

2025 Boarding Handbook



Clayfield College



A place of belonging.

Let your light *shine*

This handbook is for the benefit of the Clayfield College boarding community and is designed to be an A-Z comprehensive guide of the life of our boarders.



2025 Term Dates

Clayfield College term times are always published on our website.

<https://www.clayfield.qld.edu.au/the-essentials/term-dates>

However, for your convenience, they are also listed below:

2025	Term 1	Term 2	Term 3	Term 4
Boarder Arrival Day	Monday 27 January*	Tuesday 22 April	Monday 14 July	Monday 6 September
Term Commences	Wednesday 29 January	Wednesday 23 April	Tuesday 15 July	Tuesday 7 October
Term Concludes	Thursday 3 April	Thursday 19 June	Thursday 18 September	Wednesday 3 December
Boarder Travel Day	Friday 4 April	Friday 20 June	Friday 13 September	Thursday 4 December

*New boarders for 2025 are to arrive on **Monday 27 January** at 4:00pm with *returning boarders* expected to be in residence on **Tuesday 28 January** by 4:00pm.

All boarders should depart at the end of each term by 4:00pm on Boarder Travel Day and be in residence by 4:00pm on Boarder Arrival Day.

Useful Contacts

Boarding House - All Hours

boarding@clayfield.qld.edu.au
07 3262 0221 | 0409 582 480

Head of Boarding

Mrs Kathryn Searle
ksearle@clayfield.qld.edu.au
07 3262 0214 | 0409 059 732

Boarding and International Student Officer

Ms Christine Quist
Monday - Friday 8:30am to 4:30pm
boarding@clayfield.qld.edu.au
07 3262 0221

School Nurse

Health Centre
Monday - Friday 8:00am to 4:00pm
healthcentre@clayfield.qld.edu.au
07 3262 0443 | 0437 778 162

Welcome to Boarding

We are always delighted to welcome new students and their families to the Clayfield College boarding community, affectionately nicknamed 'BoHo', and of course, welcome back our returning students and families each year.

Now that the time has come for your child to join us in boarding, this handbook has been prepared for you to assist you in knowing about the day-to-day practices of boarding life at Clayfield College.

This handbook includes information concerning communicating with boarding staff, leave arrangements, appointments, end of term travel, daily routines and general boarding matters. We hope this handbook is a handy reference for you in understanding the care we provide for the health, happiness and safety of your child.

Upon arrival on their first day, new boarders will be met by the Boarding Captains who will escort them to their room. There is an orientation session for the new boarders and their parents and guardians to attend, prior to the start of school for new students the next day.

"Our dedicated Boarding House team are committed to creating a home for our students who board. We are a family. Each of our students are seen as individuals, with their own set of unique abilities, personality and needs. Each student is known, valued and understood, and it is our mission, to help each student let their light shine."

Kathryn Searle
Head of Boarding



Our Aim

Staff and boarders co-existing in boarding relies on tolerance, patience and respect. Our aim is to create a friendly, caring and safe environment where the students can live happily and develop the necessary social and community skills to be respectable members of society.

Our Motto

Our Clayfield College motto is Let Your Light Shine and our boarding motto is A Place of Belonging (Eat, Sleep, Belong).

Eat - it is important that students eat regularly to avoid fatigue throughout the school day. Our newly appointed catering staff will prepare healthy and exciting meals each day for our boarders to enjoy.

Sleep - Teenagers require 8 to 10 hours of sleep per night, so a sleep routine is important. Tech is stored at least half an hour before bedtime for an uninterrupted night's sleep.

Belong - We always say a happy boarder is a busy boarder so we encourage students to be involved: play a sport, or an instrument, participate in community service and enjoy the recreational activities offered. Before they know it, they will be home at the end of the term.

We hope all students, when they leave us at the end of their education, have found their shining moment through us and will always stay connected to their Clayfield family.

Our Location

The Boarding House can be accessed two ways:

Travelling from the airport along Sandgate Road, just past the intersection of Wagner Road and opposite the school is a large sign indicating Gate 7; this is the driveway entrance.

Travelling from the city along Sandgate Road, turn right at the traffic lights into Adelaide Street East. Turn left into Liverpool Road, then left again onto London Road. Proceed to Sandgate Road and enter the driveway via Gate 7.

The driveway, via Gate 7, is a one-way drop off point only for boarding students and is **NOT** to be used as a parking area of this laneway is used for approved boarding vehicles only. Proceed down the driveway, after dropping any of your items off, to the bituman boarding parking area.

When dropping boarders off during dinner and prep time during the term, please drop them at the dining room door which is the second door down the laneway. Staff can then check them in.

Boarding Staff and Contact Details

Close and frequent communication is the key to the healthy development of your child and the successful partnership between home and boarding.

It is important that you contact us if at any time you have concerns for the wellbeing of your child.

We will communicate with you weekly through the school Collective, BoHo News and our private Boarding Facebook Group.

Senior Boarding Staff

The Assistant Head of Boarding and Senior Boarding Staff are responsible for all areas of the students in their care including

pastoral and academic care, and disciplinary matters. They will regularly communicate with you or just touch base to give you an update on your child's journey in boarding.

The Assistant Head of Boarding and Senior Boarding Staff liaise and meet regularly with the School Heads of Year to discuss student concerns and achievements. Weekend Supervisors take care of all students throughout the weekend.

The Assistant Head of Boarding and Senior Boarding Staff are assisted on duty by Boarding Assistants, some of whom live on-site with the Head of Boarding.

Our 2025 Senior Boarding Supervisors are:

Years 11 and 12 Assistant Head of Boarding

Ms Tina Mills
Sunday to Thursday
2:30pm to 10:30pm
tmills@clayfield.qld.edu.au
0409 582 480

Years 9 and 10

Ms Judy Hay
Monday to Thursday
2:30pm to 10:30pm
jhay@clayfield.qld.edu.au
0409 582 480

Years 6 to 8

Mrs Magdel Langhein
Monday to Friday
2:30pm to 10:30pm
mlanghein@clayfield.qld.edu.au
0409 582 480

Weekend Supervisors

Ms Leean King
Saturday and Sunday
6:30am to 2:30pm

Mrs Kim Holman
Saturday 2:30pm to 10:30pm
Sunday 8:30am to 4:30pm
Rotational Weekends

Ms Di Kerr
Sunday 2:30pm to 10:30pm
boarding@clayfield.qld.edu.au
0409 582 480

Administrative Support

The Boarding and International Students Officer provides administrative support to the Head of Boarding and all areas of the Boarding House, as well as liaising with parents and the school Monday to Friday from 9:00am to 5:00pm.

The Boarding and International Students Officer is your point of contact for arranging appointments, beginning and end of term travel arrangements, any driving requirements, leave arrangements and general administration.

It is a requirement for all boarding staff to hold a current Working with Children Card (Blue Card), Duty of Care accreditation through the Australian Boarding Schools Association and CPR and First Aid certification.

The staff of the Boarding House are dedicated, hardworking and highly experienced. Staff are recruited as much for their personal character as their professional skills. Several staff reside within the Boarding House permanently which creates a family environment and ensures the presence of a staff member at all times for maximum student safety.

Please note, in 2025, the Boarding and International Students Officer and Head of Boarding will be located in the school from 8:30am to 2:30pm Monday to Friday.

Preparing for Boarding

To prepare for boarding life, it is recommended that you discuss with your child the benefits of the new journey in their life. It is an adventure and one they will always remember for the rest of their life.

The following are some positive points to discuss with your child before they commence:

- Boarding is a privilege, not a punishment.
- They will enjoy sport, music, activities and socials which will teach them how to balance life and studies and introduce them to Brisbane and South East Queensland living.
- They will have staff and tutors to assist them throughout their journey.
- Boarding is based on open and honest relationships and mutual respect.
- Encourage them to always communicate with us. We are here, you are not.
- They will be provided with healthy, balanced and enjoyable meals and eat in a family environment.
- Personal hygiene, showering daily, using deodorant, and for our girls, managing menstruation.
- Budgeting their money each term to attend outings.

- Clayfield College Boarding is a home, not their home, but a home, and a place of belonging.

Some recommended tips to transition into boarding with ease before they arrive are:

- The ability to make their own bed.
- The ability to care for and organise their own belongings.
- The ability to prepare themselves for school.
- The ability to maintain a tidy room.
- A willingness to socialise and mix with others.



Accommodation

Our fully air-conditioned Boarding House facility currently has the capacity to accommodate 87 female and 16 male boarding students and is divided into four wings: McDonald, Newman, Aitken and Turrawan. Each wing is biometrically secured according to age and gender.

Female and male boarding students are safely and securely separated, coming together for meals, Prep, activities, and socialising, and are always supervised by staff.

We endeavour to allocate roommates as requested for student comfort. Students in twin rooms are rotated each term to experience living with as many different students and personalities before moving to a single room in their senior years. This develops their ability to cope with change and is instrumental in building resilience, patience and tolerance.

There are several sitting rooms, a library, music room, and common areas scattered throughout the Boarding House. A quiet room is also available for personal devotion.

Students' rooms are to be always kept clean and tidy and will be checked each morning after breakfast. Cleaners empty rubbish bins, vacuum and clean bathrooms daily except Year 12 rooms, which are cleaned twice weekly. Cleaners will not touch personal items.

Posters and a collage of family photos may be attached with blu-tack to wardrobe doors and pinned to notice boards. Fairy lights are also allowed.

The bedroom area should be a quiet place where individuals can relax and expect their privacy to be respected. For this reason, running, shouting, playing loud music and loud games are inappropriate.

Wardrobes are to be kept tidy with clothes folded or hung up and towels folded on the towel rail. The bed drawers are suitable to store shoes and larger items of clothing such as tracksuits and jumpers.

A lockable wardrobe is provided with a key to lock if required.

Blinds must be closed at any time when lights are on. Lights and air-conditioners are to be turned off when students leave the building.

All suitcases and crates are kept in the luggage storage room. Please purchase one large plastic crate (60 litre size) for storage use during vacation periods for personal items and a large space bag for storing bed linen. Each boarder is only allocated storage space to accommodate one plastic crate, one suitcase and one vacuum bag for linen.

Uniforms, including blazers, can be stored in the Boarding House during school holidays

For 2025, our boarding students will be located as follows:

Year Group	Location/Wing	Room Type
Years 6 to 8	Female Lower McDonald	Twin room with shared bathroom facilities
	Male Turrawan	Private cubicle in dorm with shared bathroom facilities
Years 9 and 10	Upper McDonald	Twin room with shared bathroom facilities
Year 11	Newman	A share of single ensuite rooms and twin rooms with shared bathroom
Year 12	Aitken	Single ensuite room

Birthdays

Birthdays are celebrated on the day with a birthday cupcake prepared by our catering staff. Each boarder celebrating their birthday also receives a birthday card from the Head of Boarding.

You are welcome to organise a birthday cake for your child to celebrate with friends. Flowers and gifts are also approved for delivery to the Boarding House for your child for birthdays or any other special occasions.

Boarder Leadership

Students at Clayfield College acknowledge that being given the right to lead brings with it responsibility to serve the community. Many opportunities are available to boarders to develop their leadership skills over their time at Clayfield College.

During Term 4 each year, boarding students will vote for who they wish to lead the boarding student body for the following year after Year 11 nominees lobby and then present to the boarding cohort.

Once the Boarding Captains are announced in Term 4, boarding students in Years 7 to 10 then vote for two leaders within their year group to sit on the Boarder Leadership Team (the Boarders Voice), run by the Boarding Captains. Year 7 boarders are represented by their Year 8 Boarder Leaders.

The Boarder Leadership Team meet regularly to discuss boarding topics such as food, activities, the annual Boarders' item, and any other suggestions for a safe and happy boarding community. The Boarding Captains then meet regularly with the Head of Boarding to discuss the outcomes of the Boarder Leadership Team meetings.

Our 2025 Boarding Captains are Molly Lillecrapp from Pasha, Central Queensland, and Matilda McGaw from Gladstone.



Molly Lillecrapp



Matilda McGaw

Our 2025 Boarder Leaders are:

Year 8

Molly Sproat & Lexi Thurn

Year 9

Alyna Henriksen & Rylee Scott

Year 10

Demi de Tournouer & Althea Koomeeta

Year 11

Hayley Colless & Talie'e Hampton

Candles

Candles and oil burners are a fire hazard and therefore prohibited in the Boarding House.

Car Parking

Car parking is limited on site for staff and is shared with catering staff and the neighbouring child care centre.

There is no capacity to park student vehicles safely within the Boarding House car park.

Child Safety

Clayfield College, through the Presbyterian and Methodist Schools Association (PMSA), is committed to the care, safety, and protection of all students.

Students in boarding practice fire evacuation and lock down procedures every term as they do at school. Our building is fully alarmed and students are asked to always wear shoes when moving from their living area.

To view all policies, including the PMSA Child Protection Policy, please refer to our website at: [Policies | Clayfield College](#)

Clothing

Please ensure all clothing and linen is clearly marked with the student's laundry number which will be supplied to you. Items can be labelled with either a laundry marker or sewn on labels.

We cannot take any responsibility for lost clothing if it is unmarked. Unmarked laundry will be donated to charity at the end of each term.

As students often take their clothing home at the end of term, please be mindful of the quantity brought to the Boarding House, especially if the boarder is travelling on transport which has strict luggage weight limits. Please use standard sized luggage which holds the maximum weight. Oversized luggage will hold more weight and therefore can cause significant additional costs to students.

Boarding staff closely monitor boarders' uniform presentation on a daily basis as per the Uniform Policy. If boarders do not comply with the policy, they will receive an infringement.

Please ensure your child has an adequate stock of regulation turn down school socks (labelled), school badges, and ribbon for their hair. It is the student's responsibility to have these items.

All uniform items, except school shoes, are available from the Uniform Shop. The Uniform Shop is open Tuesday 8:00am to 2:00pm, Wednesday 12:00pm to 4:00pm, and Thursday 8:00am to 2:00pm during term time. All items must be paid for at the time of purchase.

Driving

Boarding students are allowed to apply for their driver's licence and undertake driving lessons if consent in writing via email is received from parents and carers to the Head of Boarding and approval given.

The Boarding House does its very best to provide transportation to boarders with extra-curricular activities out of school hours.

Transportation is provided and is limited to:

- student health appointments;
- school co-curricular activities, events and work experience;
- representative sport and creative arts, and
- beginning and end of term boarder travel day airport or bus pick-ups and drop offs.

We do not drive students to club sport and out of school co-curricular activities, personal shopping or beauty appointments.

Every boarder is required to purchase a Go Card for travel on public transport for any recreation activities that boarding transport is not provided.



Daily Routine

It is important when we have a number of boarding students and staff living under the same roof, that a routine and structure are in place for during the school week.

Please always consider this routine when contacting your child, booking visits, leave, and the beginning and end of term travel.

Time	Activity
5:30am to 6:45am	Morning staff on duty for early morning wake ups for co-curricular activities
7:00am	All students wake up
7:00am to 7:45am	Breakfast Laundry drop off
8:00am	All students depart for school
3:10pm	Return from school Afternoon tea Laundry collection Phone distribution Years 6 to 9
3:30pm to 5:00pm	Co-curricular activities including sport, music and arts
5:00pm	Shower time and preparation for dinner Prep for next day Second Laundry collection
6:00pm	Dinner Phone collection for all years Third laundry collection
6:30pm	Prep commences for all students
7:30pm	Prep concludes for Years 6 to 8 Phone distribution, supper and next day Preparation check for Years 6 and 8
7:50pm	Tech collection and quiet time for Years 6 to 8
8:00pm	Prep concludes for Year 9 Phone distribution, supper and next day preparation check for Year 9
8:30pm	Lights out for Years 6 to 8 Tech collection and quiet time for Year 9 Prep concludes for Year 10 Phone distribution, supper and next day preparation check for Year 10
8:45pm	Prep concludes for Year 11 Phone distribution, supper and next day preparation check for Year 11 and 12
9:00pm	Lights out for Year 9
9:15pm	Tech collection and quiet time for Year 10
9:30pm	Lights out for Year 10 Tech collection and quiet time for Year 11
9:45pm	Lights out for Year 11
10:00pm	Phone collection for Year 12

Drugs, Vaping, Smoking & Alcohol

As per our Illicit Drugs Policy and Alcohol Policy, drugs, vaping, smoking and alcohol are prohibited substances and will not be tolerated.

Offenders will be referred to the Principal for disciplinary action. The Police will be contacted if drugs are found in the Boarding House or there is drug usage.

Electrical Items

Boarding students are not permitted to have electric blankets, cooking devices, electric kettles or personal heaters or fans.

Any other items such as phone chargers, hair dryers and hair straighteners are allowed but must be checked and tagged by the school's electricians at the beginning of each year.

Friends of Boarder Parent Group

The Friends of Boarder Parent Group is dedicated to maintaining and improving the quality of the boarding experience at Clayfield College.

The Clayfield College Parents and Friends Association (P&F) is an essential and active member of the College community who supports the College through fundraising and social events. There are four support groups under the umbrella of the P&F Association which are: Friends of Sport, Friends of Primary Group, Friends of Music Group and Friends of Boarder Parent Group. You are welcome to join any of these groups.

The P&F meet regularly once a month on a Tuesday evening during term time, starting at 6.30 pm. The Head of Boarding attends these meetings on behalf of the Friends of Boarder Parent Group and reports on any items raised at the most recent meeting of boarder parents.

Monies raised by the P&F Association are distributed accordingly to groups upon request and approval by the Principal and P&F Committee.

Our Friends of Boarder Parent Group representative is Kylee Easton from Hebel in South West Queensland. She may contact you to encourage support for events seeking boarding parent assistance.

Boarding parents will be invited to a Zoom meeting once a term and is usually held the second last week of term. This is a non-compulsory meeting with fundraising the initiative.

Laundry

Our onsite laundry operates Monday to Friday and attends to the laundering of all personal items of clothing each day of operation. To maintain good hygiene, sheets, pillowcases and towels are laundered on designated days from Tuesday to Thursday.

Your child will be given a laundry number to mark all items of clothing and bedding. All items are laundered and placed in the appropriate laundry locker number.

When purchasing your child's school uniforms for commencement, please also purchase 2 mesh industrial laundry bags for personal items and smalls and 1 green clothes bag for collection of laundry. These bags also need to be identified with the laundry number.

Delicate clothes that require special care should be kept at home, however, there are laundries with tubs for handwashing, small domestic washing machines and dryers available if required. Students must provide their own washing detergent if they utilise the private laundries. Ironing equipment is also located in each private laundry.

Boarding can organise dry cleaning of blazers annually at the current cost from the supplier. Please contact Boarding House Reception if you require this service.

Leave

Boarding students are only permitted on leave which parents and guardians have approved.

All leave and student absences from the Boarding House, are tracked through Orah, our Boarding system platform.

Upon joining the Clayfield College Boarding family, you and your child will be invited to download the Orah app. If your child does not have a phone, we will be able to enter any details for you and will communicate via phone and email regarding their leave.

The stages of leave approval are as follows:

1. Student enters leave request in Orah by end of the day Wednesday if requesting weekend leave, or the day before for after school leave.
2. Parent and host both approve leave via app or email before 2:00pm Thursday.
3. Head of Boarding approves the leave in consultation with Boarding and International Student Officer before 4:30pm each day, weekend leave by 4:30pm on Thursday.
4. Staff on duty activate leave once student is sighted departing for leave with sighted host.

If leave is not approved for the weekend before 4:30pm Thursday, staff can only approve if consent is given in writing from the parent or guardian prior to leave or by approval from Head of Boarding. Please note, a phone call is not acceptable approval, we require your consent by email or text.

Uber service is not allowed for use by persons under the age of 18. Shebah is allowed for students from Year 10 if parent consent is received.

The following leave conditions are in place if students request leave outside of a host and a blanket consent has been received from the parent/guardian and noted in Orah:

Years 6 to 8

Students in Years 6 to 8 are not to go on any leave without a staff chaperone or senior boarders who are in residence and must be approved by a Head of Year Boarding Supervisor or Head of Boarding.

Year 9

Year 9 students may go for weekly runs or walks between 6:00am to 7:00am in the morning and after school between 3:30pm to 4:30pm in groups of 3 minimum.

The Head of Year Boarding Supervisor, in consultation with the Head of Boarding, can allow Year 9 students to go shopping, movies, and/or lunch at the Term or local shops, travelling by public transport or walking only. They may go in groups of 3+ between 9:00am and 4:00pm Saturday OR Sunday and after school.

Year 10

Year 10s may go for weekly runs or walks between 6:00am to 7:00am in the morning or between 3:15pm to 5:00pm after school and between 7:00am and 4:00pm on weekends in groups of 2 minimum for a maximum of one hour.

Year 10 boarders can go with other boarders who are in residence, on city leave. This leave covers shopping, movies and lunches locally or to the City. They may go in groups of 3+ between 9:00am and 5:00pm Saturday OR 9:00am to 4:00pm Sunday.

Year 10s may go to Chermside, Eat Street or locally to the movies and/or dinner on a Friday or Saturday in groups of a minimum

of 3+ without adult supervisor and must be back in the Boarding House by 9:00pm Friday or Saturday (Maximum 3 hours). If boarding cannot transport the girls they must travel by taxi, at their own expense. This cannot be used in conjunction with City Leave.

Year 11

Year 11s may go for weekly runs or walks between 6:00am to 7:00am in the morning and 3:15pm to 5:00pm in the afternoon in groups of 2 minimum.

Year 11s may go out with other Year 11 and 12 boarders who are in residence on evening leave. This leave covers shopping at Sunnybank, the Valley or Chermside, movies and dinners locally or to the City, they may go in groups of 2+ between 5:00pm and 9:00pm Friday, all day Saturday up to 9:00pm; and all day Sunday up to 4:00pm, with a 6 hour maximum for each day. If returning after dark, they must take a taxi or Shebah at their own expense.

Year 12

Year 12s may go for weekly runs or walking between 6:00am to 7:00am in the morning and 3:15pm to 5:00pm in the afternoon in groups of 2 minimum.

Year 12s are allowed to go out with other senior boarders who are in residence on evening leave. This leave covers shopping, movies and dinners locally or to the City or suburbs and to other venues such as lunches, libraries, universities, cultural centres, sporting and cultural events. They may go in groups of 2+ between 5:00pm and 9:45pm Friday, 8:00am to 9:45pm Saturday and 8:00am to 4:00pm Sunday for a maximum of 6 hours and must take a taxi, Shebah or Uber if over 18 years of age, to or from after dark at their own expense.

Year 12s are permitted to go to the Term by themselves for a maximum of one hour.

Returning from Leave

Students are allowed out on leave during the evenings if they have family in town. They must return to the Boarding House by 9:00pm Monday to Thursday.

All students must return to the Boarding House by the very latest, 9:45pm on Friday and Saturday evenings, otherwise they must stay out overnight, and 4:00pm on Sunday.

These return times and leave conditions can be altered in extenuating circumstances only by approval from the Head of Boarding and will be noted on the leave pass in Orah.

Beginning and End of Term Travel

You will always be advised when boarders are able to return to the Boarding House which is always the day prior to term commencement.

We appreciate travel itineraries being sent to us as soon as possible so we can make appropriate arrangements to collect and drop off your child.

When booking travel for your child, please always consider the Boarding House is open each day Monday to Friday from 5:30am to 10:30pm and on the weekends from 6:30am to 10:30pm.

Closed Weekends

From 2025, Clayfield Boarding will be introducing two closed weekends. Leave is not permitted on these weekends for boarders and attendance is compulsory. Details are as follows:

Friday 31 January to Sunday 2 February

Boarder Orientation Weekend

Saturday 22 November to Sunday 23 November

Year 12 Boarder Farewell Weekend

Lochie

It is a long tradition at Clayfield College that at the end of each year, departing Year 12 students purchase a gift for the school.

The graduating Ladies of Clayfield (LOC) cohort of 2021 gifted a school dog, Lochie, who lives in the Boarding House. Lochie is a first generation labradoodle with a Labrador mother and toy poodle father.

Lochie does attend many school events, however, does spend most of his days relaxing in the Head of Boarding's office waiting for the students to come home at the end of each day.

Marketing

The Head of Boarding travels throughout the year regionally and internationally with the Principal, or other members of the Senior Leadership and Engagement teams to visit current, enrolled and past boarding families and recruit new boarding students.

If we are visiting your area, you will be sent an invitation to join us at our local event.

Meals

Clayfield College engages external caterer Chartwells, who is responsible for supplying meals for the Boarding House, school Café and catering requirements for the school.

Chartwell's menu is overseen by dietitians and nutritionists, ensuring the quality of meals is appropriate for adolescent and teenage children.

Breakfast is available from 7:00am each day with cereals, toast and spreads, yoghurts, and a hot meal option.

Morning tea and lunch are available for boarders from the Café at school and afternoon tea, dinner and supper are served back in the Boarding House.

Late dinners are available if your child has evening activities, and if your child has early morning or

afternoon sport or music practice, breakfast and afternoon tea are available from the Café. Students communicate late dinners and out of boarding breakfast and afternoon tea through an internal sheet available in the dining room.

Boarders sit at their House table during Term 1, Year Group table for Term 4 and a family table during Terms 2 and 3 each evening for dinner Sunday through Thursday. The family table has a boarder from each year level with the Year 12 student being the head of the table who is responsible for encouraging conversation, similar to a family meal situation. Playing cards is also popular while waiting for meals.

At all times, boarders are encouraged to use an appropriate standard of table manners and to remember the essential etiquette of dining. The dress code for dinner is expected to be neat and respectable. Singlets and thongs are not permitted for dinner. Closed in shoes must always be worn in the Dining Room.

On the weekend we have a more relaxed dining approach, casual clothes can be worn, and students may eat in the Dining Room or on the back deck.

Special dietary requirements for your child can be discussed with the Head of Boarding who will pass on details to the catering staff.

Medication

No medication is dispensed to boarding students without a signed permission form from a parent or guardian.

Nurse

The School Nurse attends to boarders who are unwell, require a medical appointment made for them, and dispenses any morning medication from 7:30am each morning Monday to Friday at the Boarding House.

The Boarding and International Student Officer will make the

medical appointments and travel requirements. Boarding staff accompany students where necessary and communicate back to the School Nurse of the outcome of the appointment who will then communicate with you.

If there is a cost for your child to attend the doctor which will also be communicated to you at the time of making the appointment. There may also be costs incurred for medication.

Orah

Orah is the digital app system Clayfield College Boarding uses to monitor student locations when not at school, leave and to perform rolls.

You and your child will be invited to download the Orah app upon commencement. If your child does not have a phone, we will be able to enter any details for you and will communicate via phone and email regarding their leave.

Passports

Passports are locked safely away for students and returned to them at the end of term for travelling.



Pastoral Care for our Boarders

Boarding staff are very mindful of how difficult it is to receive bad news over the phone and away from family, therefore, it is recommended that parents/guardians contact the Head of Boarding who will ensure the student is supported by staff during a difficult time. Boarders need time to process bad news and bedtime is not an appropriate time to relay bad news, if possible, please call straight after school so the appropriate support staff can be put in place.

Homesickness is a healthy, normal expression of a child's love for their family and home. The extent of homesickness varies greatly. It is not unusual for many parents to feel great sadness as their child goes away to boarding school also. If you become concerned by the level of homesickness expressed in tears over the phone, please contact us so we can organise the appropriate staff to support your child.

Our School Counsellor visits the Boarding House regularly to meet with students that staff observed concerns. The Counsellor also meets with all new boarding students in Term 1 to see how they are travelling while they settle in and to address any homesickness. If the School Counsellor has major concerns, you will be contacted by her direct to discuss.

Your child's safety and wellbeing are always our priority. Regular fire evacuation and lock down procedures are practiced each term.

Pocket Money

Pocket money is required for your child to purchase toiletries, sanitary items and replacement items such as ribbon, attend recreational activities, charity days and special events.

If your child does not have a bank account with a debit card to access funds, we can assist with many banks in our area.

Policies

For your reference, all College Policies can be found at:

<https://www.clayfield.qld.edu.au/policies>

Student relevant policies can be sourced in their Student Diary.

Postage

The sending of correspondence to boarders via the post is encouraged. Boarders receive their mail each day after school.

To send mail, please direct as follows:

Boarder's Name

Clayfield College Boarding House
PO Box 387
Clayfield Qld 4011

For parcel delivery:

Boarder's Name

Clayfield College Boarding House
c/- 23 Gregory Street
Clayfield Qld 4011

Prep

Homework, or prep time, is an important element of the daily routine for Clayfield College boarders.

All boarders undertake supervised prep in the Boarding House under the supervision of boarding staff and tutors, five nights per week, from Sunday to Thursday.

Supervised prep times are as follows:

Years 6 to 8

6:30pm to 7:30pm – Recreational Room

Year 9

6:30pm to 8:00pm – Dining Room

Year 10

6:30pm to 8:30pm – Dining Room

Year 11 & 12

6:30pm to 8:45pm (with optional extra time) – own room

Boarders are also encouraged to attend school tutorials run by teachers during lunch breaks and after school.

Recreational Activities

The Boarding House offers a comprehensive leisure time program including whole day beach trips, theme park visits, markets, shopping, boarder socials with other boarding schools, cinema and park visits. These activities are organised so our boarders are getting out and about to experience life in south east Queensland.

Activities are non-compulsory, with two compulsory activities each year. The first is an all boarder attendance at Wet n Wild the first Sunday of school term. All boarding schools in South East Queensland attend this outing. We also hold a compulsory outing in Term 4 to celebrate the departing Year 12 cohort.

Please note, both of the above compulsory outings are part of the two closed weekends in boarding (see Leave).

Compulsory activities and outings are paid for by the Boarding House. All other activities are to be paid for by the student by the Thursday prior to the event.

Sign up sheets are put out each week for students to express their interest in attending.

Boarding House staff chaperone all activities and always have water, sunscreen and a first aid kit on hand.

Students attending activities must carry a mobile phone on them at all times if they are outside of school. If a student does not have a mobile phone, they will stay with staff attending the activity.

School Facilities

Boarders are welcome to use the school's facilities, such as the pool, main oval, tennis and netball courts and PE Centre, over the weekend provided they are available and appropriately and safely dressed and supervised by boarding staff.

Security

The Boarding House is a fully secured building. Alarms are automatically engaged each evening at 10:30pm through to 5:30am Monday to Friday, and 6:30am on Saturday and Sunday.

Internal and external detectors are also activated after closure at 10:30pm each evening to ensure maximum security for boarders and staff.

The school also engages 24/7 security who can be contacted if required at the Boarding House.

Technology

Students in Years 7, 8 and 9 are not permitted to have their mobile phones with them at school. Day students hand their phones in at Student Services each morning upon their arrival at school and collect them at the end of the school day. Therefore, boarders in Years 7 to 9 leave their phones securely locked up at the Boarding House. Their phones will be given to them upon their return from school once they have finished afternoon tea, collected their laundry, changed out of their school uniform and showered.

Boarding students in Years 10 to 12 are permitted to take their mobile phones to school but they must be placed in their lockers. They must check in via the Orah app upon their arrival at school each morning. If a student does not continually do this, they will not be permitted to take their phone to school.

All technology, including mobile phones, laptops and Pads, is collected from all students each evening and locked in the relevant secure cupboards overnight. Students in Year 12 are permitted to have their laptops after collection time if they wish to continue studying.

Technology collection is in place to ensure students are getting the required amount of sleep and to keep them safe.

Distribution and collection of technology differs on the weekend as we do want our boarders to relax, watch a movie

and catch up with family and friends.

Students who misuse technology outside of distribution and collection times and access non-permitted sites will receive a consequence of the confiscation of their phone for an allocated time as determined by the Head of Boarding.

The College's secure internet service blocks inappropriate sites, however, students can still access through their data if parental controls are not put in place on their technology. For your child's safety, please ensure you install appropriate parental controls on your child's phone and laptop.

Misuse of technology such as email, computer games, YouTube, social media and movie watching, is not permitted during Prep and will also receive a consequence of technology being removed for a period of time.

Mobile phones are not allowed to be used during meal times, Prep, chapel service or while walking along the street, including to and from school.

Parents will be notified by the Head of Boarding, Assistant Head of Boarding, or Head of Year Boarding Supervisor if a mobile phone has been confiscated. Phones throughout the Boarding House are available for students to call their parents if this is the case.

The Boarding House refers to the schools' Student Technology Guidelines and Agreement which are summarised below. This documentation is signed upon enrolment and can be found in the Student Diary. It is also discussed in Year Level Meetings at school.

Student Technology Guidelines and Agreement

Technology access is available to all students as part of the teaching and learning programs offered at Clayfield College.

Student Responsibilities

Use the device as instructed by your teacher.

Respect

- Use spaces and sites appropriate for your age.
- Do not download anything unless requested by the teacher.
- Do not message or email during school times unless with a teacher's permission.
- Students may not use their device for personal reasons during school hours.
- Students may not use Smart watches during school hours.

Supervision and Monitoring

Clayfield College can perform an audit report of a Clayfield College or BYOT device that includes internet history, App usage and communication.

Safety

- Understand the legal requirements to use social media sites (13 years and over) and seek parental permission before using.
- Do not capture or upload footage/images, that identifies you as a Clayfield College student. For example, do not post in any part of your school uniform.
- Do not capture or upload footage/images or information without the express permission of every person mentioned, captured or inferred.
- Represent yourself, peers and family appropriately when accessing the online space. Be cautious not to defame, insult or offend another person's character, as you will be held responsible for your online communication.

Support

- If technology is used to bully, harm or threaten other students and/or compromises your own wellbeing, that will be followed up at school, even if this occurs outside of school hours.
- Please talk with your child about these very important guidelines and agreements.

Uniform Shop

The Uniform Shop is open during term time on the following days:

Tuesday	8:00am to 2:00pm
Wednesday	12:00pm to 4:00pm
Thursday	8:00am to 2:00pm

As the Uniform Shop operators, The Uniform Company, are external to Clayfield College, payment of any purchases must be paid at the time of purchase. There is not the ability to charge any purchases to your fee statement.

Boarding Staff will always assist any new boarding students with uniform requirements through the Uniform Shop.

Further details regarding the uniform and Uniform Shop can be located on the website at <https://www.clayfield.qld.edu.au/the-essentials/college-shop-tuckshop>.

We are able to take your child to purchase items such as linen, toiletries, school shoes, etc, upon their arrival at school.

What to Bring

Clothing

- 3 sets of good clothes, dresses/skirts/long pants and tops for dinner (Sun-Thu)
- 1-2 pairs of dress sandals/shoes
- 1 special outfit and shoes for formal wear
- Casual sneakers
- 3 sets of casual clothes, shorts and tops for summer, jeans for winter
- 1 tracksuit for winter (not school)
- Plenty of durable, practical underwear (suitable to be washed in industrial washers/dryers)
- 1 pair of swimmers for personal use
- 1 beach towel
- 2 bath towels

- 2 pairs pyjamas each season
- Rubber thongs for beach and shower

Summer Uniform

- 3 bottoms (choice skirt/pants/shorts)
- 3 striped blouses
- 1 panama hat
- 1 summer tie
- 1 3pk white socks

Winter Uniform

- 2 white blouses
- 1 jumper
- 1 felt hat
- 1 winter tie
- 1 2pk navy tights
- 1 3pk navy socks

Sport Uniform

- 2 PE shirts
- 1 House shirt
- 2 sport shorts
- 1 swimmers
- 1 bathing cap
- 1 pair of goggles
- 1 tracksuit

Additional Uniform Items

- 1 blazer
- 1 school bag (choice of large backpack or jumbo carry bag)
- 1 sport bag
- 1 Clayfield College badge
- 1 House badge
- 1 boarder badge
- 3 hair accessories
- 1 roll of dark green ribbon

General Items

- 1 green laundry bag (available from Uniform Shop)
- 2 mesh industrial laundry bags (available from Uniform Shop)
- 1 school umbrella (available from Uniform Shop)

- 1 raincoat
- Clothing labels/laundry marker for all items
- 1 pair black lace up regulation school shoes▪
- 1 plastic storage crate 60 litre maximum size
- Refillable washable water bottle
- Coat hangers
- Personal toiletries in a plastic basket suitable for taking into the shower
- Go Card for travel on public transport
- Favourite comfort items, e.g. teddy bear, pillow, photos from home

Bed linen

- 1 doona/quilt
- 2 sets of single bed sheets & pillowcases
- 1 pillow

Please Note

No tanning lotions or aerosols of any kind can be brought into the Boarding House.



Boarding Code of Conduct

1. It is the responsibility of schools to expect and encourage good manners established at home. Clayfield College is a helpful and co-operative community in which students are encouraged to develop sensitivity to the needs of others and to treat each other with dignity and respect.
2. Adults should be addressed with respect. Formal titles should be used unless students are specifically invited to use personal or nicknames.
3. People with special responsibilities should be aided, not impeded in their tasks (eg public transport workers, College leaders, school officer bearers, officer staff and auxiliary volunteers) by young people.
4. There should be no use of foul language or verbal insults in school life. It is important to use restraint and learn to select appropriate language in a variety of situations.
5. Students should use discretion and consideration in talking about others. Gossip is often very destructive.
6. Loud or noisy talk should not occur in public places, trains, buses, shopping centres etc, nor should rough movement, pushing or carelessness in relation to others occur.
7. Students should stand back in favour of adults, especially older people, mothers with young children, or physically handicapped people wherever there are crowds, corridors, doorways, etc.
8. Students attending Clayfield College should not attend parties or functions where drugs, alcohol, vapes, or cigarettes are likely to be pressed upon them.
9. Smoking, vaping and drinking: any student who uses tobacco, vapes and/or alcohol while enrolled at the school, or makes such material available for use by other Clayfield College students, may be suspended or expelled.
10. Illegal drugs: the possession and/or use of certain illicit drugs is a criminal offence. Students proven to have been personally involved with these drugs may be expelled. This type of behaviour is against stated school policy and acceptance by parents and students at the school's attitude to smoking, vaping, drinking and use of illegal drugs is a pre-requisite for enrolment
11. Students need to find a balance among the following:
 - Family life
 - Studies
 - Chapel and cultural activities
 - Other co-curricular activities
 - Social life and entertainment with peers
12. Students should not make commitments to which they cannot adhere. A student who accepts membership of a school team, also accepts the commitments involved in that membership, eg attendance at training. In social and work situations, as well as at the College, students should honour commitments and attend activities punctually.
13. All students from Years 7 to 12 must participate in at least one co-curricular activity provided at the College each semester.
14. All students are expected to attend, even if only as spectators, the major annual events of College life such as Speech Night, QGSSSA Swimming, Cross Country and Athletics, and other school functions.
15. The concession rates extended to students for trains, buses and ferries are accompanied by specific expectations. Students should never occupy seats while adults are standing and should take care that their bags are not in any other person's way. They should be quiet and considerate in their behaviour.
16. On College excursions, students should obey all regulations and instructions. They should be cheerful, co-operative, and helpful in group activities.
17. Students can make positive contributions to the social environment by expressing thanks or making requests politely and by offering help to others when appropriate.
18. Mistreatment of property reveals a lack of concern for the owner of that property, whether the owner is an individual, the College, or the community.
19. All students are expected to take responsibility for their own learning and to work diligently, participate fully and prepare carefully for all classes. Irresponsible behaviour at the College or defiance of the authority of a staff member is not acceptable.

20. Students must take pride in their appearance and to this end their uniforms are expected to be kept clean and in good repair. All students are required to wear correct College uniform to all College functions and for sporting fixtures.

21. In situations not directly covered by the Code of Conduct, students are expected to exercise good judgement and concern for safety. At all times, students must show respect for the dignity of others, maintain a pride in their College and ensure that its fine reputation is never tarnished.

Please Note:

Being enrolled at Clayfield College implies acceptance of the above Code of Conduct.





Clayfield College

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