

Howqua Campus Residential Acceptance Agreement

The Howqua campus Residential Acceptance Agreement is between a student's parents/caregivers and Lauriston Girls' School. The signed Howqua Campus Residential Acceptance Agreement confirms:

- A residential place is available for the student
- The conditions under which the residential place is offered and accepted
- The care and welfare arrangements while the student attends the Howqua campus; and
- The grounds for suspending or terminating the Howqua campus Residential Acceptance Agreement

Student, Parent and Emergency Contact Information

By accepting a place and signing the Howqua campus Residential Acceptance Agreement the parent/caregiver agrees to:

- Provide the name, address and contact details of the person/s, in addition to the parent/caregiver. Who can be easily contacted in an emergency
- Inform Lauriston Girls' School Howqua campus, in writing, within 14 days of any change to student, parent/caregiver, emergency information
- Provide and maintain up to date information regarding the student's needs and particular provisions for their day to day care, welfare and development
- Allow Howqua staff members to attend to the student's medical, physical or mental health needs as required, including taking the student to appointments with health professionals
- The Vice Principal- Howqua campus seeking emergency care for the student without obtaining prior consent if this is not practical in the circumstances; and
- Provide the name, address and contact details of the person/s who can make decisions and perform the functions of a 'parent' when they are overseas

Howqua Campus Information

The Lauriston Girls' School Howqua campus is attended by Year 9 students for their school year. The Howqua campus is owned by Lauriston Girls' School and is a single-sex, purpose built residential facility for the use of Year 9 students.

The students will live in 10 residential Houses during their stay at Howqua: Arthur Robinson, Sarah Hollyer, Cramond, Fitz-Gibbon, Gillespie, Kirkpatrick, Mirrabooka, O'Brien, Thompson and Wurringa. Each House accommodates up to 12 girls and is under the care of a House Tutor.

House Layout

Each student is allocated to a bunk which has two shelves on which students are invited to place photographs and personal items.

In addition, each student is allocated the following areas for storage:

- Hanging space and shelves (for clothing)
- Two pull-out baskets, stored under her bunk bed (for extra clothes and other belongings)
- Space underneath the bathroom basins (for toiletries)
- A designated storage area in the storage area (for dry hiking and camping gear; wet gear is always placed in the drying room)

Each House has its own shared bathroom. The kitchen in each House is not used for the preparation of meals which are all catered for and served in the Dining Hall. The kitchen is used by students in each House for the preparation of hot and cold drinks.

Place floor plan of a typical House here:



1	Deck	5	Wardrobes
2	Living/Dining Room	6	Drying room
3	Kitchen	7	Bathroom
4	Bedrooms	8	Storage Area

House Cleaning

As part of Howqua campus duties, each House has a weekly roster of responsibilities, including cleaning duties within the House. Each student in the House will be rostered on for specific cleaning duties within the House. In addition, a professional cleaning service will clean each House.

Laundry Service

A commercial laundry in Mansfield handles most student laundry. Laundry is generally sent on Thursday morning and returned Thursday afternoon. All items must be clearly named and suitable for washing in hot water and for tumble-drying. The bathrooms in all Houses offer limited facilities for hand washing of clothing items. Each House has a clothesline and a large drying area.

Catering

Students enjoy a balanced and healthy diet while at the Howqua campus, with the menu monitored by the Howqua chef. Specialist catering staff prepare home-style breakfasts, lunches and dinners as well as nutritious morning and afternoon snack. Fruit is always available.

Howqua provides appropriate menus for students with specific dietary requirements or serious allergies. If a student is a vegetarian or has other specific dietary needs, parents should use the Medical Form to advise the Nurse.

Due to the number of students with serious food allergies, and the school's commitment to ensuring that every student receives optimal nutrition through a well-balanced diet, students are not allowed to receive food by mail or by delivery to the campus, or to bring back food with them after exeat or Term breaks.

Health Services

Nursing staff are located in the Health Centre from 8.00am to 4.30pm Monday to Sunday and are on call after hours. The Nurse attends to illnesses and injuries and other health problems, consulting when necessary with doctors at the local practice and other health professionals.

The Howqua campus has an arrangement with the Central General Practice in Mansfield to provide medical care for students and there are two standing appointments with a medical practitioner each day. If necessary, a student can be transported to Mansfield Hospital.

A Mansfield-based Physiotherapist attends the Howqua campus to provide treatment to student with pre-existing problems, muscle injuries or joint injuries.

The Howqua campus has access to a Psychologist in Mansfield available for appointments with students. The Armadale Psychologist regularly consults with the Howqua staff to discuss all well-being matters on campus. They are also available for telehealth appointments.

Pastoral Care

The primary focus of pastoral care at the Howqua campus is to develop each student's resilience and independence while promoting positive and healthy relationships with their peers.

The first point of contact for students is their House Tutor whose role is to:

- Be a source of encouragement, support and guidance
- Monitor individual student progress across all aspects of the program
- Monitor group dynamics within the House
- Help House members to understand and manage the daily tasks essential to cooperative living
- Keep House members informed of all aspects of the Howqua program and necessary preparations
- Liaise with the Coordinator of Pastoral Care and Boarding and Vice Principal- Howqua campus, and communicate with parents
- Report to parents by phone and email

Each House Tutor is responsible for implementing the weekly wellbeing program which complements Health lessons.

Pastoral Care at the Howqua campus is undertaken by a team of staff members which includes the, Assistant Principal: Student Wellbeing and Experience, Howqua Welfare Coordinator, House Tutor, Nurses, Armadale Psychologists (telehealth) and the Vice Principal- Howqua campus.

Code of Conduct and Personal Responsibility

By accepting a place and signing the Howqua campus Residential Acceptance Agreement the parent/caregiver agree:

- The student will comply with the Policies and Procedures of Lauriston Girls' School and the Howqua campus
- The student is responsible for their personal property and for loss or damage to that property unless it was maliciously caused by other students or negligence of Howqua staff members; and
- To make arrangements for a student who is suspended from the Howqua campus to return to Melbourne.

Communication

One of the objectives of the Howqua program is for students to achieve greater independence while making the most of available support networks. Consistent with this, mobile phones are not permitted on campus, and students do not have access to email or social media.

Students write letters to their parents, and receive letters from parents, family members and friends.

There will be occasions when direct communication between family members over the phone, by Zoom or email is appropriate - parents and staff will work together to determine whether the student will benefit from direct communication. Families travelling overseas can make special requests for communication to the Assistant Principal - Student Wellbeing and Experience.

The School encourages parents to contact their daughter's House Tutor, Assistant Principal - Student Experience and Wellbeing or the Vice Principal-Howqua Campus if there are specific issues they wish to discuss.

The House Tutor, Assistant Principal - Student Experience and Wellbeing, Armadale Psychologists or the Vice Principal-Howqua campus will communicate with parents through telephone and email in order to provide information, raise matters of concern or respond to parent communications.

Costs

The Year 9 tuition fee covers all costs associated with a student's year at the Howqua campus, with the exception of individual music and dance lessons and the Duke of Edinburgh' Award.

The single residential charge covers housing, food and laundry, and the additional staffing and resourcing required at a residential campus. The costs of timetabled activities such as canoeing, horse riding and skiing are included in the fees and charges.

A copy of the Tuition and Residential fees has been included in this letter of agreement.

Students travel to and from the Howqua campus by charter bus and the annual charge of approximately \$480 including GST will appear half-yearly on parent accounts.

Costs from visits to the doctor or other health professionals are billed directly to the provider. The cost of prescription medicines will be charged to parent accounts at the end of each Term. First Aid supplies are covered by the Year 9 fee.

Payment for the Howqua campus tuition and residential fees

By accepting the place and signing the Howqua campus Residential Acceptance Agreement the parent/caregiver agrees:

- Pay the Lauriston Girls' School tuition fees for Year 9
- Pay the Howqua residential fee for Year 9
- Complete required payment by their required date unless a prior arrangements or payment plan has been approved by the School, and;
- Pay any outstanding amounts if the Howqua campus Residential Acceptance Agreement is terminated

Repairs

Student gear and equipment can sustain damage as part of normal use, and that it reasonable and to be expected. The School will meet the cost of repair or replacement, except when the damage or loss is a result of inappropriate use.

General Supplies

Students can buy stationary and personal items and charge them to their bookroom account, which is added to parent accounts at the end of Term. If parents would like to restrict purchases to a maximum per Term, they should advise the Howqua office.

House Outings

On some occasions throughout the year students may travel to Mansfield for a House Outing, such a dinner and movie. For these activities, parents will incur a charge to their account twice each year.

Tuck

Parents can authorize a maximum of \$150 per year for Tuck purchases. Tuck is used to describe occasional treats such as chocolate bars, lollies and chips. Students can place Tuck orders at the beginning of each Term and receive them weekly as an optional extra.

Howqua Enrichment Package

As a celebration of the school year students receive a Howqua Enrichment Package containing the Howquarian magazine, Howqua hoodie, DVD, Fitness top, recording of Howqua song, and individual and House photographs. The package costs approximately 160 and is charged to a student's bookroom account.

Attendance at the Howqua campus during Year 9

The Year 9 Howqua program forms part of the educational journey of a Lauriston Girls' School student and as such, the enrolment of a girl at our school includes attendance at the Howqua campus.

On those occasions when a student may need to return to the Armadale campus of Lauriston Girls' School because of health or wellbeing concerns, the school will provide a timetable composed of Year 9 subjects and possibly, some Year 10 subjects. In these circumstances, the school expects that the student will return to the Howqua campus and participate for the majority of the year in the Howqua program.

Families may decide that the Howqua program is not suited to the needs of their daughter and hence will make the choice to withdraw and choose another school.

In special circumstances, the student, family and school may decide that a Year 10 program of study can be offered in place of the Year 9 Howqua program. The family circumstances, health and wellbeing of the student, their academic aptitude and their social and emotional skills will be taken into account when considering this decision.

Suspending the student or Terminating the Agreement

The Lauriston Girls' School Principal may suspend the student or terminate the boarding agreement if:

- The student's enrolment is withdrawn from Lauriston Girls' School
- The student and her family accept a place in the Year 10 program of study at the Armadale campus
- The student breaches the Student Discipline Policy
- The parents/caregivers do not pay the tuition and residential fees

Terminating the Agreement

To terminate the Agreement, the Lauriston Girls' School Principal will provide the parents/caregivers and the student with written advice:

- That the residential place at the Howqua campus will no longer be provided to the student
- Of the reason for the termination
- Of the date on which the termination becomes effective; and
- How to request a review if they are not satisfied with the Principal's decision to terminate the Agreement