statement.

The total cost of Start-up Linen Pack and Sewing Service is \$315.00 for 2017. To order, please use the 'Boarding Start-up Pack' ordering form located in your son's Orientation Booklet.

Laundry

We recommend that even boarders purchasing the Linen Pack which comes in a bag that may be used for laundry, should also purchase a laundry basket. A number of the supermarkets nearby stock these.

The majority of boarders' laundry is done outside the school premises. However, some delicate and personal belongings, e.g. good jumpers, shirts and trousers, are laundered on site.

Dirty clothes can be deposited in designated bins at the laundry each morning after breakfast, during the week. Clean clothes may be collected from the laundry daily after breakfast or after school before 4.00pm (Monday to Friday). On Friday of each week the boys are required to change their sheets and pillowcases.

Clothes with rubber backed designs are inappropriate to send out to the laundry, e.g. some T-shirts, sports shorts, board shorts. Silky sports shorts are also a problem. Boys who put these clothes in to be laundered do so at their own risk. We are unable to take responsibility for any damage caused during the cleaning process.

Please note: It is imperative that all items of clothing are clearly marked with the owner's name and school, using woven name tags placed in a position outlined in the guidelines above. Extra woven name tapes can be ordered by the House Mother if required. All boys must purchase two approved laundry bags (for socks, underwear and smaller items) from the Laundry Manager, Mr Sam Pavone.

Communication

Contact Telephone Numbers

BBC Switchboard +61 7 3309 3500

BBC Administration Fax +61 7 3371 2679

Director of Boarding

Mr Matthew McEwen +61 7 3309 3534

0437 939 191

Middle School Coordinator

Mr Tim Harris 0416122751

Senior School Coordinator

Mr Wade Biggs 0424077511

Health Centre

Phone +61 7 3309 3535

Email sister@bbc.qld.edu.au

House Mother

Mrs Josie Pavone +61 7 3309 3536

Email jpavone@bbc.qld.edu.au

Boarding House Office/Master-on-Duty

Phone +61 7 3309 3555

Mobile 0416 285 966

Catering Manager

Mr Michael Smith +61 7 3309 3634

Email msmith@bbc.qld.edu.au

Chaplain

Rev Graham Cole +61 7 3309 3532 (Home)

Work +61 7 3309 3558

Email gcole@bbc.qld.edu.au

Student residential floors

Thomson Ground +61 7 3309 3664

Thomson 1 +61 7 3309 3577 or +61 7 3309 3578

Thomson 2 +61 7 3309 3575 or +61 7 3309 3576

Thomson 3 +61 7 3309 3579 or +61 7 3309 3580

Lower Philp +61 7 3309 3581 or +61 7 3309 3582

Upper Philp +61 7 3309 3583 or +61 7 3309 3584

Dining Room +61 7 3309 3611

The College switchboard is attended from 8.00am to 4.30pm Monday to Friday during term time; and 8.00am to 4.00pm during vacations. If the staff member you wish to speak to is unavailable, the Receptionist will take a message and your call will be returned as soon as possible. If you ring the switchboard outside of school hours, an answering machine will record your message.

Mrs Pavone is on duty in the Boarding House Office from 8.00am to 10.00am Monday to Friday and messages for Boarding House staff and students can be left with her.

The first point of contact for all matters relating to boarding students, e.g. academic progress, pastoral concerns etc., is the Senior School Coordinator, Mr Wade Biggs (Years 10 to 12); the Middle School Coordinator, Mr Tim Harris (Years 7 to 9); or the Housemother, Mrs Josie Pavone (Years 4 to 6),

Health related matters should be referred to our team of registered nurses in the BBC Health Centre.

The Master-on-Duty can be contacted out of school hours and on the weekends (telephone +61 7 3309 3555) to assist with all matters concerning normal daily routine. This telephone is located in the Master on Duty's office. While messages can be taken for students, they are not permitted to use this phone to return calls. It should be noted that since resident staff members are required to supervise student activities, they may not always be in the office. The Master-on-Duty telephone will be forwarded to the Boarding House mobile if the office is unattended.

It is preferable to contact students on telephones located in the student residential areas during the times indicated below. The same guidelines apply to use of personal mobile phones. Phone calls to students during meals and study times cause inconvenience and disruption and are discouraged. Students are most likely to be in the residential areas and able to receive telephone calls during the following times:

Weekdays: 7.00am to 8.30am, 4.30pm to 7.00pm

Weekends: 7.00am to 10.00pm

It should be understood that there will be occasions when boarders are involved in activities outside of the residential areas and not immediately contactable.

Email

All boys will have an email address (their student number@bbc.qld.edu.au) and are able to access this facility, along with the school server via the College's Wireless Network—a commercial grade connection. Students will be provided with a tablet PC as part of the BBC 1:1 Tablet Program. Any boys or families experiencing difficulty with this form of communication should make contact with the College's IT Department on telephone +61 7 3309 3546 or email ithelpdesk@bbc.qld.edu.au

Emergency Contact

In cases of emergency, contact can be made with your son through the Director of Boarding or House Mother.

Posting letters or parcels to a BBC Boarder

Mail addressed to a boarder should be formatted as follows:

John Citizen (Boarder)
C/- Rudd House
Brisbane Boys' College
Kensington Terrace
TOOWONG QLD 4066 (or for international mail: TOOWONG QLD 4066 Australia)

Following this example assists with the timely distribution of mail to the boys.

Newsletters

College News and Junior School News are available on the BBC website. A link to the document(s) will be emailed to your designated email address by Friday afternoon each week.

Record Book

The Record Book is an important document for communication between parents, students and teachers. We feel it is important that you receive regular feedback regarding your son's academic progress, behaviour and other weekly details. Therefore each boarder's Record Book will be checked regularly by supervisory staff.

Telephones

Boys may have mobile phones. These must not be used during prep or after lights out. These phones are kept at the students' own risk. We recommend you set up password protected access. The College accepts no responsibility for any 'lost' phones. There are also public phones for incoming calls throughout the residential areas.

Facilities

College Shop

The College Shop is located on campus and run by the Parents and Friends' Association (P&F). The Shop coordinates supply of all text books and stationery; uniform requirements (except shoes); and toiletry items. Please refer to the P&F information supplied with your orientation booklet for guidelines on Campion Books online ordering service; and information on the annual second-hand book sale (Year 7 to 12).



The P&F operates a 'Boarder Account' system for boarding families, for purchases at the College Shop during the year. Parents may open a boarder account for their son, but to do so, valid credit card details and contact information must be held on file by the P&F before the account can be used. This account is not to be used for major uniform and book purchases, unless otherwise negotiated with the P&F Executive Officer. Statements will be sent to parents at the end of each term, detailing all shop purchases. The date for processing of credit card payments will be noted on the statement.

From mid Term 4 the College Shop will offer extended trading hours for uniform fittings as listed in the P&F section of the Orientation Booklet. It is also open daily in January during the week before school commences. Appointments for new student uniform fittings need to be made by contacting the College Shop directly or via Student Admissions during late December and January when the Shop is closed. Books and uniforms may be purchased via the College Shop after school commences.

For further information and contact details, please refer to the College Shop information in the Parents and Friends' Association section on the College's website. You can also telephone the College Shop on +61 7 3309 3523 or fax advice on +61 7 3309 3612.

Sports and Recreational Facilities on Campus

Outside school hours, BBC Boarders have liberal access to the many fine recreational facilities of the College. This includes the ovals, tennis courts, library, multi-games courts and weights area of the Barbara Helen Thomson Sports Complex, swimming pool and are in close proximity to the outstanding music facilities located in College Hall. Some facilities may only be used under supervision by staff members.

Library - Resource Centre

Senior School Boarders may use the Resource Centre from 7.30am until 4.00pm Monday to Friday. Junior School Boarders may use the Junior School Library until 4.00pm Monday to Friday.

Barbara Helen Thomson Sports Complex

Facilities in the Sports Complex may only be used under supervision. No food or drink (with the exception of water bottles) is to be taken into the Sports Complex. Correct footwear must be worn at all times and a towel used on apparatus as appropriate.



Swimming Pool

1. No student is to enter the pool unless a staff member is supervising.
2. Students must not run in the pool area.
3. Food is not to be taken into the pool area.
4. The emphasis at all times, is on safety and consideration for others.
5. The pool is out of bounds during meal times and after 5.30pm unless authorised by the Director of Boarding who will determine usage at other times).
6. Swimming after Prep must be authorised by the Director of Boarding, who will determine the arrangements.
7. Shorts and footwear must be worn to and from the pool.
8. Only regulation swimwear is acceptable in the pool.



General Rules

Technology rules and personal computers

No personal computers are to be brought into the boarding house.

Boys are welcome to bring mobile phones however no responsibility will be taken by the College. Boys are encouraged to ensure their personal mobile phone is password protected and enabled with other recognised safety features such as 'Where is my iPhone'.

Boys in Years 7 to 12 are provided with their own BBC registered tablet lap top computer. While boys have access to the School computer and their mobile phones, the College wireless and network access is turned off in the evening at the lights out for each year level:

- Years 7 and 8 – 9.00pm
- Year 9 – 9.30pm
- Year 10 – 10.00pm
- Year 11 – 10.30pm
- Year 12 – 10.45pm

Boys found in breach of technology guidelines and usage after lights out will have their device (phone, laptop) withdrawn until the next day or until further notice.

The College can and will target individual boys' sites (social media; games) and restrict their usage if a boy is found to be using such sites inappropriately or excessively.

X Box or similar games may be played on weekends. Boys who have an X Box are permitted to use it from Friday afternoon to Sunday night. The device should be handed in to the Master on Duty for safe storage at 7.00pm every Sunday night.

Bicycles and Skateboards

Bicycles and skateboards have been disallowed due to the safety concerns.

Pets

There are no facilities for boarding students to keep pets.

Reading Material and Posters

Students are permitted to bring reading matter and posters to school but the College reserves the right to confiscate any material which is considered to be unsuitable. Material considered unsatisfactory will be disposed of. Blu-Tack is to be used to secure posters to non-painted surfaces.

Senior students with a driver's licence

The following is under review. Parents will be notified of any changes accordingly.

- Students with a valid driver's licence may bring their own private vehicle using the following guidelines:
- Use of the vehicle is restricted to the licenced owner only. No student may use another students private vehicle; or be a passenger in the vehicle.
- On street parking only, is available for private vehicles. The College accepts no responsibility for any loss or damage that may occur to the vehicle.
- Parent's must email to the Director of Boarding a request for their son to have, use and park their own vehicle at the College, indicating acceptance of the conditions above prior to the boarding student commencing use of his own vehicle. A copy of the student's driver's licence should be made available to the Director of Boarding for our records.

Health

Health Centre

Routine opening times for the Health Centre are from 7.00am to 7.00pm, Monday to Friday. On Saturday and Sundays, the Registered Nurse (RN) on duty operates a clinic from 3.00pm to 7.00pm.

Student Medical Details Form

Your son's health needs are our highest priority when he is in our care. We therefore rely on you to provide accurate information when your son commences; and your ongoing assistance thereafter, by updating his health records as necessary.

To ensure that each student is given the highest level of medical care, it is important that your son's Student Medical Details Form is completed in full, especially the 'Allergies Section' and immunisation data and dates. New boarders will be provided with a Student Medical Details Form in their Orientation Booklet to complete and return to Student Admissions prior to commencement. Parents of current boarding students may also request this form from Student Admissions to update current details.

It is equally important that the Health Centre and College be notified of any change of address, contact phone numbers and email address; and that the Health Centre staff are informed of any illnesses or immunisations that occur during holidays.

A close relationship is encouraged between parents and the Registered Nurses who are available by phone during working hours on +61 7 3309 3535 or Email (sister@bbc.qld.edu.au).

Medical Treatment

Unless otherwise requested by parents, students in need of a doctor will be taken to the 'My Health Toowong' clinic (telephone +61 7 32178033) which is our preferred local Medical Practice at the nearby Toowong Village. With the exception of boys who are student visa holders, visits are bulk billed. The exception is for vaccinations which must be paid for on the day received. Except in cases of emergency, every effort will be made to contact the parents to seek parental approval prior to expenses being incurred for medical procedures. Emergency or after-hours treatment for BBC boarders is provided by the Taringa Medical Centre or the Lady Cilento Children's Hospital. Both centres are close by. An out of pocket expense will be incurred to cover the 'Gap' for the service provided.

The Registered Nurses will arrange all medical and dental appointments and these will be made, where possible, outside of school hours. Details of appointments made by parents with doctors, dentists, orthodontists, physios, etc. should be conveyed to the RN. All students below Year 10 will be escorted to appointments by the House Mother, a peer or older student, unless otherwise directed by the parents. Students must sign in and out with the Master-on-Duty and the Health Centre when attending appointments out of school hours.

Where possible, students will go by public transport. Cab charge vouchers are only given for medical appointments and when other transport is unsuitable.

While parents are welcome to select their own, the Health Centre use two dentists located close by in Toowong. They are within walking distance of the College. The dentists will contact parents prior to commencing any major treatment. One of them is also available after hours for emergencies. There are several orthodontists close to the school.

Accidents occurring on the sports ovals or in the residential areas should be reported to the RN on duty and treatment for such injuries will be provided by the RN or referred on to the school doctor. Parents will be notified by the RN as soon as possible.

Medication

All medication should initially be handed into the RNs and will be kept in the Health Centre and administered according to medical directions provided; or if appropriate, returned to the student for self-medication. All asthma medication and certain other medications should be kept by the student, in his locker or on his person. Parents are asked to notify the RNs of these medications and to provide a spare script to be kept in the Health Centre.

The College allocates a generous budget to cover all first aid needs. Personal medication or other items not supplied by the College will be charged to the students account at the Toowong Discount Drug Store, where authorised by parents to do so. Individual accounts will be sent to the student's home address monthly. Please complete the BBC Health Centre - Toowong Discount Drug Store Account Authorisation form provided in your son's Orientation Booklet. Other than prescribed

medications (compulsory), you can nominate the items which your son has permission to place on your account including: non-prescription medical items; and general pharmacy items (e.g. lozenges, toothbrush or tissues).

If your son has an allergy; or is on any kind of treatment; or has physical, emotional, psycho-social issues for which he needs support, please inform the RN.

Health Insurance/Medicare

We strongly recommend a level of private health cover be arranged for your son. Private Health Insurance/ Medicare/ Health Care Card details should be entered on the BBC Boarder's Medical Form with position number and expiry date. Boarder parents should apply for a Medicare card for their son prior to him commencement.

Overseas Student Health Cover

Overseas Students must have Overseas Student Health Cover (OSHC) insurance. This is a condition of entry to Australia and provides similar benefits to Medicare. The Department of Immigration and Border Protection (DIBP) requires student visa holders to have visa length OSHC membership as a condition of granting their student visa. Student Admissions will arrange membership for your son with Medibank Private prior to his commencement unless you have communicated alternative arrangements to do so.

Gap Payments

Student visa OSHC policy holders are not eligible for bulk billing at the local Medical Centre. Please ensure your son has access to sufficient funds to be able to pay the difference between the OSHC rebate and the outstanding 'gap amount' charged for such medical services. This includes vaccinations (which are not bulk billable for any student).

Payment must be made on the day service is provided. The gap amount cannot be charged to your College account. Local medical service providers may refer unpaid fees and charges to Australian debt collection services.

Additional Medicare Enrolment Information

Please note the Medicare Enrolment Form and further details may be found on the Australian Government Department of Human Services website at www.humanservices.gov.au/customer/forms/3101

Different conditions may apply to Medicare eligibility depending on your son's residency status or citizenship. Examples include:

- Migrants living in Australia
- Applicants applying for permanent residency and living in Australia
- Visitors to Australia
- Australian citizens returning to live in Australia
- New Zealand citizens living in Australia
- A permanent resident visa holder (previously enrolled) returning to live in Australia

For more information

For more information about Medicare or for assistance completing the Medicare enrolment form, go to the Australian Government website, www.humanservices.gov.au/medicare, email medicare@humanservices.gov.au or call 132 011 (call charges apply and calls from mobile phones may be charged at a higher rate).

Returning your Medicare application form

- Check that you have answered all the questions you need to answer and that you have signed and dated the form.
- Return your completed form and original or certified documents to your nearest Medicare Service Centre. For initial enrolments, all people 15 years of age and over on the application must go with you to a Medicare Service Centre.
- If you live in an area remote from a Medicare Service Centre, or there is a reason for not being able to attend, you can send your application together with certified copies of documents and the reason for not being able to attend in person, to:

Department of Human Services GPO Box 9822 in your capital city (e.g. Brisbane 4001)

Examples of different applicant circumstances and documents required

Migrant (holder of a permanent resident visa)

Documents required:

- current passport and valid visa or original visa grant letter for all people listed on the application is required.

Applying for permanent residency

People who have applied for a permanent resident visa (except for a parent guardian visa) may be eligible for the Medicare and Pharmaceutical Benefits Scheme programs if they have a visa authorising their stay in Australia and:

- have permission to work, or
- their parent, spouse or child is an Australian citizen or holds an Australian permanent resident visa.

Documents required:

- current passport or travel document for each person being enrolled
- valid visa or original visa grant letter for each person being enrolled
- where the applicants do not have permission to work, it is necessary to provide proof of their relationship with a spouse, parent or child who is an Australian citizen or an Australian permanent resident visa holder.

The receipt from the Department of Immigration and Border Protection (DIBP) when you paid to apply for permanent residency may be required.

Information about visas, applications and receipts, will be accepted if on letterhead or by email from DIBP and addressed to the applicant or registered migration agent.

Note: People travelling on a visa subclass 309 or 310 only need to provide their passport and visa.

Visitors to Australia

Visitors from New Zealand will not be enrolled in Medicare. Reciprocal Health Care Agreements may apply; and provide access as a public patient in a public hospital including outpatient services and medicines available on prescription, which are subsidised under the Pharmaceutical Benefits Scheme for medically necessary treatment.

Documents required:

A Current passport and valid visa is required for all applicants. Further documents may be required.

For Australian citizens that have been living overseas for more than five years and are returning to Australia to live; or New Zealand citizens living in Australia; or permanent resident visa holders (previously enrolled in Medicare) returning to live in Australia - documents required:

1. completed statutory declaration
2. passports for all people listed on the application
3. any two residency documents from the list below.

Residency documents

Documents from another country:

1. sale of property (sale agreement)
2. cessation of lease agreement for rental property
3. termination of employment (acceptance of resignation by employer)
4. transit document for household goods and or furniture
5. closure of bank accounts; and/or
6. cancellation of health, property or contents insurance.

Documents from Australia:

1. purchase of property agreement and gas or electricity accounts in the same name
2. lease agreement for rental of property and gas or electricity accounts in same name
3. evidence of employment
4. evidence of children at school or university
5. private health insurance in Australia
6. opening of bank accounts
7. property or contents insurance.

Immunisations

It is desirable that boys be immunised against Measles, Mumps and Rubella (MMR). The State Health Department recommends MMR upon reaching teenage years as immunity from the childhood vaccination may not be enough.

Students who have not had their ADT/ Boostrix (Boostrix is a combination of Diphtheria, Tetanus and Pertussis - also known as Whooping Cough), should be immunised upon reaching teenage years. The Meningococcal C vaccination is also recommended.

Please consult your local doctor should you require further information and to assist you in making an informed decision with regards to immunisations.

Hepatitis B Awareness

Hepatitis B is a 'preventable disease'. Students most at risk are those with family members that are known carriers, those living in boarding schools and university accommodation and those playing contact sports.

It is recommended that Hepatitis B vaccinations be given to anyone who falls into a risk category. Parents are encouraged to commence vaccination of their son prior to starting school.

Malaria

Students from Malarial regions need to see their family doctor in their own country and bring their prescription medication with them with instructions on how to take it. This medication must be handed to the Registered Nurse and will be given out by the Health Centre when required. Please also advise the Health Centre if your son has had Malaria recently.

Leave and Travel

As the College has a pastoral and legal responsibility to provide thorough and adequate supervision for students in its care, these arrangements have been developed to provide a framework within which each student may have both adequate freedom and a level of restrictions and supervision appropriate to his age. Abuse of leave arrangements, and the trust involved, will lead to the withdrawal of leave privileges and the imposition of appropriate consequences, where warranted.

The Director of Boarding, Senior or Middle School Boarding Coordinators, or House Mother should be contacted if other arrangements are desired. Parents should nominate as hosts only those people who they are confident will adequately care for their son and should explain to them their obligations, including regulations regarding collection and return of boarders, punctuality etc. Refer to Host Guidelines on previous pages in this booklet for further information.

Leave can be requested by boarders or their parents through the 'REACH' online system. Parental approval is required before any leave with a host will be considered and approved by the Director of Boarding.

The REACH system

The REACH System is easily customisable for each school user and our staff will set up your son's profile and provide you with access codes as soon as possible on his commencement. Feedback has indicated our parents find the system user friendly and intuitive.

Leave categories and conditions

Leave type	Applies to	Time limit/approval
1. Local	<ul style="list-style-type: none"> Year 7 - escorted by tutor or gap student Year 8 - in groups of two or more Years 9,10,11 and 12 - individually 	<ul style="list-style-type: none"> Two hours (3.00pm - 5.00pm during the week) No parental approval needed Two hours during the weekend During exam block week 9.00am - 3.00pm (Years 11 and 12 only – one hour)
2. Activity on campus 3. BBC sport on campus 4. BBC off campus sport 5. Club sport	<ul style="list-style-type: none"> Everyone 	<ul style="list-style-type: none"> Time limit: within reason (depends on location host and the event) Parental approval needed only for: <ul style="list-style-type: none"> Off campus sport Club sport
6. City/ Southbank	<ul style="list-style-type: none"> Years 10 to 12 only 	<ul style="list-style-type: none"> Weekend only (Friday to Sunday) Parental approval Back before 5.00pm After 5.00pm need a host (host to return boy to BBC. No public transport used on return after 5.00pm)
7. Day leave with host	<ul style="list-style-type: none"> Everyone 	<ul style="list-style-type: none"> Time limit: within reason (depends on location host and the event) Parental approval
8. Day leave without host	<ul style="list-style-type: none"> Years 10 to 12 only 	<ul style="list-style-type: none"> Time limit – no more than five hours (back before 5.00pm) Parental approval
9. Indooroopilly	<ul style="list-style-type: none"> Years 10 to 12 only 	<ul style="list-style-type: none"> Weekend leave only (Friday to Sunday) Parental approval Time limit – no more than four hours Need host after 5.00pm (except for Year 12 boys going in groups)
10. Overnight	<ul style="list-style-type: none"> Everyone 	<ul style="list-style-type: none"> Compulsory host Parental approval
11. End of term leave	<ul style="list-style-type: none"> Everyone 	<ul style="list-style-type: none"> This is to be completed by every boy to notify the Boarding House how and when they are returning home for the holidays (parental and school approval)

Guidelines for boarding students taking leave from the College

This information is provided by the College as a guide to families of BBC Boarding students and families offering to host a BBC Boarding student on weekend or other leave. Please ensure intending hosts are informed of the following guidelines.

Through the online boarding leave management service, known as REACH, boarders are able to initiate leave requests which must then be approved by their parents and the Director of Boarding.

Parents/guardians will receive information, including login credentials and instructions, from the administrators of the system via email. When you log in, please take time to add the details of any hosts who might take your son out on leave from the College. You can add to this list at any time throughout the year.

Guidelines for hosts of BBC boarding students

If you have been nominated by the parents of BBC boarders as a host for their son, this means that during the course of the year it is possible that this boarder will be staying with you, or will be in your care, for a period of time. Thank you for agreeing to this responsibility; time spent away from the boarding house can be important for a boarder's recreation, relaxation and general wellbeing.

Duty of care when boarding students are on leave

Brisbane Boys' College is responsible for the 'duty of care' of all boarding students when they are in residence at the College. However, when a student goes on leave, this duty of care is passed from the College to the adult who is now responsible for the student. This adult may be a family member or friend. They are deemed the 'Host'. To streamline and provide greater accountability for managing boarder leave, the College has in place an electronic leave system known as REACH.



Hosting – role of the host

A host's responsibilities when taking a College boarder out on leave are extensive. Whether it is for Dinner Leave, Day Leave or Overnight Leave, the College requires your unconditional commitment to the following. Before collecting a BBC boarder, the host should consider the following:

1. Where the host is not a known family member or close family friend, we recommend that prior to undertaking this commitment, the host makes contact with the BBC boarder's parents/guardian to introduce themselves, outline plans for the time they will have your son on leave and exchange phone numbers and residential and email address. The student and his parents will then contact the Boarding House to make a leave request on your behalf.
2. The parent/guardian will forward the host contact details (name, residential and email address, mobile phone number) to the Director of Boarding, so that the details can be added to REACH.
3. The College requires that a Host must be a mature and responsible adult over 21 years of age; or the older sibling of the boarding student who has their parents' permission (please discuss recommended age limits for siblings with the Director of Boarding). A BBC boarder cannot be collected by someone over 21 years of age to be subsequently transferred into the care of someone younger than 21 years of age.

When collecting a student

Please make your way to the Master-on-Duty (MOD) Office and have the student sign out with the Master-on-Duty. If the MOD is not present, please call him on 0406 383 036 or 555 from the foyer phone.

While a boy is out on leave with the host

The host is responsible for the student's well-being and whereabouts at all times. This includes the obvious (providing meals, accommodation etc.) but also involves a number of other noteworthy responsibilities:

1. In the event of an accident or emergency, please contact the parents and the Boarding House, in order to coordinate the return/treatment of the student.
2. In accordance with your responsibilities under the common law principle of 'in loco parentis' (literally 'in place of a parent'), please consider what is appropriate and or legal when planning activities that include the boarding student in your care. For example, attending an age appropriate movie with your son and other friends unsupervised is appropriate; allowing a BBC student to visit venues for Over 18s or at which alcohol will be served, is not.
3. You must not transfer a boy into the care of another person, without the prior approval of the boy's parent.

Upon returning a student

On returning from leave, please accompany the student to the Master-on-Duty Office and have the student sign-in with the Master-on-Duty. If the MOD is not present, please call him on 0406 383 036 or 555 from the foyer phone.

Please note: Failure to demonstrate these leave protocols could result in the College's recommendation to the boy's parents that a host in breach is no longer eligible to take their son out on leave.

Child protection

All staff who work at Brisbane Boys' College must hold a Suitability Card (also known as the 'Blue Card'). Blue Cards are issued by the Blue Card Services Public Safety Agency.

Operational leave guidelines and expectations for hosts

1. When on leave, particularly on the weekend, boys are expected to fulfil all school obligations - academic, sporting and extra-curricular. Under special circumstances this can be altered, but only if prior arrangements have been made.
2. If a boarder wishes to go out on the weekend, he must submit a leave request through the REACH program by 12.00pm on the preceding Thursday. This request will need to be approved by parents/guardians as well as the Director of Boarding. Boarders are usually free to go out for part or all of the weekend from after school on Friday until 5.00pm on Sunday.

3. Boarders are to be signed out and in by their hosts via the Master-on-Duty.
4. Once a boarder leaves the school grounds he is in the care of the host, so it is important that adequate arrangements are made for transport to and from the host's residence, and for his movements whilst in the host's care. If he is leaving the host's residence for any period of time, the host needs to know his whereabouts and activities. Activities that are not in accordance with school expectations or in some instances illegal, such as smoking, drinking and attending unsupervised parties, should not be permitted. Leave privileges will be withdrawn if arrangements appear to be inadequate.
5. Each weekend, the Master-on-Duty makes contact with a number of hosts at random to ensure that boys are where they should be and that there are no problems.
6. On occasions, boys may take leave without a host, for instance to visit the shops with friends. When boys take leave without a host who is responsible for them, they must return no later than 6.00pm.
7. For weekday leave, such as going out for an evening meal, a boarder must submit a leave request to the Director of Boarding at least 24 hours beforehand.
As a general rule, he will need to be back in the boarding house by 9.00pm on a weekday. In the event the return time is unavoidably later, the parent or host should contact the Master-on-Duty and arrange to return the student the following morning; or at an approved later time before 10.30pm.
8. Please note, restrictions may apply on hosts for International Visa Students.
Please refer to the International Student Handbook or contact the Director of Admissions for details.

Thank you for your support of these guidelines. Please don't hesitate to contact the Director of Boarding if you have any general leave related questions.

Holidays

Students are not permitted to leave early for the holidays except in exceptional circumstances and where permission has been granted by the Headmaster. Any request for early leave should be addressed, in writing, to the Headmaster's office in reasonable time to allow for discussion between him and the Director of Boarding as to any possible ramifications of such leave. Copies of any requests for early leave must also be sent to the Head of Teaching and Learning. Transport schedules to remote areas and student obligations with regard to exams etc. are determining factors in these situations.

Overseas students, in particular, should not depart from school prior to the official end of each term. International students are required to maintain specific attendance levels as a condition of their student visa. Breach of this condition may place their visa in jeopardy. Leave will not be given simply because students or parents have booked tickets for the wrong date or because tickets are cheaper during term time. Term dates are published well in advance (below and on the BBC website) to allow appropriate bookings to be made.

When returning to school after the holidays, boarders are expected to be in residence before 8.00pm on the day prior to the beginning of school term. If travel arrangements require a later arrival, it is necessary to seek approval from the Director of Boarding.

Term dates 2017

(BBC policy allows boarding students to depart for their vacation after school on the second last day of term as their 'travel day'; # is the travel day).

Term 1 Monday 23 January - Thursday 31 March (# Wednesday 30 March)

Term 2 Monday 18 April - Friday 16 June (# Thursday 15 June)

Term 3 Monday 10 July - Friday 15 September (# Thursday 14 September)

Term 4 Tuesday 3 October - Friday 1 December (# Thursday 30 November)

Local leave

Students are permitted to visit the local shopping centre at Toowong after school, Monday to Friday. Students are required to complete a leave request and sign out with the Master-on-Duty before leaving and must report in on their return.

On Saturdays, local leave will be available for a two-hour period only. Saturday local leave after lunch will only be available when any 'First' team is not playing at home. Boys must return by 5.00pm.

A Local Leave Request form must be completed and submitted to the MOD who will sign boys out and sign them in on their return.

Weekend leave

Students may apply to go on weekend leave with hosts nominated by their parents; or, at the discretion of the Director of Boarding, in groups for part of the day (for example, to the cinema or local sporting events). On certain weekends, such as at the beginning of the school year and when there are compulsory chapel services (e.g. Mother's Day or Father's Day), leave will not be granted unless an exemption has been sought from and approved by the Director of Boarding.

Parents may also nominate any restrictions they wish to be placed on a student's leave.

Boys taking leave are to be signed 'out' and 'in' by the Master-on-Duty. Housemasters will make systematic checks at random on the whereabouts of students on leave.

Late leave will be granted by the Director of Boarding only in special circumstances.

In summary, parents and students should note the following in relation to leave arrangements:

- Whenever a student leaves the Boarding House, the last thing he must do before departing is report to the Master-on-Duty with his host who will sign him out, and the first thing he must do upon returning is report to the Master-on-Duty with his host, who will sign him in.
- Leave arrangements should not be allowed to interfere with other obligations. For example, when a student is on leave, he must still fulfil all school sporting and co-curricular activities.

Taxis

For private travel during the term (including travel to medical appointments with doctors of choice not in our local precinct), students are expected to pay for each taxi journey they take at the time the service is used. BBC will only issue 'cab charge' vouchers in a case of an emergency or essential medical travel. All Brisbane taxis have EFTPOS facilities and this is the most convenient form of payment. Parents are requested to ensure their son's bank account has sufficient funds to cover these costs. Please note, UBER is not to be used by BBC boarding students.

Travel

Term dates are published well in advance (on previous pages) to allow parents ample opportunity to make suitable holiday travel arrangements. Furthermore, since ample holidays are provided, the cooperation of parents is requested to ensure where practicable, that there is no loss of school time as a result of travelling to and from home for school holidays. Travel arrangements should be made at least six weeks prior to the end of term.

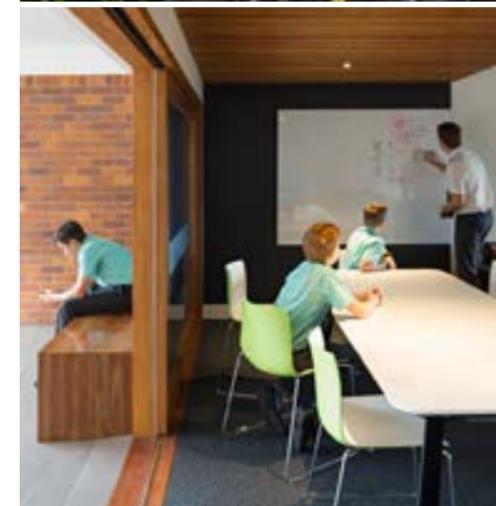
All travel documents, passports, tickets, etc. must be handed in to the House Mother for safe keeping immediately upon students' return to school.

Overseas

Parents of boarders travelling overseas are advised to book early, preferably at least six months prior to travel. The infrequency of some flight schedules necessitates students leaving before the last day of term. However, overseas students should make every reasonable effort to catch the latest available flight home, after the school term has concluded. Earlier departure, without permission, can have serious consequences for a student's visa status.

Train

Each country boarder is entitled to unlimited free return rail tickets (within Queensland) for travel to and from home for the holidays and weekend leave. Parents should email student travel details to our Housemother. The Housemother will then book travel with Queensland Rail and email the tickets to students. To avoid disappointment, reservations should be made as early as possible.





BRISBANE BOYS' COLLEGE

THE PRESBYTERIAN AND METHODIST SCHOOLS ASSOCIATION TRADING AS BRISBANE BOYS' COLLEGE
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