



St Ursula's College

TOOWOOMBA

BOARDING

INFORMATION HANDBOOK
2025



WELCOME

FROM THE PRINCIPAL

Dear St Ursula's College Boarders and Families,

Let me begin by warmly welcoming you to our College, but more importantly to our boarding school community.

Boarding at St Ursula's College provides an opportunity for each student to develop lifelong friendships and memories. It will also develop the capacity of girls to initiate conversation, build inclusive behaviours and cultivate self-reliance and independence.

We recognise that the transition from home to boarding school is a significant step in the life of your daughter (and in the lives of parents) and we are ready to support your family every step of the way. Our staff are empathetic to your new experiences and will ensure that you quickly settle in and feel like you belong.

Please do not hesitate to contact us if there is anything else we need to know to help ensure a smooth transition for your daughter and your family.

I hope that you will come to call Brescia House 'home' very soon.

Yours sincerely

Mrs Deidre Young
Principal



FROM THE HEAD OF BOARDING

It is my pleasure to welcome you to the St Ursula's College Boarding Family.

We are thrilled to have you join us and we hope that your time with us will be fulfilling and happy. Our college has a rich history of welcoming boarders since 1931, and we consider them an integral part of the St Ursula's College community. Being part of our boarding community offers young women a unique and rewarding experience.

We provide access to a wide range of academic opportunities, facilities, sporting, cultural and spiritual life at the College. We take pride in being at the forefront of contemporary boarding for young women, and our recent refurbishments at Brescia House have been designed to provide a 'home away from home' experience.

We strive to create a friendly, supportive, and nurturing environment where boarders can learn the social skills necessary to live happily together, and respect and empathize with others, while growing in independence and self-reliance. Our dedicated and highly skilled residential and medical staff are passionate about providing the highest level of care for each individual boarder and their family.

At St Ursula's College, we have a strong connection with rural families. We have welcomed boarding students from various parts of Queensland, New South Wales, Victoria, remote communities. We encourage parents to work in partnership with the boarding staff to ensure their daughter/s enjoy the positive experience of their time at Brescia House. We provide a network of support from the Principal, Head of Boarding, Pastoral Care, Boarding Supervisors, School Nursing Staff, older Boarders and the College Counsellors. Every new student is supported following her arrival, including being paired with another boarding student as a buddy.

We look forward to welcoming you to Brescia House and the St Ursula's College Boarding Family.

Miss Jodi Marshall
Head of Boarding



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IMPORTANT CONTACTS

Brescia Boarding House

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Health Centre

07 4631 0838

0407 371 651

healthstursulas@twb.catholic.edu.au

Nurses:

Mrs Toni Luker RN

Head of Boarding

Jodi Marshall

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hobstursulas@twb.catholic.edu.au

Boarding Supervisors

Mrs Trish MacDonald

Mrs Trish Backman

Mrs Cindy Priest

Ms Jessica Ryder



CULTURE STATEMENT

St Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- The development of a personal faith and spirituality;
- Participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- Mutual respect;
- Tolerance and acceptance;
- Care for the individual and the environment;
- Interdependence and collaboration;
- Service.

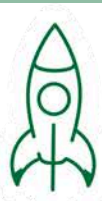
So that our students, growing in wisdom, justice and integrity, will contribute responsibly to their own transformation and that of society.

VISION & MISSION STATEMENT



OUR VISION

Empowering courageous and compassionate young women of integrity to shape the future.



OUR MISSION

To contribute responsibly to our own transformation and that of others in society.



OUR VALUES

Service, Courage, Compassion,
Justice and Respect.

OUR TOUCHSTONES



Building Unity through
Community.



Every Face
has a Place.



Courage and Compassion Every
Day and in Every Way.

Our vision is to empower courageous and compassionate young women of integrity to shape the future. Our mission is to contribute responsibly to the transformation of ourselves, others and society. The values of Service, Courage, Compassion, Justice and Respect are at the heart of everything we do.

At St Ursula's College, we are building unity through community, ensuring every face has a place, and that we are exercising courage and compassion every day and in every way. This is the Ursuline Way, uniquely delivered here at St Ursula's College Toowoomba.

SERVIAM - I WILL SERVE

Service and **Serviam** are foundational to the ethos of the College. At St Ursula's College we recognise that serving others is an important aspect of our everyday actions and interactions. Throughout his life, Jesus served the community. In the routines of daily life he was there to listen, to respond, to heal, to encourage, to forgive, to comfort and to challenge. So too does Saint Angela Merici encourage us through her writings to nurture relationships built on trust, respect, and really knowing each other in our strengths and weaknesses. As disciples on mission and as students of St Ursula's College Toowoomba with the motto, **Serviam: I Will Serve**, we are compelled to take our role in the world seriously.

So, the challenge for St Ursula's College has always been to educate in such a way that we are preparing students to question unjust situations and structures and to imagine new ways of creating a more just and equitable world. As Einstein reminds us: No problem can be solved with the same thinking or level of consciousness that created it. So stirring the imagination and encouraging creativity in all areas of learning and school life is essential if our students are to live their **Serviam** motto into the future.

Each St Ursula's College student is presented with a name badge. It is important for students to wear this name badge as Angela Merici urges us to call each student by name and by heart –

" Next I beg you that you willingly hold in consideration and have engraved on your mind and heart all your dear daughters, one by one. Not only their names, but also their condition, and character, and every situation and state. This will not be difficult for you if you embrace them with ardent charity." Angela Merici Second Legacy

Each student and staff member is also presented with a Serviam badge at the beginning of their first year at St Ursula's College. This badge is worn by every student in Ursuline schools throughout the world.

At the top of the badge are seven stars. These stars symbolise the heights to which we are encouraged to inspire. These seven stars represent the Ursa Minor constellation seen in the Northern Hemisphere sky. This constellation is also known as The Little Bear. These stars symbolise St Ursula.

Underneath the stars is the cross reminding us of the life, death and resurrection of Jesus. Jesus was committed to serving the dignity and worth of others, even to death. The College motto, **"Serviam – I Will Serve"** at the base of the badge, is a call to service – service to God and others. Green is the colour of hope, reminding us that we need to be filled with hope and possibilities. Silver invites us to thread sincerity through all we do and hope for.

We are encouraged as students and teachers who wear this badge to radiate in our lives Christian joy and confidence.

Adapted from "Ursuline Education in the Spirit of St Angela Merici"



BRESCIA HOUSE FAMILY VALUES

Angela Merici once said 'You will accomplish more by kind words and a courteous manner.'

- Assist each student to reach their full potential and to fully embrace the values of Angela Merici through Serviam;
- Encourage service as a way to teach our students to embrace their community and to use their ideas and selflessness to make a difference in their world;
- Kindness and compassion are reinforced throughout the ethos of boarding, ensuring each girl values their gifts and talents and most importantly themselves;
- Each boarder is known and their individuality has a place within the College,
- Respect for others and themselves is paramount;
- Continue to offer innovative learning experiences through one-on-one tutoring, group exercises and extended study periods for those who need it;
- Through sport, community service, and opportunities to work, the development of life-long skills and a sense of responsibility are established;
- Create an environment that actively encourages the development of resilience and a high standard of professionalism and personal care so that each student can progress towards a happy, engaged, and meaningful future;
- With the support from past and present families, the College's profile will be raised, ensuring the addition of more girls into our boarding family through strong communication, service, and drawing connections to the wider community;
- Establish a sense of family, acceptance and community within the boarding house, ensuring that each girl enjoys being in a safe environment, where everyone is valued and it is a place where they want to return to.



TRANSITION SUPPORT

BUDDY SYSTEM

Year 11 Students become 'Buddies' for new students in Boarding, and they are required to fulfil this commitment for two (2) years. The role of the Buddy System is to help students to establish positive relationships with others, and ensure the successful transition of our new boarding family members.

In addition to the formal Buddy System support, students in Boarding are able to access extra transition support from the College Counsellors, Chaplain and Boarding Supervisors, as well as their peers in boarding.

SPIRITUAL FORMATION

It is important that, as a Catholic community, we come together as a group at regular times to celebrate what has been happening within our community, and to pray together, reflect, and to challenge each other's growth, intellectually and spiritually.

Mass is celebrated every Sunday at 9:30am at Our Lady of Lourdes and at least once a month at St Patrick's Cathedral.

DRESS CODES FOR MASS:

- Mass at Our Lady of Lourdes: Neat casual clothes
- Mass at St Patrick's Cathedral: Full College Uniform

LEADERSHIP

The St Ursula's College Boarding community have leadership positions that provide an excellent opportunity for students to develop their leadership skills and take on extra responsibilities. Students who wish to be leaders, need to demonstrate exemplary behaviour in conduct, attitude and dress, and represent the Boarding community at College and community functions.

Boarding Captain is a position Year 11 students can nominate for before entering their last year of schooling and voting is completed by boarders in Year 7 to 12 along with boarding staff. The Captain meets fortnightly with the Head of Boarding to raise matters from the student body and to show support of boarding staff with regards to the routines and expectations for happy residential living. The Captain also assists with functions, such as themed dinners and Year Level socials, as well as coordinating Year Level Representative meetings and Boarder Representative Council meetings.

Boarders can also join our Boarders Representative Council (BRC) to share their ideas on how they would like to contribute to boarding and the College community. The council meets fortnightly and provides an opportunity for those who are interested in leadership positions to demonstrate their capability.

BOARDING INITIATIVES

Our Boarding community is small enough to enable students to experience long lasting relationships with students and staff. We provide an environment in which each girl is nurtured and offered opportunities for growth and development across a range of areas.

The College endeavours to make boarding life 'home-like' in a residential setting, where girls can grow in an atmosphere of respect and maturity. To ensure this, the Merici Care Model focuses on the development of each students' sense of connections, achievement, responsibility and emotional awareness.

CARE TEAMS

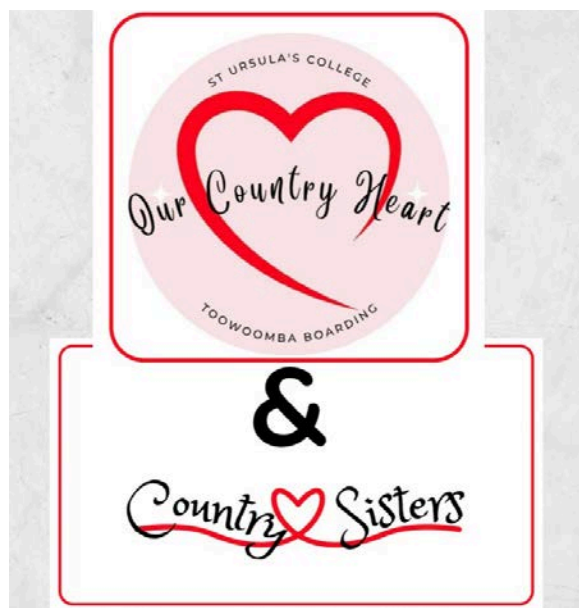
Each member of the boarding staff is allocated a Care Group, that consists of a small number of girls who receive daily check-ins.

Care Conversations that ensure each girl feels known, valued, and heard. Every week, the boarding staff will report to the parents in their Care Group ensuring parents are fully aware of their child's behaviour and well-being.

The Care Teams also enables the establishment of secure relationships with all staff members and parents.



OUR COUNTRY HEART



"Our Country Heart" is an entrepreneurial project that aims to give boarders developing skills through:

- Initiating a small business from the Brescia House;
- Developing entrepreneurial skills & experience;
- Identifying and marketing a product;
- Gaining financial literacy;
- The importance of packaging and promotional advertising;
- And most importantly, how to become self-sufficient strong young women.

We recognise that this initiative is a great team building exercise for boarders whilst also giving them the confidence to discover and explore many new skills.

This is another great way our boarding community ensures all girls are motivated and encouraged, by our dedicated and caring staff.

COMMUNITY GUIDELINES

PRACTICAL EXPECTATIONS

- Cooperation is expected at all times towards others;
- Respect for the privacy of others;
- Respect for the living space of others;
- Respect for the clothing and belongings of others;
- Borrowing or lending items without permission is discouraged and is done so at own risk;
- All students are expected to contribute to the care, cleanliness and tidiness of the Boarding House;
- Silence is expected after lights out;
- Food is not to be eaten in the sleeping areas;
- Uber Eats or takeaway delivery service is not permitted at any time.

AREAS SURROUNDING THE COLLEGE

- It is mandatory to sign in and out of the Boarding House. Other students are not permitted to sign students in or out;
- Students are to remain within the College grounds unless they have obtained permission to do otherwise;
- Tennis courts, the lower field and the tennis shed are considered out of bounds after 5:00pm;
- The shops and chemist in Mort Estate (for all Year Levels) and the Freedom Service Station (for students in Year 7 to 10) are regarded as out of bounds – unless specific permission has been given;
- Each student is expected to be familiar with, and to abide by the Visiting Regulations.

CARE OF PROPERTY AND FACILITIES

- Wilful damage of property may result in the family having to pay for repair or replacement;
- Graffiti, vandalism and destructive behaviour are unacceptable;
- Chewing gum is not allowed under any circumstances;
- Students are expected to use resources such as sewing machines, televisions, library books and computers responsibly. Any breakage or loss should be reported immediately to staff.

BANNED ITEMS

Aerosol Cans, Cigarettes, Vapes and Alcohol Are Not Permitted.

Students are not permitted to bring aerosol cans, cigarettes, vapes and/or alcohol into the boarding community and students travelling on planes are reminded that aerosol cans are by law dangerous goods.



A TYPICAL DAY

MONDAY TO FRIDAY

Before School	6:35am to 7:15am Breakfast	Students come to the Dining Room (dressed in full school uniform). Year 12 students can collect their phones but not take them to the Dining Room.
	7:15am to 7:45am	Students return to the Boarding House to clean and tidy their rooms, complete house duties and get ready for school. Phones will be available from 7:15am when rooms and chores are completed for Year 7 – 11.
	8:00am	Medication is administered to the students by the Senior Supervisor on duty.
	8:05am to 8:10am	Phones are handed in to the Supervisor on duty for Year 7-10.
	8:10am to 8:20am Roll completed	Uniform check carried out by the Supervisor on duty before leaving for school.
After School	3:05pm to 4:00pm Afternoon Tea Roll completed	Afternoon Tea is provided. This is now free time; however, students may be involved in sports or extra-curricular activities.
	4:00pm Roll completed	Year 7 – 9, hand in their phones and start having showers.
	4:35pm	Year 10 - 12 hand in their phones before study.
	4:45pm to 5:30pm First Study Roll completed	Silent supervised study for all students.
	5:20pm to 5:30pm	First study is finished and dinner roll call is completed in the downstairs common room.
	5:30pm to 6:30pm	Dinner in Dining Room
Evening	6:30pm to 8:00pm Second Study Roll completed	Second study for Year 7 - 9 Finishes 7:30pm (optional late study to 10:30pm) Second study for Year 10 Finishes 7:45pm (optional late study to 10:30pm) Second study for Year 11 - 12 Finishes 8:00pm (optional late study to 10:30pm)
	8:00pm – 8:15pm Roll completed	Supper for all students in common room downstairs. Year 7 - 9 getting ready for bed.
	8:45pm to 9:00pm	Year 7 - 9 digital devices handed in
	8:45pm to 9:00pm	Lights out for Year 7 - 9
	8:00pm to 9:00pm	Year 10 - 12 showers. Year 10 digital devices handed in by 9:00pm
	9:15pm to 9:30pm Roll completed	Lights out for Year 10
	9:30pm	Year 11 digital devices handed in
	9:45pm	Lights out for Year 11
	10:15pm Roll completed	Year 12 digital devices handed in
	10:30pm Fire roll completed	Lights out for Year 12

A TYPICAL DAY

FRIDAY PM

After School	3:00pm to 4:45pm Afternoon Tea Roll completed	Afternoon Tea is provided. Free time for all students
	4:45pm to 5:15pm	Showers for Year 7 - 9
	5:20pm to 5:30pm	Dinner roll call is completed in the downstairs common room
	5:30pm to 6:30pm	Dinner in the Dining Room
Evening	6:30pm to 8:30pm Roll completed	Activities for Year 7 - 10 as per the Recreation Program for the weekend. Supper for all students in common room downstairs from 8:00pm
	8:45pm to 9:15pm	Activities for Year 7 - 10 as per the Recreation Program for the weekend. Year 7 - 9 hand in digital devices at 9:15pm
	9:30pm Roll completed	Lights out for Year 7 - 9 at 9:30pm
	9:30pm	Year 10 hand in digital devices
	9:45pm	Year 11 hand in digital devices
	10:00pm Roll completed	Lights out for Year 10 - 11
	10:15pm	Year 12 digital devices handed in
	10:30pm Fire roll completed	Lights out for Year 12

SATURDAY

Morning	7:00am to 9:00am Breakfast in-house Roll completed	Wake up students for breakfast. Room cleaning, chores, and washing must be completed before phones will be available
	9:30am to 11:30am Roll completed	Activities for Year 7 - 10 as per the Recreation Program Shopping is offered for Year 11 - 12 within a two (2) hour block
Afternoon	12:20pm	Lunch roll call is completed in the downstairs common room
	12:30pm to 1:15pm Lunch	Lunch in the Dining Room
	1:30pm to 3:30pm Roll completed	Activities as per the Recreation Program for Years 7 - 10
	3:30pm to 4:00pm Afternoon Tea	Afternoon Tea for all students
	4:45pm to 5:15pm Roll completed	Showers for Year 7 - 9
Evening	5:25pm to 5:30pm	Dinner roll call is completed in the downstairs common room
	5:30pm to 6:30pm	Dinner in the Dining Room
	6:30pm to 9:00pm Roll Completed	Activities as per the Recreation Program for the weekend
	9:15pm to 9:30pm	Year 7 - 9 hand in digital devices. Lights out for Year 7 - 9
	9:30pm to 10:00pm Roll completed	Year 10 - 11 hand in digital devices. Lights out for Year 10 - 11
	10:15pm - 10:30pm Fire roll completed	Year 12 hand in digital devices Lights out for Year 12

A TYPICAL DAY

SUNDAY

Morning	7:00am to 9:00am Breakfast in-house Roll completed	Wake up students for breakfast
	8:30am to 10:30am Roll completed	Students to get ready for Mass Mass at Our Lady of Lourdes at 9:30am
Afternoon	12:20pm	Lunch roll call is completed in the downstairs common room
	12:30pm to 1:00pm Lunch	Lunch in the Dining Room
	1:30pm to 3:00pm Roll completed	Shopping for Year 7 - 10 (with a Supervisor)
	3:00pm to 3:30pm Afternoon Tea	Afternoon Tea for all students
	4:00pm Roll completed	Year 7 - 9 hand in their phones and start having showers
	4:35pm	Year 10 - 12 hand in their phones before study
Evening	4:45pm to 5:30pm First Study Roll completed	Silent supervised study for all students
	5:20pm to 5:30pm	Dinner roll call in downstairs common room
	5:30pm to 6:30pm	Dinner in the Dining Room
	6:30pm to 8:00pm Second Study Roll completed	Second study for Year 7 - 9 Finishes 7:30pm (optional late study to 10:30pm) Second study for Year 10 Finishes 7:45pm (optional late study to 10:30pm) Second study for Year 11 - 12 Finishes 8:00pm (optional late study to 10:30pm)
	8:00pm - 8:15pm Roll completed	Supper for all students in the common room downstairs Year 7 - 9 getting ready for bed
	8:45pm to 9:00pm	Year 7 - 9 digital devices handed in Lights out for Years 7 - 9
	8:00pm to 9:00pm	Year 10 - 12 showers Year 10 digital devices handed in by 9:00pm
	9:15pm to 9:30pm Roll completed	Lights out for Year 10
	9:30pm to 9:45pm Roll completed	Year 11 hand in digital devices. Lights out for Year 11
	10:15pm - 10:30pm Fire roll completed	Year 12 hand in digital devices Lights out for Year 12

WEEKEND ACTIVITIES

SHOPPING

Shopping at Grand Central or other stores in Toowoomba is available once a week in Year 7 to 12.
Year 12 students only may walk to Grand Central and/or get a taxi if given permission by the Supervisor on duty.

OTHER ACTIVITIES

The Boarding community strives to provide boarders with opportunities to experience all aspects of life, just as they would if living at home. Each term a program of activities is created to enable the girls to:

- To know each other;
- Interact with students from other South-East Queensland Boarding schools;
- Foster a healthy attitude towards fun and fitness;
- Provide them with an array of activities in their out-of-school time such as themed nights, fitness, excursions to Brisbane, pool activities, and other recreational activities to foster connections, communication, and collaboration.

SWIMMING POOL

The College swimming pool will be open after school and on weekends during Term 1 and Term 4, when there is a supervisor on duty.

Entering the pool area when unsupervised is a breach of the Student Code of Conduct.

Swimming Pool Rules:

- No food or drinks are permitted;
- Hats and sunscreen must be worn at all times;
- No running;
- No pushing people into the pool;
- No wrestling on one another's shoulders or 'bombing'; and
- Shorts and t-shirts must be worn over swimming clothes when going to and from the pool.

HEALTH PROMOTION & EDUCATION

The College Nurse attends to regular health and wellness education for Boarders.
The Health Centre is involved in the wellness program at the College and presents education throughout the year.



MEALS & DINING

The Dining Room is a place where students can enjoy the company of others in a friendly, respectful atmosphere. In order to provide this experience, we attempt to keep a structured environment, with appropriate standards of behaviour, dress and table etiquette expected from all students.

Students who make inappropriate clothing choices will be asked to return to the Boarding House and change to make sure they are in appropriate, clean and ironed clothes.

DRESS CODE

Tops	No strapless, one shoulder, off the shoulder, shoe-string straps, midriff or low cut tops;
Shorts/Pants	No short shorts (if on the hip – no skin showing).
Skirt/Dress	No extra short dresses or skirts; tops of dresses need to fit the above categories
Shoes	Closed in footwear is required at all times. No ugg boots, rubber thongs or slippers can be worn in the Dining Room
Hair	Must be tied back when in Dining Room.



EXPECTATIONS FOR THE DINING ROOM

- Attendance at all meals is compulsory (unless ill).
- Students are to speak in a normal tone to others at their table. They may not call out from one table to another.
- Mobile phones are not permitted in the Dining Room.
- Food, cutlery and/or crockery must not be taken from the Dining Room at any time.
- Students are expected to sit at their assigned table, and to share their company and conversation with the other students at that table.
- Before leaving the table after any meal, students are expected to clear their table and take their crockery and cutlery to the wash up area.
- When students have other commitments, prior arrangements with the Boarding Staff can be made to order a late meal.
- Take away food of any kind is not permitted (no exception).
- We encourage the girls to be aware of their personal health and to try and maintain a good balance in their lives. Boarding House food is nutritious and well balanced. We advise the girls to eat plenty of fresh fruit and drink lots of water and exercise regularly to maintain good health.



STUDY & SUPERVISION

The College recognises that all students have different academic abilities, strengths, weaknesses and approaches to learning. Just as students are encouraged to take sport and music seriously, and practice hard, it is expected that Boarders approach academic life with similar determination. Boarder's academic progress is monitored by Boarding House Supervisors, in constant communication with Teachers and Heads of House.

SUPERVISED STUDY

There are two (2) set study times each night from Monday to Thursday which are not to be interrupted.

Please note the following guidelines with regards to supervised study:

- Supervised study is compulsory for all;
- Students in Years 12 may undertake late study until 10:30pm;
- Late study must be arranged prior to second study commencing and is to be approved by the Supervisor on duty.

The expected standard of behaviour during supervised study is as follows:

- Students need to be on time for study;
- Students must have equipment ready before study;
- Students are expected to study with minimum noise and movement;
- No food or drinks to be consumed during study;
- Group work may be done in the Common Room when required (not in first study);
- No television or phone access is permitted during study;
- No showers, laundry or social time during formal study;
- Early risers may wish to complete early morning study from 6:30am, alternatively, students also study from 7:00am.

INDEPENDENT STUDY

The College encourages boarders to engage in independent study. This may be taken on any day.

SUPPORT

All Boarders have access to the College Counsellors as well as the Pastoral and Academic staff as required.

TUTORING

Private tutors can be arranged by families to provide tutoring assistance if required. All private tutors have to be approved by Head of Boarding and the Principal. Mandatory child protection and blue card has to be sighted prior to starting.

TAFE Courses

From time to time, TAFE courses will be made available to be completed during study time and obtain skills which will assist their transition into life after school. The courses are organised by the our VET staff at the College.

LEAVE PROCEDURES

The fundamental principle underlying the leave policy is that parents and/or guardians will be able to take their daughters on leave at any time except on the one (1) closed weekend per term during the year. However, parents are reminded that the expectation of the College is that girls attend all classes for the duration of the school term. If parents request special leave, an email must be sent to the Head of Boarding and Principal two (2) weeks prior to commencement of leave to principalstursulas@twb.catholic.edu.au and hobstursulas@twb.catholic.edu.au.

Parents must give permission for all Weekend OR Day leave that their daughters take from the Boarding House. St Ursula's College uses the automated online system REACH for parents to apply for and approve leave for their daughter/s. REACH is a web-based application that is available for parents to use 24/7 from any PC, tablet computer and/or mobile device that has internet access. When your daughter/s starts at the College parents and students will receive their unique ID and password which will allow them to log onto the REACH portal to organise and therefore give their permission for all leave for their daughter. Parents are responsible for entering suitable hosts details into the REACH system. A Host Responsibility Form is sent to the parent and the host prior to leave being approved. There are additional requirements for International Students, and these should be discussed directly with the Head of Boarding.

Leave permission/invitation for a particular weekend must be sent to the Head of Boarding by the Wednesday prior by 8:30pm or the student will not be permitted to leave the Boarding House. Leave is only granted to hosts other than parents for whom a name, address, email address, and phone number have been entered into a parent's REACH account. Boarders going on leave must be collected from and returned to the Boarding House by the same host who signed the student out. Parents are asked to contact the Boarding House if there have been any changes to leave to ensure student's safety.

WEEKEND LEAVE

With the exception of the one (1) closed weekend per term, girls may go on leave with their parents on any weekend. Girls are to check out in good casual clothing. If girls are returning from leave on a Monday morning, a privilege reserved for leave with parents only, they must arrive before 8:00am, in school uniform. Day leave for Friday and Saturday - students to return by 9:00pm. Sunday Leave is granted before and/or after Mass at 11:00am. Sunday Leave return by 7:30pm.

VEHICLES

Girls may not travel in cars driven by provisional drivers except when the driver is a sibling. The parent is required to email the Principal to seek permission for this request to be approved.

- At no time will students be permitted to travel in cars driven by a Day or Boarder Student or drivers under the age of 21;
- At no time will students be permitted to go out with anyone under the age of 21, for day leave or overnight leave;
- The College will not accept permission from parents for students to be taken out with anyone under the age of 21;
- Requests from parents for outings with older siblings will be negotiated by the Principal.

TRAVEL - Unaccompanied Child - Boarding Student Policy for Buses

All students aged between 12 and 14, travelling on Bus Queensland Bus Service without an adult or older student with them, must present the driver with an Unaccompanied Child Form. Parents are responsible for booking and purchasing bus tickets for their daughters.

Coaches will no longer accept unaccompanied forms for students under 15 years, the exception; any child under 15 years is able to travel with a student-sibling 15 years or over.

YEAR 12 DINNER LEAVE

Year 12 Boarders may take leave on Friday evening from 7:00pm to 8:30pm escorted by a supervisor. Parental permission is required for this leave.

LEAVE PROCEDURES

SPECIAL LEAVE

Any leave involving academic time should be directed to the Deputy Principal (deputyprincipalstursulas@twb.catholic.edu.au) with a copy to the Head of Boarding (hobstursulas@twb.catholic.edu.au).

Afternoon Leave is available with parents and family members from 3:30pm until 5:30pm.

Dinner Leave is available to parents and family members and girls must sign out. Return in time for study at 6:30pm.

OTHER LEAVE

The College is very supportive of the social interaction of boarders.

For example: boarders may apply for Birthday Dinner Leave as permission for such an activity is at the discretion of the Head of Boarding. Other leave options may include overnight leave to visit a student's family or spend more time with family.

Overnight leave must go through the Head of Boarding and girls must sign out and return, in uniform, by 8:00am the next day.

GRAMMAR / DOWNLANDS DAY

Students only have permission to be signed out by their parents who accept full responsibility for them at this event and any post-event parties. Grandparents, hosts and/or relatives cannot sign students out on this particular day.

Students are given the opportunity to attend the Grammar and/or Downlands match with Boarding Supervisors.

The College does not support the attendance at after-parties. Parents take full responsibility for their child attending any associated after-parties. The College will not transport students or provide approval for after-parties.



HOST RESPONSIBILITIES

Parents and visitors are requested to announce their presence to the Supervisor on duty prior to proceeding into the foyer of the Boarding House. The College is obliged to insist on this requirement in order to comply with Student Protection Policies.

HOST RESPONSIBILITIES INFORMATION

Thank you for taking responsibility for one of our boarders while she is on leave from the Brescia House.

As you will understand, there are certain guidelines that need to be followed regarding taking responsibility for a boarder while she is on leave from the Brescia House. To ensure each boarder is safe at all times we ask that all hosts complete the Host Leave Request Form available from the Head of Boarding (hobstursulas@twb.catholic.edu.au) to indicate they agree to the conditions of leave.

As a host, individuals will be asked to acknowledge and accept the following:

- I am over 21 years old and will take full responsibility for the boarder while she is on leave. This includes knowledge of the boarder's whereabouts at all times whilst she is in my care;
- I agree to contact the parents of the boarder to confirm all arrangements prior to leave being approved. This includes all activities outside of the Toowoomba area - eg: theme parks, water activities, beach trips etc;
- I agree to ensure safe transport arrangements are made for any travel undertaken while the boarder is in my care.
- I agree that, if travelling by car, the boarder will be collected from and delivered to the Boarding House. This will be done in person, advising the Boarding Staff member on duty, in order for the boarder to be signed in and out;
- I understand and agree that under no circumstances may a boarder travel in a car driven by a 'P' plated driver whilst in my care;
- I understand that the College has a no drugs and alcohol policy and I agree to abide by this policy during the boarder's visit;
- I agree to notify the Head of Boarding and parents if there are any changes to leave arrangements such as unavoidable delays or changes in arrangements, which had been approved prior to departure from the Boarding House; and
- I agree to abide by the College's COVID-19 plan and procedures.

HOST GUIDELINES

- Students and their visitors (male or female) will be directed to a supervised area in front of the Boarding House where there is seating available.
- Any visitors, be they day students, boyfriends, family and/or friends must be signed in at the Boarding House office. It is not appropriate for visitors to go into people's rooms. With the exception of the beginning and the ends of terms when parents are helping to pack or unpack belongings, we also ask that parents do not go into any of the bedrooms upstairs or downstairs without a supervising staff member. This is so that we can ensure the duty of care of the students.
- Parents will be offered a space in the common room downstairs in Brescia with their daughters, should they wish to have afternoon tea and/or engage in conversation.
- Visitors will be directed by a supervisor to enter via the sidewalk of Brescia on the northside and will not be permitted to walk past bedrooms and showers past the foyer.
- With the direction of staff, a toilet is available for both males and females situated in the main foyer area.

HOST LIST

- Parents must provide a Host List at the beginning of each year. This is to be completed in a parent's handwriting and be signed by a parent. The list must include the names of family members, relatives and friends who students may visit or go out on Day Leave with. It is presumed that the names of individuals on this list are known to parents. The Host List may be added to, or amended at any time by parents;
- There will be additional requirements for Hosts of an International Student. Please contact the Head of Boarding for more details.
- As a matter of courtesy and to ensure smooth organisation, people on the Host List are requested to contact parents and the Boarding House staff prior to their arrival to collect a student; and
- Any outings which do not fall within the guidelines outlined, and/or which are not arranged in the usual way, fall within the guidelines of being 'Out of Bounds Without Permission'.

PART-TIME EMPLOYMENT

When applying for part-time work, Boarders and Parents are responsible for ensuring their employer clearly understands the College expectations regarding employment.

Students over the age of 14.5yrs may seek casual employment according to the following guidelines.

WORK ARRANGEMENTS

- All parent must provide written approval for their daughter to commence work.
- Students may normally work up to 15 hours per week;
- Transport to and from work when available, can be done by a Boarding Supervisor, however, when a Supervisor is unavailable, a taxi will be organised. Students must have their own taxi account and/or have enough money to pay.
- Hours of employment (start and finish times) must be reasonable. A student must be back at the Boarding House by 9:30pm at the latest.

If the student is following a Vocational Study Program and the employment forms part of the student's vocational experience, then the greater number of hours may be worked.

ALTERNATIVE TRANSPORT

Taxi Service: Families will be required to set up an account with Black & White Cabs. Taxi costs will not be added to your fee account. Parents are required to check the regulated nature of Taxi Services and will be required to sign a form authorising this. Black & White Cabs – phone 133 222.

Uber: Families can set up an Uber App account and pay for this service. Parents will be required to sign a form authorising this. Please note: Uber Eats is not permitted.

Shared Taxi and Uber Service: Students will need to negotiate who will pay for this shared service and all students will require written parental authorisation. The College will not involve itself in squabbling related to shared service payment.

Individual Car: The College has a Car Policy and please speak to the Head of Boarding if you would like to discuss this further.

Other Student Drivers: The College does not permit students to drive other students. The exception is siblings may be driven but parent authorisation is still required.

Coach/Manager Drop Off and Collection: It is acceptable that a Sports Coach and/ or Manager may collect a student for their match and/or training from Brescia House. However, a parent will need to authorise this person to do so.

Other people: Other people such as Grandparents and family friends are permitted to transport students. They simply require authorisation from the parent to so.

DIGITAL DEVICES

It is compulsory that all devices are handed in to the Boarding Supervisor at bedtime including Smart watches, iPads and Personal Computers are considered digital devices.

- Only one (1) mobile phone per student is permitted - please refer to the College Mobile Phone Policy for more information;
- It is recommended that all devices be engraved with ID and that prepaid sim cards be used to avoid excessive charges to parents;
- Students may bring a personal digital device and earphones with them;
- Wireless internet access is provided for digital devices. Personal dongles must be handed in with all other digital devices at the end of the day;
- Students will only have access to their devices during the designated mobile phone times;
- If students are misusing their phones and not following the signed Mobile Phone Agreement, parents will be informed.
- All digital devices must be used in the common spaces;
- All students must hand in all mobile phones/smart watches prior to study times (only laptops are required for study) and all devices are to be handed into the supervisor on duty at their designated bedtimes;
- For increased security, it is recommended that chargers are clearly named, and a lock/password facility installed on all digital devices;
- Laptops are not allowed at the pool;
- The level of sound is to be kept to the confines of the room only; and
- No personal TVs, fans or heaters are allowed.

EMAIL

Each Boarding student can have her own email address to enable her to contact home. An email for each student is provided by the College. They will also have an allocated school email that can be used.

Parents are also able to contact the Head of Boarding (hobstursulas@twb.catholic.edu.au) about any concerns, including sending in permissions and/or invitations for weekend leave.



SAFETY + SECURITY

SECURITY

Safety of the girls in the Boarding House is of utmost importance.

- Girls must sign out to approved locations after school and during weekends whenever they are out of the building;
- All exterior doors are locked, all other doors are locked by 5:00pm (Monday to Sunday) and the security alarm is activated for the protection of students;
- Boarding House staff must know where every Boarder is at all times;
- The Boarding House operates on a system of trust;
- Security checks of all buildings are made regularly throughout the day and night;
- A fire roll of all students in the Boarding House is completed by the supervisor on duty which entails a staff member sighting each boarder and ensuring they are in their bed; and
- Students are responsible for ensuring that the security of the Boarding House is maintained, with the opening of doors/ windows to admit visitors, or disabling of alarms is strictly prohibited.
- Security Cameras are installed in public areas of the Boarding House as we hire out Brescia House for external bookings over the holiday periods.

HEALTH AND SAFETY REGULATIONS

Students are asked to abide by the following Health and Safety regulations in the Boarding House:

- No candles, oil lamps and/or heaters in the Boarding House;
- No yelling and/or running through the Boarding House;
- No water fights in bathrooms, bedrooms or common rooms;
- No fooling around on the stairs;
- No swinging on the clothes line;
- No entry into the pool area without a Supervisor;
- Hat/cap and sunscreen must be worn at all times – in the pool area, in the Boarding House grounds and on any College outing;
- Food is the only item to be put into the microwave ovens; and
- Wheat bags are to be heated by Boarding Staff only.

ELECTRICAL APPLIANCES

- The Boarding House is fitted with safety switches;
- No electric blankets are permitted; and
- Students need to be aware of the dangers of mixing water and electricity (wet hair, wet towels, hair dryers, etc).

HEATER AND AIR CONDITIONERS

- Each room has an air-conditioner which is operated by the Boarding House staff as required;
- Heating and/or cooling will be on in the morning from 6:30am to 8:00am and in the evenings from 4:00pm to 9:30pm (windows and doors are to be kept closed when the air-conditioning is on).

FIRE ALARMS

- Each room is fitted with a fire alarm which is connected to the Toowoomba Fire Brigade;
- False alarms can happen at any time and can be triggered by a number of causes. These can include:
 - Steam from the shower;
 - Burnt toast;
 - Appliances such as hair dryers causing fumes to rise to sensors;
 - Spraying of aerosol cans; and
 - Candles (not permitted at any time).

Apart from shower steam, all other causes of false alarms are avoidable. If a student causes a fire alarm that is avoidable, the cost of the Fire Brigade Service to the Boarding House will be paid by the student/s involved. At present the cost can be up to \$1,500.00 per visit. The College is not prepared to pay these costs when the setting off of alarms can be avoided.

FIRE FIGHTING EQUIPMENT

- Extinguishers, hose reels and fire blankets are in place at the College. It is an offence to tamper with any safety equipment. If equipment is misused and repair costs are involved, students responsible will be expected to pay the account.
- Mandatory fire training, including an explanation of the type of fire extinguishers and physical use of the equipment is provided to all Boarding staff.

MEDICAL INFORMATION

HEALTH CENTRE

A Registered nurse and/or an allocated boarding supervisor share the responsibility of caring for our Boarding Students who are unwell. Our Health Centre is staffed each day to provide care for students. If students are sick during the day, they will stay in the Health Centre. If an overnight stay in the Health Centre is required, supervision will be arranged.

The College requires information about each student to enable us to give them the best healthcare. Parents will need to complete the Medical Record for Boarders in the Return to College Booklet. Health records will be discussed with the relevant staff on the day of arrival. It is important that the college knows of any particular health problems. Health records may need to be updated every six (6) months. Therefore, if conditions change, please contact the Health Centre, or Head of Boarding.

DOCTOR

- Students requiring an appointment, are taken by the College Nurse or a Boarding Supervisor to the Medical Centre, where they will see an available Doctor;
- If a student is ill after hours, an after-hours Doctor will be called for a home visit to the Boarding House. This service is bulk billed to Medicare for domestic students. Overseas students pay the fee and are reimbursed by their private health insurance;
- If a student requires hospitalisation, parents will be contacted and the student will be admitted under Doctor's orders to either St Vincent's Hospital or Toowoomba Base Hospital (depending on level of Health Cover held).

MEDICATION

- It is a legal requirement that all medications i.e. Paracetamol, Vitamins, Antibiotics etc. are handed into the Nurse or the Boarding supervisor to be locked in the Health Centre. Please make sure all medications are clearly named and labelled with recommended dosage visible;
- If your daughter suffers from asthma, an allergy, or experiences anaphylaxis, an action plan is required;
- For any specialist dietary requirements or food allergies, please provide a supporting letter from your GP or Specialist outlining requests and possible reactions if applicable;
- Students are permitted to keep ventolin and medicinal creams in their possession if required;
- Students are not permitted to self-medicate;
- Other medicines such as herbal medicines should be clearly marked and given to the Nurse or Boarding Supervisor.

PHARMACY

- Baker's Family Pharmacy, in Taylor Street, Toowoomba, is the medication provider for the College;
- Each family is required to open an account with Baker's Family Pharmacy, and application forms are supplied by the College to all new Boarder families. Orders for medication can only be made through the Health Centre.

APPOINTMENTS

- Wednesday is the preferred appointment day for medical and dental appointments;
- Parents must notify the College Nurse or Head of Boarding to make appointments;
- Transport to and from medical appointments is organised by the Head of Boarding;
- The College Nurse will drive the student to appointments when available. When College nurse, boarding staff, or vehicles are unavailable, a taxi will be arranged at the family's expense.

HEALTH CENTRE - MEDICATION (MONDAY TO FRIDAY 8:00AM)

- Each morning Boarding staff will administer medication from 8:00am - 8:15am from Health Centre.
- Students may go to the Health Centre at First or Second Break Times for prescribed medication if required.

MEDICAL INFORMATION

IMMUNISATION

- It is strongly recommended that Boarders are vaccinated in accordance with the current Government recommended vaccination schedule; this includes COVID-19 vaccinations.
- A student will be taken to the Doctor for any outstanding vaccinations if requested by parents in writing, and the cost will be charged to the family account if needed;
- Flu vaccine is recommended for all Boarders. A clinic will be conducted at the College, at the end of Term 1 or the beginning of Term 2 facilitated by a designated provider. The cost of the vaccine will be charged to your College account;
- Parents will be informed and consent requested when full Year Level vaccinations (eg: Gardasil Cervical Cancer Vaccination) are held at the College.

OTHER INFORMATION

- At the discretion of a Doctor and/or Registered Nurse, parents will be required to take their daughter home to recover from any cases of infectious or serious illness;
- Accounts from Doctors, Dentists, Pharmacy and any other Health Professionals will be forwarded directly to parents for payment, and in some cases may require payment upfront;
- Special Dietary Requirements: parents must confer with the Head of Boarding and/or the College Nurse when a special diet is required. A doctor's certificate may be necessary; and
- All camp forms must be signed by parents only.

HEALTH CARE CARD HOLDERS

- Health Care Card holders must inform the College Nurse or Head of Boarding of any changes to their Health Care Card and in particular, changes to the expiry date and to the card number, in order to receive maximum benefits;
- To ensure students receive prompt medical attention, the College Nurse must also be kept informed of any changes to the Medicare Card numbers and expiry dates and/or position numbers on cards.

TRAVEL ARRANGEMENTS

TRAVEL FOR START OF TERM

The allocated arrival date for Boarders to present to the boarding house at the beginning of each term is noted on the College calendar. Families are expected to deliver students by 3pm on the day prior to Term commencing.

TRAVEL AT END OF TERM

All Boarders are to be collected from the boarding house by 7pm on the last day of school of each term.

SUPPORT FOR TRAVEL ARRANGEMENTS

The Head of Boarding can provide assistance with special transportation and travel arrangements including the collection of students from Brisbane Airport, with adequate notice. To discuss additional support for transportation please contact the Head of Boarding.

GENERAL INFORMATION

SIGNIFICANT TIMES

Meals	Breakfast	Monday - Friday Saturday - Sunday	6:35am - 7:20am 7:00am - 8:30am
	Dinner	Monday - Sunday	5:45pm - 6:30pm
Study times	Two (2) hours each day from Sunday to Thursday		
	First Study	4:45pm to 5:30pm (for all students)	
	Second Study	6:30pm to 7:30pm (Years 7 - 9) Optional late study for Year 9 to 9:30pm	
	Second Study (Year 10)	6:30pm to 7:45pm Optional late study to 10:30pm	
	Second Study	6:30pm to 8:00pm Optional late study to 10:30pm	
Lights out	Junior students (Years 7 - 9)	Monday to Thursday Friday to Saturday Sunday	9:00pm 9:30pm 9:00pm
	Senior student (Years 10 - 11)	Monday to Thursday Friday to Saturday Sunday	9:30pm 10:00pm 9:30pm
	Year 12	Monday to Thursday Friday to Saturday Sunday	10:30pm 10:30pm 10:30pm
Phone times	Not during study or after lights out (Years 7 - 12)		
School times	Students leave the Boarding House at 8:20am and return at 3:05pm		

WHAT TO BRING

CLOTHING

The College encourages appropriate modest attire in a residential community. This includes:

- 2 x pairs of pyjamas;
- 1 x dressing gown;
- Bed socks;
- Sufficient underwear eg: 6 - 8 pairs briefs, bras;
- Sufficient after-school wear eg: shorts, t-shirts, tracksuits, jeans, jumpers;
- A couple of 'good casual' outfits that are sufficient for outings, Socials and Mass (tailored shorts, skirts, jeans, long pants and dresses are regarded as good casual). At all times, jeans must have no holes and be clean and ironed.
- No very short shorts or skirts are allowed;
- Other casual clothing for after school, Dining Room and weekends needs to be simple and appropriate;
- Sandals/joggers or other appropriate footwear for after-school wear and social outings;
- A jacket for cold and/or wet weather; and
- A smart outfit for special dinners (one per term).

Not permitted in the Dining Room, Chapel or when attending Mass - Tops with string straps, strapless, midriff, one shoulder straps or singlet style shirts, very short skirts or revealing shorts of any kind and/or rubber thongs, sports slides, ugg boots and/or slippers are not acceptable in the Chapel or Dining Room at any time. T-shirts with inappropriate slogans or images are not permitted.

DRESSING GOWNS

Dressing gowns are to be worn to and from the shower as a matter of importance. This request is part of our child protection policy. Nudity is not permitted.

LINEN

- Warm doona and pillows;
- 2 x sets of sheets and pillow cases – summer and winter;
- 4 x towels and 2 x face washers; and
- Pillows (personal choice)

OTHER ITEMS

- Clothes pegs and detergent (personal) otherwise washing powder and pegs supplied;
- Sunscreen 30+ and hat;
- Shoe cleaning kit, clothes brush, sewing/mending kit and writing materials;
- Airtight container for storing snack food;
- Year 7 - 12 students require a padlock and key for their wardrobe and a combination padlock for their locker in the Day School (students need to provide their own lock);
- Year 7 - 12 students are issued with a key for their desk locked drawer;
- Toiletries;
- Earphones for listening to music; and
- Laundry bag can be sourced from the College's Retail Outlet

FEES INFORMATION

Living in a Boarding community provides the opportunity for students to assume some responsibility for managing their own money. The following facilities are available for the students:

STUDENT ACCOUNTS

- Stationery needs, toiletries, stamps, etc. may be purchased at the College's Retail Outlet. Parents have the opportunity to set up a debit account for purchases, otherwise, normal trading terms apply;
- Purchases will not be charged to the College account.

SPENDING/POCKET MONEY

- Parents are asked to discuss the spending amount available to their daughter each week and to discuss limits on College Retail Outlet items, Pharmacy accounts, and withdrawals each term.

BOARDING ACTIVITY LEVY

A Boarding Activity Levy is included as part of the Boarding Fees and is charged on a term-by-term basis. This will be stated in the Schedule of Fees which is distributed to all parents and caregivers in November each year. These activities include local and out-of-Toowoomba trips, movies, socials, and other community building activities.

- This levy does not include big events such as the State of Origin, or visiting Theme Parks and Musicals. We will seek approval prior to these big events taking place and request payment upfront if required;
- The Boarding Levy does not apply to Weekly Boarders, and if a Weekly Boarder does stay on the weekend and participates in an activity, the College will charge the account at that time.

DINING ROOM PRAYER

Loving God...

We praise and bless you
for bringing us together for this meal.

May we continue to live in your friendship and in harmony with each other.

Bless this food
and those that have prepared it
for they are signs of your loving care for us.

And give us each day our daily bread,
look with favour on your community gathered here today.

And on all who are celebrating with us in spirit.

We make this prayer, with confidence in your love and care for us.

Amen.





St Ursula's College

TOOWOOMBA

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