KINROSS WOLAROI SCHOOL



2027 BOARDING HANDBOOK





FROM THE PRINCIPAL

Welcome to Kinross Wolaroi School.

Whether your family is joining our community for the first time or returning for another year, I extend a very warm welcome. It is a privilege to have you as part of our School, and I hope that from the outset you experience the genuine sense of belonging, connection and community that makes Kinross Wolaroi such a special place.

We are enormously proud of our rich history and traditions, but we are equally excited about the future. Our purpose is not simply to prepare young people for what comes next, but to help them discover who they are, what they are capable of, and how they can make a meaningful contribution to the world around them.

At the heart of a Kinross Wolaroi education is the belief that every young person has enormous potential. Academic achievement matters deeply, but education is about much more than results alone. We want our students to become people of character, courage and compassion: curious about the world, confident in themselves, willing to embrace challenge and prepared to contribute positively to the lives of others.

That growth happens in many different places. It happens in our classrooms, on the sporting field and stage, through music and the arts, in leadership and service, through outdoor education and in the everyday relationships that shape school life. We encourage every student to get involved, take appropriate risks, discover new interests and make the most of the opportunities before them. In doing so, they develop not only knowledge and skills, but also resilience, confidence, responsibility and a stronger sense of who they are.

Importantly, no young person makes that journey alone. Education is a partnership, and the strongest outcomes are achieved when students, families and staff work together with trust, openness and a shared sense of purpose. We want every student to be known, valued, supported and challenged, and to know that there are people around them who genuinely believe in their potential.

This handbook provides practical information about the opportunities, expectations and responsibilities that shape life at Kinross Wolaroi. I encourage students and families to use it throughout the year, but also to look beyond its pages. Say yes to opportunities. Build relationships. Ask questions. Contribute. Challenge yourself. The richness of a Kinross Wolaroi education comes from being an active part of the community.

As we begin the year, I encourage every student to approach it with optimism, curiosity and purpose. Set high expectations for yourself, be generous in your contribution to others, and make the most of the opportunities that come your way.

I look forward to sharing the year ahead with you and to seeing each student grow, contribute and flourish as part of our community.

Warm regards,

Timothy Kelly
Principal

WELCOME TO BOARDING

At Kinross Wolaroi School every boarding student's journey matters. Our aim is to create a consistent experience for all boarders regardless of age, gender or interests, with opportunities for growth and development.

We are proud of our boarding community, our home away from home for over 330 boarders from all over NSW and beyond. We aim to create and sustain a home environment that is safe and supportive and delivers our young people a spirit of harmony, respect, care, and a sense of wellbeing.

This handbook will provide you with information on our philosophy, practices and policies in boarding. Our emphasis is on clear expectations and assisting our students to develop personal responsibility.

We hope that you and your family enjoy a long and happy association with Kinross Wolaroi School and look back fondly on your time as a boarder.

From all boarding staff, welcome to Kinross Wolaroi School Boarding in 2027. We look forward to sharing your boarding journey.



MRS HANNAH WHITTEMORE
Executive Director of Boarding

A VISION FOR BOARDING

The benefits of a Kinross Wolaroi School boarding education are much more than just lifelong friendships and independence. Girls and boys thrive in boarding communities where the values of respect, courage, inclusiveness, resilience and commitment underpin all that they do. At Kinross Wolaroi, all boarding staff are committed to creating and sustaining a safe and supportive community where boys and girls are given the guidance and freedom to find and be themselves. We want them to become ready and able to take the next step, secure in the knowledge of who they are, and what they do best.

At Kinross Wolaroi, we celebrate diversity and recognise that being different is actually what makes us unique as a community. Students from all walks of life become great friends, thriving in the secure, yet open, environment our boarding staff create.



BOARDING AIMS

In boarding, we aim to:

1. Create an open and trusting environment in which all boarders will be treated and respected as an individual and feel secure.
2. Create an atmosphere of tolerance, openness, and trust.
3. Provide the conditions for the boarders to develop intellectually and academically.
4. Provide a range of activities that will assist in the personal, physical, social, and cultural development of each boarder.
5. Safeguard and promote the welfare of each boarder.
6. Provide accommodation that is comfortable and suitable and which provides enough privacy.
7. Develop boarders' responsibilities for self, for others and for the environment including their own personal health and hygiene.
8. Develop boarders' qualities of leadership and teamwork.
9. Encourage boarders to share the positive things in their lives yet also offer advice, counselling and support.
10. Develop their ability to make decisions.
11. Prepare them for the next stage in their lives.

ABOUT BOARDING

The pressure of modern family life and the realisation that boarding offers opportunities, both social and academic, which families can be hard-pressed to match at home is what brings many families to boarding. From rising time until lights out, the life of a boarder is active and fulfilling, with age-appropriate routines designed to help them flourish academically, physically, socially and spiritually. Boarding life offers the flexibility for students to develop a sense of self.

Students are encouraged to actively participate in the school's co-curricular offerings. Every weekend special activities are designed around the interests and initiatives of the students to help them flourish and keep them entertained.

Kinross Wolaroi School has been a boarding school with day students for most of its history. It is fully co-educational and non-selective, with boarding commencing in Year 7. All boarders are full-time (seven- days-a-week) however there is flexibility for students to go home on weekends.

BOARDING STRUCTURE

Boarders at Kinross Wolaroi belong to one of 8 Houses:

BOYS (Wolaroi Campus)

Wyvern House	Years 8-9
Weymouth House	Years 9-12
Wolaroi House	Years 9-12

Boys who start boarding in Year 7 will spend their first two years in Wyvern House and then some will move onto either Weymouth or Wolaroi House from Year 9. Some will remain in Wyvern House for Year 9 before joining Weymouth or Wolaroi Houses in Year 10.

GIRLS (PLC site)

Stuart Douglas House	Year 7
Loader House	Year 8-12
Miller House	Years 8-12
New House	Years 8-12

Girls who start boarding in Year 7 will spend their first year in Stuart Douglas House and from there, join either Loader, Miller or New House.



BOARDING STAFF & ROLES

EXECUTIVE DIRECTOR OF BOARDING

The Executive Director of Boarding is the School's senior leader responsible for the strategic and operational leadership of the entire Boarding program. The Executive Director ensures that boarders on both the PLC and Wolaroi Campuses have a consistent, safe and positive boarding experience that reflects the School's values.

The Executive Director leads the Boarding Leadership Team, which comprises the Head of Girls' Boarding, the Head of Boys' Boarding and the Head of Boarding Learning and Academic Development. They also work closely with the School's Academic, Wellbeing, Operations, Admissions and Advancement teams to support each boarder's development and connect boarding with the wider life of the School.

Your child's Head of Boarding House remains your first point of contact for day-to-day matters. For any site wide concerns, parents and students should contact the Head of Boys and Girls Boarding. The Executive Director of Boarding works closely with the Heads of Boarding House and the Boarding Leadership Team, and is available to families on matters that require further support or relate to the Boarding program as a whole.

HEAD OF BOYS BOARDING

The Head of Boys Boarding is responsible for leading the School's boys boarding provision and working effectively with the boarding staff team to create a supportive and safe boarding environment, in which each boarding student has the opportunity to develop and reach their personal potential across all areas of school life.

HEAD OF GIRLS BOARDING

The Head of Girls Boarding is responsible for leading the School's girls boarding provision and working effectively with the boarding staff team to create a supportive and safe boarding environment, in which each boarding student has the opportunity to develop and reach their personal potential across all areas of school life.

HEADS OF HOUSE

The Head of House is the senior staff member in each Boarding House, and many are also members of our teaching staff. They are responsible for the total welfare of the boarders in their care. This involves the efficient running of the house and the establishment of rules and routines that are consistent with the school rules and other houses.

Heads of House are often the primary point of contact for parents and are themselves expected to have a high level of communication with parents/guardians.

HOUSE MOTHERS

Each house has a House Mother whose main role is as a pastoral carer. She is a consistent and important figure in the life of our boarders. The House Mother is present five afternoons a week. She works closely with the Head of House and the other house staff to ensure that every child's welfare is paramount.

BOARDING ASSISTANTS

Each house will have three Boarding Assistants (BAs). They are vital to the growth and development of our boarders through their consistent and regular presence in the house. These staff members have considerable responsibility for the boarders in their house and a high standard of professionalism and performance is expected of them.

REGISTERED NURSE

The School's Registered Nurse is responsible for maintaining the medical records and the immediate medical care for all students at the school, as well as the ongoing care and dispensary needs of boarders.

STUDENT SUPPORT OFFICER

Our Student Support Officer is a caring presence in boarding, offering after-hours support to students who may benefit from an additional check-in. Whether a student is finding things a little tricky or simply needs someone to talk to, our Student Support Officer is there to offer a listening ear, along with gentle encouragement and strategies to help them feel supported. A check-in can be requested by students themselves, or by parents or staff who would like some extra care for a student.

Our Student Support Officer also runs the Resourceful Adolescent Program for our Year 7 boarders in Term 1, helping them to build confidence and resilience as they settle into boarding life. In Term 4, they run a leadership course for our newly elected Year 12 leaders, supporting them as they prepare to step into their roles.



COMMUNICATION

Kinross Wolaroi actively encourages communication between parents, boarding staff and students to support the School's commitment to learning and to reinforce values and attitudes fostered in the classrooms and the boarding houses. Boarding is very much a partnership between home and school, so parents should not hesitate to contact their child's Head of House if they have any questions or concerns.

The main sources of information produced for students and families are:

THE HUB

Each Boarding House has a page in The Hub where you can access House specific information.

FAMILY BULLETIN

The Bulletin is produced each fortnight and is emailed directly to parents and carers. The Bulletins are also available on the school website. They contain all the information needed for the fortnight ahead as well as stories about school events.

WEEKEND SHEET AND ANNOUNCEMENTS

This is distributed each week from the Heads of Boys' and Girls' Boarding. The Weekend Sheet contains an outline of all activities for the coming weekend. It is displayed on the house noticeboards.

BOARDING INSTAGRAM

You can follow the boarding community at @ kws_boarding. This provides a snapshot of the whole boarding community and especially focuses on weekend activities and special achievements of boarders.

BOARDING HOUSE CONTACT DETAILS

The table contains the contact details for all Boarding Houses.

When contacting boarding staff, please keep in mind the following considerations and follow the guidelines below:

1. Non-urgent matter

For any matter which is not urgent, please contact the Head of House via email. You should expect a response within 24 hours. If you need to contact the member of staff on duty, please contact the duty phone in the first instance. (NB: The Head of House is on duty two nights per week and therefore will not always be in the boarding house.)

2. Urgent Matter

Please contact:

EXECUTIVE DIRECTOR OF BOARDING:

Mrs Hannah Whittemore
hwhittemore@kws.nsw.edu.au

HEAD OF BOYS' BOARDING:
Soon the be advised
HEAD OF GIRLS' BOARDING:
Soon to be advised

House	Head of House	House Mother	Duty Phone
Loader	Jody Haydon 0436 600 456	Marina Podreka Heather Foord	0436 600 453
Miller	Jeri Matheson 0436 600 459	Jasmina Kosarac 0436 600 452	0436 600 452
New	Soon to be advised 0436 600 457	Rachelle Wilson 0436 685 463	0436 685 463
Stuart Douglas	Deb Orrock 0436 600 450	Lucy Dunn 0436 600 454	0436 600 454
Wyvern	Robert Bell 0436 600 458	Bernadette Malliate Wendy Shannon Liliana Popa	0436 685 462 0436400460
Weymouth	Nathan Short 0436 699 259	Terrie Birrell 0436 699 257	0436 699 257
Wolaroi	Soon to be advised 0436 600 455	Crina Dihel 0436 699 256	0436 699 256

BOARDING ADMINISTRATOR
Sally Rattray Wood
Email: srattray@kws.nsw.edu.au
Phone: 02 6392 0325

A DAY IN THE LIFE

The structure of the boarding day varies from day to day and again on weekends but a typical routine which boarders can expect is outlined below:

7.00am	Wake up
7.30am	Breakfast
8.00am-8.20am	Buses to Wolaroi campus (PLC only)
8.45am	Lessons begin
10.40am	Recess
12.50pm	Lunch
3.25pm	Lessons finish
3.45pm – 5.00pm	Sport and co-curricular activities
5:30pm - 6pm	Dinner
6.45pm	Prep
8.30pm	Supper
9.00pm- 9.45pm	Bedtime for Years 7-10
10.00pm	Bedtime for Years 11-12

On the weekends, the timings change depending on sports commitments and other weekend activities. However, a typical weekend routine is as follows:

7.30am-9.30am	Wake up & Breakfast
9.30am-11.00am	Prep (Sunday only)
11.30am-1.30pm	Lunch
5.30pm-6.00pm	Dinner
All day	Sports commitments/Boarding activities
7pm	Social events in Boarding Houses



MANAGEMENT OF LEAVE

ORAH

Orah is a secure and user-friendly cloud platform that keeps track of where our boarders have been, where they are now, and where they will be later, making it easy for boarding staff and parents to ensure that everyone is safe and accounted for.

Just prior to commencement, parents and students are sent a web link via email with all the necessary information on how to use Orah.

LEAVE

Parents/carers are asked to make all leave applications via the school's Orah system. The house staff are responsible for approving leave. Information about Orah will be forwarded to parents by the school ICT Department. If you have problems accessing this system please contact the ICT Department at support@kws.nsw.edu.au or phone 02 6392 0300.

Parents are asked to make direct contact with the host parent whenever they are allowing their child to take overnight leave with another family. Please ensure you are aware of where your child is going.

Boarders must honour all weekend school commitments. Boarders may seek permission to miss commitments but this will only be granted under exceptional circumstances and only after a Yellow Slip has been obtained from the Head of Sport, completed and handed in with at least five days' notice.

At the conclusion of weekend leave, Junior Students must be back on site and in their boarding house by 5:30pm Sunday and Senior Students by 8:30pm Sunday. With permission, returning to school by 8.45am Monday is possible. If a student is late back on a Monday, then he/she MUST obtain Academic Leave from the Main School Office via The Hub App. All leave is at the discretion of the Heads of Boys & Girls Boarding.

BOARDING ABSENCES

If a boarder is returning late from approved leave, parents/carers are asked to notify the Head of House as soon as possible. Any unexplained absences from the house at any time when the student is expected to be there, will be followed up immediately by Boarding Staff.

SCHOOL ABSENCES

Leave that involves any aspect of the day school, including absence due to illness or appointments constitutes Academic Leave. Academic Leave must be granted by the day school before boarding's Orah Leave is approved by the Head of Boarding House. Parents must apply for Academic Leave submitting the absence via The Hub App.

The Health Clinic can organise appointments during school hours. Parents should contact the Registered Nurse to organise appointments for their child. Boarders are transported to and from appointments by the Duty Driver.

WEEKNIGHTS

Weeknight leave is strongly discouraged unless it is with a student's parents.

TOWN LEAVE

Town leave may occur on Friday afternoons from 3.30pm to 5.00pm and Sundays from 11.00am to 2.00pm, provided a student does not have any other commitments. This also includes leave to visit the shops on Bathurst Road outside the School. Boys must use the school gates and pedestrian crossing appropriately. Leave can only be granted by the Boarding Staff or Head of House.

OTHER LEAVE

We encourage our boarders and our day students to mix with each other outside school. Day parents are encouraged to invite our boarders out at the weekend for an evening meal, to see a movie with their children, or to visit for the day. Such leave needs to be applied for using Orah and setting out the times of departure and return to the boarding house, and the mode of transport. The host's phone number and email address should be included in the request. This leave needs to be approved by the Boarding House Staff.


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STUDENT LEADERSHIP

OPPORTUNITIES

Defining leadership as inspiring others towards reaching shared goals, Kinross Wolaroi believes that all students are leaders on some level. The school provides students with an opportunity to discuss their personal leadership theories, apply the theory and reflect upon their learning. Outreach opportunities give students a chance to incorporate their leadership lessons in their daily lives in ways that make a difference in the lives of others.

Boarding develops a student's capacity for leadership by learning about self. Students move from learning about self and leading the self, to learning about others in preparation to lead them. For example, Year 7 Houses are a young boarder's introduction to life away from home. The staff, assisted by senior students, encourage new students to be responsible for themselves and their own actions.

Head Prefects, Deputy Head Prefects, School Prefects, Day House Prefects and two Boarding Prefects are chosen from Year 12 annually. In most boarding houses a House Captain and a Vice Captain are also appointed.

Every senior student leader's role in the boarding house is one of supporting staff, liaising between staff and students and providing a role model for others.

Some boarding houses require their senior students to accept leadership responsibilities, such as acting as big brothers or big sisters.

School Leadership representatives from each boarding house meet with the respective Heads of Girls and Boys Boarding fortnightly to discuss important issues pertaining to boarding.

BOARDING BUDDIES

For new students in boarding, the Head of House will select an existing boarder (usually a senior boy or girl) to act as a mentor to the new student. This program is a great opportunity for senior students to demonstrate care and support and welcome the new student into the boarding community.

DUTIES

All students assist in keeping houses as tidy and neat as possible at all times. Common areas should be tidied after use. Each house has a roster system for students, with duties to be completed each day. Duties include: emptying the bins, straightening the common room, tidying the kitchenette, putting away linen, sorting clean washing, etc.



STUDENT LEADERSHIP

LEADERSHIP ROLES IN BOARDING

Senior Boarding Prefect

Senior Boarding Prefects are expected to be ambassadors of the Boarding School, and to be excellent role models for their peers and the younger boarders. Each Prefect is responsible for setting high standards of behaviour and is to show pride in wearing the KWS uniform. They must be approachable, reliable and trustworthy with high expectations of themselves and others. They must encourage all members of the boarding community to respect the School's standards and rules. They must possess initiative and take an active role in all aspects of the School community.

Key Responsibilities:

- Act as a positive role model for boarding students by exhibiting attitudes that encourage academic, social, physical and moral development amongst students.
- Uphold the reputation of Kinross Wolaroi School inside and outside the school grounds.
- Act as a link between the student body and the Heads of Girls and Boys Boarding, and the Executive Director of Boarding.
- Meet with Heads of Girls and Boys Boarding and the Executive Director of Boarding on a regular basis.
- Represent the boarders' views and needs.
- Facilitate, encourage and support the Kinross Wolaroi School student leadership team.
- Collaborate with other Boarding House leaders to develop activities, events and leadership opportunities for the student body.
- Attend some school meetings on the Boarders' behalf.
- Make presentations including farewells and speeches.
- Attend and respond to invitations from other schools' boarding leadership bodies and attend functions.
- Assist the boarding staff in the execution of boarding activities, events and excursions.
- Show new boarding parents around the school and, specifically, the boarding houses.
- Assist and direct parents who are attending boarding and school functions.
- Assist with the dining room and after-school routines in the boarding houses.
- Participate fully in chapel services and assemblies.
- Encourage student involvement in student-based activities.

Boarding House Captain and Vice-Captain

The Boarding House Captain will set the standards of behaviour, dress, academic effort, co-curricular participation and House spirit. They will be, in all respects, a role model and exemplar to the rest of the House. The roles of the Boarding House Captain and Vice-Captain are focused on the operational duties of their respective boarding houses, encouraging all students to participate in Boarding House activities. As far as possible, Boarding House Captains/Vice-Captains must always be approachable and reliable. They will display courtesy to all staff and all students.

Key Responsibilities:

- Work with your Head of House to promote House and School spirit.
- Promote unity and good communication in the Boarding Houses.
- Provide counsel to Boarders.
- Liaise with other Boarding leaders to expedite running of the Boarding Houses.
- Develop a sense of pride in the Boarding House surroundings: take the initiative in addressing untidiness, litter and actions that lead to damage to the surroundings and equipment.
- Share the boarder perspective and issues with staff and students in the day school.
- Organise and attend House Captain site meetings, making announcements where necessary.
- Attend Boarding site meetings with Senior Boarding Prefects.
- Wear perfect uniform at all times and be exemplary role models for all students.
- Assist their Head of House to plan their House Dinner. Attend dinner and help before and on the night as required.
- Ensure that boarders are in correct uniform – follow up any who are not following school uniform requirements.
- Assist with supervision at School functions as requested.
- Lead boarding groups and assist in the organisation of occasions such as the boarders' activity day on the last weekend in Term 3.
- Participate fully in chapel services and assemblies.



WELLBEING

At Kinross Wolaroi School wellbeing is seen as a collective responsibility, supported by a program that focuses on positive relationships, self-awareness, and values-guided action. The school ensures that each boarding student entrusted to our care is affirmed in their dignity and worth as a person.

Boarding staff are part of an extended Wellbeing team approach that operates across every aspect of school life. Along with the boarding staff, student wellbeing is supported by the School Psychologists, Student Support Officer, Nursing Staff, Indigenous Students Coordinator, Head Mentors, House Mentors and the Head of Student Wellbeing.

Every student is allocated to a Day House and assigned a Mentor. The Mentor assists with student welfare, behaviour management and academic performance and remains with their Mentor Group throughout their schooling. Mentor Groups meet regularly, and the groups implement a formal curriculum with a wellbeing focus, which addresses topics such as mental health, relationships, study, hygiene, cyber safety and bullying. Year 7 students and Year 12 students also each have a Year Coordinator to assist with the challenges of the first and last year of high school. Year 12 students may also have an individual mentor assigned to assist them with HSC preparation if required.

WHAT CAN I DO IF THINGS GO WRONG?

There may be times when a student feels upset, anxious or unable to cope. Talking with friends or family is for many the first step in resolving the problem, but there are others who could also be of help.

The Mentor, Head Mentor, House Mother, or Head of Boarding House will always be ready to listen, as will any other member of staff. Every student should have at least one adult that they find approachable and are comfortable talking to. In addition, the School Psychologist and the Health Clinic Nurses all have considerable experience in dealing with problems experienced by young people.

FAMILY GROUPS

Within each House, every boarder belongs to a smaller group called a 'Family'. In the junior houses it may consist of a group of peers while in the senior house the group will represent a cross-section of all age groups.

Each of the 'Families' are led by senior students whose role is to assist in building strong connections with each of the members much like a mentor group in the day school. It is another support in the pastoral care program and encourages all students to look out for and support each other.

INDIVIDUAL SUPPORT PLANS

Students who require additional support to accommodate particular physical, mental health or learning needs will have an individualised program of support prepared. This can include additional support during study (Prep) times or help with adapting to the routines of boarding life. It is important that families keep the Head of Boys Boarding, Head of Girls Boarding, School Psychologists, Nursing Staff and Student Academic Services (as appropriate) up-to-date with specific medical and/or psychological information, as well as details of the support their child may require. All such information is treated confidentially.

COUNSELLING

The School Psychologists are available to all boarders and their parents. They are qualified psychologists and are also able to assist with arranging and supporting external counselling services if this is preferred or appropriate.

SPIRITUAL LIFE

The School is committed to support the spiritual wellbeing of its students. While we are a Christian school, students from all other faiths are welcomed, provided they are willing to support the ethos of the School. The Sunday service is usually held at the Wesley Uniting Church (217 Anson Street, Orange). Visiting parents/ carers are welcome to attend these services.

MEDICAL CARE AND EMERGENCIES

The Health Clinic's nurses work closely with boarding staff to support boarders' health and wellbeing and coordinate their medical care.

HEALTH CLINIC HOURS

Wolaroi Campus

Monday to Friday: 7.30 am–5.00 pm.

PLC Campus

Monday to Friday: 7.30 am–8.00 am
and 5.30 pm–6.30 pm.

An online GP service is available after hours and on weekends. Students requiring assistance outside clinic hours should notify boarding staff.

HEALTH CONCERNS AND ILLNESS

Boarding staff monitor students' wellbeing and refer health concerns to the Health Clinic. Students may also seek assistance directly but should notify boarding staff before attending the clinic.

Health Clinic staff work with boarding staff, school psychologists and other relevant staff to coordinate care. Parents/carers and the relevant Head of House are contacted when concerns require their involvement.

Unwell boarders are cared for in the Health Clinic during opening hours. Their return to the boarding house is arranged according to their condition, with care instructions provided to boarding staff.

If a boarder is unwell for more than two days or has a contagious or infectious illness, the Health Clinic will arrange for them to return home where appropriate, taking travel distance into account. Unwell boarders must not travel home unaccompanied on public transport or drive themselves home.

MEDICAL EMERGENCIES

In an emergency, a student may be taken to hospital by ambulance. Parents/carers will be notified as soon as possible.

If a boarder requires assessment in an emergency department, parents/carers are expected to arrange to attend and take over their child's care. Where distance or exceptional circumstances prevent this, alternative arrangements must be discussed with the School.

Parents/carers must ensure the School holds current medical information and accurate contact details, including emergency contacts.

APPOINTMENTS

The Health Clinic can arrange appointments for boarders with medical and allied health professionals, including GPs, specialists, dentists, physiotherapists, optometrists and psychologists. Parents/carers are encouraged to contact the Health Clinic for assistance with these arrangements.

Parents/carers who arrange appointments independently are asked to book between 8.00 am and 4.00 pm wherever possible and notify the Health Clinic at least 24 hours beforehand. This allows time to organise transport and any required escort.

The School recognises that urgent appointments may arise at short notice and that appointment times are not always flexible. In these circumstances, parents/carers should notify the Health Clinic as soon as possible to discuss arrangements.

Year 7 and 8 boarders require an adult escort to appointments. Escorts are also arranged for other students requiring additional support.

Parents/carers should provide the Health Clinic with relevant appointment outcomes, treatment instructions and medication changes to support ongoing care at school and in boarding.

MEDICATIONS

A completed Medication Administration and Consent Form is required before prescribed medication can be administered at school. An adult must deliver all medication directly to the Health Clinic, together with the completed form where required.

Boarders must not carry medication on their person, keep it in their bags or retain their own supply in the boarding house. This includes over-the-counter medication such as paracetamol and ibuprofen. Approved emergency medication for conditions such as asthma, diabetes or anaphylaxis is exempt from this restriction.

Regular prescribed medication must be supplied in a pharmacy-prepared Webster-Pak where suitable. If this is not supplied by the family's pharmacy, the School will arrange packaging and charge the cost to the school account. Medication that cannot be Webster-packed, such as liquids or inhalers, must be supplied in its original pharmacy-labelled packaging.

All medication must be clearly labelled with the student's name and administration instructions.



SAFETY AND SECURITY

SECURITY ALARMS

All houses are fitted with back to base security. Security alarms are activated at night and during the day while students are at school. The alarms are connected to the School's security service, which investigates all activations, unless notified by boarding staff of a false alarm.

The School campuses are patrolled by security guards after hours.

EMERGENCIES

All staff members are prepared and trained for emergencies and serious incidents, including procedures for emergency evacuations and lockdowns.

An emergency evacuation occurs when there is a threat from an occurrence within the building or buildings, such as a fire or gas leak. Students must leave the buildings in an orderly manner and assemble at the evacuation assembly point.

In a lock-down situation, the perceived threat is external to the buildings, such as a disturbance on the school grounds, where the safety of the students is potentially threatened. In such a case, students are to remain indoors with windows and doors secured until notified by a staff member that it is safe to move.

All boarders are aware of the emergency evacuation and lockdown procedures for their house and for their boarding site. Drills are held each term.



PARENT ENGAGEMENT

Boarding recognises the importance of the partnership between parents and the School and its place in sustaining a supportive and successful boarding experience for young people. In the School's view, parents are very much at the heart of the boarding community.

Throughout the course of the year, parents can expect to engage with their child's house on a number of occasions. There are many opportunities for boarding parents to meet and socialise together. A few examples are outlined below:

Icebreaker Drinks | February

House Dinners | July/August

Spring Soiree | November

REGIONAL TOURS

Throughout the year, the Executuve Director of Boarding and Heads of Boys and Girls Boarding, along with other key boarding staff will take various short tours to regional areas to meet boarding families. It presents a great opportunity for boarding staff to get a better sense of where our boarders come from and for us to host social events in your local area.

ACADEMIC SUPPORT

Boarding provides students with valuable opportunities to extend their learning and access additional academic support beyond the classroom. Our boarding campuses offer comfortable and purposeful homework and study (Prep) environments, together with access to school facilities outside normal school hours.

Students across all year groups benefit from the support of academic staff who are available to assist with homework, study and subject-specific learning. Importantly, we seek to understand each student's individual academic profile and ensure that their learning needs and academic potential are recognised and supported throughout their boarding experience.

LEARNING SUPPORT

Strong literacy and numeracy skills are fundamental to academic success throughout Senior School. Learning Support is available to boarders who would benefit from additional assistance.

Parents who have concerns about their child's learning needs are encouraged to contact the Head of Learning Enhancement at learningenhancementteam@kws.nsw.edu.au.

PLC Campus

Supervised Prep for girls in Years 7 and 8 takes place in the Upper Dining Room. Girls in Years 9 and 10 complete supervised Prep in Dorothy Knox Hall.

Students in Years 11 and 12 complete their homework and study within their respective boarding houses. At times, they may also work together in small study groups or access specialised academic assistance.

Wolaroi Campus

Boys in Years 7 to 10 complete supervised Prep in the A-Block classrooms adjacent to the boarding houses at Wolaroi. Year 7 boys have their own dedicated classroom, while boys in Years 8 to 10 are deliberately placed in mixed groups.

Students in Years 11 and 12 study in their own rooms, with opportunities to come together for small-group or specialised academic assistance when required.

MOBILE PHONES DURING PREP

All formal Prep sessions are mobile phone-free to promote focused and productive study.

Where a mobile phone is required for a legitimate academic purpose, such as filming an assessment task, students must seek permission from the supervising staff member before using their device.

FORMAL PREP TIMES

Boarding and academic staff supervise Prep and monitor students' engagement and productivity. Any concerns, including circumstances such as illness that may affect a student's capacity to complete their work, can be communicated to the relevant academic staff.

- Years 7 & 8 - 6:30 - 8:00 pm, Monday to Thursday
- Years 9 & 10 - 7:00 - 8:30 pm, Monday to Thursday
- Years 11 & 12 - Session 1: 7:00 - 8:30 pm
- Years 11 & 12 - Session 2: 8:45 - 10:00 pm (strongly recommended)

Students in Years 7 to 10 who require more time to complete homework or assessment tasks may request additional study time.

Parents who have questions about their child's Prep or study habits should contact their child's Head of Boarding House and copy in the Head of Boarding Learning.

STUDY HUB

The Day School provides Study Hub after school from 3:45 pm to 5:00 pm, Monday to Thursday on the Wolaroi Campus. Study Hub offers additional academic assistance to students who need support with homework, assessment tasks or other aspects of their academic program. Additional workshop sessions cover topics such as essay writing, organisation and prioritisation. Study Hub can also provide a space for day and boarding students to form informal study groups.

The program is staffed by a combination of academic and learning support staff and is available free of charge to students of all abilities. Snacks are provided, and regular buses transport PLC boarders back to the PLC Campus at the conclusion of each session.

Boarders are encouraged to make use of Study Hub during the week. Where a student has worked well, Study Hub staff will sign their diary as evidence of their attendance and work. Students who present their signed diary to their Prep supervisor may leave Prep early.

PRIVATE TUTORING ARRANGEMENTS

Parents who wish to arrange private tutoring for their child should notify the Head of Boarding Learning before engaging external support. This allows additional academic support to be provided within the structures of the school.

Where a student needs to leave the school for private tutoring, Special Leave must be entered and appropriate host details provided. Further information about these arrangements is available through the relevant House Hub pages.









WEEKEND ACTIVITY PROGRAM

Boarding at KWS is an opportunity for our students to enjoy an exciting and engaging weekend program. It is an opportunity for the School to develop young people outside the classroom, to foster healthy, respectful relationships between boys and girls and ultimately, to create a 'home-away-from-home'.

The Weekend Activity Program is a coordinated program of engaging activities designed and led by Heads of House in partnership with senior students, creating opportunities for boys and girls to mix socially, opportunities for personal development and opportunities to engage in a wide variety of activities to cater for individual tastes.

School sport is compulsory for all students and usually takes place on weeknights or on the weekend. Supplementing this are activities such as swimming, bush-walking, cooking, movies, mountain biking, theatre, local sporting events, trivia nights, and much more.

Every Thursday evening the weekend activities program and organisation, including school sport, is circulated in a document called the 'Weekend Sheet'. This covers all sport and boarding activities to allow students to plan ahead.

BOARDING GUIDELINES

AWARDS AND REWARDS

Each of the Boarding Houses has its own rewards system which promotes and recognises positive behaviour and a culture of care and support. Each boarding house will recognise, once a week, a boarder who through his or her actions have exemplified what it is to be a Kinross Wolaroi boarder.

Towards the end of each year, each boarding house will recognise a boarder or boarders who have demonstrated through their behaviour and actions the spirit of their house.

SCOOTERS AND SKATEBOARDS

Boarders are allowed to have scooters and skateboards at school, at the discretion of the Head of House.

No student may ride without wearing a helmet. Parents need to be aware that supervision of riders is limited for practical reasons and students must accept responsibility for adhering to road rules and respecting school property.

CARS

Kinross Wolaroi School recognises that it is not always easy for parents to drive their child to and from Orange at the beginning and end of each term. It is with this in mind that we allow boarders to keep their car at School and to drive to and from home in consultation with parents.

Permission to bring a car to school can only be granted by the Head of Senior School via Reception (reception@kws.nsw.edu.au). Parents must complete the Student Driver Authority and Application form BEFORE the student brings the car to school.

All boarders travelling in cars driven by themselves, another student or an under 25 driver MUST have the Student Driver Authority and Application form signed by parents and lodged with the Head of Senior School. If a boarder wishes to drive another student, or siblings, then this form must be lodged with the Head of Senior School.

This form gives parental permission for the student to drive or be a passenger in a vehicle driven by another student. Permission for each and every specific occasion a car is used must come from the Head of House.

Permission can only be given by the Head of House if the consent form has been signed.

A boarder is not allowed to use his/her car on a daily basis or at weekends without specific permission. Parents are asked to reinforce this point with their child who is returning to school with a car.

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

Boarders are not allowed to ride in cars driven by day students, ex-students or other young people, apart from in very exceptional circumstances which have been approved on each and every occasion by Heads of Girls or Boys Boarding or their Head of House.

Boarders are not allowed to ride in private cars driven by boarding staff, except in the event of an emergency or if permission has been sought from parents.

CODES OF CONDUCT

Students must comply with the Senior School Code of Conduct which is to be found on the Hub page Senior School Student and Community Information. The boarding community adheres closely to this code of conduct to ensure that all boarders can experience a safe and supportive boarding community where they are encouraged to be themselves and feel confident in their surroundings.

COMPLAINTS AND CONCERNS

Students who have any problems or complaints can present these to:

- The Head of House, or
- The Head of Girls Boarding or the Head of Boys Boarding.
- Executive Director of Boarding

Parents are asked to encourage their child to speak directly to the Head of House or to discuss the matter with the Head of House themselves.

If the parent or student is not happy with the response from the Head of House, then the parent or student should contact the Head of Girls Boarding or Head of Boys Boarding, or the Executive Director of Boarding.

Complaints about any aspect of the school's operations, service or personnel will be handled responsively, openly and in a timely manner, with the aim of resolving the complaint and respecting the confidential nature of such matters.

DAMAGE

All boarders are responsible for any damage they cause to any school property. Costs will be assessed, a parent notified in writing and the amount charged to the student's sundries.



ELECTRICAL GOODS

All electrical goods brought into the boarding houses by students must be safety tagged for Workplace Health and Safety reasons. These tags indicate that the device is safe to use and will be unlikely to cause harm.

Parents should endeavour to ensure that all appliances are tagged before they come into boarding. Tagging will take place at school at times, and this will be charged to the student's accounts as necessary. Untagged goods will be removed. Students must ensure that they turn off all electrical goods before leaving for school.

EMPLOYMENT

If it is acceptable to parents/carers and the Head of House, and provided that there is adequate and safe transport to and from the position, boarders are permitted to have a casual or part-time job. This is only acceptable if all school and boarding commitments continue to be met.

FACILITIES

Facility	PLC Site	Wolaroi Site
Dormitory, double and single rooms	✓	✓
Common room(s) in each house, with kitchen facilities, TV, and streaming services	✓	✓
Access to Wi-Fi	✓	✓
Swimming pool	Outdoor	Indoor
Barbecue facilities (may be used by parents when visiting)	✓	✓
Recreation Centres	✓	✓
Library on Wolaroi Site, open 8am - 5pm, Monday to Friday	✓	✓
Health Care	✓	✓

MAIL

All student mail should be addressed to the main campus at:

Student Name
Boarding House Name
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

Mail will then be distributed to respective boarding houses. PLC Campus is not accessible during the day for couriers to deliver mail and parcels.

MUSIC

Music is an integral part of life at Kinross Wolaroi and there are many opportunities for a student to be involved.

Students may also arrange for private music lessons. Music students have a music diary which details their lessons and practice requirements. House staff members are asked to assist all students in their music practice and attendance at ensemble and choir practices.

RECREATION CENTRE

The Recreation Centre on the Wolaroi Campus plays an important part in the lives of many of our boarders and is available for use by boarders after 3.30pm on weekdays and at specific times on the weekends. Students attending the Recreation Centre must sign their own name only into the student entry logbook located outside the Supervisor's office. They must remain inside for the duration of the session and be appropriately dressed, including wearing shoes with non-marking soles.

ROBYNE RIDGE CENTRE

The Robyne Ridge Centre is a modern and well-equipped recreational facility located on the PLC Campus. It has indoor and outdoor meeting spaces, equipment for a variety of games, a well-equipped gym, music practice rooms, a kitchen, television and multi- media equipment.

VISITORS TO THE BOARDING HOUSE

Visitors such as parents, relatives and close family friends (adults – with parental permission) are welcome at the School at any time, provided that their visit does not disrupt the normal routines of the boarding house. However, other visitors are asked to limit their visits to Saturdays or Sundays, except under exceptional circumstances. Visitors to the boarding houses must report directly to the office of the respective boarding house and follow the sign-in procedure.



SERVICES

FOOD

The school employs qualified chefs to prepare meals for our boarding students. The catering team provide fresh, seasonal meals catering for a variety of dietary requirements.

- Breakfast: Fruit, cereals, toast, choice of hot dish, drinks
- Morning tea: Fruit and a snack, drinks
- Lunch: Fruit, sandwiches, hot dish, yoghurt, drinks
- Afternoon tea: Fruit and snack
- Dinner: Choice from two main dishes, hot vegetables and salads, dessert, drinks
- Supper: Provided by each boarding house seven nights a week

The school caters for special dietary needs with a range of choices at each meal. Specialist dietary needs (for example, diabetic or coeliac) should be communicated on the student's medical forms prior to commencement.

Those students who are vegetarians must inform the catering staff at the beginning of each year. Other special diets can also be accommodated, including items such as soymilk and wheat free meals. The catering team should be made aware of these requirements through the Head of House.

What should parents do if they have food-related concerns?

- Contact your child's Head of House
- Contact the Head of Girls or Boys Boarding

Missing meals

Any student who misses a meal due to a clash with a school commitment will have a meal provided by boarding staff on their return.

Expectations

All students are expected to attend all meals. Any change to this arrangement must be confirmed with the Head of House.

Appropriate attire, as set out by boarding staff, must be worn at all times.

DRY CLEANING

All dry cleaning is to be handed to the student's House Mother at the time designated. It will be returned when the cleaning is completed. Costs of dry cleaning are charged to your child's School account.

LAUNDRY

The School operates a laundry service for all boarders.

The laundry is open from 7am-3pm five days per week.

Boys' and girls' washing is collected 2-3 times per week from houses and is then washed, dried, pressed and returned on the same day.

Each boarder is provided with a labelled laundry bag which is used to ensure that no items of clothing are lost or misplaced.

Some houses have washing and drying facilities which can be used in the event of urgent need but only with the permission and under the guidance of the House Mother.

All clothing must be labelled with sew-on labels only. The school does not accept responsibility for lost laundry which was not adequately labelled. For guidance, iron-on labels and written labels do not generally survive the long-term effects of the laundering process. The school recommends Cash's Name Tapes which can be found at the following website: cashs.net.au (Standard Sew In Clothing Labels)

Please ensure that your child's clothing is labelled with sew-on name tapes and that extra name tapes are provided to the House Mother so that any extra clothing is adequately labelled.


KINROSS WOLAROI SCHOOL
KINROSS WOLAROI SCHOOL

TRAVEL

BOARDER'S TRAVEL PASS

These passes are available to all boarding students whose parents are permanent residents of New South Wales. The pass allows the student to travel between the school and the destination closest to his/her home address on NSW Trainlink provided buses, coaches and trains.

A student may obtain such a pass by contacting the Boarding Administrator. If a pass is lost or stolen, then another form must be completed and there is a $30.00 charge for the re-issue. It takes approximately ten days for passes to be processed. This pass is issued by Transport NSW and must be carried by the student whenever he/she is travelling on NSW Trainlink trains and coaches. The pass is only available for travel on weekends and at the beginning and end of term. The pass is for the student for whom it is issued and must not be shared with or loaned to any other student. If students are caught doing so, then their passes will be confiscated and they will have to pay for any further NSW Trainlink travel.

SCHOOL DRIVE SUBSIDY

Parents who drive their child from their home to school and parents who have to drive some distance to collect their children from NSW Trainlink stops may be eligible for the School Drive Subsidy. For more information go to the Transport NSW website.

School buses

The school has a fleet of buses which are available for boarding use. There are four morning buses from PLC to Wolaroi, from 7.45am until 8.30am. The girls are rostered onto these buses by year group.

In the afternoon, there are buses at 3.30pm, 4.00pm and 5.10pm, and then every 30 minutes from 5:30pm, to accommodate those girls involved in various after school activities.

Town buses

Girl boarders also travel on town buses to and from PLC and Wolaroi each day. All girls need a bus pass to travel on these buses. The bus pass must be available for inspection on every trip.

Boarder's Bus Pass – PLC Campus

All girl boarders require a bus pass to travel between PLC-Wolaroi-PLC each day. Students must have their passes readily available as they need to show these passes when requested to do so by Orange Buslines personnel. Many girls attach them to school bags in a luggage tag.

Applications for PLC Bus Passes must be made online at the Transport NSW website.

Please select the Boarding School Student options for Daily Travel. The home address should be noted as the PLC site, 63-97 Coronation Drive, Orange NSW 2800.

If a girl loses a bus pass, she must apply for a new one.

START AND END OF TERM TRAVEL

The school, through the office of the Boarding Administrator, organises travel home for all boarders who request it at the end of Terms 1, 2 and 3 and the beginning of Terms 2, 3, and 4. This travel is on NSW Trainlink provided transport and must be organised quite early in the term preceding the time of travel. The school, through the Boarding Administrator, also organises transport for Easter and the King's Birthday (June) Long Weekend.

To organise end of term travel, the School will send a booking form to parents which must be returned promptly to ensure availability of transport services.

At times other than end of term travel, the Boarding Administrator is happy to help a student organise his/her travel. The student simply needs to go to the Boarding Administrator's office in the Memorial Block to arrange this travel.





WHAT SHOULD I BRING TO BOARDING SCHOOL?

It is important for boarders to bring items to make their boarding space comfortable and homelike. For example, photographs, mementos or other personal items are all encouraged.

Parents are asked to monitor the amount of luggage their child brings into boarding.

All clothing that comes into the school must be clearly labelled with the student's name, using labels that are sewn onto clothing items. Iron-on labels and laundry markers are often unreliable and hard to read.

Student name labels can be purchased from Cash's Name Labels via their website: Standard Sew In Clothing Labels (cashs.net.au)

Cloth labels may also be ordered from the School Uniform Shop.

Please also remember to mark watches, sporting equipment, phones, calculators and other personal possessions.

The following items are suggested:

- Full school uniform (please refer to School website)
- Sports uniform/clothing and sports equipment
- Smart casual outfit for special events
- Four or five shirts
- T shirts and jeans
- Shorts
- Warm shirts and tops
- 7 sets of underwear
- 7 pairs of socks
- Jacket
- Joggers
- Pyjamas
- Swimming costume
- Beach towel
- Toiletries (including sunscreen)
- Coat hangers
- An airtight container in which to keep food safe
- Alarm clock
- Hats
- Shoe cleaning equipment
- Dressing gown and slippers
- Additional sew-in name labels, to be given to your House Mother.
- Pillow
- Doona
- Doona cover

KINROSS WOLAROI
SCHOOL

59-67 Bathurst Road (Locked Bag 4),
Orange NSW 2800
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www.kws.nsw.edu.au