TOOWOOMBA
ANGLICAN SCHOOL
Est. 1911

BOARDING HANDBOOK

Toowoomba Anglican School is an independent Anglican co-educational school, catering for students from Kindergarten to Year 12. The school has been educating and nurturing students for over one hundred years, with our motto "Sola Nobilitas Virtus"– "A person's integrity is their greatest virtue". Toowoomba Anglican School boarders share in the academic, co-curricular and sporting opportunities afforded to all students whilst we pride ourselves in our pastoral care of all boarder girls and boys.
Our beautiful 12-acre campus is located on the edge of the Great Dividing Range. This provides an ideal semi-rural setting with plenty of room for students to be active. Set among gracious old trees, the architecture of the buildings reflects the proud tradition of the school as well as embracing state-of- the art facilities and amenities.

WELCOME TO TOOWOOMBA ANGLICAN SCHOOL BOARDING

Welcome to TAS Boarding! We are delighted to welcome new boarders and their families, and to continue the journey with those who have been part of our TAS family for generations. In joining us, your child will be truly known, valued, and cared for.

Our goal is to keep boarders engaged in meaningful activities that foster self-awareness, character growth, and essential skills for the future. Guided by a passionate, experienced team, we are committed to making a positive impact on each child's life, building strong connections with families. Our community, built on the values of "Four Houses, One Family," offers a safe, inclusive space where everyone feels welcome and supported.
Residential Life at TAS is a vital part of our school, providing a family-style environment that is engaging, varied, and rewarding. Our dedicated staff focus on developing sound character and life skills, creating a balanced program for over 100 students from Toowoomba, regional Queensland, interstate, and overseas.

We strive to build a vibrant, caring community where students thrive academically, socially, and personally. Our boarding community consists of four boarding houses, which are designed to foster safety and happiness. Primary boarders up to Year 8 are catered for in Bligh (boys) and Founders (girls), and our Year 9-12 boarders reside in Arnott House for girls and Stoneleigh House for boys.
Please explore this handbook to learn more about life as a boarder here at TAS.

If you have questions, contact our Boarding Office and know that your child's Head of House is always your first port of call.

This is the start of a magnificent journey for your child and your family. Thank you for entrusting us with your son or daughter. It is our genuine privilege to witness their growth and to walk beside them throughout these transformative years. We hope they emerge as the best versions of themselves, ready to make a positive difference in the world.

May your time at TAS be blessed with success, happiness, and a warm welcome. Enjoy the journey ahead with us.

Director of Boarding
Kyle Langman

STATEMENT OF COMMITMENT TO STUDENT SAFETY

The Toowoomba Anglican School supports the rights of children and has the safety, welfare, and wellbeing of students as a priority. Toowoomba Anglican School is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.
This commitment includes the provision of a safe and supportive living and learning environments for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of this commitment, Toowoomba Anglican School Boarding Staff are dedicated to our Child and Youth Risk Management strategy which includes having relevant policies, procedures and regular training in place to effectively address the safety and wellbeing of all students in our care.

PARENT LOUNGE AND POLICIES

Please note all references to the Parent Lounge and School Policies throughout this Handbook will become active on receiving your Parent Lounge log in detail prior to commencement.

BOARDING STAFF

The boarding staff are led by the Director of Boarding who is directly assisted by the Boarding Administrator. Heads of House are appointed to manage each Boarding House, supported by Boarding Assistants, Health Centre Staff, Laundry/Ancillary and Kitchen staff.

BOARDING CONTACTS

Head of Arnott – Mrs Roxanne Piers-Blundell
M +61 (0) 0418 329 532
P +61 (7) 46029282
E arnott@taschool.qld.edu.au

Head of Stoneleigh – Mr Dan Biscoe
M +61 (0) 0482 908 161
P +61 (7) 46398140
E stoneleigh@taschool.qld.edu.au

Head of Juniors (Bligh and Founders) – Ms Chelsey Holman
M +61 (0) 0456 947 386
P +61 (7) 46398171
Student lines: +61 (7) 4639 8175
E: bligh@taschool.qld.edu.au

Director of Boarding

Kyle Langman
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Boarding Office

Mrs Josie Meagher
P +61 (7) 46398122
E studentservices@taschool.qld.edu.au

Health Centre

Sr Sue Crawford RN, Sr Lauren Lingard EN, Sr Sarah O'Neill RN, Sr Amy Bertolo.
P +61 (0) 4639 8120
P +61 (7) 4639 8121
F +61 (7) 4639 8109
E healthcentre@taschool.qld.edu.au

Accounts Office (Payments and Fees)

P +61 (7) 46398103
E accounts@taschool.qld.edu.au

Uniform Shop

Mrs Louise Cameron
P +61 (7) 46398124
E clothingshop@taschool.qld.edu.au

Enrolments Office

Ms Meg Coles
P +61 (7) 46398111
E enrolments@taschool.qld.edu.au

Reception (General School Enquiries)

P +61 (7) 46398111
F +61 (7) 46398100
E reception@taschool.qld.edu.au

HOUSE INFORMATION

DAILY BOARDING ROUTINE

With many students to mobilise each day, it is important that everyone in the house adheres to the daily routines. This is especially important for mealtimes and roll calls. From time to time, variations to the daily routines are made for special events or circumstances and students are notified of these in advance. It is important to note that routines do vary slightly between age groups and houses. The respective Head of House will communicate the house routines to you.

BOARDING DAILY ROUTINES

	Time	Monday – Friday
Morning Routine	6.30 - 7.00 am	Boarders wake up
	7.00 am	All boarders up & ready for breakfast
	7.20 am	**Boarders at breakfast**
	7.45 am	Make bed, clean room, access to laptop
	8.00 am	Leave for school
	8.15 am	Houses locked

		Monday - Thursday	Friday
Afternoon Routine	3.20pm	House open for all Change to Sports Uniform Year 11 phones available	House opened, access to house/ downtime, change to civvies, Year 10 & 11 phones available
	3.30 - 4.30pm	Junior Boarders Year 8 Tech (daily) Primary & Year 7 (Tuesday & Thursday)	
	4.30 - 5.30pm	Junior Boarders Learning Hub Study Session Senior Boarders In house options	Year 8 & 9 phones available
	5.30pm	**Junior Boarders Dinner**	**Dinner all houses**
	5.00 - 6.00pm	Senior Boarders Year 9 & 10 Learning Hub Session Year 11 & 12 Study in-house	House activities & weekend program
	6.00pm	**Senior Boarders Dinner**	
	6.00-7.30pm	Junior Boarders Night Activities	
	7.30pm	Junior Boarders In House and Showers	
	7.00 - 8.00pm	Catch Up Learning Hub RBR	
	7.00pm	Tech available for Year 9 and Year 10 senior shower time	
	8.00pm	Year 9 phones and laptops in	Year 8 phones and laptops in
	8.30pm	Year 10 phones and laptops in	
	9.00pm	Year 11 phones and laptops in	

		Junior Boarders Lights out	
	9.30pm	Senior Boarders Lights out	Junior Boarders Lights Out Senior Boarders Year 9 & Year 10 phones and laptops in
	10.00pm		Lights out all houses Year 11 phones and laptops in

	Time	Saturday	Sunday
Weekend Routine	8.00am	Wakeup	Wakeup
	8.30am	**Breakfast** and Learning Hub Session	**Breakfast**
	10.30am	Phones available, free time/weekend program	Tech available, free time/weekend program
	12.30pm	**Lunch**	**Lunch** and Learning Hub Session
	3.00pm	Weekend program	Year 8 phones and laptops in
	5.30pm	**All Boarders Dinner**	**All Boarders Dinner**
	8.00pm	Year 8 phones and laptops in	Year 9 phones and laptops in
	8.30pm		Year 10 phones and laptops in
	9.00pm		Junior Boarders Lights out Year 11 phones and laptops in
	9.30pm	Year 9 & Year 10 phones and laptops in	Senior Boarders Lights out
	10.00pm	Lights out all houses Year 11 phones in	

TERM PLANNER AND BOARDER ACTIVITIES

Our boarding team will produce a Term Planner each term. It contains all the activities for each weekend across the term which are sent to parents at the start of each term, as well as weekly updates from the Director of Boarding. It contains all the specific activities for weekends as well as any relevant information to keep parents up to date. This program is then distributed to all Boarding House staff, Health Centre and the Kitchen staff. These events are booked in advance, and we encourage all boarders to be involved in our program. Where a special event is organised – e.g. Rugby in Brisbane, this will be listed in Reach as a Special Event for students/parents to sign up to.

Part of the success of the Boarding operation at Toowoomba Anglican School involves recreational and social activities that are organised during the weeks and on weekends for the boarders. Obviously there needs to be a balance between active and passive, noisy and quiet, structured and independently organised times. Students are encouraged to participate in as many activities as possible.

Many of our Boarders are involved in official school sport on Friday evenings, Saturday mornings and Sundays.

These take priority, as school commitments, over leave. Students and families are asked to give these events their full support. Information regarding the arrangements, staffing and the students involved in School excursions will be communicated through Parent Lounge.

CAMPS AND TOURS

These are specifically designed for students from Year 3-12. It is expected that all students will attend. A letter is sent from the school to all parents regarding the details of the appropriate venue for the year. Parents need to complete the necessary paperwork well in advance and send boarders back to school at the commencement of term with the necessary items for camp/tours.

SPECIAL EVENTS

During Terms One and Four, a Boarders' Mystery Trip is undertaken. Camps, Tours, Book Week, Themed Dinners and planned Year Level Socials may require boarders to return to school with the necessary equipment for a costume.

OFF CAMPUS EXTRA-CURRICULAR ACTIVITIES – NOT SCHOOL-BASED

For your child to participate in such activities, the following procedure must be followed:

- Please refer to the Sports Department for Representative nominations.
- We recommend that you discuss any such granted activity with your child's Head of House.
- The Boarding Office also needs to be informed herewith and leave procedures need to be duly followed and confirmed.
- It is preferable that parents are responsible for arranging transport to and from the off-campus activities, where the boarding house is unable to accommodate. Years 10-12 are permitted to have a taxi account and travel independently to appointments and sport commitments (outside school teams).

PRIVATELY ARRANGED SPORT/EXTRA-CURRICULAR ACTIVITIES – ON CAMPUS

There are several activities in which your child may become involved, on a user-pays basis. Most are private coaching activities that function on or from the school campus.

They might include from year to year: Tennis, Speech and Drama, Music Tuition, and Music Practice Supervision, off campus Judo, Karate, Dancing, Gymnastics, Fitness, Equestrian etc. The registration for such activities is organised by parents as is the cancellation of a service.

We are happy to answer questions and encourage the use of such services to enrich the lives of our students.

For official school sports of Rugby, Soccer, Tennis, Touch, Basketball, Volleyball and Netball, registration forms are distributed as soon as they are available. All players need to be registered to be covered by the organisation's or Association's insurance. Uniforms are hired through the clothing pool.

Please contact the School or Sports Department if you require more information and they will be able to redirect your enquiries.

PERSONAL EXPENDITURE AND POCKET MONEY

For each boarder, a Boarder Activity Levy is assigned to the school fees account. The funds are used for weekend activities and excursions, as organised or directed by the Head of House. Bus fares are also reconciled in this levy; however, Taxi fares are charged to the school fee account.

We require our boarders to have their own keycard/debit card for purchases outside of those listed above. Wallets and/or cash that they may have should be secured in personal safes or handed to the Heads of House. No responsibility is taken for lost or stolen money that has been left in the dorm areas. Parents are requested to closely monitor their son or daughter's keycard/debit card expenditure.

LEARNING HUB – HOMEWORK

Learning Hub is undertaken each afternoon Monday-Thursday. Arnott and Stoneleigh is from 4-5.30pm and Bligh House is 4.30-5.30pm. Homework is conducted in classrooms and is supervised by boarding staff. During this time, we also have Boarder Music happening in the Music Pods in Connal building.
On weekends, we also assign specific times for boarders to attend a Learning Hub session. Study is not limited to these set times, and we encourage all boarders to use time when activities are not planned to study.

TIME MANAGEMENT AND ORGANISATION

Most students have adequate time to complete their homework/study, some need help and guidance in this regard. Tools such as year or term planners in their room, electronic diaries, and the use of alerts on their phone should be used in conjunction with the Outlook calendar to assist students develop good study habits. The Secondary Students will also receive a comprehensive Assessment Calendar for each term.

Many students find the routines of boarding help them to stay on top of their work and give them greater opportunity to study with others. However, boarding does not cure all academic issues, nor does it cause them all. The student is an individual and has individual needs.
The boarding staff liaise with their teachers to monitor performance and effort, and we provide opportunities for the students to get assistance in planning, tutoring and motivation.

WHO TO CONTACT?

If you have any concerns about your child(ren)'s performance or progress the best person to discuss this with is the Home Teacher for general enquiries or subject teachers for specific subjects.

GENERAL BEHAVIOUR AND EXPECTATIONS

Living in close proximity with your peers is one of the most rewarding but also challenging aspects of any boarder's experience. Individuals who treat others with respect will find they are in turn well-respected. Students need to learn to be tolerant of others and respectful of privacy. The boarding staff and the rules should be observed and to do otherwise would create tension and mistrust which leads to an unpleasant environment. Every student should strive to make the Boarding House a positive environment.

Due to the nature of boarding and the closeness of the community and the subsequent impact they have on others, some behaviours are entirely unacceptable:

- Exclusion, bullying or victimisation
- Stealing
- Unauthorised leave at any time
- Consumption or possession of alcohol or illicit drugs/smoking/vaping
- Having unauthorised visitors in the boarding house
- Being alone in the House without permission; and
- Entering someone else's room without permission.

All boarders are subject to the school's policies and failure to adhere to these policies will bring sanctions. The same is true in Boarding and all students are expected to adhere to these. Failure to do so will lead to the imposing of sanctions or consequences. These may include loss of privileges, additional duties, restriction on leave, detentions and suspension.

MANNERS AND ETIQUETTE

Manners are important to harmonious communal living. Good manners are essential and help to build respect. All students are expected to:

- Say please and thank you to all
- Tip hats (boys) and wave (girls) when using pedestrian crossings
- Not interrupt each other in conversation
- Introduce themselves and shake hands when meeting someone new
- Greet visitors who may be walking in and around the school with a simple 'Hello' and smile.
- Open and hold doors for each other and staff
- Allow staff/adults through doors first
- Offer their seat for staff/adults or injured students
- Invite staff/adults ahead of them in dining queues
- RSVP to invitations
- Turn up to events and activities to which they have committed themselves
- Contact staff/coaches/organisers if they are unable to attend
- Dress appropriately for occasions
- Appropriate use of cutlery

DORM ROOMS

Students are to leave their room in a neat state each morning. This also applies when departing for leave. They are expected to change their sheets on the allotted night and keep the room free of excessive laundry.

Minimum requirements to pass room inspection:

- Student must be present in the Room at inspection
- Blinds up or curtains open
- Windows open (depending on weather)
- Laundry in bag on hooks
- Clothes tidy in cupboard
- Bed made
- Floor clear
- Towels on rails
- Desk clean and tidy
- No rubbish/items left on the floor
- No foodstuffs in dorm areas
- Bins Emptied

LAUNDRY

- Toowoomba Anglican School offers a comprehensive laundry to all students.
- Items other than socks and underwear, are to be placed into cotton laundry bags, (supplied and named)
- Socks, underwear and personal items are washed together in a mesh bag, (supplied and named)
- Laundry drop off and collection happens during the week, depending on house.
- All uniform items can be washed but occasionally dry cleaning is required (blazers)
- Students can undertake their own washing and/or ironing, using the facilities in each House. They must provide their own laundry powder/sprays etc. Laundry facilities should be used appropriately and always kept tidy. Priority is given to senior students.
- Bed linen – most students prefer their own Doona, cover and pillows but they will be provided with clean sheets.
- Please name ALL belongings.

CLEANLINESS

It is essential that students maintain high standards of personal hygiene and cleanliness. This applies to their rooms and clothing. In addition to being a matter of personal pride, it is also necessary in a communal living area. Many teenagers can be forgetful and choose not to follow a personal hygiene routine fully. Bodies, rooms and clothes must be kept clean and students having difficulty in this regard, can be helped by the Health Centre staff and House Parent/s.

BOARDING REQUIREMENTS

PLEASE CLEARLY NAME ALL ITEMS, INCLUDING SHOES. RECOMMENDED QUANTITIES:

- 3 SETS OF DAY UNIFORMS
- 3 SETS OF SPORTS UNIFORM
- EXTRA SCHOOL SOCKS (REFER TO UNIFORM LIST)

ADDITIONAL PERSONAL ITEMS:

- 2 PAIRS OF SUMMER PYJAMAS
- 2 PAIRS OF WINTER PYJAMAS
- 1 DRESSING GOWN (OPTIONAL)
- 1 BLANKET
- 1 PAIR OF RUBBER THONGS (FOR SHOWERS)
- 1 DOONA WITH 2 X COVERS & 2 X PILLOWCASES
- 1 PAIR OF SLIPPERS / UGG BOOTS
- 1 OVERNIGHT BAG

TOILET BAG WITH PERSONAL REQUIREMENTS:

- TOOTHBRUSH
- TOOTHPASTE
- HAIRBRUSH / COMB
- SHAMPOO
- CONDITIONER
- SOAP / BODYWASH
- MOISTURISER
- NO AEROSOLS

- 1 INSULATED COOLER BAG FOR EXCURSIONS / SPORTS EVENTS
- 1 WATER BOTTLE
- 1 BROAD-RIMMED CASUAL HAT
- 1 SPARE PAIR OF JOGGERS
- 3 PAIRS OF CASUAL SOCKS
- 3 SINGLETS (OPTIONAL)
- 10 PAIRS OF UNDERGARMENTS
- **BLIGH/ FOUNDERS:** PLASTIC TUB FOR SNACK ITEMS
- **SENIORS:** WASHING HAMPER IF DOING OWN LAUNDRY

3 SETS OF SMART DRESS CLOTHES:

GIRLS:

- MID-LENGTH DRESS, SHORTS, SKIRTS, DRESSES OR JUMPSUITS
- JEANS
- SLEEVED SHIRTS
- SMART DRESS SANDALS / FLATS
- JUMPER
- WARM JACKET
- SWIMMERS AND TOWEL

BOYS:

- JEANS
- DRESS SHORTS
- POLO SHIRTS
- COLLARED SHIRTS
- SMART DRESS SHOES
- JUMPER
- WARM JACKET
- SWIMMERS AND TOWEL

Other items

Bedding – items can be supplied but students prefer their own towel, pillows, doona and doona covers (clearly names).
Sports equipment – certain facilities are available to the boarders outside of school practice and match times and on weekends. Even if they do not choose these sports for co-curricular activities, they may wish to bring items such as Tennis racquets, Basketball, Soccer and Rugby balls. Bicycles and Skateboards/Scooters must be accompanied by a helmet. It is the law that all cyclists wear helmets. Bicycles can be stored on campus.
Electrical Equipment – all house electrical equipment will be tested and tagged during Term One. A small music system and alarm clocks are all acceptable.
Books/games – reading books is actively encouraged, and students can bring these to the Boarding House, but it is worth noting that the library and the Houses have a comprehensive stock of books for all ages. Board games and playing cards are acceptable.
Personalisation of rooms – photos and posters are allowed and encouraged, but any item on display must be age appropriate for all the members of the House.
Pets – no pets of any kind are allowed to be brought by students.

WHAT NOT TO BRING

Absolutely no alcohol, drugs, cigarettes, vapes or any illegal substances/ socially unacceptable items are allowed at any time. Weapons or dangerous implements.

SAFE STORAGE OF BELONGINGS

We recommend valuable items be handed in to the Heads of House for safekeeping or left at home. Lockable safes are provided in Stoneleigh house. Others are encouraged to purchase similar (Officeworks) for storing jewellery, personal items, and wallets.

NAMING OF ITEMS

All items of clothing, including civvies, must be named. Nametags can be ordered online or through the Uniform Shop and should be sewn onto all items of uniform and civvies. Please send spare nametags with students so that they can name any items that may need labelling. While the Laundry operates daily, the children still require at least 3 sets of the one item (one on, one in the wash, and one in the cupboard).

TOILETRIES

All students should return to school each term with personal toiletries to last the term. Secondary students can make their own purchases during town leave. Roll-on deodorants are preferred.

UNIFORM AND DRESS STANDARDS

FORMAL SCHOOL UNIFORM

Students are required to follow the school rules regarding uniform during school hours and for school events. In addition to the correct uniform, it should also be clean and neat. As Boarders have a laundry service, they should set the standard in this regard. Shoes should be polished, and school-branded hats should be worn outside during the school day. Please note that uniform items that are damaged or need repair should be tended to as soon as possible. Students are not to be wearing clothing that is ripped. Secondary School Boarders from Years 10-12, and Choristers are to bring their Blazers and Ties every term of the Year.

DRESS CODE FOR OTHER CLOTHES

When going on leave and returning, it is expected that Senior boarders will be properly attired. Thongs are not an option and should only be for showers and casual wear in the house. Clothing should be reflective of a smart casual guideline/understanding. Ripped, torn, dirty, inappropriate revealing clothing is not acceptable. Year 7 and Primary School Boarders depart and return in School Uniform. Heads of House are a source of information with regard to the standard. Rugby shorts, singlets, work gear etc. are acceptable in the House but are not suitable for leave.

Examples of outfits:

Girls – jeans, shorts, skirts, dresses and top with appropriate footwear (no thongs or slides).
Boys – shirt (t-shirt or collared), shorts, jeans, chinos, and appropriate footwear (no thongs or slides).

Casual Clothes

Dress codes also apply to the Boarding House and its environments. Students should always have footwear on outside of the Boarding House. Clothing should be clean and neat. Offensive or provocative t-shirts/garments should not be worn. No student should ever be shirtless outside the boarding house. Hats should always be worn outside. Clothing should be respectable and appropriate for the occasion. At mealtimes in the dining room, students need covered shoes (not slipper/ugg boots).
Singlets are not permitted. Students should not enter the dining room with muddy or wet sports clothes and hats should never be worn indoors. It is strongly recommended that students wear casual clothes if they are on leave but if they do wear items of uniform off campus, they must be worn in a manner that matches the school rules.

HAIRCUTS

There are some occasions when boarders are requested to have their hair cut to conform to the Uniform Policy of the School. Please refer to haircuts for boys and girls in the General section of the School's Information for Parents Booklet. The Heads of House can arrange haircuts, and the boarder will be expected to use their debit card to cover cost. Where necessary, parents will be contacted should a boarder require a haircut immediately, or an appointment has not been possible by the parent. Boarders are not to cut their own hair in the house at any time – this will result in appropriate consequences.

LOST PROPERTY

For items of clothing that are believed to be lost or have not been returned from the Laundry, boarders are encouraged to see the heads of House for assistance in locating these items. Any accumulated lost property will be displayed at the end of each term for collection. If not collected they will be donated to a local Charity.

STORAGE OF CLOTHES

It is easy for boarders to accumulate too many items of clothing during the year. Please be aware that storage is limited, and the end of each term is an opportunity to take home clothes and items that are no longer required, even if they need to be brought back later in the year, for example, the summer uniform. It is good practice to draw up an inventory for your child so that all items are returned home again.

TAS UNIFORM SHOP

Toowoomba Anglican School operates a Uniform shop to provide all uniform requirements. The shop is located under the library, adjacent to the Health Centre, at the top of Haddington Street. There is no parking available in this area, so parents are advised to park in Campbell Street and walk through the school grounds to the shop. They need to be purchased via Flexischools.
If you do not have a Flexischools account, you are able to create one via this link:
https://www.flexischools.com.au/.

For new students or for a change of season involving a large quantity of uniforms, it is recommended that you make an appointment with the Uniform Shop Manager, who can be contacted on 07 4639 8124, or email to clothingshop@taschool.qld.edu.au. All purchases must have prior approval by parents with an email authorisation to enable students to attend the Uniform Shop to collect their items. Payment is required prior to purchase using the Flexischools system.

Prior to the school term commencing, there will be additional opening hours, which are displayed on the webpage.

COMMUNICATION

There are several modes by which parents can communicate with their children. Boarder parents are encouraged to use:

- Email- each boarder has his/her own email address
- Facebook/Facetime
- Letters and parcels, (still very appreciated by students)
- Mobile telephone

Generally, students can be contacted by phone directly in the Boarding Houses on weekday nights:

- Arnott House 7.00pm to 9.00pm
- Stoneleigh House 7.00pm to 9.00pm
- Bligh House from 6.45pm to 7.45pm – using the landlines

On weekends parents can contact their sons and daughters when the boarders are present in their respective houses. We do realise that communication is important, and we will endeavour to be of as much assistance as possible. House phones and mobile phones are usually accessible during these times.

We do ask that no calls be made to the Houses after 7.50pm for Bligh House and 9.00pm for Arnott and Stoneleigh Houses during the week, after 8.00pm for Bligh House and 9.00pm for Arnott and Stoneleigh on weekends. In an emergency, please contact the appropriate Duty Phone/House Staff directly or, when necessary, the Health Centre.

Students need to be fully aware of the Student Mobile Devices Policy. A full list of relevant Policies is provided at the end of this handbook.

COMMUNICATION WITH STAFF

If a concern arises with respect to your child's boarding life, parents are encouraged to contact the Head of House and then, if necessary, the Director of Boarding. The Head of House/s are in regular communication with the school's academic staff regarding the welfare of the children. Should it be a concern related to their academic journey, parents are encouraged to contact the specific subject teacher or home group teacher.

Heads of House will send regular email updates to parents/caregivers during the term with news about events in respective Houses.

PARENT LOUNGE

Parent Lounge enables parents to login and view information that the school holds about you and your children. Please take the time to check and update your contact information and son/daughter's medical details via the Parent Lounge. If you need assistance accessing or navigating Parent Lounge, please do not hesitate to contact Reception. All policies mentioned throughout this Handbook are also accessed via this Parent Lounge.

SCHOOL WEBSITE AND APP

Toowoomba Anglican School has an extremely informative website at www.taschool.qld.edu.au which provides a fantastic starting point for you and your family to explore all Toowoomba Anglican School has to offer.

- The App is available for download through the App Store for iPhone users or Google Play for Android.
- The school will 'push out' notifications through the App, updating parents of upcoming meetings and information sessions, arrival times of excursions back at the school, to name a few. It is a valid tool for school life!
- There is an active Facebook page and Instagram page where highlights are posted.
- Heads of House and authorised staff also post news and photos regularly to the Toowoomba Anglican School Boarding page on Facebook.

EMERGENCY AND EVACUATION PROCEDURES

An evacuation and safety plan are explained to all boarders at the commencement of their time in the House and drills are practiced at the start of each term and regularly at other times, with boarders in the Houses. All entrances to Boarding Houses are alarmed. The campus is patrolled each night and checked by a local security firm.

Evacuation procedures and maps are located throughout the Houses. Heads of House are responsible for the safety and supervision of all staff and students during such events.

PARENT/TEACHER INTERVIEWS

Interviews are an ideal time to discuss the progress of your child with their teachers but due to the distances involved, it is not always possible to attend. If you are unable to attend, please consider calling the teachers for a discussion and particularly for older students, it is possible for them to attend on their own or with a member of the boarding staff.

If you are visiting Toowoomba at other times, you may wish to arrange a meeting with select members of staff. This can be done by contacting the relevant staff. Zoom/Teams is also an option. There is also a link via Parent Lounge for booking Parent/Teacher Interviews.

LEAVE

It would assist the Boarding operation hugely if all weekend leave requests were entered into Reach by 5.00pm Thursday. This is to facilitate the travel and meal arrangements of boarders and House Rosters and excursions for the weekend.
We take our duty of care seriously and therefore require that all leave of absence be arranged formally via the Leave App. There are a variety of types of leaves, and these are explained below.

Any absence from the school day is considered Special Leave and requires permission from Mr Mark Fancourt - Head of Secondary School, Mrs Pam Stains - Head of Primary School and the Director of Boarding. It is our preference that all students are present for the whole term but do understand that situations will arise where extended absence might be required.

All Junior Boarders (Bligh and Founders) are to leave and return in Full Summer Uniform (for Terms One and Four) and Full Winter Uniform (for Terms Two and Three), unless they leave directly from official sporting fixtures.

GENERAL INFORMATION

- Students must meet all school commitments before going on leave.
- Arnott and Stoneleigh boarders are permitted to leave and return in smart but not casual civvies.
- Students are required to check out and back in with the Supervisor on duty in the House.
- It is a legal requirement that students or their hosts are entered in Reach and the Pass activated by the boarding staff member on duty.
- Students must ensure that their area of the Boarding House is tidy, with valuables secured, before departing.
- Hosts/Family members are asked to present to the respective boarding house to collect their child. We do not want to have students leaving the houses and meeting hosts elsewhere for pick up.

TYPES OF LEAVE

Afternoon leave

- Senior students will be given the opportunity to have brief leave one afternoon a week to go to Mackenzie Row, Eastville or Mary Street Village shops.
- All students must wear their full Secondary sports uniform, with an appropriate hat.
- This leave is granted by the Head of House.
- Students must sign out with the House staff members on duty before commencing leave (not before 3.45pm) and back in with the staff members on duty at conclusion of leave (by 4.50pm).
- Students must travel in at least pairs.
- At least one member of the group must have their mobile phone with their number registered with the approved leave provider/Head of House and Life 360 turned on.

Town Leave – Weekend

- Senior students will be given the opportunity to go to Grand Central – other locations by negotiation – one weekend day as prescribed in the weekend program.
- This leave is granted by the Head of House.
- Phone calls or messages from staff must be responded to in a timely manner, or future privileges will be revoked.
- Students must sign in and out with the staff members on duty in their respective houses. Students may only attend on allocated day, during allocated hours.
- Students may go on Town leave in smart casual clothing or full school uniform that has met the approval of the staff member on duty. Juniors attend shopping trips in full formal uniform.
- Behaviour is to be that expected of a Toowoomba Anglican School student.

Tea Leave

- Monday to Friday
- Requests for Tea Leave must be lodged through Reach by noon on the day of the requested leave.
- *One Tea Leave per week is the usual limit* as we do not wish to have too many interruptions to the academic or extra-curricular program. This leave may commence from 3.30pm unless a student has sporting or school commitments, in which case leave commences as soon as the student is able to leave in full school uniform, usually 5.15pm.
- All Junior Students (Bligh and Founders) must return to school by 7.00pm, Senior students by 8.00pm.
- It is essential that homework be completed either prior to, during, or after this leave.

Weekend leave

- Students departing directly from school on Friday afternoons should be in full uniform/ PE Uniform or smart casuals.
- If departing after 5.00pm Friday, or throughout the weekend, Seniors may choose to wear their School Uniform/ PE Uniform or Smart casual clothing. Students can wear their PE Uniform/ Smart casual clothing if they return to school over the weekend.

NB: If returning on a school morning, students **MUST** be in formal School uniform.

- Should a change or request occur on the weekend, outside Boarding Office hours, this request must be directed to the appropriate House Staff.
- If travel arrangements have also changed, please contact the House directly to inform them of this change.
- Alternatively, a message can be left with the Health Centre and the nurse will pass this on to the House staff.
- It is possible that boarders may not be on campus due to a weekend activity.

Day Leave

- This leave is taken on Saturday, Sunday, or a Public Holiday. Again, requests should be received by the Head of House or Boarding Office in a timely manner.
- Day leave is taken after Breakfast, usually about 9.00am.
- Students should be returned no later than 7.00pm.
- No guarantee can be given for leave for parts of the day as it often depends on the activities planned for the day.
- Hosts need to contact the Heads of House/ Boarding Office well in advance to avoid disappointment.

Overnight Leave (Weeknights)

- This leave is permissible during the week at the parent's request, or a nominated host.
- Students need to be back at the boarding house **by 7.45am** the following morning.
- As with the return from Weekend Leave on a Monday morning, boarders must be in full school uniform, ready for the day. The only exception to this is those who are returning from district representative sport.
- Students must complete their homework on these nights.
- Requests should be received by the Heads of House or Boarding Office at least one day in advance.

Private Off-Campus Lessons, Sporting Representation Leave Training and Matches

Parents are requested to organise leave arrangements for any private lessons, training and matches and confirm these arrangements with the Heads of House and Boarding Office. As an option, parents may be able to arrange transport with the relevant coach or parents of other children in the team.

Sibling Visits

We allow older brothers and sisters to visit their siblings at Toowoomba Anglican School and allow our students to visit siblings on other campuses close by. Heads of House must be notified, and permission sought for such visits to occur. All visitors must report to the Front Reception to sign in.

Gating

Gating is a term used to describe a student who is not permitted to take leave of any form. This is often a consequence of failure to abide by the sign-in and sign-out (SISO) procedures, taking unapproved leave or returning late from leave. The duration can vary depending on the circumstances.

During a period of Gating – leave cannot be requested unless the student speaks to the Director of Boarding in person.

Sign-in Sign-out (SISO)

For safety, it is essential that we know where students are always. As such, we require them to sign out of the Boarding House when they leave, even if their destination is to another on-campus location.

The same is true for their return to the Boarding House. The only exception is for mealtimes in the dining room as the whole boarding community is in the same location.

SISO is completed **by face-to-face interaction with the Supervisor on duty or the Heads of House**. No student should be departing the house without speaking with a staff member first.

BOARDER TRAVEL INFORMATION

Beginning and End of Term Arrangements

- At the beginning and end of the year, parents make their own travel arrangements.
- Overseas parents are asked to book all tickets for their child as soon as possible.

Please contact the Boarding Office to check other flight arrangements for boarders and to provide details of travel to the airport.

- If the Boarding Office is required to assist with arrangements, it needs to be contacted with adequate notice.
- Approximately four weeks before the end of term, a reminder email will be sent to enter End-of-Term Travel into Reach.
- At least two weeks' notice relating to End of Term Travel is required, should the Boarding Office be required to make a bus booking.

International Parents – Documents

At the beginning of each school year, parents are asked to please **ensure VISA and PASSPORTS ARE CURRENT FOR THE FULL SCHOOL YEAR.** Parents are advised to keep a colour photocopy of their son or daughter's Passport, at home.

TRAVEL BOOKINGS (Bus bookings only)

- The Boarding Office may assist parents by making the bookings with the fares being charged to the main school account.
- Any student under 15 travelling via Greyhound Australia or Murrays will require a Chaperone over the age of 15.
- The Boarding Office also makes every effort to book students travelling to the same destination at the one time.
- Full details of travel required need to be submitted in writing to the Boarding Office or via Reach.
- Failure to meet the deadlines for information at the Boarding Office may result in the booking not being made at all. We can give no guarantees regarding bookings received after the deadlines.

AIRPORT TRANSFERS

The boarding staff are happy to assist with travel arrangements to and from the Toowoomba Wellcamp Airport and the Brisbane International and Domestic Airports for the commencement and end of each term. For us to cover costs, charges are dependent on location. With the increased emphasis on security at airports and the pressures on our resources when flight bookings are made over several days and at a wide variety of times throughout each day, we ask parents/ guardians to book early and within the time frames listed below:

Commencement of Term One

Parents generally make their own travel arrangements. Please contact the school up to two (2) weeks prior to the commencement of the year if assistance is needed with these arrangements.

Commencement of Terms Two, Three and Four

Collection from the Brisbane International and Domestic Terminals will preferably be on the day prior to the start of the new school term between 11.30am and 3.00pm.

Conclusion of Terms One, Two and Three

We would appreciate bookings for international flights to be made between 9.00am and 1.00pm and for Domestic Departures between 8.00am and 1.00pm. Please keep in mind when making these bookings, staff and students need to depart Toowoomba at least four (4) hours prior to international flights and three (3) hours prior to Domestic flights.

Conclusion of Term Four - Parents make their own travel arrangements.

MANDATED CLOSED WEEKENDS

- There are closed weekends on the first and second weekends at the start of the year.
- In Term One, the first two closed weekends are to settle new boarders into routines and enable opportunities to establish new friendships amongst the entire boarding cohort.
- On these weekends, there are activities organised to encourage the development of camaraderie e.g., and Mystery trips, Colour Run etc.
- In Term Four, the final weekend is closed and hosts our End of Year Function.
- No leave is allowed at any time over closed weekends. This includes Tea Leave on Friday and Sunday nights.
- Of course, there are sometimes special circumstances and events, and these are catered for through the provision of Special Leave. In these circumstances, leave is sought from the Director of Boarding through the Heads of House.

HEALTH CENTRE/MEDICAL/ WELLBEING

The school places emphasis upon the wellness of the children by ensuring that students understand and carry out their responsibilities with respect to personal hygiene. The school has a fully equipped Health Centre, where medicines are dispensed, and students can be admitted if unwell. Qualified nursing staff are on duty 24 hours a day, seven days each week.

SPECIAL DIETARY NEEDS

The present policy of the school is that the Kitchen will only provide your child with special dietary needs after your child has been diagnosed/examined by a medical practitioner. This certification needs to be lodged with our Health Centre and the Kitchen will then work with you to create a daily menu for your child. Increased costs of providing special foods are negotiable with the school.

ANAPHYLAXIS (severe and sudden allergic reaction)

Anaphylaxis occurs when a person is exposed to an allergen to which they are sensitive. The most common allergens are food, medications, and insect bites. To help minimise a student's risk of exposure to a potential allergen, we ask that parents/caregivers do not provide any nut-based products and that all medication that is sent to school is clearly labelled.

MEDICAL FORMS

Parents are to complete a hardcopy Medical Form upon enrolment. Thereafter, medical details can be updated and amended directly through Parent Lounge.

Annually, parents will be requested to verify (through Parent Lounge) that they have reviewed their son/daughter's medical details. This will also occur when consent is given for camps.

Please also complete the Pharmacy form and Boarding Student Medical Consent form. Medical information can then be updated on Parent Lounge. However, if there are notable changes, please contact the Health Centre.

NEW STUDENTS

We request that all parents who are new to the school contact the Health Centre if their child has known allergies/ significant health issues, so a suitable action/care plan can be devised for the appropriate care of students.

COMMUNICATION WITH HEALTH CENTRE

The School's Nurse will contact parents after a student's initial consultation by the Doctor and where appropriate, parents will be notified of the outcome or if a child is unwell and it is necessary that the student remain in the Health Centre. The nurses are happy to receive phone calls or emails from parents when concerns of a medical nature arise.

MEDICAL APPOINTMENTS

Appointments pertaining to health **must be coordinated** through the Health Centre Nurses who in turn notify relevant others. Health Centre staff are aware of school commitments and events to aid in the coordination of appointments. All appointments must be entered into REACH and an accompanying email to the Health Centre notifying the nursing staff of this as well. (**See Health Centre Procedures**)

MEDICAL ESCORTS

Please nominate a person who would agree to be your child's medical escort should the occasion arise and provide their contact phone number. In some circumstances, when an adult is unavailable, we may need to make alternative arrangements and parents' permission for these arrangements will be sought. We endeavour to have all students escorted by a Chaperone, Heads of House or Staff member, but this is not always possible.Any taxi fare is charged to the Boarder's School Account. Year 11-12 are permitted to travel independently to an appointment. We ask that appointments are booked in advance and preference is given to Mondays and Thursdays.

If a student requires consultation by a Medical Specialist, we ask that the student be escorted by a parent or guardian. The specialist may require certain medical history that only the parent/guardian could know, and equally important is the communication of the Doctor's assessment of the child's condition. Please be aware that some situations do occur where a Medical Officer or Allied Health Professional declines to see children unless he/she is in the company of a parent or guardian. If insufficient notice is given, we cannot guarantee that a chaperone will be available.

MEDICATIONS

Students are not permitted to have any medications either with them or in the Boarding Houses; therefore, all medications are to be handed into the Health Centre in their original packaging. The exception to the rule is for those children who experience Anaphylaxis, Asthma, and Diabetes and are required to carry these medications with them.

All students who suffer from travel sickness are to supply their own medication. Please provide enough medication to last the whole term. This medication is to be handed into the Health Centre and will be dispensed as required. If travel sick medication is not supplied by parents, it will be purchased on their behalf from the pharmacy.

VITAMINS/MINERAL SUPPLEMENTS

These are to be given to the Heads of House or Health Centre and must be in their original packaging.

SAFETY AND PROTECTIVE CLOTHING

We all have concerns about children's safety and as such insist that protective sport equipment is used for bicycle riding, rollerblading/skating/rip-sticking on the school premises. No student will be permitted to go riding unless the protective equipment is worn. For all contact sports, mouth guards are compulsory. The Health Centre can order a mouth guard but wherever possible, students should return to school equipped with the requirements of their chosen sport.

IMMUNISATIONS

We request that parents review their child's immunisation status yearly and address any necessary vaccinations during the holidays and prior to commencing at Toowoomba Anglican School. Working in partnership with Queensland Health, a school-based Vaccination Program will be facilitated at Toowoomba Anglican School. School based Vaccination Programs are regarded as a highly efficient and cost-effective way of immunising an age group. Current vaccination schedules are available at the Health Centre, your local Doctor or www.health.gov.au/health-topics/immunisation/immunisation-through-life/national-immunisation-program-schedule .

MISCELLANEOUS/POLICIES

FINANCIAL SUPPORT FOR BOARDING FAMILIES

Assistance for Isolated Children

The Commonwealth Government allows benefits for boarding students who require special remedial help and/or live in isolated areas. Applications should be directed to:

Centrelink Student Services PO Box 815
INDOOROOPILLY QLD 4068
Telephone: 132 318 or your nearest Centrelink office.

Living Away from Home Allowance

The Department of Education, Training and the Arts grants a Living Away from Home Allowance to parents (resident in Queensland) of boarding students. Applications should be directed to:

Department of Education, Training and the Arts PO Box 15033, CITY EAST, QLD 4002
Telephone Toll Free 1800 248 997
Living Away From Home Allowances Scheme | Education and training | Queensland Government (www.qld.gov.au)
ABSTUDY
ABSTUDY - Services Australia

POLICIES RELATED TO BOARDING OPERATIONS

- Boarding Students Casual Employment Guideline
- Privacy Policy
- Student Acceptable Use of Technology Policy
- Community Social Media
- Student Driving Policy
- Student Homework Policy
- Student Mobile Devices Policy
- Community Drug and Alcohol Policy
- Bike Policy