



# **BOARDING HOUSE**

**Guide Book**

**2014  
Edition**

**Trinity Grammar School, Kew**

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**Boarding Precinct:**

College House, 17 College Street, Kew 3101

Charles House, 18 Charles Street, Kew 3101

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# 1. A. Boarding House Location



Source: Melways 2013 Edition  
Map 45 D7

Legend:  Indicates Boarding Houses

## B.

### **Welcome to Boarding at Trinity**

It is with great enthusiasm and anticipation that we welcome all new boarders and their families to Trinity Grammar School, Kew.

A sentiment we uphold in the Boarding House at Trinity is that the quality of human relationships is the most powerful influence upon the education offered within any institution. Through the boarding staff and the support network of the School we endeavour to build meaningful relationships with young men which assist them in receiving an outstanding education.

We aim to build a strong community which is diverse in its composition whilst being united in its mission. This is a place where teacher and student live and learn together. We believe that our boarders will thrive in the structured freedom offered by our sensitive, principle-centred boarding program.

We are grateful for the strong support from our Headmaster, Dr Michael Davies and his family. We also enjoy and appreciate the assistance and encouragement provided by Trinity staff members.

We hope the contents of this guidebook will assist all members of our extended boarding community to understand and relate to the philosophy and structure of our program here at Trinity.

With best wishes

*Peter & Sylvanna Lewis*

## **C. BOARDING HOUSE MISSION STATEMENT**

**“To provide a homely environment where individual boarders are able to grow into responsible and confident young men.”**

### **Key Aspects**

A priority is to assist each boy in reaching his academic potential.

Through the diverse range of students and staff, we strongly believe that all boarders will gain valuable insights into living and contributing within a community where individual differences are celebrated.

With an extensive co-curricular program available within the Boarding House program, boarders will be able to experience new challenges in the social, physical, spiritual and intellectual realms.

Boarding House staff are there to serve the boys through leadership, example and guidance. We believe in open, honest communication and respect for all individuals at all times.

We hope all boarders recognise the importance of their own unique contributions to the successful running of the house. We challenge all boys to be proud of their integrity and commitment and we look forward to growing and working together as a team.



## **D. BOARDING HOUSE PHILOSOPHY**

### **Four Pillars of living in Trinity Grammar School Boarding House**

The Boarding House and the students who live there must adopt four fundamental values or pillars. These pillars complement the Mission Statement for Trinity Grammar School Boarding and will ensure that students maximise their boarding experience.

They are:

1. Respect
2. Tolerance
3. Trust
4. Organisation

Without these values both the individual and the fabric of the Boarding House will be compromised.

**Respect:** Respect for oneself, for others and for property is crucial to ensure a harmonious and respectful environment. This is even more significant for communal living as the need for sharing and collaborative living are crucial elements for success. The respect of oneself is essential to ensure the students have the opportunity to maximise the many and diverse opportunities that the Boarding House offers. Respect for others is a vital ingredient for developing healthy relationships. The relationship built on mutual respect has a much greater capacity to survive in the robust environment of living together. Finally, the respect for property: the perception of shared ownership within the Boarding House means that you need to care for boarding property or the property of others as if it was your own. In the occurrence of a student breaking property belonging to the Boarding House, it is an expectation that they will replace the property or cover the costs of its repair.

**Tolerance:** Tolerance is required because of the diversity of the students in the Boarding House. The students need to be able to accept others. The boarders come from all over the world, from different cultural backgrounds and grow up amongst different faiths. These differences need to be embraced by the group and should be seen as an opportunity for the students to grow in this unique environment. The students should learn to enjoy the best attributes of others and develop a compassionate and empathetic approach to life.

**Trust:** The Boarding House needs to be built on trust. It is no accident that the bedrooms do not have locks. The shared environment requires total trust in all. When the students need to leave the Boarding House to meet with family or friends or undertake activities, trust and honesty are essential. If these attributes are not displayed by the boarders then it severely reduces the effectiveness and safety of the Boarding House. The trusting environment gives students additional independence and enables them to fulfil opportunities both within and outside the Boarding House.

**Organisation:** This is a key component to make the most out of their boarding experience. It will ensure that they maximise their opportunities and that they will fully benefit from the experience. Organisation takes on many forms in the Boarding House. It includes organising your homework, meeting the daily routine, washing your clothes, making lunch and dinner and meeting the duty requirements of boarding. These self-management skills greatly reduce the stress of living away from your family but also teach important life skills that will help you engage successfully with others in the future.

## **E. BOARDING HOUSE ENVIRONMENT**

We hope all boarders feel happy and cared for at Trinity. We believe our set-up is unique and that the boarders and staff can foster a homely environment for us all to live in and benefit from.

The two Boarding Houses are set up and furnished in a manner that reflects living in a large house. Boarders have access to the kitchen and food at all times. They also have their own drawer in a bathroom and their own living and studying space.

Boarders will hopefully feel comfortable bringing guests to the Boarding House. Friends are welcome to visit after school or at any stage over the weekend. With prior notice, it can also be arranged for friends to come over for dinner or a friend may even complete school work with another boarder during prep time. On special occasions, a boarder could also request that a friend stay over for the night or weekend.

A Boarding House staff member will always be present within the precinct when boys are in the house. Boarders' progress and behaviour will be closely monitored; however, we cannot possibly supervise each boarder individually for every minute of every day. We also have no intention of doing this, because along with boarding comes the opportunity for independent growth and responsibility.

The Boarding House needs to (and does) operate from a basis of trust and honesty. As a parent, if you feel you cannot trust your son, then it is quite likely that Trinity's Boarding House is not the correct place for your child.



## **F. HISTORY OF BOARDING AT TRINITY**

Boarding has been a large part of Trinity Grammar School's history. It was the intention of the founders of the School that Trinity have a Boarding House and it is recorded in the minutes of the meeting of the 14<sup>th</sup> November, 1902 when the founding of the School was discussed, "that arrangements be made of a limited number of boarders".

The first boarder, Reginald Harris, enrolled in 1904 and the first official Boarding House was established when the School purchased 'Roxeth', now known as Henty House (current staff common room and administration area) in 1906. An extract taken from an article in the 1907 Mitre magazine states:

*"We are all extremely happy, and live together in a most peaceable manner, which seems strange, for everyone knows that masters and boys are quite different orders of beings. We have three dormitories, but of these none of the others can come near number two for unruliness and general wickedness."*

In 1909, the School Council secured the lease of another house, this time on the opposite side of Charles Street. They named this building 'Trinity Lodge', now known as Merritt House. Boarding fees at this time were £10 per term, with 15/- for laundry, 3/6 for mending and 7/6 for pew rent! In the early days, the boarders' day commenced at 6:30am when all were awakened, had a cold shower, dressed and walked over for 'prep' at 'Roxeth' which was conducted from 7 to 8 O'Clock. This was followed by breakfast, a whole School Chapel service and announcements. Then each boy went to his respective classroom.

Apparently, Saturday evenings often dragged for the boarders. Jim Bellair (1916-1927) along with a group of enthusiasts would build crystal sets, which they connected to the wire mattresses of their beds and when lights were out they would listen to the broadcasts of the wrestling at the West Melbourne Stadium! A highlight was the boarders' dances held firstly with Ruyton and later with Tintern. On Sundays boarders attended two and sometimes three church services at Holy Trinity dressed in their compulsory navy coloured suits.

Despite some of the conditions, boarding thrived within the School and a very strong boarding culture was developed. At one stage in the 1940s the boarders comprised a quarter of the School's population.

By 1975, however, the need for a Boarding House at Trinity seemed to have diminished and it was no longer considered feasible for the Boarding House to be open. For those who had been associated with Trinity for many years, it was difficult to accept the loss of this part of the School, a part that had made such a significant contribution to the life of the School. During these final years, as boarding numbers were phased out, the boarders resided in both Merritt House and 20 Charles Street.

In 2002, a new and exciting era of Boarding at Trinity began. Ironically the current boarding precinct is literally just next door to the house that closed in 1975. Our current Boarding House precinct consists of two residential houses: Charles House which fronts 18 Charles Street & College House which fronts 17 College Parade. The two houses back onto each other and share a large backyard. In 2002, we started with eight boarders, which was the maximum number we could accommodate at that time. In 2008 the acquisition of 20 Charles Street, (which was the original house when it closed in 1975) enabled extra bedrooms and facilities to support a community of 21 people including 15 students.



## 2. BOARDING HOUSE STAFF & FACILITIES

### A. BOARDING HOUSE STAFF



Mr Peter Lewis (Head of Boarding)

Peter commenced teaching at Trinity in 1998. Prior to this he taught in independent schools in Sydney and London. He has been Head of Boarding since 2005. Peter teaches Economics and Commerce subjects. He completed a Master of Education (Philosophy) and, prior to becoming Head of Boarding, was the Head of Arnold House for six years. He is also heavily involved in the school rugby program.



Mrs Sylvanna Lewis (House Parent)

Sylvanna is also a qualified teacher who recently completed her Master's Degree in Special Education and works at Xavier College (Burke Hall) in the Learning Enhancement Centre. Sylvanna has an active and important role in the Boarding House helping to create a balanced family environment for the students. Sylvanna resides with Peter and their two children in 20 Charles Street.



Mr Alistair Nicolson (Resident Tutor – College House)

Alistair commenced as the Resident Tutor in 2008. He is a qualified and registered teacher, but is currently working full-time during the week as a physiotherapist at a private hospital here in Melbourne. Alistair taught at Trinity from 2000-2006. During that time he taught Biology, Chemistry, Junior Science, and Mathematics. He was also the Deputy Head of Year 8 and Year 10. Alistair was involved in the School's soccer program and coached the First XI. He was also involved in the Athletics program as a Middle Distance coach. When he is able, Alistair enjoys playing local club cricket with Koonung Heights Cricket Club.



Yoxford Rous (Resident Tutor – Charles House)

Yoxford is starting in the Boarding House this year. However, after being a Boarder at Melbourne Grammar School he well versed in life as a boarder. He comes to us from a building and construction background but is now studying to become a teacher. He brings a great deal of enthusiasm to the Boarding House and is a passionate Australian Rules player.



## **B. OUR 2014 BOARDING HOUSE COMMUNITY**

We warmly welcome our new boarders for 2014 and look forward to the positive contributions they will all make to our boarding community.

The cultural mix and diversity is deliberate, with the recruitment of boarders ensuring that there is a positive mix of ages and backgrounds and supporting those students undertaking indigenous scholarships.



This year the Boarding House welcomes three new boarders. They are Year 10 students Franklin Lu (China), Matt Muir (Shepparton) and Kean Loong Tan (Malaysia) who is joining us for his final year. We look forward to the return of two indigenous students Lewis Malay and Jono McCarthy to Year 10. In Year 11 we are excited by the return of Simon Philippov (from Russia), Jasper Teoh (Malaysia), Jason Zhou, John Chen and Jingfan Zhang (China). Our seniors for 2014 are Matt O’Kane (Yarrowonga, Victoria) and Sam Muir (Shepparton, Victoria), Henry Li, Liam Zong and Hank Xu (China).

## C. BOARDING HOUSE FACILITIES



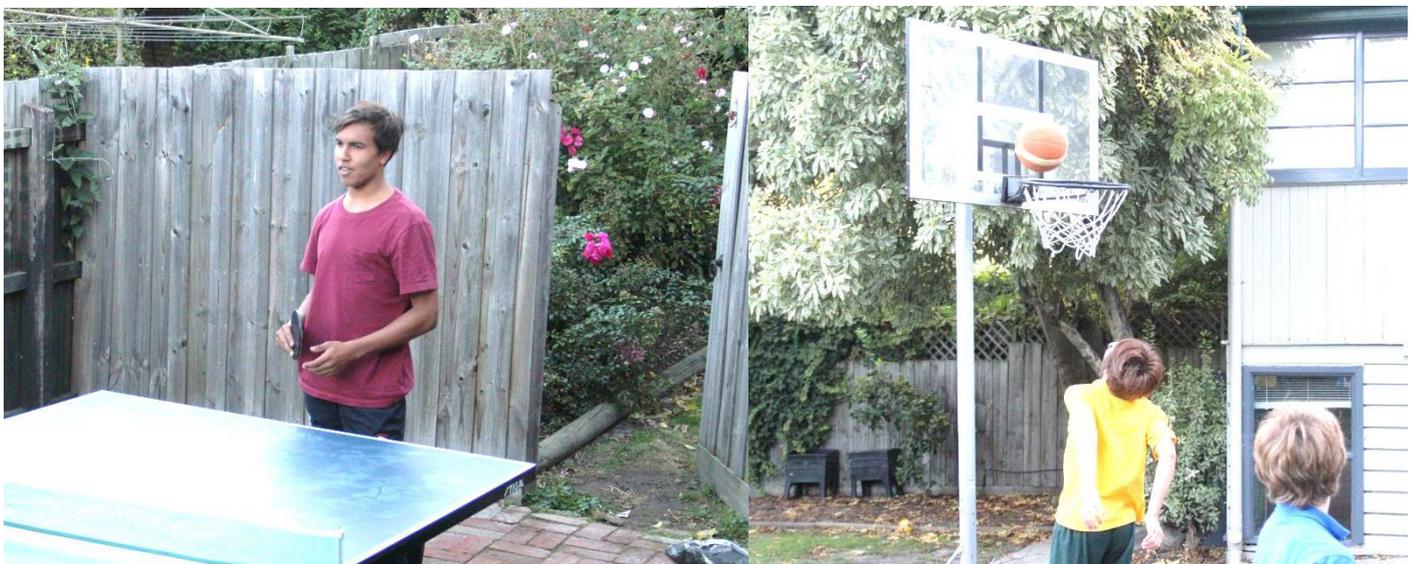
### College House

College House includes:

- Boarding House Tutor's residence (consisting of one bedroom, bathroom and lounge room)
- Shared kitchen
- Student family living room
- Single student bedroom
- Four twin share bedrooms
- Three showers
- Three toilets
- Small laundry area

### Charles House

- Tutor's bedroom and ensuite
- Two single student bedrooms
- Two twin share student bedrooms
- Two separate student shower rooms and two toilets
- Kitchen – shared by boarders and Domestic Assistant
- Large dining room
- Downstairs T.V. room and recreation room
- Downstairs storage room
- Downstairs laundry



## **D. SCHOOL FACILITIES**

Boarders are allowed access outside of school hours to an enviable array of School facilities. Along with this privilege comes a significant amount of responsibility.

### **25m Outdoor Swimming Pool**



The School pool is available for boarders' use, however, only under staff supervision. Depending on weather and demand, we will arrange a suitable roster and timetable for pool use. This year a popular after prep activity has been going across as a group for an evening swim.

### **Gymnasium (Indoor Basketball Court)**

The School gym is available for the boarders to use. The key must be collected from the Boarding House staff member on duty and returned immediately after use. It is the responsibility of the student who borrowed the key to ensure the gym is left clean, with lights off and doors locked. Inappropriate use of the gym would result in the privilege being withdrawn.



## **Weights & Fitness Centre**

Any Trinity student who wishes to use the School's weight room and fitness equipment must complete an introductory training course with the Gymnasium Duty Officer. These courses are run regularly during lunchtimes at the start of the school year. Students should check the Daily Notices for exact times and dates. On the successful completion of this introductory course, the Gymnasium Duty Officer will issue a Weights Room membership card. Once membership is obtained, students can use the Weights Room under staff supervision. The Weights Room is open at lunchtime during school days, but it is unavailable to boarders out of school hours.



## **Art Room**

If there is a suitable amount of interest from the boarders, we could arrange a weekly session during Semester One in the Art Room. This would ideally take place from 4:00pm – 5:00pm on a non-sports training night.

## **Design & Technology Building**

Again, if there is a suitable amount of interest, we could arrange a weekly session during Semester Two in the Design and Technology building. This would take the place of the Art Room session held during Semester One.

## **Music Rooms**

Boarders are welcome to utilise the private practice and rehearsal rooms in the Music School during their opening hours. Opening hours are generally from 7:00am – 5:00pm each weekday. All arrangements should be made directly with Ms Stanic, Head of Music.



## **School Library/Tudor Centre**

It is a wonderful place for extra research or simply a quiet place to relax and enjoy a book.

## **12 Seater Boarding House Mini-Bus**

The minibus is parked in the Charles House drive. During the school day any staff member can book the minibus for school purposes. However, during after school hours the minibus is primarily for Boarding House use.

## **Backyard**

There is a large backyard available for the recreation and relaxation of the boarders.



A bungalow is also available as a recreation area for boarders (table tennis/pool). A supply of Boarding House sporting equipment is kept in the downstairs storage room.

## **Oval extension**

The school oval (Birrell) is in the process of being extended as the new Rick and Elizabeth Tudor Centre for Contemporary Learning takes shape. During year there will be a 30 degree grass bank leading from the House garden to the Oval, greatly extending the space and options for the boys.

## **Additional Services**

'The Age' and 'Herald Sun' newspapers are delivered to the Boarding Houses every day. This allows the boarders to stay up to date with current affairs and to collect any relevant clippings for research-based assignments.

The television in College House has Foxtel and the TV room in Charles House will be renovated over the Christmas break to provide another useful community area.

The Boarding House precinct is completely linked to the School's computer network facilities. Boarders can access the internet, intranet, email service and print via the network from their personal notebook computer. This is all done through a wireless network.

## **E. BOARDING HOUSE SET-UP**

### **Bedroom Set-up**

Each boarder has his own bedroom space to personalise as he chooses. It is important that all boarders respect one another's personal space. We encourage boarders to display appropriate posters, photographs and small personal items to give their space an individual feel. Each boarder has his own wardrobe, fitted with mirror, cupboards, sliding wire baskets and hanging space. Each study desk contains eight drawers for personal belongings. There is also a small bookshelf located above each study desk. The desk chair, halogen desk light and four-way power board allow students to set up a comfortable study environment.

### **Bathroom Set-up**

Each boarder has a labelled bathroom drawer located in the closest bathroom. This allows boarders the opportunity of leaving all their toiletries entirely within the bathroom. There are towel rails in each bathroom and towel hooks in each bedroom for boarders to hang their bathroom towels. Shampoo, conditioner, soap, toothpaste and tissues are supplied. Boys may, however, choose to bring their own bathroom supplies.

### **Kitchen Set-up**

We encourage the boarders to feel at home and this includes having unrestricted access to the kitchen facilities. Along with this privilege comes the responsibility of using all the utensils appropriately and maintaining a high level of food hygiene. This includes washing hands, returning all relevant items to the fridge, covering/closing all open food packages and wiping benches.



One side of the fridge in Charles House is directly for the boarders and this is where they should look for milk, margarine, lunch fillings, fruit and left-overs. The right hand side of the fridge is primarily for the use of the cook and contains vegetables, dinner preparations and her required cooking ingredients. The freezer section has a portion for boarders' use.

## **E. BOARDING HOUSE SET-UP (continued)**

Boarders should familiarise themselves with where the relevant food items are located in the kitchen and also with the correct storage place for all the kitchen saucepans, trays and containers.

The College House kitchen has a fridge for use by the boys and the House Tutor. It is the boys' responsibility to move any food items they require from Charles House and also to keep the kitchen clean and the fridge, utensils and cupboards orderly.

### **Laundry Set-up**

The boarders' laundry facilities are located in Charles House where there are two washing machines and two tumble driers. There is a clothes basket in which boarders are to place their school shirts and all school uniform will be washed and ironed for them.

'Home clothes' are the responsibility of the boys themselves. All the washing powders are located in the laundry. After a boarder washes his clothes, he has the option of hanging them on the outside clothesline to dry or he may choose to use the tumble driers. For safety, it is important that every boarder cleans the lint filter on the tumble drier after each load. The filter is located at the front of the machine. A clothes iron and ironing board are also provided.

### **Telephones**

The School has placed the two houses on their existing internal phone network and provided an excellent free service for the boarders.

The two student phones are located within the student living areas in each house. They are cordless phones and boarders can take the handset into their bedrooms should privacy be required. We remind boarders that telephones can be an area of frustration for people living together within a community. Boys should ensure that they return the handset immediately at the end of their conversation. They should also remain aware of the needs of any other boarder who may be waiting for an incoming call or wishing to make an external call. In general, telephone calls should be kept relatively brief.

The school has decided to allow boarders free access to all local calls from either of the student phones. '0' needs to be pressed for an outside line and then the local number is dialled directly.



## **F. PERSONAL BELONGINGS LIST**

**PLEASE** ensure that all personal belongings (including school uniform, casual clothes, textbooks and personal items) are labelled. All items of clothing are to be named with sew on name tapes.

### **Clothing – Uniform (compulsory)**

- |     |                                      |     |   |
|-----|--------------------------------------|-----|---|
| 1   | Blazer                               | 2-4 | Pairs of white socks                              |
| 6   | White shirts                         | 1   | Pair of runners (not black soles)                 |
| 1   | School tie                           | 1-2 | Trinity Hats (Baseball Cap, Cricket Hat, Akubra)  |
| 2   | School pinhead grey trousers         | 1   | School Tracksuit                                  |
| 5-8 | Pairs of dark grey or black socks    | 1   | Trinity swimming bathers                          |
| 1   | Pair of polished black leather shoes | 1   | Trinity School Bag or Trinity School Back Pack    |
| 1   | School jumper                        | 1   | Sport specific uniform (Summer/Winter, Athletics) |
| 1   | Plain black leather belt             |     |   |
| 1-2 | Green Trinity shorts                 |     |   |
| 1   | House polo shirt                     |     |   |



### **Official School Uniform Suppliers:**

#### **Bob Stewart's of Kew**

207 High Street, Kew 9853 8429  
and

#### **Dobsons**

667 Glenferrie Rd, Hawthorn 9819 1122

### **Clothing – Uniform (optional)**

- 1 School grey shorts (from official suppliers only)
- 2-5 Pairs of School long grey walk socks (from official suppliers only)
- 1 Trinity Sports Bag

### **Clothing – Casual (suggestions)**

- Jeans, Tracksuit pants, Casual pants, Shorts,
- T-Shirts, Windcheaters, Jumpers.
- Socks, Underwear (at least 7 pairs), Boxer Shorts
- Pyjamas, Dressing Gown and Handkerchiefs.
- 1 or 2 Smart Casual outfits – Slacks, Shirt, Tie and Jacket (for special occasions).
- Casual Shoes, Runners, Thongs, Slippers.
- Warm Coat and/or Raincoat, Sun hat and Warm hat, Sunglasses.



Please remember that storage space is limited and students are reminded to keep casual clothes to a minimum. You can always pick up or change over items of clothing next time you go home.

### **Required items**

- 1 Doona (quilt) and doona cover (or blankets)
- 2 Set of single bed sheets (fitted sheet, top sheet, pillow case)
- 2+ Bath towels
- 1 Beach towel
- 1 Drinking mug
- Coat hangers for garments

### **Supplied items (by Trinity Boarding House)**

- 1 Mattress protector
- 1 Pillow
- 1 Set of single bed sheets (for when personal set is being washed)
- 1 Bath towel
- 1 Desk light
- 1 Desk chair
- 1 4 way power board
- 1 Set of general sporting equipment

### **General Items (suggestions)**

- Wrist watch
- Small alarm clock
- Small backpack
- Toiletries (including shampoo, toothpaste & deodorant)
- Umbrella
- Lock box (hardware stores)

### **Optional General Items**

- Musical instruments
- Sporting equipment
- Books
- Hobbies/Games
- Camera
- Mini-stereos & headphones
- Computer/Music & accessories
- Personal Knick-Knacks
- Photos



## **NETWORKS**

### **G. COMPUTER NETWORKS**

The boarding precinct is connected to the School's wireless computer network. This means that any boarder can access the School computer network (intranet, internet, printing and email) from anywhere within College House and Charles House without using any cables.

#### **Network Printing**

All printers for student use throughout the School are networked. There are over 20 different printers which can be printed to at School. We also have our own networked Boarding House laser printer located in Charles House. Printing costs are charged at the following rates:

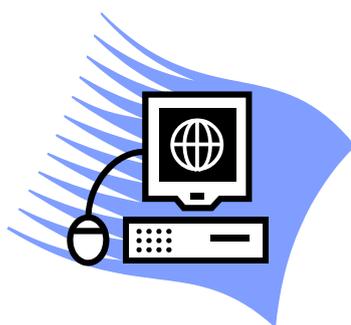
- 6 cents for an A4 black and white print
- 12 cents for an A3 black and white print
- 25 cents for an A4 colour print
- 50 cents for an A3 colour print

Students need to credit their printing account from their main school account. Students may check current printer balance at any stage by clicking on the PaperCut icon near the clock in the taskbar. If a boarder uses up their allocation, they may apply for extra credits through the bookroom. The extra charge will be added to their school account. Additional information about printing can be found here: <http://intranet.trinity.vic.edu.au/section.asp?pageID=3362>

## Internet Access

Internet access is provided unmetered. All internet use is monitored and all breaches of the School's Technology Acceptable Use Policy are dealt with in accordance with the Student Management Policy.

Boys are usually sensible with their use of internet, but are reminded that viewing unacceptable sites will be reported automatically through the IT system. In addition, boys should bear in mind that the capacity of the system is limited and downloading movies constitutes unreasonable use in terms of the amount of data used and may well be illegal under copyright laws.



## **H. PASTORAL CARE NETWORK**

During the School term, each boarder is primarily cared for by the Boarding House staff. The School, however, has a number of pastoral care groups that can play an active part in the lives of boarders.

Rev'd Matthew Campbell is the Senior Chaplain. He is supported by Rev'd Peter Turnbull and Rev'd Tom Stokes. The School Counselling team also includes Mrs Annabel Coburn who maintains close contact with the boarding staff.

Boarders should view the members of the chaplaincy staff and counselling team as another available person to talk to about issues that concern them, such as work, homesickness or depression. Of course, they all just enjoy people coming in for a friendly chat and a catch-up too!

Mrs Jenny Herbst is the School's Careers Advisor and boarders can visit her by appointment at any time. All Year 10 boys have a formal interview with Mrs Herbst during Term 4. Any boarder considering future subject selections or tertiary options is strongly advised to make the most of this service.

The Heads of Year for each of the boarders are also an excellent pastoral care contact. They have a clear overview of the entire year level and considerable experience with issues pertinent to their specific age group.

Many of the staff members listed above will be invited as dinner guests to the Boarding House at some stage during the year and we look forward to their company. All the contact details of the support staff are located in Section 5 (School Support Staff) of the Boarding House Guide.

## **I) CHURCH NETWORK**

We still have close ties with Holy Trinity in High Street, Kew. This is where the School was founded and where boarders traditionally participated in two or three services each Sunday. St. Hilary's Anglican Church is also within walking distance at John Street, Kew. This has a range of services and boarders have been to the Sunday evening youth service on various occasions.

Of course the Boarding House supports the right of freedom of conscience and religion for all and there is no obligation to attend any religious service.



### **3. BOARDING HOUSE ROUTINES**

#### **A. Daily Routine (Weekday)**

<b>7.15 am</b>	Boarding House wake up (often boys will choose to wake before this time).
<b>7.30 am</b>	Breakfast and lunch preparation.
<b>8:00 am</b>	Breakfast and lunch preparations finish. Duty boarder commences duties.
<b>8:10 am</b>	All boys to have left the Boarding Houses for the day.
<b>3:15 pm</b>	Both College and Charles Houses re-opened. Afternoon tea is available for boarders. At this time, boarders may have sports training. Otherwise they are free to relax in the Boarding House, practise their musical instrument, play a recreational game or it may be a chance to get in some extra study. Some boarders may use this time to head to the Kew or Glenferrie shops.
<b>5:30 pm</b>	Evening duty boarder helps prepare for dinner.
<b>5:45 pm</b>	Dinner in Charles House.
<b>6:15 pm</b>	All boarders help to clean the dinner table, and then the duty boarder completes the evening duties. Other boys prepare for evening study time.
<b>7:00 pm</b>	Prep time: Boarders are to complete silent study at their desks. All phone calls should be avoided at this time.
<b>8.30 pm</b>	Year 9 boarders complete compulsory prep.
<b>9:00 pm</b>	End of compulsory prep. Free recreational time for boarders (e.g. watch TV, play pool, table tennis, cards, go for a run, phone parents and friends).
<b>9:30 pm</b>	Senior boarders continue with homework if necessary.
<b>10:00 pm</b>	Lights out for Year 9 boarders.
<b>10:30 pm</b>	Year 10, 11 and 12 boarders to be in their rooms.
<b>11:00 pm</b>	Lights out for Year 11 boarders. Year 12 boarders determine their own lights out time.

#### **In-House evenings (once per week)**

Once a week we will have an in-house evening. The schedule is slightly altered and it an opportunity for the boys to spend part of the evening together. The staff member on duty may choose to have an organised evening of swimming, playing in the gym, playing cards, playing a board game, trivia etc. The schedule for these evenings is slightly altered (see below):

<b>6.45pm</b>	Start early prep
<b>8.00 pm</b>	Finish prep
<b>8.15pm</b>	In-house activity
<b>9:30 pm</b>	Senior boarders continue with homework if necessary.
<b>10:00 pm</b>	Lights out for Year 9 boarders.
<b>10:30 pm</b>	Year 10, 11 and 12 boarders to be in their rooms.
<b>11:00 pm</b>	Lights out for Year 11 boarders.

## **B. Notes on Weekend Routine:**

1. Boarders have recreational time where activities aren't listed on the following page.
2. Of course, boys are very welcome to go to bed before their set bedtimes!
3. Curfew times to be back in the Boarding Houses are very important. The boarders must have charged and credited mobile phones on them at all times they are outside the house. If for any reason students are to be late they must contact the duty staff as soon as possible. Responsibility and trust are crucial at these times.
4. On special occasions, later bedtimes may be arranged with the Head of Boarding. On very special occasions when the home time would be well into the morning hours, such as School Formals and 18<sup>th</sup> Birthdays the individual boarder should arrange to sleep at a friend/family house. The appropriate weekend leave form would need to be filled out, approved and signed by the Head of Boarding by the preceding Thursday evening.
5. When boys leave the Boarding House they must get approval from the staff member on duty (including where and who they are going with). They must also sign out on the computer. If for any reason they cannot return by the sign in time they must contact the staff member.
6. A recommended guide for the amount of homework boys should complete over the weekend is: -  
Year 9 & 10 boarders – 1.5 to 2 hours & Year 11 & 12 boarders – 3 to 4 hours
7. When possible, the Sunday evening meal will be eaten in the back yard at the outside table.
8. The Sunday evening weekly meeting is an important session that will take place each week (attendance is required).
9. A Boarding House activity is organised on many weekends during term time. It is an expectation for all boarders to attend

## **SPORTS PHOTOS**



## Daily Routine (Weekend) – Saturday

8.00am	Wake-up, shower & breakfast time.
8:30 am	Saturday morning sport match times or co-curricular activities will usually determine when the boys will rise on a Saturday morning.
<b>Morning</b>	School sport (summer and winter seasons).
12:00 pm	Boys to prepare their own lunch.
7:00 pm	Dinner (take-away night).
8:30 pm	Boys generally organise their own activities.
10.00pm	Year 9 back in Boarding House.
10.30pm	Year 9 into bed.
	Year 10 back into the Boarding House.
11.00pm	Year 10 into bed.
11:30 pm	Year 11 and 12 back into Boarding House.
12: 00 pm	Lights out for Years 11 & 12 boarders.



## Sunday

9:00 am	Wake-up, shower & breakfast time.
12:00 pm	Boys to prepare their own lunch.
	Often Boarding House Activities are organised
7:00 pm	Dinner in Charles House
	Weekly meeting of all boarders and staff ( <b>compulsory</b> )
7:30 pm	Optional catch-up study session. A sporting or recreational game could be arranged during this time.
10:00 pm	Lights out for Year 9 boarders.
10:30 pm	Years 10, 11 and 12 boarders to be in their rooms.
11:00 pm	Lights out for Year 12 boarders.

### Curfews and Bedtimes

Year Level	Year 10	Year 11	Year 12
Monday – Thursday	10.30 pm	10.30pm	10:30 pm In bedrooms 11:00 pm Lights out
Friday	10.00pm Back in the BH 10.30pm Bedtime	10.30pm Back in the BH 11.00pm Bedtime	11:00 pm Back in the BH & Bedtime
Saturday	10.00pm Back in the BH 11.00pm Bedtime	11.00pm Back in the BH 11.30pm Bedtime	11.00pm Back in the BH 11.30pm Bedtime
Sunday	10.30 pm	10.30pm	10:30 pm In bedrooms 11:00 pm Lights out

Please note that special circumstances can be arranged **prior** to departure. On week nights boarders **cannot leave** the Boarding Precinct after **7.00pm**.

### Study Routines and In-House nights

Year Level	Year 10	Year 11	Year 12
Monday – Thursday	7pm – 9pm	7pm -9pm Optional extra study from 9.30pm	7pm -9pm Optional extra study from 9.30pm
In-House night	6.45pm- 8.15pm	6.45pm- 8.15pm Optional extra study from 9.30pm	6.45pm- 8.15pm Optional extra study from 9.30pm
Homework Weekend Expectations	1.5 to 2 Hours	Minimum 2 Hours	Minimum 2 Hours

### Dinner Times

Monday – Friday	6.00pm
Saturday-Sunday	7.00pm

Attendance at Dinner is an **expectation** (on Friday/Saturday nights with prior notice dinner can be missed). Sunday night dinners and meetings are **compulsory**.

## **Guests in the Boarding House**

Boarders when bringing a guest into the Boarding House are expected to:

- Introduce the guest to the staff member on duty (and other members of the BH).
- Sign them in on the guest book.
- Explain to the guest that they are only allowed in public areas (therefore not allowed into any bedrooms).
- On leaving sign departure on the guest book.

## **Weekend and Overnight Leave**

Those students wishing to stay overnight must

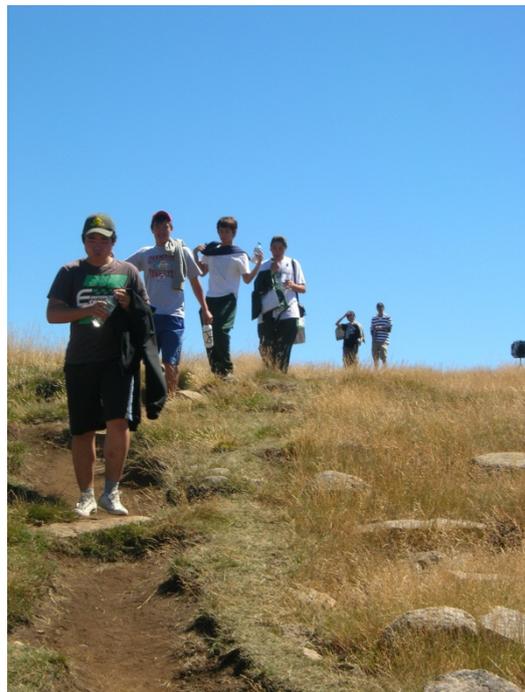
- Hand in overnight leave form (prior to 7.00pm on Thursday evening for that weekend);
- Must have approval from parent or guardian;
- Must stay with a confirmed and approved responsible adult.

## **Leaving the Boarding House (short term leave)**

Those students wishing to leave the Boarding House must:

- Inform the duty staff member of their departure;
- Sign out on the computer;
- Take mobile telephone (charged and with credit);
- On returning sign in and notify staff member.

## **ACTIVITIES PHOTOS**



## **D. DISCIPLINE**

We view RESPECT as an important characteristic, which needs to be present in all boarders. We must all show respect for one another, for the benefit of an individual's self-esteem and also their personal space and personal belongings. We must also show respect for the Boarding House environment in which we live. Any damage done to the Boarding House will be charged to the student's account.

### **School Rules**

The School Diary outlines the School Rules in detail and these must be adhered to by all boarders. The School Diary also outlines the responsibilities and rights in Trinity's Harassment Policy. This policy is constantly operational both at School and in the Boarding House.

### **Boarding House Rules**

Our overriding rule is for each boarder to be a considerate and caring member of the Trinity boarding community. We challenge each boarder to strive for the goal of helping make the Boarding House a better and richer place through their own personality and contributions.

The key rules listed below are specific areas that must be adhered to. Boarders should be aware that breaking Boarding House rules or School rules jeopardises their place in both the Boarding House and the School.

The rules outlined below apply to all boarders regardless of their age and to all their guests.

Boarders must:

- Show respect for fellow boarders and their property;
- Abide by the prescribed morning leave times and evening bed times;
- Let staff know of their whereabouts at all times and use the 'sign out' system diary
- Abide by the Prep guidelines as outlined in this Guidebook;
- Viewing and accessing inappropriate material will not be tolerated;
- Remain in their house after lights out time;
- Girls must not be taken into boarders' bedrooms;
- Cigarettes, alcohol and drugs are banned.

### **Consequences**

We believe in punishment being fair and appropriate. We are also keen to ensure the above rules are adhered to for the benefit of all living within the Boarding House. Damage to Boarding House property will require the students to pay replacement costs.

### **Term departures**

Failure to clean and pack rooms at the end of term (including the removal of blue tac from the walls and removing all books and personal belongings) will incur a cleaning and packing fee.

## **Overall**

Please also refer to the Boarding Student Management Plan for greater details concerning the rules and their consequences.

## **E. TRAVEL ARRANGEMENTS**

### **Personal Cars**

If a student does have his licence, he may choose to drive to and from his home to the Boarding House by car. The car, however, is viewed only as a more convenient way of travelling between school and home. It is not to be used for short weekday or weekend trips from the Boarding House.

When a student's car is not in use, it can be parked in the Cotham Road Site car park. The keys must be left with the Head of Boarding and they will be stored in the safe until they are next required.

Written parent/guardian consent is necessary for a student boarder to be a passenger in a car driven by someone under the age of 21.

### **Trains & Trams & Buses**

All boarders will quickly become familiar with the public transport system. Boarders are free to use public transport at any stage; however, we recommend that boys do not travel alone after dark.

Glenferrie Station is the closest train station and is only a short tram ride or walk down Glenferrie Road. It is then only a 15 minute trip into the city. Student concession cards are available to Australian citizens only.

Myki cards are available and with automatic credit top-up facilities represent the best value for money and the easiest way to manage using public transport.

### **Taxis**

Taxi rides can be expensive; however, we encourage their use particularly when in an unfamiliar situation (e.g. late at night, unsure of the area, missed train, curfew time or no access to public transport). If you know that you are going to be in this situation in advance then a student may use a **Cabcharge** which is provided by the boarding staff. This Cabcharge will be added to the student's account.

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## **F. FOOD ROUTINE**

### **Breakfast**

Boarders will prepare their own breakfast each morning within their own house. Breakfast can start at any time, although obviously early risers will need to be considerate of others still asleep. It must, however, be finished by 8:10am (weekdays only).

Boarders can choose from a range of cereals, toast with a variety of spreads, juice, tea or coffee. On occasions (or by request), boarders are welcome to prepare a cooked breakfast involving porridge, spaghetti, noodles, baked beans or bacon and eggs.

It is important that all boys clean up after using the kitchen. This includes returning items to the fridge or the pantry, placing dirty dishes in the dishwasher and wiping the bench.

### **Lunch**

Boarders will make their own lunch. This can happen the night before and be left in the fridge, or prepared in the morning prior to 8:10am. We will have ensured adequate lunch supplies are available and may have prepared some fillings and stored them in the fridge.

Students may choose (or request) a piece of fruit, a piece of cake or slice or muesli bar, a sports drink (weekly), and make their preferred number of sandwiches/rolls. We will provide some variety throughout the weeks and terms. We will also endeavour to cater to an individual boarder's needs.



## Afternoon Tea

On returning to the boarding precinct in the afternoon, students may choose to cook themselves some toast, or make a toasted sandwich, or have some more fruit etc... On occasions, there may be something special for afternoon tea! Again, where necessary, boarders must ensure they clean up after themselves.

## Dinner



The evening meal will take place in the dining room in Charles House. It will be a time of gathering together for the day and enjoying one another's company over a two course meal. On the vast majority of occasions, boarding staff will dine with the boarders for the evening meal.

It is also anticipated that a range of dinner guests will eat with the boarding community each week. Guests may include members of staff, current parents or family members, prospective parents or students, Old Boys, School guests or friends of boarders. Any member of the Boarding House is encouraged to invite guests for dinner. They should firstly check with Mr Lewis and ensure they give at least 24 hours' notice.

## Supper

Boys can help themselves to a late snack as desired.



## **G. DUTIES**

As part of living successfully in a community together there are duties that need to be carried out and shared between us all. The following is a list of duties for us to perform. In discussion with the boarders, each year we determine the most appropriate way of drawing up rosters.

### **Individual Duties**

Ten minutes per day: daily duties include making the bed, maintaining a neat bedroom, putting out dirty washing, putting away clean washing etc.

Weekly duties include stripping and remaking the bed and doing any necessary washing.

### **Morning Duty**

**Monday – Friday 7:50am – 8:15am**

Duties include giving a final tidy of the kitchen – all lunch fillings away, all dishes washed in the dishwasher, returned to the drawers and the dishwasher turned off, all surfaces wiped. A final check of the house also involves opening curtains, turning off lights and heating and locking doors. A checklist is provided, which the duty boarder must tick and initial at the completion of his morning duties.

### **Dinner Duty**

**Monday – Friday 5:30pm – 6:30pm**

Duties include assisting with preparing the evening meal, e.g. chopping vegetables, making sauces, preparing desserts, setting the table, washing dishes etc. After the meal, the dishwasher is to be stacked, saucepans washed and the tables and benches wiped. All boarders should assist the evening duty boarders by helping to clear and wipe the dinner table. At 10pm the dinner duty boarders check and tidy the kitchen area .

### **Lunch Preparation Duty**

**Monday – Friday 7:30am – 8:10am**

Duty involves simply preparing your own lunch. The proposal is that this would be done individually at any time in the morning. Some students may even like to prepare their lunch the night before. If students would like to arrange a lunch preparation roster where two boys prepare all the lunches for the house, then this could be trialled. Boarders are not allowed to return to the Boarding House during the School day.



## PROCEDURES

### H. SIGNING IN AND OUT

When signing out the student must report to the staff member on duty prior to leaving the boarding precinct. Once receiving permission, the boarder must sign in and out using the register located on the entry hall table of Charles House. This is a computerised system that also alerts all boarding staff on sign in and out. When signing out, the boarder must record his name, his destination, his leaving and returning time and his mobile phone number. On returning home, the boarder must sign in immediately, the staff will receive an email to register that the boarder has returned.

This record is very important, especially in the case of emergency when a boarder's whereabouts must be established quickly.

**Important:** If a boarder realises for one reason or another that he are going to be back at the Boarding House after their expected return time he must put through a courtesy phone call. Boarders who fail to use the signing in and out system will be restricted on future movements. The general rule is that boarders need to sign out when leaving the boarding precinct except when they go to School for the day.





### **I) SIGNING GUESTS IN AND OUT**

All boarders are very welcome to invite guests (friends) to visit them in the Boarding House. Located beside the boarders' signing in/out computer, on the Charles House hall table, is a book which is for signing guests both in and out of the Boarding House. This is a simple entry that requires the boarder to record his name, the name of his friend/s who are visiting and the relevant entry and exit times.



Two points of courtesy that all boarders are asked to keep in mind: firstly, remember that as well as the Boarding House being a home, it is also home for fellow boarders and staff members. Boarders should be considerate of others, limit the number of guests at any one time and ensure that guests are under supervision whilst they are in the Boarding House. Secondly, please bring guest/s to at least one of the staff members simply to introduce them and to say hello.

## **J. SATURDAY MORNING SPORT**

Saturday morning sport is an important and compulsory component of a Trinity education. In the Boarding House, we are proud of the achievements of our boarders and it is always enjoyable watching and/or hearing how they have performed each week. Trinity offers a vast range of sports in both the summer and winter seasons. Whilst we are only a small Boarding House, the boarders normally represent the School in at least four different sports each week. The summer season starts midway through Term Four and concludes at the end of Term One. The winter season starts at the beginning of Term Two and concludes midway through Term Three. In addition to these two seasons, there is the School swimming season during Term One and the School Athletics season during Term Three and the early weeks of Term Four.

Team meetings are held at the beginning of the School day each Friday morning during the sport seasons. At dinner time on Friday evening in the Boarding House, a staff member will complete the relevant Saturday morning sports template for each boarder. The template covers the details of venue, time and transport. Boarding House staff are required to coach School sporting teams and these details will also be listed on the weekly Saturday morning sport template.



After recording all the details for the ensuing round of morning sport, an important task to be completed is the logistics of travel requirements both to and from sport. Boarding House staff are happy to assist with travel arrangements where possible and the Boarding House mini-bus can be used for this purpose. However, a range of times and venues makes it impossible for all boarders to be transported in the mini-bus and boys are expected to arrange transport to venues on a regular basis at Team Meetings and with the assistance of their coach. We are grateful to the support of staff members who are able to assist with transport of a boarder within their team. All boarders are also strongly encouraged to develop links with team mates within their chosen sport and, where possible, to source a lift to and/or from the venue.

This may often prevent an individual boarder from having lengthy waiting times either before or after his game. The Boarders' Family Dinner, which occurs each year in Term Three is used to express our thanks to all who have assisted our boarders over the year.

The School provides bus transport to and from our furthest venues – Assumption College, Kilmore; Peninsula Grammar, Frankston; Geelong Grammar School, Corio and Ballarat Schools. After exhausting all other possibilities, if transport can still not be organised for a particular boarder, the Boarding House will book a taxi.



## **K. WEEKEND OVERNIGHT LEAVE FORMS**

On occasions, a boarder may choose to spend a Friday or Saturday evening, or even the entire weekend, away from the Boarding House. This may be for the purpose of visiting home, staying with relatives or friends, or simply because they have a major birthday party or formal where they know they will not be returning in time to meet the Boarding House curfew times. If a boarder plans to book himself out of the Boarding

House he must complete one of the relevant Weekend Overnight Leave forms by the Thursday evening prior to the weekend in question.

The Head of Boarding always makes contact with the person listed as being the adult responsible for the leave period. Parents can also request to be notified of all weekend leave arrangements. At the commencement of each year parents have the opportunity to list the names of any friends or relatives with whom their son may go on leave. Parents may add to this list at any stage during the year.

If the leave request is granted, the Head of Boarding returns the leave permission slip on the bottom of the form which has a copy of the agreed dates and times and also a list of the Boarding House contact numbers.



## **L. EVENTS DIARY**

The Events Diary is a School diary, which is also located on the Charles House hall table. All boarders are asked to record in this diary any event with which they may be involved in the coming weeks. All the Boarding House and relevant School activities are also recorded in this diary. Dinner guests and dinner numbers are also listed on each day and this is where numbers are checked for final catering requirements. Any boarder who intends to miss an evening meal in the Boarding House must have recorded this in the Events Diary at least 24 hours prior to the event.

## **M. STUDY SKILLS AND HOMEWORK**

### **‘Organisation is the key to success’**

We are firm believers in the above quote and we intend to assist all students in developing sound organisational skills. We will hold several sessions during Term One on study habits and organisation. As well, we will look personally at each individual’s set-up and make recommendations where appropriate.

### **School Diary**



All students at Trinity receive a School diary in which they are required to record all their homework entries. The diary is a vital organisational tool and critical to the smooth and successful running of a Boarding House. Not only will boarders be required to record all their homework entries, they are required to bring the diary to weekly house meetings where they must record important boarding dates and functions. We hope boarders do not view the diary simply as a hassle or a punishment. All staff members use a diary and almost feel lost without it. If students can develop a habit of recording all information in their diary and then referring to it on a regular basis it will be of great benefit to them.

A student who struggles to use his diary appropriately will be assisted in this area and may be placed on regular checks. A member of staff will sign each diary on a weekly basis. In general, this will take

place during either Tuesday or Wednesday prep times. The diary will therefore be ready for students to show their Form teacher on a Thursday morning during the extended Form Assembly period.



### **Prep (Homework)**

It is important for all boarders to remember that one of the main purposes for them being at Trinity is to receive a first rate education. The Boarding House staff is also committed to helping each boarder reach his academic potential. To this end, a necessary and vital component of the daily routine is an effective study period.

The vast majority of student prep will be completed within student bedrooms. We operate an 'open door' policy during prep times and the staff member on duty will be present to observe student's studying and be available to assist with any homework queries. All staff members will be able to assist with general homework queries and we look forward to working closely with students and supporting their strengths and assisting with their weaknesses. In particular, Mr Lewis will be able to assist with Commerce and Geography development, and Mr Nicolson with Mathematics and Science.



## **Set Prep Times**

Year 9  
Year 10, 11 & 12

1.5 hours per night  
2 hours per night

7:00pm – 8:30pm  
7:00pm – 9:00pm



## **Prep Guidelines**

1. Between the hours of 7:00pm and 9:00pm the Boarding Houses will be quiet and it will be expected that all students are completing individual homework. Students who do not have enough current homework should undertake their own revision in any of their subjects. As a general rule, students are not allowed to make or receive phone calls during the formal hours of prep.
2. Students will be expected to show self-motivation and self-discipline in starting prep punctually at 7:00pm. Students are not allowed to move around during prep as this may disturb others studying and reduces the effectiveness of their own study period. Where possible, students should ensure they have all their necessary materials and even a glass of water or something to munch on prior to starting their prep at 7:00pm.

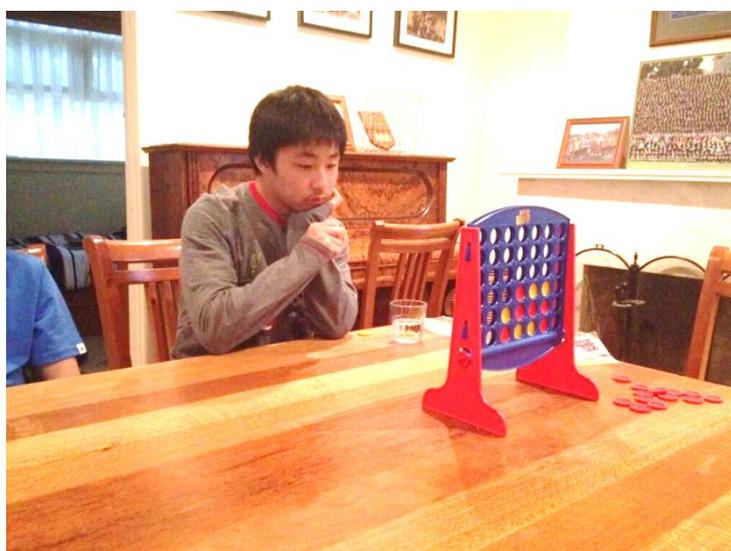
3. After receiving boarders' feedback this year, we have agreed to allow boarders to listen to music through personal headphones during prep. We do not, however, allow boys in shared rooms to listen to music without headphones. We do believe it is still vitally important to be able to concentrate effectively without music (as this is the environment in all examinations).
4. We ask that each boarder completes five prep sessions per week. One on each of the weeknights (Monday – Thursday) and one at some stage over the weekend (Friday – Sunday). We will be scheduling a formal prep session on a Friday night (normal times). There will be no other formal prep session over the weekend and we expect all students and staff to show respect for any individual who is completing private study at any time over the weekend. A boarder who misses a prep session during the week, will be required to complete a catch-up prep session on Friday.
5. Year 11 and 12 students may frequently be required to complete additional homework. We suggest they come out of their room at 9:00pm for a break and then return to the books at 9:30 or 10:00pm.

## **N. SECURITY ISSUES**

### **General Security**

The School recognises the importance of having adequate security within the boarding precinct. It is vital that all members of the boarding community feel safe and non-threatened within their environment and that their valuables are also secure. Accordingly, both Boarding Houses have alarms installed, which will mainly be used on exeat weekends and term holidays when the precinct is predominantly vacant.

We have also ensured that there is adequate night lighting: the whole precinct is lit with 'lumino' lighting, which is activated by a light sensor. This should ensure safe travel around and between the houses during the evening and deter any undesirable guests. The main student door in both houses has a combination keypad lock installed and through remembering a code, boys will be able to gain entry into each house. The door code can be re-programmed and will be changed on a regular basis.





In the case of an emergency during the evening, boys can easily exit the houses as main doors will only require turning the handle from the inside of the house to open. We will not be turning on any alarms on a regular evening to monitor boys movement, as again we will be operating on a system of trust that boys will remain within the houses after lights-out time.

### **Valuable Items**



At the commencement of each year, all boarders must fill in a list of valuable items (anything over the value of \$100) that they have bought with them to the Boarding House. When writing down items of value, boys are requested to list brands and serial numbers where appropriate. The Head of Boarding will keep this list on file.

We suggest that really valuable items may be best left at home. We also wish to make boarders aware that the Boarding House has already been a target for burglars and that we are particularly

vulnerable over school holidays and exeat weekends. With this in mind, we strongly suggest that valuable items should be taken home or stored securely over these periods. At any time, musical instruments can be stored safely in the Music School.

We do recommend the use of a personal “lock box” (a lockable tool box from a hardware store) that boys can have complete control over putting personal items within – for example mobile phones, CDs, letters etc. Alternatively the room wardrobe can be locked by use of a ‘bicycle’ lock.

### **House Safe**

The Boarding House safe is the ideal location for small valuable items. It is perfect for storing passports, money, cameras and mobile phones. Any boarder wishing to place or retrieve any valuables from the safe need simply to ask Mr or Mrs Lewis.

## **Money**

As a rough guide, each boarder requires about \$100 to \$150 per term pocket money, which should be sufficient to cover the needs of most boys. We do, however, suggest that no boy should have any more than \$50 cash in his room or his wallet at any one time. There are two ways in which money can be managed: through a local bank, or the house bank.

The Boarding House banking system is very simple. At the commencement of each term a parent or boy may choose to leave a certain amount of cash with the Head of Boarding.



He will keep this in the House safe and simply distribute small amounts of money at the boarder's request. Records of dates of any withdrawals or deposits will be kept and the balance returned at the end of the term/year.

Most boarders, however, manage their money successfully via a bank account. If this is the case it is recommended that boarders open a keycard/EFTPOS bank account that can be accessed by both the boy and his parents. Local bank branches and ATM machines include; ANZ, Commonwealth, Westpac and National Australia Bank.

## **O. HOUSE MEETINGS**

Each week, all staff and students gather together for a House Meeting. This is held in the Dining Room in Charles House usually on a Sunday evening after dinner. Mr Lewis chairs the meeting and a formal agenda is used.

The nuts and bolts issues are then discussed. There are normally about ten dot points to be raised during a meeting.

The meeting commences discussing 'the week ahead' and the Boarding House community looks forward in our diaries to the key school events, boarding activities and individual co-curricular activities that will impact on us.

All boarders are required to bring their School diary and a pen to each meeting. The Events Diary, which lives on the hall table in Charles House is also left open during each meeting and boys are encouraged to write down all relevant activities. We view the Events Diary as an important organisational tool for the Boarding House. It also allows each boarder to become more aware of the routines and activities of their fellow boarders.

At the end of the housekeeping matters, the meeting is opened to any other matters and it is at this stage where individual boarders may raise a particular issue. All boarders are also encouraged to speak to Mr Lewis prior to the meeting and to have a particular topic added to the agenda.

After all term holidays and exeat weekends, a House Meeting will be held on the evening when all boarders return.



## **P. HEALTH & MEDICAL MATTERS**

### **Health**

We are concerned about both the short-term and long-term health of all boarders. All staff members have an up to date First Aid certificate.

Health related issues we discuss with boarders include sleep patterns, eating patterns and general nutrition, fitness levels, hygiene and issues related to the overuse of computers. With all health issues we are keen to keep parents involved and are interested in their advice and recommendations at all times.

A student medical information form is to be completed by all parents at the commencement of each School year.

## Absence from School



If a boarder wakes up feeling too unwell to go to school, he firstly undergoes a basic check over by Mr or Mrs Lewis. It may be necessary to phone (626) one of the School Nurses, Ms Elizabeth Bolam or Ms Jenny Jones, and ask her to come over and assess the particular boarder.

If the boarder is too unwell to go to School, he may be cared for within the Boarding House or in the School Sick Bay.

If a boy becomes ill whilst at School and feels he needs to be taken to the Sick Bay, he must first obtain permission from his subject teacher or Head of Year. The School Nurse will contact Mr Lewis regarding the boy's health.

## Medical Appointments

The medical clinic we choose to send boarders to is the

**Harp Family Medical Centre  
623 High Street, Kew East 3102  
Phone: 9859 7711**

We are very happy to make appointments for boarders, organise transport and be present during the consultation where appropriate.

Ideally, accounts should be paid for at the time of consultation. Most consultations are \$64. If a boarder is unable to pay for the consultation at the time there is an option for an account to be sent directly to parents, an additional \$3 is charged for this service.

### **Emergency Situation**

In case of an accident or sudden illness, a member of the Boarding House staff must be notified immediately. The boy will be taken directly to the School Sick Bay or the doctor's rooms.

Boys who are seriously ill or injured are sent to hospital. Every attempt will be made by the boarding staff to contact parents/guardians prior to admission of a boy to hospital.

### **Medication**

Medicines are to be kept at the Boarding House and administered by the Boarding House staff, both for security reasons and to ensure that they are taken as directed. Boys taking long-term medication may be allowed to keep their medication in their room but the staff must still know what medications and what dosage is being taken.

### **First Aid Kits**

Comprehensive First Aid kits are located in both Charles House and College House.

### **Future Possibility**

We are looking into the option of a local doctor visiting the Boarding House once per year. The doctor would hopefully come for dinner and then remain on in the evening conducting a 15 minute consultation with each boarder. The aim of this session would be for the doctor to give a quick medical check-up, but even more importantly just to be there to answer any medical or health related questions a boarder may have.



#### **4. BOARDING PROGRAM FOR 2014**

##### **A. The Main Events for 2014**

- **Boarding Chapel Service and Headmaster's Boarders' BBQ**
- **Boarders' Expedition**
- **Boarders' and Partners' Dinner Party**
- **Annual Family Dinner**
- **Mt Buller Skiing Trip**
- **Boarders' End of Year Dinner & Farewell to Year 12s.**

##### **B. EXEAT WEEKENDS**

There are four exeat weekends over the course of the year. These occur during the long weekends and give the boarders an opportunity to return home to see family and friends. International boarders often choose to stay with relatives, friends or guardians during exeat weekends. The Boarding House is closed over exeat weekends.

All exeat weekends start on the Friday afternoon of the long weekend and conclude by 5:30pm (country train timetables permitting) the evening before School resumes. This allows all boarders to be back in the Boarding House for dinner at 6:00pm and our weekly meeting at 8:30pm. The Boarding House reopens from 4:00pm.

It is the responsibility of the parents/guardians to organise travel and accommodation arrangements for their son. The dates for the 2014 exeat weekends are as follows:

##### **Important Exeat Dates in 2014**

###### **Term 1**

###### **Labour Day**

Friday 7 March – Monday 10 March

###### **Term 2**

###### **Queen's Birthday Weekend**

Friday 6 June – Monday 9 June

###### **Term 3**

###### **Boarders' Family Weekend (Internal)**

Friday 15 August - Sunday 17 August

###### **Term 4**

###### **Melbourne Cup Weekend**

Friday 31 October – Tuesday 4 November



## **C. BOARDING DATES FOR 2014**

### **Term One**

<b>Thursday</b>	<b>30 January</b>	<b>International Students Orientation Day Boarding House Chapel Service Headmaster's BBQ</b>
Friday	31 January	First School Day School Photographs
<b>Friday-Sunday</b>	<b>31 Jan-2 February</b>	<b>Boarders' Orientation Camp Blairgowrie at BayPlay</b>
Saturday	8 February	AGSV Summer Sport
<b>Sunday</b>	<b>9 February</b>	<b>St Kilda Festival</b>
Monday	10 February	Year 11 Resilience Day
Thursday	13 February	Year 9/10 Information Night
<b>Sunday</b>	<b>16 February</b>	<b>Boarding Activity Victoria Waterpark (Geelong)</b>
Tuesday	18 February	House Swimming
Thursday	20 February	Year 12 Information Night
<b>Friday-Monday</b>	<b>7-10 March</b>	<b>Exeat Weekend (Labour Day)</b>
<b>Friday</b>	<b>14 March</b>	<b>Rugby Super 15 – Rebels vs. Crusaders</b>
Saturday	22 March	Last Summer AGSV Round
Saturday	29 March	Open Day
Sunday	29 March	House Music Rehearsals
Monday	25 March	VCE Unit 3 Parent/Teacher
Wednesday	27 March	House Performing Arts Festival
<b>Saturday</b>	<b>29 March</b>	<b>Watch A-League Fixture Victory vs. Sydney FC AAMI</b>
Wednesday	2 April	House Performing Arts Festival
<b>Friday</b>	<b>4 April</b>	<b>Term One Ends- Boarders Depart</b>
Friday	4 April	North American Rugby Tour Departs



**Term Two**

Sunday	20 April	Rugby Tour Returns from North America
<b>Tuesday</b>	<b>22 April</b>	<b>Boarders return</b>
Wednesday	23 April	Term Two Commences
Friday	25 April	ANZAC Day (no School)
Saturday	26 April	Xavier 7s Rugby Tournament
Wednesday	30 April	House Cross Country
Saturday	3 May	Winter Sport Round One
<b>Saturday</b>	<b>3 May</b>	<b>Boarding House Dinner Party</b>
Monday	5 May	Years 10 Parent Teacher Interviews
Sunday	11 May	Mother's Day
<b>Friday</b>	<b>16 May</b>	<b>Boarders' Birthday</b>
Friday	23 May	VCE Practice GAT
<b>Sunday</b>	<b>25 May</b>	<b>Community Service Day- Templestowe Old Age Home</b>
Monday	26 May	National Sorry Day
Tuesday	3 June	Year 11 Study Day
Wednesday	4 June	Year 11 Examinations Commence
<b>Friday - Monday</b>	<b>6-9 June</b>	<b>Exeat Weekend (Queen's Birthday)</b>
Wednesday	11 June	GAT Examination
Wednesday	11 June	House Winter Carnival
Friday	13 June	Year 11 Examinations Conclude
Saturday	14 June	Year 12 Formal
Monday	16 June	Year 9-10 Examinations Commence
Friday	20 June	Year 9-10 Examinations Conclude
<b>Sunday</b>	<b>22 June</b>	<b>NRL Storm vs. Eels AAMI Park</b>
Monday	23 June	Year 10 Work Experience Commences
Thursday	26 June	Year 9 Community service
<b>Friday</b>	<b>27 June</b>	Year 11 Towards Life Skills Program
		<b>End of Term Two - Boarders Depart</b>

**Term Three**

<b>Monday</b>	<b>14 July</b>	<b>Boarders return</b>
Tuesday	15 July	Term Three Commences
<b>Sunday</b>	<b>27 July</b>	<b>Boarding Activity</b>
		<b>Age Run Melbourne Charity Run</b>
Monday	28 July	Year 12 VTAC Information Night
Tuesday	29 July	Year 10 (Year 11- 2015) Information Night
Saturday	2 August	Final Round of AGSV Winter Sport
<b>Sunday</b>	<b>3 August</b>	<b>Community Service Day- Templestowe Old Age Home</b>
		VSRU (Rugby) Grand Finals
Saturday	9 August	Winter Sports Dinner
Wednesday	13 August	<b>Boarders' Annual Family Dinner</b>
<b>Friday</b>	<b>16 August</b>	<b>House Athletics Carnival</b>
<b>Saturday</b>	<b>16 August</b>	<b>Family Evening (Exeat)</b>
<b>Saturday</b>	<b>16 August</b>	Colloquium (Year 12)
Wednesday	20 August	<b>Boarding House Winter Skiing- Mt Buller</b>
<b>Sunday</b>	<b>31 August</b>	
		AGSV Athletics Eliminations
Monday	8 September	AGSV Athletics
Wednesday	10 September	VCE Practice Examinations
Friday	12 September	<b>Term Three Ends - Boarders Depart</b>



## Term Four

<b>Sunday</b>	<b>5 October</b>	<b>Boarders return</b>
Monday	6 October	Term Four Commences
Wed-Friday	8-10 October	Year 10 Somers Leaders' Course
Thurs-Sunday	9-12 October	Year 10 Leppitt Leadership Programs
<b>Sunday</b>	<b>13 October</b>	<b>Boarders' Year 12 Farewell Day</b>
Saturday	19 October	AGSV Summer Sports Commence
Tuesday	21 October	Year 12 Final Classes
Tuesday	21 October	Valedictory Dinner
Wednesday	22 October	Year 12 Farewell (St Paul's Cathedral)
Wednesday	29 November	Year 12 VCE Examinations Commence
<b>Friday – Tuesday</b>	<b>31 Oct-4 Nov</b>	<b>Exeat Weekend (Melbourne Cup)</b>
Friday	14 November	Final Day (Year 12)
Sunday	16 November	Founders' Day Fair
Monday	17 November	Study Day (Year 11)
Tuesday	18 November	Year 11 Examinations Commence
Monday	24 November	Year 9/10 Examinations Commence
Thursday	27 November	Year 11 Examinations Conclude
Thursday	27 November	Somers Cup
Friday	28 November	Year 9/10 Examinations Conclude
Thursday	4 December	VCE 2015 Orientation Day
Tuesday	9 December	Final Assembly
Wednesday	10 December	Presentation Night
<b>Wednesday</b>	<b>10 December</b>	<b>Boarding House Closes</b>



## **D. SUTTON HOUSE**

All members of the Boarding House are fortunate to belong to Sutton House. Sutton House is a newer House which has quickly established itself in the House Competition (between the eight Houses). Sutton House won the competition in 2006 and finished in second place last year. The House participates in a myriad of activities ranging from charity work and Chapel Services, to the more traditional activities of inter-house sporting competitions. Term One is very busy for Sutton House as there is Resilience Day, House Swimming and the House Performing Arts Festival. Throughout the rest of the year the boys will compete on Wednesday lunchtimes for the Summer and Winter Cups. The other major events of the year include the House Winter Carnival, Athletics, Chapel House Breakfast and the Cross Country. The House is headed by very passionate people with Mr Paul McAuley as Head of Sutton and Dan Speake as this year's Sutton House Captain.



## **E. BOARDING HOUSE ACTIVITIES**

Boarding House activities are organised for the boarders on a regular basis throughout the year. There are several main events proposed for the year at which we expect compulsory attendance from all boarders. The regular weekend activities, on the other hand, are optional. All boarders, however, should be reminded that the events in which the majority participate are generally the most successful. We do expect all boarders to be involved in a significant number of weekend activities. Some scheduled activities may not end up going ahead if there is not sufficient support in terms of numbers.

The list of activities is determined at the start of each term and we encourage all boarders to be actively involved in suggesting and partly organising different events.

Boarders are also very welcome to organise their own outings, for example an activity in the city, a movie or a sporting event.

### **New Ideas and Activities to be added to the program 2014**

- Country Boarding Day/Weekend
- Cooking Classes
- Aged Care – Services
- Rock Climbing
- NBL Basketball Fixture
- AFL Fixture
- MTC Play
- Victorian Art Gallery



### **Possible Weekend Activities**

- Ten Pin Bowling
- Go Karting
- Rock Climbing
- MSAC (Swimming)
- Street Fairs



- Netball (MLC)
- Fairy Penguins
- Golf
- Laugh Club
- Job Expo
- Dark Zone
- Fishing
- Moonlight Cinemas
- Bushwalking
- Triathlons
- Bushwalking
- Winter Skiing

The list of activities is endless. The list above includes those we completed last year. Undoubtedly many of these will be used in 2014 and we will add other activities as the year progresses.



## **BOARDER'S BIRTHDAY**

We do like to celebrate each Boarding House member's birthday. In general, this is done through a special dinner. At the conclusion of the meal and birthday cake, the birthday boy normally gets to open an array of birthday presents and gifts from other members of the house.



## **F. KING OF THE HOUSE**

In 2009 the Boarding House introduced teams for the King of the House competition. The competition complements the activities program and for competitive activities the boarders compete in three teams of three. The activities are varied and every individual gets an opportunity to shine. Last year activities included go-karting, dark zone, mazes, mini golf, golf, city challenge tour, fishing, skiing, surfing and a triathlon.



## **G. INTER-BOARDING SCHOOL NETWORKS**

Trinity Grammar School Boarding House has established some valuable relationships with some of Melbourne's other boarding houses. The boys got the opportunity to enjoy socials at St Catherine's and Genazzano and to make some new friends. The boys also got the opportunity to have dinner in the MLC Boarding House and, later in the year, played a home and away netball fixture against MLC. We believe that even though our Boarding House is relatively small, future relationships between the different boarding houses are vital and we actively encourage them. The boys also have a very special formal dinner to which they can invite partners.



## **H. COMMUNITY SERVICE**

Part of the boarding culture at Trinity which we endeavour to foster is the importance of giving and helping. We believe it is important for all members of the boarding community to aid the local community, the School community and possibly even the international community. In order to achieve this aim, boarders will be expected to make voluntary contributions to community service.

Local community work might take the form of door-knocks for charity, gardening, helping at local community shops or visiting the elderly. As a contribution towards the school, boarders will be expected to help with such activities as setting up and packing up for the Founders' Day Fair and Open Day.





## I. HEROEM

'Heroem' is the name of our Boarding House magazine, which is produced quarterly at the end of each term. There is a high level of boarders' input into the magazine and it is designed to keep our wider boarding community of family and friends well informed. Please let Mr Lewis know if there is anyone who is interested in receiving an additional copy.

# HEROEM

TRINITY GRAMMAR BOARDING

## **5. SCHOOL SUPPORT STAFF**

### **1. CHAPLAINS**

Rev'd Matthew Campbell  
Rev'd Peter Turnbull  
Rev'd Tom Stokes

[campbellm@trinity.vic.edu.au](mailto:campbellm@trinity.vic.edu.au)  
[turnbullp@trinity.vic.edu.au](mailto:turnbullp@trinity.vic.edu.au)  
[stokest@trinity.vic.edu.au](mailto:stokest@trinity.vic.edu.au)

### **2. STUDENT SERVICES**

Mrs Diane Braine (Head of Student Services)  
Mrs Annabel Coburn (School Psychologist)

[brained@trinity.vic.edu.au](mailto:brained@trinity.vic.edu.au)  
[coburna@trinity.vic.edu.au](mailto:coburna@trinity.vic.edu.au)

### **3. HEAD OF HOUSE**

Mr Paul McAuley

[mcauleyp@trinity.vic.edu.au](mailto:mcauleyp@trinity.vic.edu.au)

### **4. HEADS OF YEAR**

Year 10: Mr Fred Brown-Greaves  
Year 11: Dr Stephen Maus  
Year 12: Mr Bob Hillman

[browngreavesf@trinity.vic.edu.au](mailto:browngreavesf@trinity.vic.edu.au)  
[mauss@trinity.vic.edu.au](mailto:mauss@trinity.vic.edu.au)  
[hillmanb@trinity.vic.edu.au](mailto:hillmanb@trinity.vic.edu.au)

### **5. SPECIAL EDUCATION**

Mrs Diane Braine (Head of Student Services)  
Mrs Trish Low

[brained@trinity.vic.edu.au](mailto:brained@trinity.vic.edu.au)  
[lowt@trinity.vic.edu.au](mailto:lowt@trinity.vic.edu.au)

### **6. SPORT**

Mr Michael Moreira

[Moreiram@trinity.vic.edu.au](mailto:Moreiram@trinity.vic.edu.au)

### **7. MUSIC**

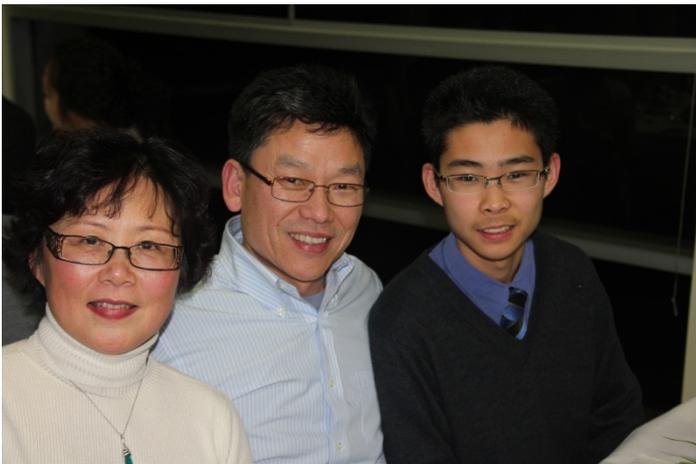
Ms Michelle Stanic

[stanicm@trinity.vic.edu.au](mailto:stanicm@trinity.vic.edu.au)

### **8. CAREERS COUNSELLOR**

Mrs Jenny Herbst

[herbstj@trinity.vic.edu.au](mailto:herbstj@trinity.vic.edu.au)



## **6. CONTACT DETAILS**

Please don't hesitate to get in touch with your son or any of the Boarding House staff at any time.

### **Phone Numbers**

Boarding House Office	9854 8723
Boarding House Fax	9854 8724
Charles House Boarders	9854 8718
College House Boarders	9854 8725
Trinity Grammar School	9854 3600
Mr Peter Lewis (mobile)	0417 370 750

### **Email addresses**

Mr Peter Lewis (Head of Boarding) [lewisp@trinity.vic.edu.au](mailto:lewisp@trinity.vic.edu.au)

Mrs Sylvanna Lewis (House Parent) [lewiss@trinity.vic.edu.au](mailto:lewiss@trinity.vic.edu.au)

Mr Alistair Nicolson (Resident Tutor – College House) [nicolsona@trinity.vic.edu.au](mailto:nicolsona@trinity.vic.edu.au)

### **School Addresses**

#### **Senior School**

Trinity Grammar School  
40 Charles Street, Kew 3101

**Boarding Houses** are located at –

Trinity Grammar School Boarding House,  
College House,  
17 College Parade,  
Kew,  
Victoria 3101

and

Trinity Grammar School Boarding House,  
Charles House,  
18 Charles Street,  
Kew,  
Victoria 3101



## **7. CONCLUSION**

Whilst this Guidebook is designed to be extensive, it is by no means exhaustive in its contents. There is considerable information that is not included in this guide and there are also many aspects of boarding life that can only be learnt through experience. We do, however, hope that you have gained some valuable information in reading this document.

Parents, please don't hesitate to get in touch with your son or any member of staff within the Boarding House at any stage during the year. We are very open to feedback from our parent community and we view a close relationship with parents as a vital ingredient to the long-term success of a boarder.

We are excited about the year ahead and look forward to working together with our students and parents to provide a high quality boarding experience.

*Peter & Sylvanna Lewis*  
**Boarding House**





TRINITY GRAMMAR SCHOOL  
BOARDING HOUSE

### **Boarding Precinct Contact Details**

**Head of Boarding**

**Mr. Peter Lewis**

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**Fax: 03 9854 8724**

**Mob: 0417 370 750**