Information & Guidelines Handbook

Your child’s ‘home away from home’
Dubbo Christian School reserves the right to change the content of this booklet, policies, procedures and fees without notice.
WELCOME TO OUR BOARDERS

Thank you for choosing Pumula Lodge as your home away from home.

You are about to embark on an exciting and challenging period of your life that will enable you to develop many friendships and provide many opportunities for your personal and spiritual growth. We hope it will be a positive experience for you and all who live at Pumula Lodge. Our staff members look forward to a long and happy association with you.

There are many good things about life in a boarding community that brings together young people like you from so many different backgrounds: friendship, the company and support of others, a range of sporting, cultural and other recreational opportunities. Some of the challenges of living with others in a boarding setting are the routine and predictability of daily life, being away from home and family, sharing a room with others and developing organisational skills.

This handbook contains information that will help you and your family prepare and experience the adventure that is about to begin.

Warren Melville
Dubbo Christian School Principal
# PERSONAL REQUIREMENTS CHECKLIST

<table>
<thead>
<tr>
<th>NEXT OF KIN</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTER USE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SICKNESS, NON-ATTENDANCE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

---

### BOARDERS

<table>
<thead>
<tr>
<th>BOARDERS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PUMULA LODGE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>
VISION

Pumula Lodge Dubbo is for Boarders attending Years 7-12 at Dubbo Christian School. We aim to provide excellent accommodation within a safe environment, where everyone is valued and respected, supported and encouraged in a caring Christian community.

INTRODUCTION

Dubbo Christian School is a P-12 independent co-educational and non-denominational Christian school founded in 1983. The school is non-selective with an approximate enrolment of 560 students.

Pumula Lodge caters to students from Years 7 to 12 enrolled at Dubbo Christian School only.

Pumula Lodge is operated by Dubbo Christian School and administered by a Lodge Management Committee with resident Lodge Managers. Boarders come from a variety of backgrounds, and we aim to support, encourage and guide them as they seek to achieve their goals.

Guidelines and rules provide a framework of how to approach given situations, keep everybody safe, ready to study and help maintain a healthy environment. Pumula Lodge is accredited by BOSTES and complies with their regulations for safety and welfare. Pumula Lodge policies and procedures provide the framework for a safe boarding experience.

We value our staff and depend on them to lead confidently by example. It is essential that boarders wholeheartedly accept the authority of the Lodge Managers.

Pumula Lodge provides accommodation in a modern, purpose built residence for 16 boarders. Pumula Lodge was built in 1992 and commenced operation in 1993. Pumula Lodge is situated adjacent to Dubbo Baptist Church and within easy reach of Dubbo Christian School.

Dubbo Christian School received approval from BOSTES in June 2014 to operate Pumula Lodge.

The first full year of operation under this arrangement was 2015.
ROLE OF BOARDING STAFF

All staff members are professional and caring in their quest to provide a ‘home away from home’ in a warm and secure environment for our boarders of Dubbo Christian School.

The Lodge Managers also referred to as the House Parents are a married couple who look after the boarders’ day-to-day needs and are responsible for looking after them throughout their time while at the Lodge and school.

The Boarding Coordinator and Deputy Principal of Dubbo Christian School support the house parents and boarders and communicate with both parents and staff what is happening within the school and Lodge. Boarders are encouraged to talk to the Boarding Coordinator if an issue arises or they need support of any kind.

STAFF CONTACT DETAILS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding Coordinator</td>
<td>Kareena Henderson</td>
<td>6882 0044</td>
<td><a href="mailto:kareena.henderson@dubbocs.edu.au">kareena.henderson@dubbocs.edu.au</a></td>
</tr>
<tr>
<td>House Parents</td>
<td>Mark &amp; Karen Windley</td>
<td>6884 5450 0487 238 449</td>
<td><a href="mailto:pumulalodge@dubbocs.edu.au">pumulalodge@dubbocs.edu.au</a></td>
</tr>
<tr>
<td>Head of Secondary</td>
<td>Mark Collett</td>
<td>6882 0044</td>
<td><a href="mailto:mark.collett@dubbocs.edu.au">mark.collett@dubbocs.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Leighton Brown</td>
<td>6882 0044</td>
<td><a href="mailto:leighton.brown@dubbocs.edu.au">leighton.brown@dubbocs.edu.au</a></td>
</tr>
<tr>
<td>Principal</td>
<td>Warren Melville</td>
<td>6882 0044</td>
<td><a href="mailto:principal@dubbocs.edu.au">principal@dubbocs.edu.au</a></td>
</tr>
<tr>
<td>Dubbo Christian School</td>
<td></td>
<td>6882 0044</td>
<td><a href="mailto:info@dubbocs.edu.au">info@dubbocs.edu.au</a></td>
</tr>
</tbody>
</table>

CONTACTING STAFF

Due to the busy nature of Dubbo Christian School, it can sometimes be difficult to reach staff by telephone (they may be in class, Lodge staff may be off-site). For matters which are non-urgent in nature, it is usually easier to email the Boarding Coordinator, Deputy Principal or Pumula Lodge House Parents with a basic query and ask them to call you back when convenient.

For urgent matters or emergencies, please do not hesitate to contact the Lodge House Parents, Deputy Principal or the school. Important telephone numbers and email addresses are listed above.
ENROLMENT

Check-in and check-out
Enrolments
Fees
Vacations, weekends and sport information
CHECK-IN AND CHECK-OUT

Pumula Lodge is open from 5pm to 8pm on the day preceding the commencement of each term. The evening meal on this day will be provided upon prior request from the parent and is at 6pm sharp. No boarders may stay beyond 9am Friday. The Lodge closes at 5pm on the last day of term.

ENROLMENTS

Boarders are enrolled in line with enrolment procedures for Dubbo Christian School. Careful consideration is given to a student’s suitability for boarding before a student is accepted into Pumula Lodge.

Parents or guardians of prospective boarders are asked to complete the Application to Board in conjunction with the DCS K-12 Application to Enrol. These forms can be obtained from Dubbo Christian School.

Completed Application to Board will be considered upon acceptance into Dubbo Christian School. Applicants and their families will need to attend an interview with the Lodge Managers before being offered a place in Pumula Lodge. While this process may take place concurrently with the school enrolment process to allow efficient processing, the offer of a place at Pumula Lodge will only be made once the student has been offered a place at the school.

Withdrawal

Ten (10) term weeks’ notice must be given in writing to the Principal of Dubbo Christian School if a boarder is to be withdrawn from Pumula Lodge during the academic year (including prior to the final day of Term 4 in Year 12) or a payment of $2,500.00 fees in lieu of such notice must be paid.

FEES

Fees for Pumula Lodge are set by the Dubbo Christian School Board. The School reserves the right to increase fees at any stage. Details of fees and payment schedule are available from the school or Lodge Managers.

Since fees are kept at an absolute minimum it is imperative that they be paid on time as per the Fee Schedule. Cheques or internet direct deposits are the required form of payment.

A bond of $300.00 will be required from each boarder on entry to Pumula Lodge. This will be refunded when the boarder leaves, provided no arrears of board or repairs for damage are outstanding.
5 Day Boarding

Accommodation is from 5pm on Sunday evening to 9am on Friday morning each week during school terms.

VACATIONS, WEEKENDS, AND SPORT INFORMATION

Boarders are to return home at weekends or to make arrangements to stay with family or friends in Dubbo.

On Fridays, boarders are to take luggage required for the weekend with them when they leave for school. This luggage can be taken to the school and left in storage for collection after school. The Lodge will not be opened for boarders to collect forgotten items.

Boarders are not permitted to remain at Pumula Lodge without the supervision of the Lodge Managers, nor may they stay at the Lodge on any non-school days.

Sport, exam days and social events

Boarders are expected to attend all school-related activities such as athletics, swimming carnivals and exam days etc.

The Lodge provides transport to sports or cultural activities. It also provides transport to and from Dubbo Christian School each day. Other activities/events students may be involved in or invited to must be arranged by the parent on a personal basis with the individuals or organisations involved. If parents do not arrange transport as needed, the Lodge reserves the right to call a taxi on their behalf and the cost will be added to the term fees.

Non-school days

At times, Dubbo Christian School has non-school days. If these days fall on a Monday, boarders return to Pumula Lodge on the Monday evening or Tuesday after school or if on a Friday, the boarder is expected to return home on the Thursday preceding.

Term Vacations

At the end of each term all rooms must be cleared of the boarders’ belongings. The Lodge will remain open until 5pm on the last day of term for parents to collect students and their belongings. The Lodge will re-open the day before the beginning of the next term at 5pm.

Policy

School policies and procedures which are in place for all students of Dubbo Christian School also apply at Pumula Lodge (please refer to www.dubbocs.edu.au/community/policies). This includes Child Protection, Student Welfare and Behaviour Management policies. Additional policies and procedures apply to the provision of safe and nurturing accommodation for boarders and these policies can be viewed at Pumula Lodge.
GENERAL INFORMATION

Code of Conduct
Communication
Complaints
Discipline
Prohibited Behaviour
Prohibited Items
Health Care
Transport
Visits
**CODE OF CONDUCT**

Our basic biblical beliefs of service to others, mutual respect, justice and reconciliation underline this code of conduct. We encourage all boarders to uphold the code and any infringement will be address by the House Parents and/or referred to parents.

### Rights

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have the right to be happy, safe and protected from harm.</td>
<td>I therefore have the responsibility to respect and care for the safety of others.</td>
</tr>
<tr>
<td>I have the right to be treated with dignity and respect.</td>
<td>Therefore I have the responsibility to conduct myself in such a manner as not to offend others physically or by using language which is teasing, obscene, blasphemous, degrading or hurtful, or being in possession of material deemed to be crude or offensive.</td>
</tr>
<tr>
<td>Each person has the right to be treated with understanding and tolerance.</td>
<td>I should be open to those holding different views from my own. If I disagree with another person I should do so respectfully and without being offensive.</td>
</tr>
<tr>
<td>The staff has the right to exercise authority in their roles as members of the Pumula Lodge community.</td>
<td>Therefore as a boarder I have the responsibility to respect this authority at all times.</td>
</tr>
<tr>
<td>I have the right to learn without disruption from others. Other boarders should not deprive me of this right by any behaviour, which interferes with the process of learning and the guidelines of the staff member.</td>
<td>Therefore, I have the responsibility to cooperate with supervisors and fellow boarders to ensure that study may proceed in such a manner as not to interfere with any boarder’s right to learn or complete study tasks.</td>
</tr>
<tr>
<td>I have the right to expect that my property will be safe.</td>
<td>Therefore, I have the responsibility to ensure that I do not put my property at risk through carelessness. I also have the responsibility to respect Pumula Lodge property and the belongings of others.</td>
</tr>
<tr>
<td>I have the right to live in a healthy environment.</td>
<td>I have the responsibility not to smoke, consume alcohol or non-prescribed drugs and I must not encourage other boarders to do so.</td>
</tr>
<tr>
<td>The Pumula Lodge community has the right to expect boarders to maintain high standards of personal appearance.</td>
<td>I therefore have the responsibility to abide by the Pumula Lodge regulations regarding correct dress code and grooming.</td>
</tr>
<tr>
<td>Each person has the right to his or her privacy.</td>
<td>I have a responsibility to respect the designated private areas throughout the Pumula Lodge.</td>
</tr>
<tr>
<td>The Pumula Lodge community expects good open relationships suited to community living. It does not encourage over familiar relationships, which may result in possessive behaviour.</td>
<td>I have the responsibility to ensure my relationships with others are open, honest, appropriate and positive and respect Pumula Lodge expectations.</td>
</tr>
</tbody>
</table>
COMMUNICATION

The Pumula Lodge telephone number is 6884 5450 and is available for boarder use for incoming and outgoing calls between 7pm and 9pm.

All telephone calls must be concluded by 9:00pm.

Parents may contact the Lodge Managers after 9.00pm in an emergency.

Pumula Lodge acknowledges that all staff and students have the right to privacy and will endeavour to ensure that all privacy laws are complied with.

MOBILE PHONES

Mobile phones often provide greater ease of communication. Boarders who are in possession of mobile phones are permitted to make and receive calls up until 9:00pm. [Please note Dubbo Christian School has a ‘No Mobile Phones’ policy. Phones, if taken to school, must be left at the School Office and collected at the end of the school day.]

Pumula Lodge has certain conditions for mobile use. These are as follows:
- Boarders are permitted to have one mobile phone and one sim card.
- The security of mobile phones is the responsibility of the student. Pumula Lodge accepts no responsibility for the loss, theft, unauthorized use or damage of any mobile phone.
- Mobile usage:
  ➢ Monday – Friday:
    • 7:00am – 8:00am
    • 3:45pm – 5:00pm after returning from school and prior to study session
    • 7:00pm-9:00pm after dinner

All boarders who have a mobile phone will be asked to sign an agreement. The understanding will be that the mobile phone will be confiscated for a period of time if there is a breach of any of the conditions listed below:
- Using your mobile phone during study;
- Using your mobile phone during meals;
- Using your mobile phone after 9:00pm;
- Using your mobile phone to breach the privacy of another person;
- Using another boarder's mobile phone inappropriately

COMMUNICATION MECHANISMS WITHIN BOARDING AND SCHOOL

The school publishes a newsletter each week that allows parents to keep up to date with school events and news.

A boarding newsletter will be published to parents at least once a term.

CONTACT WITH PARENTS

Boarders are encouraged to contact their parents, by mail, e-mail, SMS or phone at least once a week.
COMPLAINTS

Pumula Lodge is committed to consistent, fair and confidential complaints handling and to resolving complaints as quickly as possible, with the best possible outcome for all parties concerned.

All people making a complaint will be treated with courtesy. Personal details or details of the person making the complaint will be kept confidential. Complaints will be resolved at the first point of contact if possible.

Complaints can be made by:
- phone call or written communication to the Lodge Managers
- phone call or written communication to the Boarding Coordinator

The Lodge Managers or Boarding Coordinator will seek to resolve all complaints within a period of two (2) weeks of a complaint being received, and will communicate the progress of the complaint to all parties concerned, especially if there are any delays.

Complaints will be monitored for ongoing trends by Lodge Manager/s and Boarding Coordinator and efforts made to resolve ongoing issues.

The Deputy Principal and Principal will be informed of and review all the complaints regularly.

For formal grievances, please refer to the Dubbo Christian School’s Grievance Policy.

DISCIPLINE

Boarders are expected to practise self-discipline and self-control and respect the rights of others and the authority of the Lodge Managers. The rules at Pumula Lodge have been carefully formulated to provide a safe, secure and caring environment that respects the rights of individuals while encouraging courtesy and respect for others.

Please refer to Pumula Lodge Policies and Procedures.

PROHIBITED BEHAVIOUR

Parents will be notified and the student may be immediately expelled from Pumula Lodge for the following behaviour while in the care of the Lodge Managers or their designated replacement:

- smoking of tobacco or bringing tobacco to the Lodge
- drinking of alcohol or bringing alcohol to the Lodge
- use of illegal drugs or bringing illegal drugs to the Lodge
- fighting
- willful destruction of property
- entering a member of the opposite sex’s room
- sexual relations with Lodge boarders
- consistent verbal or physical harassment
- consistent and on-going room disruption
- consistent disobedience of Lodge rules or Lodge Managers, or while in the care of the Dubbo Christian School.
For Work Health and Safety (WHS) reasons, all knives, matches, lighters or any other item or toy considered dangerous must be handed in to the Lodge Managers before entry to Pumula Lodge.

The playing of music after 9.30pm in any rooms is not permitted and mobile phones must be switched off at 9.00pm.

**PROHIBITED ITEMS**

- Fans, heaters, electric blankets, matches, lighters;
- Weapons of any kind including replicas (eg. knives, whips, sling shots)
- Illegal substances (eg. illegal drugs)
- Implements or instruments for the use of illegal drugs
- Alcohol;
- Cigarettes/tobacco;
- Pornographic or offensive material (the Lodge determines what is offensive by its Christian values/teachings)
- Computer games or DVDs that have ratings of 15+ or above
- Any pictures/books/calendars/music CDs that contain inappropriate material

The Lodge Managers reserve the right to remove any other items not listed that they may deem to be inappropriate and return them to parents.

**HEALTH CARE**

Boarders’ physical well-being and development are provided for and monitored by the House Parents and parents need to be cognisant of the way in which the Health Care operates at Pumula Lodge.

Policies and Procedures for Health Care:

1. There is 24 hour access to emergency assistance.
2. All staff directly involved in the supervision of boarders are trained to the equivalent of the level 2 First Aid Certificate.
3. Monitoring the physical health of boarders.
   - House Parents monitor the boarders on a daily basis. They refer all health concerns to parents, Local health service / GP, Boarding Coordinator / Deputy Principal, as appropriate.

**HOMESICKNESS**

Homesickness is perfectly normal for boarders living in completely new surroundings and in a different routine and supervised environment. This is a natural response to the loss of security and emotional support that home life represents for most young people. In the early stages of adjustment, keeping busy with study or sport or any of the activities that are available to students can be helpful. Students are often comforted by talking with boarding staff and/or other students about their feelings.
Parents are encouraged to limit contact with their child to once per week. Surprisingly, contact with home can make matters more difficult for some. Students need to be reassured of parental love and support, but excessive contact with home can be counterproductive.

Therefore we encourage you to:

- Understand that homesickness is a passing phase of your child’s adjustment to boarding life;
- Limit contact to that which will be the normal pattern of contact during your child’s stay in boarding;
- Be supportive and listen when contact is made. However, direct your child to increase participation in Lodge activities;
- Realise that you will hear of, or experience, the worst of your child’s homesickness;
- Boarders will tend to write or ring when they are feeling at their lowest. They may also tend to exaggerate the worst features of the Lodge in an effort to convince you to take them away;
- Note that recurrence of the problem is quite common after the first few weekends of returning home or term holidays. However, it is usually overcome very quickly on returning to the Lodge;
- Please encourage your child to see the Boarding Coordinator or Lodge Managers if the problem seems to be reaching intolerable levels; and
- Do not hesitate to make contact with the Boarding Coordinator if you have any concerns.

TRANSPORT

Buses
Transport to and from school each day is provided by Dubbo Christian School. It is also recommended that boarding students arrange a bus pass through Dubbo Christian School. Buses service all areas of Dubbo and surrounding districts. Taxis are also available.

Bicycles
Boarders may bring their bicycles to the Lodge. Written permission for riding bicycles needs to be provided from their parent or guardian. Bicycles are brought to the Lodge and ridden at their own risk.

Insurance
The Lodge does not provide insurance cover for boarders’ personal items.

Cars
Senior students may drive their cars to Pumucla Lodge from home and return. Written permission from parents is required for the boarder to drive cars to school or around Dubbo. Boarders are not permitted to transport passengers or to travel in any cars without the written permission of all parents involved.

Parking is not provided at Pumucla Lodge however boarders may park at their own risk on the Baptist Church property. In the event of cars being damaged in accidents, stolen or damaged willfully or through storms, hail-storms etc, Pumucla Lodge, Dubbo Christian School and Dubbo Baptist Church do not accept responsibility for cars while parked on their properties.
VISITS

Parents, guardians and visitors are welcome to visit on weekdays only between 3.30pm and 5.00pm, but must see the Lodge Managers upon arrival.

Pumula Lodge acknowledges that boarders need contact with friends and to ensure a safe environment and duty of care, set times are recommended for this contact.

If boarders and visitors wish to study together, the study must be done in the dining area, as visitors are not permitted in bedrooms. No visitors are permitted during study times. After school visits must be prearranged.

OUTINGS AND CURFEW

Boarders are allowed to leave the Lodge only with the express permission of the Lodge Managers, with written permission from parents including destination, transport arrangements and times of return to the premises. The boarder is required to sign the leave book. The night curfew is 10.00pm.
LODGE ACCOMMODATION

Bedrooms, bathrooms
Meals
Out of bounds
Showers
Television, posters and reading material
BEDROOMS AND BATHROOMS

Bedrooms and bathrooms are to be kept tidy at all times. All lights are to be switched off when rooms are not in use. Bedrooms and bathrooms are cleaned every Friday after students exit.

Beds are to be made and desks tidied before school. Sheets and mattress protector (provided) must be on all beds. Students are not permitted to leave clothes in baskets or on the floor and all clothing must be put away in the cupboards provided. Towels are to be hung on the racks provided. All bedroom floors are to be kept clear and clean. No food or drink may be consumed in bedrooms.

Boarders are not permitted under any circumstances to enter any bedroom occupied by a boarder of the opposite sex.

MEALS

The following meals are provided:
- Sunday (Dinner)
- Monday to Thursday (Breakfast, Recess, Lunch, Afternoon Tea, Dinner, Supper [if required])
- Friday (Breakfast, Recess, Lunch)

Please note: Students pack their own recess and lunch for school, from food provided.

Boarders are expected to be at the evening meal provided unless prior arrangements have been made. The House Parents must be informed of these arrangements at least the day prior, for catering purposes.

Boarders are not permitted to use the kitchen for personal cooking.

Snacking from the kitchen between meals is not permitted.

All boarders are expected to eat adequate food at meal times. Parents must inform the Lodge Managers if any special medically required dietary items are needed.

All boarders are to have an insulated bag or container to store their lunches in for school.

OUT OF BOUNDS

Boarders are requested to obey the out of bounds areas of the Lodge which are:
- Lodge Managers apartment
- Garden sheds or closed off areas
- All bedrooms other than their own
- All store rooms or cupboards

SHOWERS

Boarders are limited to showers of no longer than five minutes to conserve hot water.
TELEVISION, POSTERS AND READING MATTER

All television viewing is at the discretion of the Lodge Managers. Boarders may bring their own DVDs to watch but no DVDs should have adult or 15+ ratings, or contain inappropriate behaviours and language. Student reading matter should not contain any such material. Any DVDs, books or personal computer games containing inappropriate material will be confiscated and returned to the parent.

Wall posters are not permitted. However, cork boards will be provided in each bedroom to hold pictures or information. Boarders are encouraged to use these boards to add their personal touch to their rooms provided that any pictures or posters are suitable for use in a Christian environment. House Parents are able to assist students in deciding appropriateness.
BOARDERS
Boyfriend/girlfriend relationships
House Rules
Duties
Laundry and clothing
Medical
Personal appearance
Personal belongings
Behaviour expectations
Breakage and damage
Pocket money
Shopping or time out from Pumula Lodge
Sickness, Non-attendance
Study
Computer use
**BOYFRIEND/GIRLFRIEND RELATIONSHIPS**

Exclusive boyfriend/girlfriend relationships are not permitted.

Boarders must follow the ‘20cm’ distance rule for body contact. Any boarder who appears to be getting involved in a relationship with another boarder will be cautioned and parents will be immediately notified.

**HOUSE RULES**

A list of Rights & Responsibilities is on display in each bedroom. House Meetings are held to discuss day-to-day issues as and if they arise.

**DUTIES**

A weekly duty roster is displayed on the notice board with the expectation that boarders are responsible for carrying out their assigned duties promptly, correctly and to the best of their ability.

**LAUNDRY AND CLOTHING**

Boarders are expected to provide their own linen. Please refer to Personal Requirements Checklist (page 28).

All washing, ironing and cleaning of clothing is the boarders’ responsibility. Students are allocated laundry time once a week. The laundry closes at 9.00pm each evening and is closed Friday mornings. All washing must be put on lines and not hung in bedrooms. Permission must be sought from Lodge Managers if dryer is required. Boarders are responsible for making sure their clothes are ready in advance.

Boarders need to have an adequate supply of School uniforms and leisure clothing, bearing in mind that cupboard space is limited. All items of linen and clothing must be labelled with students’ names prior to commencement.

**MEDICAL**

Medications

A letter of permission must accompany all medications. All medications, with the exception of asthma pumps, asthma medication, or epipens are to be handed to the Lodge Managers on arrival.

Medicare Cards

Each boarder must have his/her own Medicare Card. Boarders are also required to have ambulance cover.

Students are also required to present the Lodge Managers with a marked envelope containing $50 to cover the cost of the purchase of medication when needed.

Counsellor

The Dubbo Christian School Counsellor is available to provide services to boarders and their families upon request.
PERSONAL APPEARANCE

Boarders are required to be neat and tidy at all times. Sensible jewellery may be worn at the Lodge. Nose, tongue, belly, lip or eyebrow earrings/piercings and excessive ear piercing is not permitted. Boarders must also adhere to Dubbo Christian School rules. Correct and full school uniform must be worn at all times. Lodge Managers are expected to uphold Dubbo Christian School requirements in regard to uniform.

Hygiene

Guidance and help is given wherever possible by the House Parents but an awareness of the following before commencing boarding will be beneficial:
- Using clean linen and towels;
- Washing dirty clothes;
- The need for soap, shampoo and deodorant.

Without this knowledge, it is possible that a boarder may be ostracized by their peers, creating a very difficult situation for both the child as an individual and other members of the Lodge in general.

PERSONAL BELONGINGS

It is important that students are able to organise and maintain their personal belongings in a neat and tidy manner. Boarders need to keep their drawers, shelves and wardrobe tidy and therefore need skills such as folding clothes and arranging underwear, socks and toiletries. Also, instruction in efficient bed-making, personal laundry and ironing will be an advantage.

BEHAVIOUR EXPECTATIONS

There are a number of basic expectations that the Lodge has of its boarders. Discussing these with your child to explain the importance of these would help set a framework for them before they begin at Pumula Lodge. These include:
- Pumula Lodge is a Christian Lodge and, as such, upholds Christian principles. We strive to emulate a Christian community in Pumula Lodge with motions of mutual respect, forgiveness, honesty, tolerance, and understanding. Any antagonistic feelings or behaviour are discouraged.
- The boarding community runs on trust. However, once that trust is broken by an individual, they forfeit the basic freedoms that they are normally allowed until they can show that they are indeed trustworthy and responsible enough to use their freedoms wisely.
- Although the relationship of staff to boarders is one of caring and supervision and not primarily power, staff do have authority over boarders and, therefore, boarders must take direction and discipline from staff in a respectful manner.
- All boarders are responsible to the Lodge through the ‘Code of Conduct’ contained in this document at all times.
- Students should ensure that they are aware of the behaviour expected of them. Ignorance will not be accepted as an excuse for failing to comply. Minor infringements may be dealt with immediately, and repeat offences may warrant detention, suspension or exclusion.
- Specific house rules must also be adhered to, and these are made know by the House Parents.
BREAKAGE AND DAMAGE

Students are expected to exercise reasonable care when using Lodge equipment and furniture.

All breakages and damage are to be reported immediately.

Students will be held responsible for intentional or unintentional damage caused by unauthorised activity and repair charges will be placed on the parents’ fee account.

POCKET MONEY

Boarders should have their own bank account, or have a maximum of $50 only on their person at any one time. Larger amounts should be placed in a marked envelope and handed to the Lodge Managers for safe keeping.

Neither Pumula Lodge Managers nor Dubbo Christian School can be held responsible for any theft of boarders’ money or items left in rooms by the student. Money and expensive items are the boarders’ responsibility.

SHOPPING OR TIME OUT FROM PUMULA LODGE

Leave is a privilege, granted according to a clear procedure. The safety of all boarders is paramount and stringent efforts are made to ensure the whereabouts of each boarder at all times. **Boarders can only be signed out to parents, or previously approved person/s.**

Outside activities are permitted only after a written request from the boarder’s parents to the Lodge Managers. **The Lodge Managers do not accept any notice of outings from boarders.** Boarders will not be permitted to leave Pumula Lodge without parental contact.

Boarders are permitted to go to Orana Mall Shopping Complex, which is approximately a 10 minute walk, twice a week. They may go on Tuesdays and Thursdays from 3.30 to 4.50pm. The purpose of such leave is to allow boarders to purchase necessities. Any additional shopping leave would require special permission from the House Parents.

SICKNESS, NON-ATTENDANCE

If the boarder does become ill, the parents will be notified and the boarder must return home until he/she is completely well, so as to protect other boarders.

Boarders are not permitted to stay away from school to complete assignments or between exams unless they return home.

The Dubbo Christian School Library Resource Centre is available for study during School hours. HSC students may be exempted from school attendance if they have obtained a Leave Pass due to their timetable.

Boarders are not permitted to be absent from school sports, athletics, swimming carnivals, or school excursions, without satisfactory reason.
**STUDY**

5:00pm to 6:00pm is the designated quiet time in the Lodge for school studies/homework. All boarders are required to complete homework or study at the dining room tables or in the computer room during this time.

Boarders’ study and prep time is between 7:00pm and 9:00pm. Talking is permitted in rooms during this time, however the noise level needs to be kept down out of respect for others who are studying. Boarders who wish to study in silence are to use the computer area.

After 9:00pm students are required to ask permission to do late-night study to complete study/assessment requirements.

**COMPUTER USE**

*Computers are provided for study purposes only. All required systems are in place.* Computer games and messaging are not permitted. Boarders are not permitted to download or load onto the computers or their own devices any systems or programs.

*No talking or disruptive behaviour is permitted in the computer room during the study periods.* Abuse of this may result in computer access privileges being suspended.

Laptops are permitted for all students. Laptops brought to Pumula Lodge are brought at their own risk and are to be used for school purposes.

Wireless internet will be available for students to use to complete their homework until approximately 9pm.

A colour printer will also be available for student use.
PERSONAL REQUIREMENTS CHECKLIST

☐ $50 towards Medical expenses
☐ Medicare Card
☐ Medication (if required)
☐ Ambulance Cover
☐ Insurance Cover for personal belongings (if required) *
☐ Linen  -  ☐ 2 sets single bed sheets
☐  Pillow and 2 pillowcases
☐  Single bed doona or blankets
☐  2 bath towels
☐ Laundry bag/basket (Laundry powder provided)
☐ DCS Dress Uniform and footwear (2 sets) **
☐ DCS Sport Uniform and Joggers **
☐ School bag
☐ Insulated lunch bag and drink bottle
☐ Leisure clothing and footwear (please note limited storage space)
☐ Wet weather jacket / umbrella
☐ Laptop / Tablet (if required)
☐ Stationery items for use at Lodge (for homework) – stapler, paper, scissors, rulers, glue stick, eraser, marker pens, pens/pencils, stick tape etc.
☐ Personal items, toiletries

Optional
☐ MP3, iPod, iPad / headphones – please note these items must not be taken to School
☐ 1 small lockable metal box for cash or valuables (to be kept in room or given to Lodge Managers for safekeeping)
☐ Electrical items i.e. Mobile phone chargers, hair dryers, clocks, shavers, laptop leads.

* Pumula Lodge Insurance Policies do not cover loss, theft, damage of personal items.
** refer to DCS Uniform Description on www.dubbocs.edu.au
Form 1 – Boarders Approved Hosts and Visitors List

Parents to complete in full:

<table>
<thead>
<tr>
<th>Student details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarder’ name:</td>
</tr>
<tr>
<td>Boarder’s mobile:</td>
</tr>
<tr>
<td>Parent’s name/s:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Home:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work:</td>
<td></td>
</tr>
<tr>
<td>Mobile:</td>
<td></td>
</tr>
</tbody>
</table>

Email: ____________________________________________

<table>
<thead>
<tr>
<th>Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orana Mall Shopping Leave:</td>
</tr>
<tr>
<td>Do you give permission for your child to go to Orana Mall twice a week?</td>
</tr>
<tr>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

| Unaccompanied group outings: |
| Do you give permission for your child to go on group outings unaccompanied by staff, to such activities as movies, parklands, dinner, library etc if approved by the Lodge Managers? |
| □ Yes □ No |

| Activity leave during study: |
| Do you give permission for your child to be involved in activities such as sporting or cultural groups which will take them out of the normal set study periods or regular occasions? |
| □ Yes □ No |

| Travelling in vehicles: |
| Sometimes boarders have the opportunity to travel in cars with other people to approved leave, appointments, social activities, sports training etc. In such cases, your permission is essential and wherever possible, individual travel events will be discussed with you. Please tick appropriate box/es: |
| □ A staff member □ Older siblings – please give names: |
| □ A School or Lodge parent □ Other: |
Parent’s acknowledgement

I agree to support the school practice that no smoking, alcohol, immoral conduct or illegal drugs should be indulged in whilst in the care of Pumula Lodge which includes whilst on leave.

I acknowledge that this Approved Hosts & Visitors Form has been filled out by me, and that any changes to it must be in writing from me to the Boarding Coordinator.

I have read and understood the information in the Pumula Lodge Information & Guidelines booklet.

I accept that all leave arrangements are via existing protocols and that the Lodge Managers or Boarding Coordinator reserve the right to qualify certain arrangements.

Parent’s signature: ________________________________ Date: ____________
Form 2 – Mobile Phone Consent form

This form needs to be completed and signed by parents to request permission
For their son/daughter to have a mobile phone in boarding

Student’s name: ____________________________ Year level: ________
Mobile phone brand: ____________________________ Model: ________
Phone number: ____________________________

Please discuss the conditions of use below with your child/children (the conditions listed below are subject to alteration):

We understand that:

1. Pumula Lodge and boarding staff do not accept responsibility for the security of the mobile phone;
2. The mobile phone is to be used only by the child/children listed on the permission form;
3. Hours of use are:
   - Monday – Friday:
     • 7:00am – 8:00am
     • 3:45pm – 5:00pm after returning from school and prior to study session
     • 7:00pm-9:00pm after dinner
   If mobile phones are to be used outside these designated times the boarder needs to seek permission.
4. Mobile phones are not to be used:
   • During timetabled study sessions;
   • During mealtimes;
   • After 9:00pm;
   • To breach the privacy of another person.
5. Boarders are not to use another boarder’s mobile phone inappropriately; and
6. Only one mobile phone per boarder.

We accept that failure to adhere to these conditions may result in the immediate withdrawal of mobile phone privileges.

Parent/Guardian: ____________________________ Date: ________
Student: ____________________________ Date: ________
Permission Granted: ____________________________ Date: ________

(Boarding Coordinator)
Students and parents must read the following agreement prior to arrival at the Lodge. A new agreement must be signed each year.

In becoming a member of Pumula Lodge boarding community, I acknowledge that:

1. I will endeavour to learn, understand and live by the values and attitudes of the Lodge and Dubbo Christian School in both environments;

2. I will endeavour to abide by the Lodge policies and procedures outlined in the Information & Guidelines handbook, including but not limited to bounds and behavioural expectations;

3. I will endeavour to be self-motivated, cooperative and helpful in the boarding community and in class, ensuring that I am organised and prepared;

4. I will make it my goal to apply myself consistently to my work and try to improve my grades in all subjects;

5. I will be respectful to boarding staff, teachers and fellow boarders;

6. In the event that I am suspended from Boarding, I acknowledge that my parents will need to make immediate alternative accommodation arrangements for me.

7. I will respect other people’s property and their privacy, and do what I can to return lost or misplaced property to the rightful owner;

8. Whilst on leave activities, common sense and respect for others should govern my behaviour at all times;

9. The Lodge accepts no responsibility for the loss, theft, unauthorized use or damage of any of my personal belongings e.g. ipod, iPad, mobile phone etc.

I realise that should I not meet the required standard of behaviour, the Deputy Principal or Principal may ask me to consider my position in the boarding house.

I have read and understand the Pumula Lodge Information & Guidelines handbook.

Student’s name: ________________________________________________

Student’s signature: __________________________________________ Date: ____________

Parent’s name: ________________________________________________

Parent’s signature: __________________________________________ Date: ____________