



## REQUEST FOR TEMPORARY BOARDING ACCOMMODATION

### To the Head of Boarding

We are applying for boarding accommodation for;

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_ House: \_\_\_\_\_ Mobile

Phone Number: \_\_\_\_\_

Medical/Food Allergies that we may need to be aware of? ☐ YES, we have updated our son's medical records via Home.Scotch [Medical Information Check](https://home.scotch.wa.edu.au/scotch-boarding/) . You can find the Scotch Boarding Handbook at the following link: <https://home.scotch.wa.edu.au/scotch-boarding/>

### TEMPORARY BOARDING FEES:

Temporary boarding accommodation will be charged at a rate of \$120 per day. The charge includes public holidays where the holiday does not fall on a Mid-Term Break. For periods of less than one term, billing will occur at the end of term.

For periods of one term or more, billing will occur with normal tuition billing. Fees will be added to your next account.

☐ Weekdays Only (Monday to Friday: Check In Sunday 5:30pm Check Out Friday 5pm with a minimum of two weeks)

from \_\_\_\_\_ to \_\_\_\_\_

☐ Temporary Full Time Boarding (Minimum of two weeks consisting of 7 days/week)

from \_\_\_\_\_ to \_\_\_\_\_

The reason we are applying for temporary boarding accommodation is;

\_\_\_\_\_  
\_\_\_\_\_

The following forms (attached) will need to be completed and forwarded along with this application.

☐ Guardian Form ☐ Host Form ☐ Personal Device Permission Form

☐ Water Based Excursion Form ☐ Mobile Phone Permission Form

### EMERGENCY CONTACT DETAILS WHILST YOU ARE AWAY:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ PC: \_\_\_\_\_

### PARENT CONSENT:

Signed: \_\_\_\_\_ Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:** Approved application needs to be forwarded to:

ADMISSIONS, ACCOUNTS, HEAD OF HOUSE, BOARDING HEAD OF YEAR, BOARDING HOUSE & HEALTH CENTRE

## SCOTCH BOARDING COMMUNITY

### STUDENT LEAVE AND ACCESS TO STUDENTS

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

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

Overnight leave on weekends is permitted for boarders when going into a family situation where there is parental supervision. The school does not allow boarders to take overnight leave with young hosts, and this may include some brothers and sisters. This policy does not call into question the integrity or responsibility of specific young hosts but acknowledges that young people and the situations, in which they live, may not be suitable overnight host places for boarders. Boarders are permitted to have day leave with young hosts if a parent/guardian and the Boarding Head of Year approve the arrangements. **All leave is subject to students not being required for school activities.**

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

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

**Under no circumstances can a boy on leave return to the House after 10.30 pm on any night without having made prior arrangements with the Boarding Head of Year or the Head of Boarding. If a boy breaches this rule it is seen as a severe breach of this trust and is treated as a serious disciplinary situation.**

### GUARDIANSHIP

Every boarder must have a Perth-based guardian that needs to be a responsible adult capable of acting for you in *loco parentis* when your son is required to leave the boarding house during certain situations. This may be due to a medical outbreak, a suspension from school where it is not feasible to send your son home, or another exceptional circumstance.

### HOSTS (For Parents)

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

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

International Boarders must have allocated 'guardians' in Australia. Such people are treated as hosts (and not equivalent to parents) in regard to our leave policy, and general leave guidelines in terms of the number of weekends, age of host, etc. are followed.

A host can be nominated by a parent at short notice. Details of the Host must be emailed to [Boarding.Admin@scotch.wa.edu.au](mailto:Boarding.Admin@scotch.wa.edu.au)

If you have your son in the Scotch College Boarding Community you are required to provide him with a local guardian. The guardian needs to be a responsible adult who will perform a vital role in that they act for you in *loco parentis* when your son is not under the direct control of the School. The role of the guardian is to provide local support for your son and the school.

The guardian may be called upon to take responsibility for your son if he needs to come out of the boarding house at short notice, such as a medical appointment, emergency or if need be a disciplinary issue. The selection of a guardian is a parental responsibility and is a condition of your son's enrolment at the School as a boarder for both Australian students and Full Fee Paying International Students.

### **Choosing a guardian**

Guardianship requires experience similar to that of a parent, therefore your son's guardian should be a responsible adult over the age of 25 years. They can be related to your son or be a family friend. The guardian needs to live close to the school and be able to attend to your son within 2 hours of an emergency.

### **Student health and wellbeing**

Ensure in the event of illness that your son receives appropriate medical attention and care. When necessary, guardians may be required to take the student home for his period of recovery of an illness.

### **Mid-term breaks and school holidays**

The Boarding Community closes during mid-term breaks and school holidays, therefore your son will need to have a place to stay during these periods of time and needs to stay with your guardian.

### **Your son's guardian will:**

- Provide a safe environment at their home for your son should he not be able to remain at school due to illness or other school related matters
- Maintain communication with the School/Boarding House and act for you at Parent/Teacher and Parent/Tutor meetings
- Inform the School immediately of any changes in their contact details

If you have any questions or concerns regarding these expectations you can contact the Head of Boarding at [Boarding.Admin@scotch.wa.edu.au](mailto:Boarding.Admin@scotch.wa.edu.au)

## GUARDIANSHIP FORM

SCOTCH  
COLLEGE



Students Name: \_\_\_\_\_ Year: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Guardian's Home Address:

\_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Alternative Telephone Contact Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

### Guardian to complete:

I hereby declare that I am over 25 years of age. I am willing to act as  
\_\_\_\_\_ guardian during his enrolment at Scotch College.

I understand that as part of me accepting responsibility of your son that I will need to meet the Head of the Boarding Community at Scotch College and that I will provide evidence that will confirm the appropriate welfare arrangements when the student is not residing at the School boarding house.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name Signed: \_\_\_\_\_

*Updated 27 April 2023*

**SCOTCH BOARDING COMMUNITY  
BOARDING STUDENT HOST LIST**



Student Name: \_\_\_\_\_ Year Group: \_\_\_\_\_

**EMERGENCY CONTACT DETAILS WHILST YOU ARE AWAY:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ PC: \_\_\_\_\_

**PARENT CONSENT:**

Signed: \_\_\_\_\_ Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Listed below are the names of friends and relations who may invite my son out during the school term.  
The Host/Hostess is required to sign my son in and out of the Boarding House on each occasion.

HOST	RELATIONSHIP	ADDRESS	PHONE

My usual address when in Perth is:

\_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

If this is a private house or unit, my son does not hold a key to it and does not have my permission to use it at other times unless I make a special arrangement with his Boarding Head of Year.

I am happy\*/I am not happy for my son to visit families other than the above (e.g. parents of Scotch dayboys) at the discretion of his Boarding Head of Year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Boarding Head of Year: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Boarding: \_\_\_\_\_ Date: \_\_\_\_\_

[illegible]

**SCOTCH BOARDING COMMUNITY  
CIRCULAR TO NOMINATED HOST**

**SCOTCH  
COLLEGE**



You have been nominated by the parents of ..... as a host for their son, who is a boarder at Scotch College. This means that during the course of the year it is possible that this boarder will be staying with you, or will be in your care, for a period of time.

Thank you for agreeing to this responsibility; time spent away from the Boarding Community can be important for a boarder's recreation, relaxation and general well-being.

To assist you in discharging your responsibility as a host, please note the following points:

1. When on leave, particularly on the weekend, boys are expected to fulfil all schools obligations – academic, sporting and extra-curricular. Under special circumstances this can be altered, but only if prior arrangements have been made. Boys will attend Chapel on the Sunday before a long Weekend and before the end of term. This starts at 6.15pm, and therefore leave finishes at 5.30pm on those nights.
2. If a boarder wishes to go out on the weekend, he must complete a leave arrangement form by 9pm on the preceding Thursday. Boarders are usually free to go out for part or all the weekend from after school on Friday until 5.30pm on Sunday.
3. The host must sign the boy out from the appropriate office. Once a boarder leaves the school grounds he is in the care of the host, so it is important that adequate arrangements are made for transport to and from the host's residence, and for his movements whilst in the host's care. If he is leaving the host's residence for any period of time, the host needs to know his whereabouts and activities. Of course, activities that are not in accordance with school expectations, such as smoking, drinking and attending unsupervised parties, should not be permitted. Leave privileges will be withdrawn if arrangements appear to be inadequate.
4. Each weekend the Resident Mentor on duty, Boarding Head of Year or Head of Boarding may make contact with a number of hosts to ensure that boys are where they should be and that there are no problems.
5. If you agree to abide by the preceding points, could you please complete the details section, sign this form and return it to the student's Boarding Head of Year.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile 1 \_\_\_\_\_ Mobile 2: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your assistance in these matters.

**Jordan Owenell  
Head of Boarding**



**All leave is to be generated and monitored through our online Leave Management System (REACH).**

**It is a boarder's responsibility to at all times to inform the Resident Mentor of their movements in and out of the Boarding Community.**

Boys report to the Resident Mentor when leaving the House. **If being collected and returned by his host or parent, the host or parent must report to the Main Office to verify they have collected/returned the boy.**

On return, boys must report to the Resident Mentor who will sign them back into the House.

No leave will be granted unless the Host List has been returned. The Boarding Head of Year or Head of Boarding can use their discretion to determine the suitability of Hosts.

There may be occasions when leave confirmation is required from both parent and host.

Unless on leave with a parent, leave is at the discretion of the Boarding Head of Year or Head of Boarding.

Dress for all leave types is normally casual. Clothes must suit the occasion, in the opinion of the staff member giving leave. Extremes of fashion should be avoided. A well-dressed, well-groomed appearance is expected.

### **Conditions of OVERNIGHT Weekend Leave**

Leave is granted from 3:30pm Friday until Sunday 5.30pm with parents or hosts. Boarders are permitted to have unlimited weekends in the care of their parents. These weekends may be taken at your son's discretion, **except when they have commitments to school or boarding activities**. On all occasions, school activities to which boarders have committed themselves take precedence over leave. This means that if your son is a member of a sporting team, a musical group or the like, he will be required to fulfill all obligations before going out on leave.

If a boy is going to return late to the House (after the time determined within their leave arrangement) then they must contact the Resident Mentor on duty prior to their due time of return. At this point they must explain why they are going to be late and at what time they intend to return. Unexplained late returns are inconvenient for staff on duty and can be seen as a break of trust.

Repeated unexplained late returns will be treated seriously and disciplinary action will be taken.





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

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

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

**LEAVE TYPES CATEGORY A**

**Off Campus Leave that requires Approval from either a Parent/Guardian or Head of Residence.**

**Overnight Leave:** This is leave that requires a boy to stay overnight from the Boarding House either during the week or on the weekend. The Parent/Guardian must first approve the leave before being further approved by the Head of Residence. Boys need to return by 5.30pm on Sunday night.

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

**Year 7 to 9 Day Leave:** This is a period of leave from the Residential House that does not occur overnight.

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

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

**Year 10 to 12 Day Leave (1.5 to 5 Hours):** This is a period of leave from the Residential House that does not occur overnight but is between 1.5 hours and 5 hours long. Boys in Years 10 to 12 need approval from their Head of Residence. All boys need to return by 5.30pm.

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

**Year 10 to 12 Day Leave (> 5 Hours):** This is a period of leave from the Boarding House that does not occur overnight and is longer than 5 hours. Boys in Years 10 to 12 need approval from their parents or guardians as well as their Head of Residence. Boys must return to the House by 5.30pm.

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

**Year 12 Friday or Saturday Night Leave (5.30pm to 9.30pm):** This type of leave is only available to Year 12 boys and is approved by the relevant Head of Residence.

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

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

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

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

## **Holiday Travel Arrangements**

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

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

### **CATEGORY B**

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

**Local Leave:** This type of Leave allows the boys to go to Claremont, Swanbourne or Cottesloe. It is for a period of 1.5 hours for students in Years 9 to 12. Years 7 to 8 boys may have 1 hour leave to Claremont Shopping Centre (this is at the discretion of the Head of Residence). The Resident Mentor on Duty can approve this.

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

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

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

If the boys are not surfing, then they will be required to swim within the patrolled areas (between the flags). Our On-Call person would also have had to check the swell conditions and let the Resident Mentor on duty know that the beach is safe to visit.

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

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

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

### **CATEGORY C**

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

#### **On Campus Locations**

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

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

## SCOTCH BOARDING COMMUNITY HOLIDAYS

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SCOTCH  
COLLEGE



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

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

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

The policy guidelines for end of term arrangements are:

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

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

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

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

## TRAVEL

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

If you have any questions regarding your son's travel or you need to clarify the arrangements, please contact the **Boarding Administration** on (08) 9460 6655 or via [Boarding.Admin@scotch.wa.edu.au](mailto:Boarding.Admin@scotch.wa.edu.au).

## RETURN TIME FROM HOLIDAYS AND LONG WEEKENDS

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

**IF YOUR SON DOES RETURN EARLY, HE MUST STAY AT THE BOARDING HOUSE.  
PARENTS MUST BE AWARE THAT THERE IS NO GUARANTEE OF SUPERVISION BEFORE 3:00 PM**



## **SCOTCH COLLEGE POOL**

Boarders will not be permitted to go swimming in the Scotch College pool unless the Boarding Mentor has ensured that they are to be supervised at all times by an adult who must be a member of the Scotch College Staff; have immediate access to a phone and first aid kit; have a current Bronze Medallion Life Saving qualification and have responsibility for no more than 25 students. A number count must be conducted before students enter the water and also before they leave the pool area.

## **ORGANISED EXCURSION TO BEACH**

When Scotch College boarders are taken on an excursion to the beach

- The Master on Duty must ensure that they are to be supervised at all times by an adult who has immediate access to a phone and first aid kit. This adult must be a member of the Scotch College Staff.
- they must be taken to a patrolled beach
- they must swim only between the flags
- the Surf Lifesaving Club manning the beach must be notified of the presence of the Scotch group on arrival, before boys enter the water

## **UNSUPERVISED BEACH LEAVE**

This is not available to boys in Year 7, 8 or Year 9.

### **SURFING LEAVE**

This is not available to boys in Year 7, 8 or Year 9.

## **UNSUPERVISED BEACH LEAVE FOR YEARS 10, 11 AND 12**

Boys in Years 10, 11 and 12 will not be allowed unsupervised beach leave unless their parents have completed a Permission Form.

## **UNSUPERVISED BEACH LEAVE**

This is not available to boys in Year 8 or Year 9.

### **SURFING LEAVE**

This is not available to boys in Year 8 or Year 9.

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## SCOTCH BOARDING COMMUNITY YEARS 7, 8 and 9 WATER BASED ACTIVITY POLICY

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### YEARS 7, 8 and 9 PARTICIPATE IN WATER BASED ACTIVITY PERMISSION

Can your son swim 100m continuously?

**Yes** ☐ **No** ☐

I give permission for my son, \_\_\_\_\_ (students name) to participate in a supervised water-based activity.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Residence: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Boarding: \_\_\_\_\_ Date: \_\_\_\_\_

## SCOTCH BOARDING COMMUNITY

YEARS 10, 11 AND 12

### PERMISSION FORM FOR UNSUPERVISED BEACH AND SURFING LEAVE

#### AFTERNOONS AND WEEKENDS ONLY (LOCAL LEAVE)



Student's Name: \_\_\_\_\_

I give permission for my son to have unsupervised leave to the beach in the afternoon after school and at the weekends. He will be required to abide by the following rules:

1. The staff member 'On Call' will consult [www.Seabreeze.com.au](http://www.Seabreeze.com.au) for swell conditions. If the sea and swell conditions are considered hazardous ( $\Rightarrow$  2m swell and/or 20 knot winds), staff will refuse permission for beach leave.
2. Unless receiving specific permission from their Head of Residence or the Head of Boarding, students must swim at patrolled beaches and between the flags.
3. Students must always remain with at least two others (minimum group of three).
4. Students must check with the Boarding Mentor before leaving, sign in and out using the appropriate process (REACH) and report back to the Boarding Mentor immediately upon their return.
5. Can your son swim 100m continuously?  
**Yes** ☐ **No** ☐

#### BEACH LEAVE PERMISSION

I agree with and fully support the policy as above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Residence: \_\_\_\_\_ Date: \_\_\_\_\_

#### SURFING PERMISSION

Should your son be a surfer do you give permission for him to surf at un-patrolled beaches given he abides to conditions 1 and 2 above?

**Yes** ☐ **No** ☐

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Residence: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Boarding: \_\_\_\_\_ Date: \_\_\_\_\_



## SCOTCH BOARDING COMMUNITY MOBILE PHONE POLICY AND PERMISSION FORM

Whilst accepting that mobile phones gives more flexibility of contact and security for students we need to adopt guidelines so all members of our community are considered.

- Boarders may possess only one (1) mobile phone within the Boarding Community.
- The number of the phone must be handed in to the relevant Boarding Head of Residence. If a change of phone number occurs this must be immediately updated with the Boarding Head of Residence.
- Pin numbers are to be used and permission slips are to be signed by parents, students and Boarding Head of Residence before the student's mobile phone is able to be used within the Boarding Community.
- Mobile phones may not be used in the Dining Hall during Breakfast, Lunch and Dinner, or, at other times as directed by a Boarding Staff Member. If a phone is seen being used within the Dining Hall during these times, it will be confiscated for a period of time as designated by the appropriate Boarding Head of Residence.
- Mobile phones **should be turned off** during prep.
- Mobile phones and other similar electronic devices, which are fitted with cameras, must not be used to take any photos, videos or audio recordings that would be considered inappropriate. Electronic devices fitted with cameras, must not be taken into the shower blocks.
- No photos, videos or audio recordings may be taken of other students or staff without their prior permission.
- Mobile phones are not permitted to be taken on any Recreation Activity that involves another school.
- Mobile phones are the sole responsibility of the individual student i.e. loss, lending or billing.
- Years 6 to 12 mobile phones will be collected as outlined in the phones and laptops guidelines which can be found here: <https://home.scotch.wa.edu.au/scotch-boarding/handbook/phones-and-laptops/>
- It is recommended that the telephone be secured in a locked area when not in use and that it **should not be taken to school during the day**.

If a student is found to have inappropriately used a mobile phone or handed in at night an alternative phone or is found to have another/other phone/s on his possession, then, each phone will be confiscated for a period of time as designated by the Boarding Head of Residence. Repeat indiscretions may result in a student not being allowed to possess a mobile phone whilst in the Boarding Community. These actions are perceived to be a 'break of trust' with the Boarding Community.

Specific requests to use mobile phones outside the above guidelines need to be discussed with the Boarding Head of Residence or the Head of Boarding directly.

### MOBILE PHONE PERMISSION

I give permission for my son, \_\_\_\_\_ (students name) to have a mobile phone within the Boarding Community.

I agree with, and fully support the policy as above. **Student's mobile number:** \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Boarding Head of Residence.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SCOTCH BOARDING COMMUNITY  
PERSONAL DEVICE POLICY PERMISSION FORM**



Whilst accepting that personal device (iPads, smart phones, tablets, etc) give more flexibility of contact through email and can also be advantageous for students' work, we need to adopt guidelines so all members of our community are considered.

- Boarders may possess personal device in the Boarding community.
- Boarders are not permitted to bring to the College any laptop or computer into the Boarding community other than their school provided device.
- Personal devices must not be used at inappropriate times or for inappropriate purposes. eg. Email during prep time, storage of undesirable pictures.
- Personal devices are the sole responsibility of the individual student i.e. loss, lending.
- Passwords should be used for security reasons.
- All personal devices, that have the ability to connect to the internet, will be subject to the same conditions as outlined within the Mobile Phone Policy and Permission Form.
- All personal devices are covered by the acceptable use policy and school rules.
- All personal devices will be collected as outlined in the phones and laptops guidelines which can be found here: <https://home.scotch.wa.edu.au/scotch-boarding/handbook/phones-and-laptops/>

It is recommended that any personal devices will be secured in a locked area when not in use and should only be taken to school should they be required for educational purposes.

Inappropriate use of any personal device will result in it being confiscated.

Computers and personal devices should be available for inspection at any time by either the Boarding Head of Residence or Head of Boarding.

Specific requests to use personal devices outside the above guidelines needs to be discussed with the Boarding Head of Residence or Head of Boarding.

Boarding Staff do not accept responsibility for a student's inappropriate use of a personal device if it is connected outside of the College network (i.e. data on phones/ipads/USB modem).

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**PERSONAL DEVICE PERMISSION**

I give permission for my son, \_\_\_\_\_ (students name) to have a personal device within the Boarding Community.

I agree with, and fully support the policy as above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Boarding Head of Residence: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Boarding: \_\_\_\_\_ Date: \_\_\_\_\_