Handbook 2017
Boarding House
We would like to take this opportunity to welcome your family to the PLC Boarding House community. We hope your time with us will be extremely happy and will give your daughter memories and friendships to last a lifetime.

At PLC, through caring, committed and friendly staff, we aim to create an atmosphere that is warm and inclusive.

The staff employed at the PLC Boarding House are from a range of professional backgrounds and work as a team to ensure the safety, well-being and happiness of our boarders.

Girls who reside at PLC come from many parts of Western Australia, Australia and Overseas. The girls bring a wealth of cultural and family backgrounds to our community and we value and celebrate these individual differences.

Boarding at PLC is an amazing and exciting journey. The girls who gain the most from this experience are those who become fully engaged in the life of the Boarding House and School. There is so much on offer and girls are encouraged to participate in a wide range of sporting, artistic, academic and social activities.

This handbook outlines the day-to-day procedures and guidelines. Such procedures are put in place to ensure that a large number of girls can live together co-operatively. You will find all information relevant to boarding at PLC contained within this handbook.

Please ensure that both you and your daughter have read the handbook. As parents we welcome your support in the PLC community.

Liz Langdon
Director of Boarding
Boarding House Staff

The Boarding House staff structure is as follows:

**Director of Boarding**
Liz Langdon  
0438 977 763  
liz.langdon@plc.wa.edu.au

**Deputy – Wellbeing**
Sarah Robey

**Deputy – Operational**
Kirsty Nugent

**Year Co-ordinator**
Year 7 – Terri Andrews  
Year 8 – Joanna Gray  
Year 9 – Justine Keys  
Year 10 – Olivia Maxwell  
Year 11 – Katherine Hazlewood  
Year 12 – Hannah Vermeersch

**Administrative Assistant**
Sara Harrison

**Assistants**
Year 7 – Ellie Hundley  
Year 8 – Gussie Weedon  
Year 9 and 10 – Georgia Leech  
Year 11 and 12 – Kate Burton

**Bus Driver**
Geoff Goddard

**Health Centre**
Louisa Champion  
Nanette Smith (LSL Term 1)  
Phoebe Robinson  
Mandy Perrignon (Relief/Term 1)

**Medical Appointments Driver**
Judy Smirk

Contacting the Boarding House

**Boarding House Reception**
Boarding House Reception is open from 6.00 am to 11.00 pm. Alternatively, voice messages can be left on the office phone.

Boarders cannot make or accept personal calls at reception. Staff can, however, take messages which will then be passed to the boarders.

**Phone Number** +618 9424 6423  
**Fax Number** +618 9424 6495  
**Email** boardinghouse@plc.wa.edu.au  
**Postal Address**  
Student Name  
C/- PLC Boarding House  
PO Box 126  
Cottesloe WA 6911
Aims

Specifically the PLC Boarding House aims to:
- Encourage students to accept boarding as an enriching and positive experience.
- Assist with the physical, intellectual, social, spiritual and emotional development of the girls.
- Make a positive contribution to the whole School community by encouraging participation.
- Ensure the wellbeing and safety of the girls in our care.
- Maintain an environment that encourages and enables academic achievement.
- Find ways of teaching independence, tolerance, respect for others and worthwhile life skills.

Achieving these Aims:
- The Director of Boarding and Boarding House staff live within the Boarding House community and work closely with members of the School community. Boarding House staff meet on a weekly basis to discuss the wellbeing of the students, any new initiatives and to plan activities.
- Staff view communication with Boarding House families as vital. Links are maintained via telephone, email, fax, newsletters and through Friends of Boarding meetings.
- The Director of Boarding maintains a strong relationship with other Heads of Boarding in WA. This network offers regular meetings and professional development.
- We have in place well-structured Boarding House Policy and Procedures that encourages consideration of others with regard to behaviour, care of belongings and respect of the environment.
Wellbeing

Each year group is linked with a Year Co-ordinator. They are responsible for managing their year group’s day-to-day emotional, social, health and academic needs. Primarily their role is to keep the boarders in their care safe, healthy, happy and to encourage them to be socially responsible. The Year Co-ordinator is the first point of contact for parents.

Difficult or particularly sensitive issues are referred to the Director of Boarding who will liaise with the key personnel at school if it is needed. The Year Co-ordinators report to the Director of Boarding and the Deputy of Wellbeing.

The Boarding House runs a Wellbeing Programme “From Strength to Strength” from Years 7-12 that supports the girls in their own personal development. The aim is to provide a social, emotional and developmental programme. We want boarding to be a holistic experience where the girls are able to learn about themselves, the community and the world. Our goal is that the girls leave the Boarding House having learnt how to be confident, strong and independent individuals within our community. Above all, we want to help build and maintain their self-esteem and make their journey as homely and positive as possible.

The Year Co-ordinators manage the year group specific Wellbeing Programme. The year-long programmes have been designed on a developmental continuum to support the changing needs of each age group. Weekly meetings, planned and impromptu activities, guest speakers and workshops help to build confident and resilient girls.

The activities and programmes fall within these broad themes for each year group.

- Year 7 – Kindness
- Year 8 – Friendship
- Year 9 – Respect
- Year 10 – Creativity
- Year 11 – Resilience
- Year 12 – Responsibility
Activities

Activities are an important part of what we offer to our students at PLC. The Boarding House provides a holistic recreation programme that is designed to not only provide opportunities for the girls to relax and experience new things, but also to allow them the time to mix with others in the Boarding House and within the wider boarding community in Perth.

The programme is funded directly from boarding fees and covers most of the activities, events and workshops on offer. In some cases, boarders will be given the opportunity to attend additional events at a cost, which is then charged to the School account. This can be anything from year group functions and dinners to musical theatre performances.

As the programme is funded from a collective fund, we are conscious to ensure that all girls have an equal opportunity to participate in the activities on offer. For occasions, such as socials where a number of girls wish to attend an event with limited spaces, we rotate attendance. In addition to this it will be an expectation that the girls sign up for activities and events in a timely manner and in cases where they cannot attend an event, they will need to find a replacement or in extreme cases and at late notice, the cost will need to be charged to their account. This ensures that we are able to continue to effectively run the programme and provide experiences and opportunities for all boarders in the community.

Whole Boarding House activities

Quay2Quay

“Quay2Quay” is a whole of boarding endeavour. The girls, over the course of their time in boarding, will walk from Elizabeth Quay in Perth to Victoria Quay in Fremantle – with plenty of highlights in between. Each year group will walk a specific part of the total walk. The aim is that by the time they reach Year 12 the girls will have walked this massive circle around the suburbs of WA.

The aim of the walk is threefold:
1. Challenge – the walk will provide a challenge to the students and they will need to work together and build their resilience to complete each leg successfully.
2. Explore – the girls will be walking around some of the most beautiful parts of Perth, Fremantle and all parts in between.
3. Community – the year group will be working together to nominate a cause for which they would like to raise some money.

Look Up

“Look up” is all about encouraging and enabling spontaneous activities within the student body. A staff member will gather up all the students and organise an activity in which they will participate. It may be conducted within or outside the confines of the School. Sometimes it might result in a walk to the beach and other times it might be playing a game of basketball or cards. As a result, the girls get to “look up” and see what is around them and enjoy the experience with other students and staff.
Requirements

What to bring to the Boarding House
Please keep belongings to a minimum. Every item brought to the Boarding House must be clearly and permanently marked. Please keep an inventory of personal belongings and insure items of value. A locked safe is provided to all girls.

Linen
• Doona
• Doona Cover
• Pillow
• Pillow Slips
• Beach Towel
  (bed linen, protective sheets and personal towels are provided)

Clothing
• Casual clothes including jeans, shorts, t-shirts, tracksuits and jumpers
• Underwear including bras and underpants
• Sleepwear and dressing gown
• Socks
• Bathers in the warmer months
• Two good outfits for social occasions
  (Girls are expected to have a dress/skirt and shirt to wear to Chapel and out on formal occasions)

Shoes
• Slippers or Ugg Boots
• Rubber thongs
• Sport shoes
• Dress shoes

Other Items
• Washing basket and/or laundry bag
• Pegs
• Laundry powder or liquid
• Coat hangers (including skirt hangers)
• Shoe cleaning kit

• Hat
• Small alarm clock or clock radio (as may not have use of alarm on phone)
• Mug
• Photos
• Items to personalise one’s room
• Stamps
• Tupperware container to store food
• Laundry marker
• Drawing pins for pin up board

Toiletries
• Soap
• Toothpaste and toothbrush
• Deodorant
• Sunscreen
• Shampoo and conditioner
• Sanitary requirements
• Nit comb
• Hairbrush

School requirements
• Pencil case
• Pens/pencils/textas
• Eraser
• Ruler
• Glue
• Scissors
• Stapler
• Hole punch

It is preferable that girls only have a phone and a laptop (i.e no iPad).
The Boarding House Facilities

The boarders are accommodated in six wings within the one building.

The Dormitory Areas Are:
- Upper and Lower Finlayson – named after an early Principal of PLC.
- Robertson – Mrs Robertson taught at the School and her daughter, Sheila, was a student here. Mrs Robertson bequeathed money to the School which helped pay for the Boarding House building.
- Murrin, Korrawilla and Allowah (D) – these were the names of the original dormitories when they were across the road behind Scorgie House (now the Administration area).
- Coolawanyah was established in 1988 and now houses the Health Centre and upper school kitchen.

The Boarders’ Sitting Room (BSR)
This room is for the use of all boarders and their families. It is a place where boarders can meet with visitors. A movie screen, large screen television, pool table, table tennis table, piano and fully equipped kitchen are available for everyone’s use.

The boarders meet here regularly for their weekly notices and it is also a room where activities like movie nights and karaoke can be enjoyed. We expect the girls to keep the BSR clean at all times and free of personal belongings.

Dormitories
Girls in Years 7 – 11 are accommodated in rooms with two, three or four beds.

Girls in Year 12 are accommodated in rooms with one or two beds.

Each girl’s area consists of a wardrobe, chest of drawers, desk, bed and a safe. Girls are encouraged to bring treasures from home and photos for their pin up board to personalise their own space.

Lounge Areas (Convos)
Each wing of the Boarding House has a lounge area. This area has a kitchenette with storage cupboards, fridge, microwave, sink and kettle. The girls can watch television in their lounge area, which is also equipped with a DVD player.
Security
Each corridor also has a phone for internal emergency calls.

Dining Room
The dining room seats approximately 100. There are a few guidelines for the dining room, which will allow all to eat together happily. Dress standards are as follows:

• Footwear must be worn at all times.
• Clothing needs to be neat and tidy.
• Good manners are required at all times.
• Mobile phones are not permitted in the dining room.

Dinner is at 5.30 pm in one progressive sitting. Late dinners can be ordered if a girl is unable to attend at specified meal times due to School commitments or sporting events.

Lunch on school days is served in the School Cafeteria. Saturday and Sunday lunches are smorgasbord and may be eaten between 11.30 am and 1.00 pm. Packed lunches can be arranged for excursions and lunchtime meetings.

Breakfast is from 6.45 am – 8.00 am on weekdays and 7.30 am – 9.30 am on Saturdays and Sundays. Food is made available for girls who may have early morning sport or activities.

Laundries
There are three laundries available in the Boarding House. Each is equipped with automatic washing machines, dryers and clothes airers. Irons and ironing boards are located in the convos.

It is helpful if girls have had some assistance learning the skills of washing and ironing before they come to the Boarding House.

Swimming Pool
The swimming pool is available for use by boarders. The pool must be supervised at all times by non-swimming Boarding House staff.

Tutoring Rooms
Tutoring space and rooms are available to the girls. These rooms can be used for group work or for private tuition.
Daily Routine

School Days
6.45 am – 8.00 am  Breakfast
7.00 am  Rising Bell
7.00 am – 8.20 am  Tidying of rooms, room inspections and preparation for school.
The Boarding House is closed to boarders until 3.20 pm.
3.25 pm  School finishes and afternoon tea is served in the Dining Room.
3.30 pm – 5.30 pm  After school activities
5.30 pm – 6.15 pm  Dinner
6.30 pm  Prep time (homework)

Year 12s may stay in the Boarding House if their study period falls in the first or last period of the day.

Prep
Prep is completed in the Boarding House on Monday – Thursday. Year 7s and 8s complete prep in the Dining Room, while all other boarders work in their rooms.

Year 7  6.30 pm – 7.30 pm (Supper @ 7.30 pm)
Year 8  6.30 pm – 8.00 pm (Supper @ 8.00 pm)
Year 9  6.30 pm – 8.30 pm (Supper @ 8.30 pm)
Year 10 6.30 pm – 8.30 pm (Supper @ 8.30 pm)
Year 11 6.30 pm – 9.30 pm (Supper @ 8.00 pm)
Year 12 6.30 pm – 9.30 pm (Supper @ 8.00 pm)

Year 11 and Year 12 girls should return to their desks after a 15-minute break for supper. On Sunday night, Boarding House staff supervise a quiet time in the Boarding House. This runs from 6.30 pm – 8.00 pm and is intended to provide time for the girls to prepare for the week ahead.

Prep Guidelines
• All boarders are to commence prep at 6.30 pm.
• There is to be no movement.
• Doors must be open.
• Mobile phones are not to be used.
• Prep should be done at boarders’ desks.
• No showers are to be taken.
• Linen changing or washing is not permitted.
• No girls are permitted in their convo areas.
• To encourage good work practices girls are encouraged not to listen to music. If girls choose to listen to music they must use headphones.
Music Practice and Group Work
Year 7  Before 6.30 pm and after 7.30 pm
Year 8  Before 6.30 pm and after 7.30 pm
Year 9  Before 6.30 pm and after 8.00 pm
Year 10 Before 6.30 pm and after 8.00 pm
Year 11 Before 6.30 pm and after 8.15 pm
Year 12 Before 6.30 pm and after 8.15 pm

Group work should be completed in the Dining Room or Upper BSR. Group work should still be completed quietly and not disturb those doing prep or private tuition lessons.

Music practice can also be done before school.

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<tr>
<th>Year Group</th>
<th>Bed Time</th>
<th>Lights Out</th>
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<tr>
<td>7</td>
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<td>12</td>
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<td>10.30 pm – 11.00 pm</td>
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What Must Happen at Bed Time?
• 15 minutes of reading or music through headphones on their bed.
• No phones or computers.
• All other chores are to be completed before bedtime.
• Laptops, phones and other devices with internet access handed in (Years 7, 8, 9 and 10).

Bedtime may be extended by 30 minutes on both Friday and Saturday at the discretion of the Boarding House staff.
Leave Policy

Leave pertains to any situation when a boarder is away from the Boarding House other than for school each day. The following are guidelines for girls taking leave from the Boarding House.

All leave is at the discretion of the Director of Boarding or Deputy (Wellbeing or Operational).

In some instances the Director of Boarding or Deputy may refuse leave even though parental permission has been granted.

As a general guideline, girls may never leave the Boarding House alone. The adult hosting a student on leave must come to reception and sign their guest out and back into the Boarding House. A staff member must sight and then sign out all girls as they leave the Boarding House.

Failure to comply with the guidelines outlined in this policy will result in a loss of leave privileges. Boarders must return to the Boarding House by the specified time. If there is a genuine reason for a student to be late the Boarding House Reception must be contacted.

Reach Electronic Leave System

An electronic leave system, Reach, was introduced in 2016. As a result, parents and students can generate on-line leave forms. This has resulted in the sign in and out process running more seamlessly. To access Reach, go to the PLC home page, click on boarding life and use the usual log-in username and password.

Students in Years 10, 11 and 12 are able to sign themselves in and out of activities that are on campus.

Year 12 Leave

Special leave may be granted to Year 12s who have returned a permission form signed by their parents. This form gives parents the option to allow their daughters:

- Unsupervised beach leave (in groups of 3).
- Exercise leave alone.
- City / Fremantle / Claremont / Subiaco leave alone.
- Grove leave alone.

Year 10 and 11 Leave

Special exercise leave (alone) will be granted to students in Year 10 and 11 who have returned a permission form signed by their parents. Exercise leave (alone) is for an hour and must be taken in the neighbourhood.
Beach Leave
Weekend Beach Leave is granted at the discretion of the Boarding House Leadership Team and is subject to parental permission. Beach Leave may only be taken by boarders in Years 11 – 12 on weekends in Term 1 and Term 4 (Year 10, Term 4 only).

Beach leave will only be granted under the following set of conditions. In addition to adhering to all other leave rules, boarders must:
• Wear sunscreen, a hat and T-Shirt.
• Only swim between the flags of patrolled beaches at Cottesloe or North Cottesloe.
• Take Beach Leave in groups of three or more and never be alone.
• The time allowed for Beach Leave is limited to three (3) hours. In extreme heat Beach Leave will not be granted in the middle of the day. Boarding House staff will have discretion to deny Beach Leave.

Afternoon Leave/Weekend Day Leave (All Boarders)
Boarders are permitted to:
• Walk to Cottesloe Central “the Grove” each day for up to one (1) hour on weekdays and 1.5 hours on weekends. For this leave to be granted you must walk with at least one other person and take a mobile phone.

Boarders are not permitted to:
• Visit private homes.
• Ride in private cars.
• Cross the Highway at any location other than the designated lights at the corner of Napoleon Street and Stirling Highway.

Afternoon Leave/Weekend Day Leave (Years 10, 11 and 12)
Girls in Years 10, 11 and 12 may:
• Walk, bus or train to Claremont for up to 2 hours each day (time permitting).
• Take the train to the City, Subiaco, Claremont or Fremantle on Saturday or Sunday (not both) for up to four (4) hours.

For this category of leave, girls must:
• Return to the Boarding House before dark.
• Be no later than 5.30 pm (dinner time).
• Be aware of travel distance and time to ensure they are back in the Boarding House within the time restraints.

Leave Taken With Other Boarders
Exercise Leave
Whilst still adhering to all other rules for Leave, boarders can leave the Boarding House for the purpose of exercise under special additional conditions as outlined below.

Girls:
• May take a 60 minute run or walk anywhere between 6.00 am and 7.30 am. May take a 60 minute run, walk or visit the school gymnasium anywhere in the two hours between 3.30 pm and 5.30 pm. In accordance with School policy, the gymnasium in the Sports Centre may not be used alone under any circumstances.
• In Years 10, 11 and 12 may exercise alone only when written parental permission has been obtained.
• Can only leave the Boarding House if it is light.

Casual Day Leave
This set of guidelines is specific to leave taken with family and friends for short periods.

Boarders must:
• Be back in time for dinner and prep from Sunday through to Thursday. Girls may be granted permission to stay out for dinner with immediate family members or family friends only. Requests for leave on weeknights outside of these guidelines must be made directly to the Director of Boarding or a Deputy.
• Return to the Boarding House no later than 30 minutes prior to bedtime on Friday and Saturday night.
• Not take leave with anyone under the age of 21. The only instance where an exception to this rule may be granted is for immediate family or family friend and only with parental permission.
Extended Weekend Leave and Overnight Leave

This leave is for overnight or any extended periods of leave.

The procedure required to request Overnight or Extended Weekend Leave is outlined as follows:

- The parent (or boarder) must complete an electronic on-line leave form, via Reach.
- This form must be sent for approval no later than Thursday morning at 8.30 am.
- Boarding House staff will consider all leave requests and inform parents and boarders, if more information is required or if the leave has been rejected.
- If a leave request form is submitted later than the stated cut-off time, there must be sufficient time for staff to check out the leave arrangements (minimum of one hour).
- Boarders should return to the Boarding House by 6.30 pm on Sunday evening. This is to allow girls to complete Sunday night Prep and to be organised for the school week ahead.

- Overnight leave will only be granted to boarders if they are staying with hosts who are over the age of 21. Staying with siblings is an exception to the rule.
- Extended and Overnight Leave applies to weekends ONLY. Requests for this kind of leave on weekdays need to be forwarded to the Director of Boarding and will only be considered under special circumstances.

Cars

Boarders are only permitted to travel with fully licensed drivers.

We do not give approval for boarders to travel with friends or family on provisional (P) licenses except in extenuating circumstances and only at the discretion of the Director of Boarding.

Parents/Guardians seeking such approval need to complete a Provisional License Request Form.
Transport Policy

Sport and Activities
The Boarding House will transport students to fixtures, training sessions and activities organised by the following groups:

- Wolves Hockey Club
- Storm Netball Club
- Cottesloe and Peppermint Grove Tennis Club
- K2 Dance
- WACA Boarders’ Cricket
- Claremont / Cottesloe Basketball Boarders’ Team
- PLC Boarders’ Football

Students who wish to participate in sports or activities run by other associations will need to make alternative arrangements.

End of Term and Long Weekend
Parents are required to book their daughter’s travel home by plane, train or bus and then notify the Boarding House of the details.

The Boarding House will only book in the instance where subsidies are involved through Abstudy and Department of Planning and Infrastructure.

On the first and last day of term and the first and last day of the long weekend, the Boarding House will transport students to and from the airport and East Perth Train Station.

Transport will only be provided from the following times:

- On the return from holidays from 9.00 am – 9.00 pm
- On the return from the long weekend from 2.00 pm – 9.00 pm
- Leaving for holidays and the long weekend from 6.00 am – 6.00 pm

If transport is required outside these time limits we will help to facilitate the booking of taxis and or a private taxi service.

Medical Appointments
On Tuesday and Wednesday between 10.00 am and 3.00 pm the Boarding House employs a driver who will drive and accompany the girls to their medical appointments.

During this time girls will also be taken to dental appointments, physiotherapy and other health professionals. All appointments must be located within a 10km radius of the College.

The Boarding House liaises with the Health Centre to work out the transport roster. It is the responsibility of the parent to inform the Health Centre of all medical appointments. Refer to the Health Centre pages for more information on the process.
Internet Service Devices Policy

Internet Access in the Boarding House
The Students in the Boarding House have wireless access to the internet. All students are bound by the School Acceptable Use Policy: Information and Learning Technologies Services agreed upon when they sign their laptop contract (refer student diary).

Internet access in the Boarding House is turned off at the following times.
Year 7 9.00 pm
Year 8 9.00 pm
Year 9 9.30 pm
Year 10 10.00 pm
Year 11 12.00 pm
Year 12 12.00 pm
Facebook is blocked until these times:
Year 7 8.00 pm
Year 8 8.00 pm
Year 9 8.30 pm
Year 10 8.30 pm
Year 11 9.30 pm
Year 12 9.30 pm

The School conducts random laptop audits and breaches of the contract are taken very seriously.

Use of Internet Service Devices
Parents of students in Year 7, 8 and 9 will be asked to provide information on the internet service devices – mobile phone, iPad, iPod - their daughters are bringing to the Boarding House.

These students are required to hand in these devices at night. Misuse of these devices will result in their confiscation for a period of time commensurate with the offence.

The mobile phones and electronic devices of girls in Years 10 – 12 can be collected at night at the discretion of Boarding House staff. Parents will be notified of continued inappropriate misuse of mobile phones.

Mobile Phones
Boarders may have one personal mobile phone. The Boarding House must have a record of the contact number for this phone. PLC takes no responsibility for lost, stolen or damaged phones. Boarders should take responsibility to ensure that their phones are secure at all times.

Mobile phones must not be used during the school day, in the dining room, during prep or after lights out. The PLC Mobile Phone Policy, as printed in the student diary, is another useful reference point.

As with the use of all telephones, appropriate etiquette is encouraged and students will be required to be polite and give consideration to others in answering and using mobile phones.
The Health Care of your daughter

The School Nurses and Boarding House staff, work together to ensure the health and wellbeing of your daughter during term time. The Health Centre is open to see the boarding students between 7.45 am – 5.00 pm, Monday to Friday. When the Health Centre is not open the health of your daughter is monitored and managed by the staff in the Boarding House. Every morning and afternoon there is a handover of information between the two areas.

If it is deemed necessary, the Nurse will refer your daughter to other health professionals (eg. Physiotherapist, General Practitioner). Parents will be notified prior to such medical visits. After visiting the health professional, it may be determined that your daughter is too ill to remain in the Boarding House. If this is the case you will need to make alternative living arrangements, for the period of the illness.

Medical Appointments (please also refer to the transport policy)
When making an appointment please note this sequence of events.
1. Your first point of contact is the Health Centre.
   Phone: 9424 6432
   Email: healthcentre@plc.wa.edu.au
   Fax: 9424 6543
2. The Health Centre then liaises with the Boarding House to arrange transport.
3. The Boarding House arranges the transport and communicates with the student to make them aware of the arrangements.
4. On the day of the appointment the Health Centre writes a permission note and the Boarding House gives it to the student, to excuse the student from school. The student hands in the note to the school receptionist prior to their appointment and comes back to the Boarding House so they can be transported to their appointment.

Follow up to a medical appointment
It is the responsibility of the staff member that has transported your daughter to her appointment to give feedback to the Health Centre. The Health Centre will then contact the parent and relay any information. If further appointment is required, this will be discussed at the time.

Medications
Students are not permitted to keep medication in their possession in the Boarding House, including Panadol, Nurofen and cold and flu tablets. If they require medication they can visit the Health Centre, during the school day, or approach the Boarding House staff on duty at other times. The Boarding House has a well-stocked medicine cabinet and staff will monitor and sign for any medication in the medication book.

All prescription and non-prescription medications (eg iron, antihistamines) must be brought to the Health Centre, in original packaging that states the prescribing doctor and administration instructions. Administration will be managed and monitored by the Health Centre and Boarding House staff.

The students can keep complimentary medicines (vitamins etc) in their rooms. It is the responsibility of the parents to monitor their daughters and ensure they are aware of what and how much is being taken.

Emergencies
In an emergency, Boarding House staff will take your daughter to:
- Sir Charles Gardiner Hospital
- Princess Margaret Hospital
These hospitals have an emergency department and are less than 10 minutes from the Boarding House. Parents will be notified as soon as is practical. Girls requiring less urgent medical attention after hours may be taken to the Hollywood Hospital GP After Hours clinic.

Mental Health Issues
On occasion a boarder may present with a mental health issue. If this is the case the parent will be contacted, as soon as possible, by either the Director of Boarding or Deputy – Wellbeing to discuss the sequence of events. The Boarding House may also seek assistance from the School Psychologist to assist with decision-making and management. If the Boarding House does not have the resources to manage the issue, the boarder involved may be asked to seek alternative accommodation, until such time they are assessed as ready to return.

Parent Contact with the Health Centre
The School Nurses have a lot of contact with the boarders and they welcome meeting parents. They appreciate the unique circumstances of boarding and consider your daughter’s welfare to be very important. If you have concerns regarding your daughter’s health and wellbeing, please feel comfortable to contact them during school hours.

General Information

Banking and Money
It is recommended that parents give daughters their own personal bank debit card. Most of the major banks have ATMs in Cottesloe. Alternatively, we can safely store and then distribute money on a weekly basis. Suggested spending money: $100 – $200 per term.

Dry Cleaning
Girls requiring items to be dry cleaned can leave these at reception. The cost on each occasion will be charged to the family school account.

Friends of Boarding
The Friends of Boarding meeting is on the first Monday of each term. This group is open to all members of the PLC Boarding House community and is an opportunity for parents to meet directly with staff to discuss matters related to the Boarding House.

Linen
The Boarding House provides sheets, pillowcases, towels and mattress protectors. These are sent to a commercial laundry for cleaning each week.

School Uniform
PLC provides a laundry service for school uniforms (skirt and blouses). Those making use of this service should place items in the tubs provided on a Sunday night. Washed and ironed uniforms will be returned on Monday night. To assist with the smooth running of our service, we ask parents to clearly label all items. There is no extra charge for this service.

Room Changes
The students change rooms each term to allow the girls the opportunity to get to know their whole year group. Room allocations are done by the Leadership Team, taking into account the girls’ preferences, consideration for new boarders, previous room allocations, early morning rowers and other individual needs.