

WALKER HOUSE HANDBOOK

Student Accommodation

2021

The Friends' School Incorporated Trading as The Friends' School

CRICOS Registration Number 00477G

Purpose & Concerns

The Friends' School is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person, the recognition of 'that of God' in everyone, the desirability of simplicity and the need to establish peace and justice.

As a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care.

We seek to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

We believe that these aims can best be achieved with the active support of all members of our School community.

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Welcome to Walker House

Message from the Director of Residence

It is my pleasure to welcome you and your child to Walker House. We are a uniquely supportive community and I trust your experience with us will be rewarding.

The Walker House community fosters the values of communal life, which involves encouraging students to make decisions with integrity, whilst embracing simplicity, peace and also being sensitive to the needs of others. These values create a positive environment where each individual is supported and encouraged to achieve their academic, emotional and social potential. With these goals in mind, my family and I live at Walker House and share our lives with Walker students. We will always endeavour to support you in embracing these values and achieving this potential.

Walker House is a homely environment providing each student with their own room. It also provides large common spaces where boarders can relax, socialise and feel 'at home'. The dining room allows the opportunity for the house to come together as a whole boarding family, where we share silence, our evening meal and reflect and share the day-to-day events and experiences.

Walker House students are given every opportunity to fully immerse themselves in all that The Friends' School offers. Whether this be cultural events, service activities, sporting pursuits, performing arts or private tutorials – their choices are always supported.

It is hoped that the following information will answer many of your questions and provide you with the understanding of life in Walker House. I would be happy to talk to you about any element of boarding life should you require further information.

Mathew Dixon
Director of Residence



Contact Details

Director of Residence

Mathew Dixon - 0409 341 989
mdixon@friends.tas.edu.au

Assistant Directors

Jason McDonald- jmcDonald@friends.tas.edu.au

Supervisors

Maddy Walker
Kelly Dixon
Sunny Shen
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Housekeeper

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Address

Walker House
8 Lewis Street,
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To speak to a member of Walker House staff on duty, telephone 0418 123 834
or +61 (3) 6238 2398.

To speak to a member of The Friends' School teaching administration staff
telephone +61 (3) 6210 2200.

Website: www.friends.tas.edu.au

Term Dates 2021

Friday 29 January	School orientation for all Year 7 students and all new students in years 8 – 11.
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Monday 1 February	Term 1 begins.
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Thursday 1 April	Term 1 ends. International students may remain in residence or return home.
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Wednesday 21 April	Term 2 begins.
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Friday 2 July	Term 2 ends.
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Saturday 3 July - Monday 19 July	July holidays All Tasmanian boarding students to return home for this holiday period. Interstate and overseas students returning subject to pandemic border restrictions.
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Tuesday 20 July	Term 3 begins.
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Friday 24 September	Term 3 ends. Interstate and International students may remain in residence or return home.
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Monday 12 October	Term 4 begins.
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Monday 29 November - Tuesday 30 November	Clemes Orientation Days
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End of the Year	Year 11/12 TCE examinations finish on 18 November IB Year 12 examinations finish 12 November IB Year 11 finish classes on 19 November Year 10 students finish after orientation on Tuesday 30 November. <i>Clemes TCE and Year 12 IB students are asked to return home within two (2) days of their final exam and Year 11 IB and Year 10 students within two (2) days of their final class or orientation. If a student requires flights home, they are asked to check the dates / times with a Walker House staff member before making a booking.</i> Year 7 – 9 classes finish on 9 December Walker House closes on Saturday 11 December
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The Friends' School Residential Accommodation

Quaker Principles

Simplicity

Early Quakers felt they should live simply, tending to real needs and avoiding luxuries. They were aware of the poverty around them, and that resources needed to be shared. For Quakers today, simplicity of lifestyle is hard but the testimony is there to challenge us. At Walker we strive to:

- use financial and natural resources carefully
- keep popular culture in perspective to avoid distraction from what is truly important
- keep informed about the effects our style of living is having on the global economy and environment.

Peace

Peace is seen by Quakers as far more than a rejection of warfare. In the silent meditation and prayer of the Quaker Meeting for Worship, and in their search in daily life for that of God in all people, Quakers have sought to develop an ethos that puts love of our fellow human beings into practice. At Walker, we try to:

- foster effective communication
- seek simple solutions to problems or disagreements
- encourage problem solving and assume students have worthy, practical ideas.

Integrity

Speaking the truth is both the simplest way of living your life, and yet difficult to achieve. At Walker, we:

- treat others with respect and honesty
- strive to speak the truth, even when it is difficult, and say difficult things with tact and sensitivity
- take responsibility for our actions and their results.

Community

Community is fundamentally about responding to the needs of others. We are committed to cultivating positive relationships between students and staff at Walker House. Balancing the needs of the individual with the needs of the group is a necessary challenge when living in community. We attempt to:

- plan activities that enable students to bridge differences and create a close, working group
- create a safe, nurturing atmosphere in which students can share all sides of themselves
- empower students to share responsibility for the Walker culture.

Equality

At Walker, a variety of persons and perspectives are welcome.

We aim to build a community that embraces individuals and sees the good in everyone. We work to:

- respect different people and different ideas
- celebrate a rich community made up of many cultures
- create a residence where individuals are appreciated and judged based on their contributions and performance rather than their gender, race, religion, physical abilities or socioeconomic condition.

Stewardship

Protect and care for the Earth is a sacred trust. Quakers endeavour to walk lightly on the Earth. At Walker we:

- recycle and reuse whenever possible, and try to reduce the amount of energy we consume
- promote environmental, economic, and social sustainability
- encourage students to consider the impact products and services have on the environment and the long-term implications for our future.

About Walker House

Walker House is managed by a professional team of staff committed to providing a warm, supportive and inclusive environment for boarding students.

We strive to:

- recognise and foster the individual talents and potential of each student
- encourage students to participate actively in the academic, social, cultural and recreational aspects of our residential community
- help students grow towards maturity with developing confidence, self discipline and integrity
- guide students towards responsible and independent decision making, in accordance with Quaker values
- establish effective study and work patterns.

Living in residential accommodation enables students to learn how to live harmoniously with others. Students learn to respect personal differences and to develop social maturity. Considerable emphasis is placed on cooperation and trust in our community. The atmosphere is friendly and relaxed, but carefully supervised to ensure the wellbeing of all members of the community.

We are an international community and we value our global outlook and connections throughout the world. The cultural and religious backgrounds of all community members are respected. Students of all nationalities are fully integrated into one sociable boarding community.

Walker House provides the following boarding options:

- full-time (seven days per week)
- five-day boarding (Sunday 5.45pm through to Friday 5.30pm)
- short-term or occasional boarding (where available).

We are a coeducational school with boarding facilities for 23 girls and 23 boys in Years 7 – 12. Students have an individual room in designated male/female areas and share common areas for meals and recreation.

Walker House is situated in North Hobart on the fringe of the Clemes Campus, and one block from the High School Campus. For students 16 years and over, gym membership at Friends Health & Fitness is included in the boarding fee.

Families opting to enrol their child as a five-day boarder must sign the Five-Day Boarding Agreement, which outlines the conditions of this arrangement.

Five-Day Boarding Agreement

Students are expected to return home for the weekend, departing Walker House by 5.30pm Friday and returning by 5.45pm Sunday (depending on transport arrangements). If a student is not returning home for the weekend, then parents must notify the Director of Residence by Wednesday of that week. Extra charges are made to families for each extra night a student is in residence.



Rights and Responsibilities

Walker House strives to be a place where individual rights are celebrated, but not at the expense of community rights. We aim to provide a balance between personal freedom and the expression of proper citizenship. It is a residence where students should feel a sense of contribution to the community in which they live, rather than a sense of entitlement to all that is on offer.

Our Rights

All members of the Walker House community have a right to:

- make the most of their educational opportunities
- be safe and free from harassment
- be treated with respect
- expect fair and reasonable behaviour
- a clean and pleasant environment.

Our Responsibilities

All members of the Walker House community are responsible for:

- respecting the rights of others
- treating others with respect
- behaving in a fair and reasonable manner
- respecting property
- maintaining a clean and pleasant environment.

Pastoral Care

In partnership with School staff, residential staff endeavour to meet the pastoral care needs of each student. We want boarding students to feel happy, comfortable and secure.

All members of the residential community contribute to building a strong sense of community. A culture of sharing and mutual respect is fostered. Peer support is encouraged.

Caring for each other is an integral part of life in the Residence. Induction processes for new boarders help them to learn coping strategies to deal with the changes in their lifestyle.

At Walker House, the Director and Assistant Directors have specific pastoral responsibility for the students. They maintain close contact with School staff regarding the health and wellbeing, personal and social development, and academic progress of each student. Students and parents are encouraged to share any concerns with the Director and Assistant Directors as they arise, in addition to contacting the tutor of the student.

At School, each student belongs to a small tutor group of 16 – 18 students under the care of a Tutor who (where possible) stays with the group for the duration of their High School or Clemes years. This tutor manages the daily needs of the student from a School perspective.

The School Counsellor is available for support with any personal or social issues. Referrals can be organised with health professionals for further support.

Court Orders

If there are any Court orders in place for a student who resides at Walker House, full details of the Court orders need to be disclosed, and a copy of the Orders given to the Director of Residence at the commencement of the student's stay at Walker House.

Grievance Policy

All students at The Friends' School have access to the School's grievance counselling process. This process can be accessed by contacting the International Student Support Teacher, a Tutor, a Head of School or the Director of Residence. Please refer to the full policy on the School website.

If a parent has a grievance, then they are asked to contact the Director of Residence in the first instance. If this is not appropriate or if there is no resolution the matter will be referred to the Deputy Principal who will review the issue and determine a way forward. This may involve further interviews, information from relevant parties, mediation, restorative conference, counselling or disciplinary action. If the situation remains unresolved, either the Principal will undertake a formal review or there will be outside mediation or restorative procedures. If there is still no acceptable resolution, then the student or parents can communicate their concern in writing to the Presiding Member of the Executive Committee.

Support for Academic Progress

Friends' residential accommodation offers an integrated and comprehensive package for the education of students from Australia and overseas. There is a structured approach to study to help all students perform to the best of their ability. Staff in the residence monitor each student's academic progress and liaise closely with tutors and teachers in the High School and Clemes, and follow up concerns when necessary. A self-disciplined approach to study, that is respectful of all members of the community, is required.

As a community of learners, help with homework is also available, whether from a member of residential staff, an outside tutor or another student. Effective work habits are developed by established homework and study routines and help is given with generic study skills. We encourage students to complete work as well as consolidate their skills or knowledge of content and the concepts they have explored that day during the supervised study and in their own time each evening.

Communication

We believe that open communication is important to foster and maintain positive and productive relationships between residential staff, families and students.

Residential staff will communicate with parents at the beginning of the year and during term time about how their son or daughter is settling in and coping with life away from home. Parents are encouraged to contact Walker staff at any time to discuss any issues of concern, or indeed to pass on any positive comments.

Several forms will require completion before a student begins boarding. The information they provide is used to ensure that each individual receives the best possible care at The Friends' School.

They are:

Medical Consent Form

The form must be completed very carefully. Information from this form will be used by us to complete the Operoo profile of a resident. This allows for a student to participate in excursions.

Please take the opportunity to contact us personally if you have any other questions or concerns. The more we know about your child, the better we can care for them.

Activities Consent Form

Walker House staff regularly organise and conduct social activities for students. Students will also organise their own activities during free time. Parents are asked to indicate which activities they give permission for their child to participate in. All activities are risk assessed for safety and suitability.

Transport Consent Form

This is an important document. Walker House staff are authorised by the School to transport students in School-approved vehicles to and from School-approved activities and events. These events may include medical appointments and co-curricula and leisure activities throughout the week and on weekends. On occasion, staff may rely on the assistance of other parents or adults to transport students. As the parent in locus, permission to travel with

others is granted by senior Walker staff.

Staff will take into consideration factors such as the experience of the driver, the ability of the student to get to the event independently, and the distance and time of travel. Staff will require written permission, however, for Walker House students to be a passenger in any vehicle driven by a probationary- licensed driver. Walker House students are not permitted to drive a vehicle, regardless of license status. Please discuss this form with your child. Only probationary drivers listed (and at the discretion of Walker House staff) will be granted permission to transport your son/daughter.

Use of Visual Images

In recording Walker House events and activities, informing the public and promoting the School, we regularly use images of students and staff. In particular, we use images of students in:

- Focus (School newspaper)
- Echoes (School Magazine)
- School website
- School calendar
- local newspaper
- The Friends' School Facebook page.

Several of these sites and publications can potentially be accessed worldwide and permission from parents is sought to use these images.

School Insurance for Computers

The School issues each student with an Apple Macintosh Laptop. This computer is insured by the School within Tasmania. We understand that students living outside Tasmania may need to take their computers home during holiday breaks.

If a student takes the laptop home during the holiday breaks, parents must pay for any repair or replacement costs. This form provides parental consent for this to happen.

We ask that you notify us of any changes to the information contained in these forms and contact the Director of Residence if you would like to discuss any aspect of these forms.

Expectations

The Quaker values outlined in the Purpose and Concerns encourage the development of self-discipline, respect and tolerance in all members of the residential community. Courtesy and consideration are expected at all times to help build a positive social environment.

Standards of behaviour in Walker House are determined for the benefit and welfare of all. Students are expected to observe daily routines and to contribute to the community by conscientiously completing their share of household chores. Expectations for student behaviour are based on:

- issues of safety for all students and staff
- respect for staff, students, and the environment
- development of personal responsibility.

All The Friends' School Polices and Guidelines apply to students at Walker House. Parents and students must read the applicable High School or Clemes Handbook so that they are clearly aware of the expectations for behaviour and applicable consequences where a student breaches the expected guidelines.

Of particular importance are the following:

- Purpose and Concerns
- Rights and Responsibilities
- Supportive School Environment
- Discrimination and Harassment
- Behaviour Management and Due Process
- Computer Use
- Uniform Expectations
- Drug Policy and Guidelines
- Academic Honesty
- Occupational Health and Safety
- Grievance Policy and Procedures
- Evacuation and Lockdown Procedures.

At Walker House, there are three serious expectations for students:

1. No possession or use of alcohol, cigarettes or illegal drugs (which includes returning to Walker after the use of any such substances).
2. No boys on the girls' level and no girls in a boys' room under any circumstances.
3. Students must not leave Walker House unless they have been given permission and informed the staff member on duty where they are going, the time they expect to return and have signed out in the appropriate way.

Any breaches of these serious expectations will jeopardise the enrolment of the student in both boarding and the School.

Students are always expected to accept the consequences of their actions. This might include completing overdue homework during periods of time that would usually be free time; paying for any damage to property caused by negligence; apologising or otherwise repairing relationships damaged by thoughtless behaviour; or contributing their service by way of restitution for actions which have been inappropriate.

Incidents will be documented on the student's file. Students will be asked to complete extra duty or service to the community if they fail to heed the warnings they have been given. If a student breaches leave procedures, or does not maintain adequate academic progress, then they will have limitations placed on their leave opportunities.

Parents will be informed by the Director or Assistant Director of serious breaches, or repeated breaches of minor rules and procedures. Students may be placed on a Behaviour Contract for breaches of serious expectations, or for repeatedly breaching minor rules and procedures.

Enrolment may be terminated either as the result of a serious incident or as a result of unsatisfactory compliance with conditions of a behaviour contract. Parents and students should note that, as per the conditions of enrolment, the Principal may suspend or expel a student for any adequate cause as determined by the Principal.

Use of Computers and ICT

Students residing at Walker House are expected to be safe and lawful users of all information communication technologies, including the internet, computers, video game consoles, storage devices, MP3 players, iPods, cameras, smart phones and iPads.

While the internet provides social connections and instant access to information, entertainment and education, it must be used safely and appropriately. Wireless internet is restricted at Walker House because we want, as much as possible, to be able to support students in their use of the internet. We have filters set up through the School network that will help reduce student access to inappropriate sites.

For these reasons, the following applies to all students at Walker House:

- Students are not permitted to bring a personal computer or tablet device to Walker House – they will receive an Apple Macintosh laptop.
- Students in Years 7, 8 and 9 will hand in their laptop, phone and any other personal devices before bed time.
- If a student does not maintain the Walker House routine and / or struggles to maintain adequate academic progress, they may be required to hand in their laptop, phone and any other personal devices.

These guidelines come from the recommendations of leading cyber safety experts and adolescent psychologists.

Many students possess mobile phones that allow them access to the internet. Parents must be aware of the capabilities of the technologies they allow their children to own, and monitor download amounts and plan payments to ensure any access to the internet is safe and appropriate. If staff believe students are misusing this access, then any device that has this capability may be confiscated at certain times of the day and/or night.

If students are exposed to inappropriate content on the internet, or if they are being bullied in any way, they must report it immediately to staff on duty. In the interests of student health and wellbeing, and developing positive habits,

Years 7 and 8 students are asked to hand in their laptop, mobile phone and all other electronic devices when they move to their rooms each night.

Students at Walker are asked not to have their mobile phones on between 6.45pm – 8.30pm Monday–Thursday nights. In addition, students are expected to have their phones off during dinner (5.45pm – 6.30pm) and are encouraged to do so again at bedtime.

In order to help establish these patterns, parents are requested to refrain from making calls to their son/daughter during these times.



Health

Students are urged to lead healthy, well-balanced lives and to understand the links between the physical, social, emotional, academic and spiritual elements in their lives. Life in a residential community should help students build the resilience needed to meet the challenges of life.

Balanced, nutritious meals, including international dishes, are served in the communal dining room. Staff supervise meals and there is plenty of food for healthy young appetites. Light snacks can be prepared in the student snack room, provided students clean up afterwards. Several mornings a week, students prepare and take their lunch to School.

In keeping with the School's guidelines on prescription medicines, parents should provide the Director with all relevant, current medical information and update the information as required. Parents will complete a Medical Information Form, which will assist staff in caring fully for all students.

If a student has been under the regular care of a doctor, medical specialist, psychologist or psychiatrist for any condition, a letter from that practitioner, which summarises the problem and current treatment, must be sent by parents for inclusion in the student's medical history.

We know that lack of sleep is one of the biggest contributors to poor health in adolescents. We expect that students adhere to set bed times, and aim to get the required nine hours of sleep each night for maximum brain functioning and formation of neural pathways.

Regular exercise is important in maintaining both a healthy body and a healthy mind. Students should aim to complete at least three sessions of physical activity each week.

If a student is unwell, it is his or her responsibility to alert the Director or Assistant Director on duty. All Residential Staff hold Senior First Aid Certificates and will use discretion with respect to making doctor's appointments.

Local or five-day boarder students who remain unwell for a second consecutive day will either be sent home or required to seek medical attention. If a student remains home from school, the student does not go out in the afternoon and there will be a limit to social activities until the student fully recovers.

Opportunities

A Walker House Advisory Committee, comprised of students, meets several times a year. This Committee is a forum for:

- raising matters of concern in relation to life at Walker House
- sharing ideas
- exploring the balance between rights and responsibilities at Walker House
- discussion of how the residents of Walker House might better embody Quaker values
- decision making about matters affecting the daily life of students.

Students are always encouraged to speak honestly and openly with the Director, Assistant Directors or Supervisors about any concerns they may have or challenges they are facing. There is also a suggestion booklet for food provision and services, although students are encouraged to speak directly with the Walker Chef if they have any issues.

The Friends' School has a rich and varied co-curricular offering. This is an integral part of the social and physical development of each individual and there is an expectation that all students at Walker House will be involved in at least one sport or activity in a year.

Activities, day trips to local areas and overnight trips within Tasmania will be organised throughout the year and during the Easter and September holidays, based on the interests of the student body. Activities have included visits to the East and West Coasts, Richmond, Maria Island, Mount Field National Park, Port Arthur and Bruny Island.

Household Matters

Our aim at Walker House is to create a home away from home in which students experience:

- clear expectations paired with considerable scope for personal responsibility
- a wide range of cultural and social activities
- the challenge of functioning as an individual while balancing the needs of a residential community
- opportunities to explore the balance between the rights and responsibilities for all
- building positive and quality relationships with others
- a happy and supportive community
- opportunities to maximise their educational development and personal growth
- the highest standards of mutual respect and consideration both of and for others
- taking responsibility for their own actions and the effect these have on others.



Daily Routine

6.30am – 8.00am	Breakfast is available in the dining room
8.20am	Students have left Walker House and gone to School
3.45pm	Afternoon tea is available in the dining room. Students are expected to change out of their School uniform before dinner and before leaving Walker House.
5.35pm	Duty team arrives at the dining room.
5.45pm	Dinner and dessert are served.
6.45pm – 8.15pm	Supervised study begins in the dining room. Students may have wrk for completion (homework, tasks, questions, or assignments) and will always have work for consolidation (review and revision). Students in Years 7 – 10 spend this period supervised and supported in the dining room at the discretion of Walker House staff.
8.50pm	Year 7 and 8 students hand in laptop, phone and any other personal devices
9.00pm	Years 7 and 8 students in their own rooms. Snack room, laundry and showers cleared.
9.20pm	Year 9 and 10 students hand in laptop, phone and any other personal devices.
9.30pm	Years 9 and 10 students in their own rooms. Television and games consoles are switched off.
9.45pm	Common area cleared of students. Years 11 and 12 students in their own rooms.

Friday - Saturday

There is greater flexibility given to students for the weekend routine but breakfast is only available until 9.30am and students must be awake by this time. Lunch is available between 12.30pm – 1.00pm and dinner remains at 5.45pm.

While study is strongly encouraged, there is no set study period on a Friday or Saturday.

Bedtimes are different on the weekend:

- Years 7–8 are to be in their own rooms by 9.30pm.
- The Snack Room, laundry and showers are also cleared at 9.30pm.
- Years 9–10 are to be in their own rooms by 10.00pm.
- Years 11–12 are to be in their own rooms by 10.30pm.

Friday - Saturday

On a Sunday night, the focus is on preparation for the week ahead.

All common areas are cleared and students are preparing for the week in their own rooms from 8.30pm.

Rooms

Students may personalise their room with mementos from home. Posters or other decorative items may only be placed on the notice boards provided. Students are responsible for keeping their rooms tidy. For health and safety aspects, a high standard of cleanliness is expected.

Students who continuously struggle to meet the expected standard will remain at Walker during the afternoon to clean their room, and support duty staff in cleaning up afternoon tea.

This gives students an opportunity to reflect on their contribution to the environment and a chance to contribute positively to caring for our environment.

Expectations for Rooms at Walker House

- Rooms must always be neat, clean and tidy.
- Beds must be made each day.
- Clean clothes will be packed away in drawers and cupboards.
- Dirty clothes will be placed in the laundry basket.
- Towels need to be hung up on appropriate rails/hooks.
- Curtains/blinds/windows need to be opened each morning.
- All lights and electrical appliances must be switched off before leaving for school.
- Desk and benches are to be tidy at all times and free from general rubbish and clutter.
- Floors to be clear at all times.
- Large items (such as suitcases) are to be stored under beds or in allocated storage areas.
- Heaters can only be plugged into the appropriate power point.
- No other electrical devices should be plugged into the heating outlet.
- Electrical devices should not overload power points.
- Cords must not run across the room – rooms are to be arranged to make use of existing power points.
- Crockery must be returned to the scullery after it is used.
- At no time should a student be in another student's room without the presence of the occupant.
- Many of these expectations are required as part of the School's Occupational Health and Safety Policy.

Accidents / Near Misses / Hazards

All staff and students need to be vigilant in reporting any perceived hazards to the Director or Assistant Director on duty. Any accidents or near misses should also be reported, no matter how minor they seem at the time. We have procedures in place to deal with such matters and need to record this information as a part of our Occupational Health and Safety Practice.

Airport

While not always possible, Walker House staff will generally collect and drop students at the Airport. Flight details need to be forwarded to the Director well in advance so that transport can be organised.

There are occasions, however, when it is not possible for staff to provide this

service, so students will be helped to make arrangements for the Airport Shuttle Bus or catching a taxi.

Co-curricular

The Friends' School Co-curricular Program provides a range of valuable educational experiences for students in addition to those provided by the formal curriculum. For this reason, it is an expectation that students residing at Walker House will participate in at least one sport and take part in some musical, dramatic, cultural and service activities.

Damage to Property

If there is any accidental damage through inappropriate behavior, or deliberate damage to property, the student(s) concerned may be charged the repair or replacement cost.

Dishes and Washing Up

Outside of dinner and supper times, students are expected to be responsible for their own crockery and cutlery including washing it up and putting it away in the cupboards.

Electrical Devices

All electrical devices brought by students to Walker House need to be tested and tagged as part of our need to comply to the Australian Workplace Standard AS/NZS 3760 In service safety inspection and testing of electrical equipment. In the second week of Term 1 and in the second week of Semester 2, all electrical items will be tested and tagged.

If students purchase new electrical equipment during their stay they will need to inform the Director of Residence who will organise for these new items to be tested and tagged before they can be used. All items need to be tested every two years.

Electrical equipment, including the heaters supplied in each room, must never be covered with clothing or any other material.

Emergency Evacuation - Fire and Lockdown Procedures

Students will be briefed on evacuation and lockdown procedures at the beginning of the year, and will be given regular reminders. Fire drills are held regularly. In the event of a real or false fire alarm students need to exit the building in a safe and sensible manner from the nearest door and make their way to the front of the building.

Students are asked to gather on the footpath outside the wall of Rydges on Lewis Street. If students are unable to access the front of the building, then they need to assemble on the top oval behind the house and wait for a member of staff to arrive.

Upon evacuating the building (if there is time) students should ensure windows and the door to their rooms are closed if they come from their rooms, and turn off any electrical equipment.

The fire brigade will arrive and turn the alarm off and give the all clear before anyone is to re-enter the building. Students should be aware that each room is fitted with a smoke detector. Students must refrain from over-spraying aerosols in rooms as this can trigger the alarm. If a student has contributed to setting off the alarm through negligent actions, they may be charged the \$500 call-out fee.

Laundry

Students are responsible for washing their own uniform and clothes. They will be allocated a weekday so that staff can ensure their bed linen and towels are washed. We are committed to reducing our consumption of energy so students must ask permission from the staff member on duty to use the dryers. Washing must be done during the week, or by early Sunday morning, to ensure uniform items are washed ready for School.

Personal Possessions, Money and Valuables

The School is unable to provide any insurance cover for personal items that have been brought into Walker House. Any individual valuable items that it is necessary for students to have at Walker House should be advised to the Director of Residence and families must make their own insurance arrangements. Where possible, students are asked to minimise personal valuables at Walker House and to endeavour to keep their property secure at all times. A safe is provided

in each bedroom for personal valuable items.

The Residence is not responsible for the security of personal items if students have chosen to keep them in their rooms and not use the safe. Passports should be stored in the student's personal safe. A photocopy of the passport and Visa will be passed on to the Enrolments Office.

Students should not store large sums of money in their room. If they need to bring cash with them it must be stored in the safe, in the office or preferably be placed in a bank account. If students are responsible for paying school fees, they should access a bank cheque, or ask a staff member to accompany them to the bank and then directly to the School. Parents are encouraged to pay School fees by electronic funds transfer.

Security

A CCTV security system (equipped with cameras and alarms) is installed at Walker House to protect students and their property.

School Calendar

The school dates can vary according to the year level and academic program of each student. The dates at the front of this booklet were accurate at the time of publication.

Walker House expects parents to ensure that any travel to and from Walker House is in keeping with these dates so that their son/daughter will be at school for all scheduled classes.

The Department of Immigration has strict guidelines regarding attendance for international students.

Signing Out

In order for a student to leave Walker House, the student must inform the staff member on duty and in some cases seek permission – depending on the nature of the activity. Students must return to Walker House by 5.30pm Sunday –Thursday.

Students must sign out, and back in, each time they leave Walker House, stating their exact destination and the exact time they intend to return. If a student is late for any reason they must phone the staff member on duty before the time they have indicated to return. If their plans change, the student must phone Walker House and seek permission for the alternative arrangements.

Other than during the School day, **students are required to carry their mobile phones when leaving Walker House. Parents are required to provide their child with a phone if they do not have one. Students require a phone for day leave.**

TV, Films, Computer Games and Personal Possessions

Students must understand that there are legal requirements with regard to what students of particular age groups can and cannot view and play. In addition to this there are the expectations of the Walker Community and the school's ethos and Purpose and Concerns to guide our practice.

Films classified M are not recommended to be viewed by people under 15 years of age and staff on duty will assess a film or game rated M for its suitability for students who are not 15. No student, regardless of their age, is permitted to hire, view or own a film rated R18+ while they live at Walker House.

All students hiring or owning movies are asked to give consideration to the range of ages of students who might wish to view a film with the rest of the group. As part of our Quaker ethos we do not condone violence and students are not permitted to watch films or play computer games that are excessively violent in nature. We ask for the respect of all members of our community in abiding by this expectation.

Students should be aware of copyright laws and the strict penalties facing individuals who breach such laws by illegally downloading and/or sharing music and movie files.

Any personal possessions considered inappropriate will be confiscated and if necessary there may be a need to review the conditions of the student's enrolment. This is particularly the case, although not limited to, circumstances where materials have been shared.

Visitors

Visitors are warmly welcomed at Walker House. Just as you would expect in your own home, all visitors, including parents, are to be introduced or introduce themselves to the staff member on duty and sign in.

Visitors are not encouraged after 5.45pm and only welcomed at the discretion of the Director, Assistant Director or the supervisor on duty. Visitors are welcome for a meal but notice is required to help with catering.

After school is a very busy time at Walker House with students returning from school and going out for afternoon leave. Students are asked to limit the number of friends they invite and suggest they come after 4.00pm.

Weekend Meals

Meals are provided on Friday, Saturday and Sunday, but students are welcome to eat out at local restaurants with friends from School and Walker House. These occasions are at the student's expense. If intending on going out for a meal it is important to notify Walker House staff with as much notice as possible.

Evenings

We start to wind down from 8.45pm onwards (Sunday to Thursday evenings). Younger students are preparing for bed and older students may need to continue with their study. Students should not be playing console games at least 15 minutes before their bedtime. All televisions and consoles are switched off at 9.30pm during the week.



Leave Arrangements

Daytime and Afternoon Leave

Students are allowed to leave Walker House for leisure and recreation activities after school on weekdays and during the day on weekends with the approval of Walker House staff and parents. Students must create leave requests using the REACH boarding system, which parents may need to approve depending on the type of leave. Day leave on the weekend will be granted for a maximum of five hours. Activities may include going to North Hobart, the city or Salamanca, visiting friends, participating in sport and other co-curricular activities, seeing a movie or going to the gym.

Friday and Saturday Night Leave

Permission to leave Walker House after dinner on Friday and Saturday night will be given by Walker staff if the activity is deemed suitable and appropriate for the age of the student. Curfews can be extended if the student provides details of their exact whereabouts and contact details for the activity via a Weekend Leave Form well in advance. **Students are not permitted to change plans without first notifying staff on duty and seeking permission.**

Curfew times for Friday and Saturday nights are:

- 9.15pm – Years 9 and 10
- 10.15pm – Years 11 and 12

Years 9 and 10 students will not be allowed to travel alone after 5.30pm.

Younger students may be able to travel with older students at the discretion of Walker Staff and after consultation with parents as necessary. Parents are encouraged to contact the Director if they prefer earlier curfews for their individual child.

Overnight Leave

Overnight absences from Walker House will only be granted to students who are staying at a house with an adult 'parent' guardian. If the host family is not a family associated with the School, then Walker House staff will need to meet the adult who will be responsible for the student before any decisions are made.

Staff will wait to be contacted by any adult extending an invitation to a Walker House student. The only exception to this is that Walker House staff will contact the host of any party to which a student is invited. Walker students are not permitted to attend parties where alcohol will be available to students of any age, regardless of the level of adult supervision.

An overnight leave request must be created using the REACH Boarding system and must be confirmed in writing in advance and approved by the Director or Assistant Directors.

What to Bring

Walker House provides all linen (plus doona and pillow) and towels. If students wish to have their own sheets and doona cover they can bring them with them. Toiletries and personal items can be brought with the student or purchased upon arrival.

Students are given a Macintosh laptop. They are not permitted to bring a personal computer or tablet devices.

Appropriate clothes for recreation, underwear for seven days, warm jacket, sandals/gym shoes. School shoes need to be black lace-up shoes.

Warm coat/waterproof jacket for outdoor experiences and activities.

Withdrawal from Accommodation

As per the conditions of enrolment, students intending to leave residential accommodation must provide a term's notice, in writing, to the Principal of the School.

Privacy Policy

The School has developed a Privacy Policy in accordance with the National Privacy Principles, to explain how we manage personal information.

You can access the policy on our web site (www.friends.tas.edu.au) or by contacting the School's Privacy Officer on (03) 6210 2200.

