



Student Handbook Nateby Senior Boarding Residence 2010

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AIMS and OBJECTIVES 2010

Fahan School offers full-time and weekly boarding. Boarders have the opportunity to contribute to and excel in academic, cultural and sporting activities while residing on campus. The aims of the boarding house are in creating an inviting atmosphere whereby the 'rights' and 'responsibilities' for all are respected. The smooth running of Nateby and the Senior Boarding Residence relies on the respectful, positive approach by all in the community. The 'Director of Residence' and 'Resident Tutors' provide a safe and nurturing environment. Fahan values the worth of a well rounded education encompassing: cultural, physical and social development in all, enabling students to grow in confidence having the ability to make valued decisions, be aware of their environment, and develop a global perspective in preparation for adulthood. We trust that parents, guardians, extended family and family friends work with us in providing a caring and safe community. Nateby is home to, and caters for, girls attending years 5 through to year 10. The Senior Boarding Residence is home to Years 11 and 12. Year 12, are in a position of leadership. The expectation is that year 12 students will lead by example in an optimistic and positive manner in all aspects of the ethos of the Fahan School.

Rights and Responsibilities

Staff and parents share the responsibility for ensuring the safety and well-being of the children and young people who use our service, according to the Children, Young Persons and Their Families Act, 1997 (The Act).

Under this act, the boarding house is required to provide a situation in which children are provided with the "opportunity to grow up in a safe and stable environment" and with this in mind, Fahan boarding is required to report any concerns relating to child protection to the Department of Health and Human Services (DHHS). The first point of contact in such a case is to the Department of Health and Human Services (DHHS). The first point of contact in such a case is the Child Protection Advice and Referral Service (CPAARS), who may be contacted on 1300 737 639

Fahan is taking a proactive role relating to child protection and intervention. All efforts will be made to ensure the safety and well-being of both the staff, children and families who utilise our service. Our aim is to promote a safe environment for all children, and to assist all staff in recognising the signs of child abuse and neglect, and to follow the appropriate notification procedures when reporting alleged abuse.

Staff Rights and Responsibilities

It is the responsibility of all staff to comply with safety screening procedures and with the practice and procedures outlined in the Fahan School policy. The care and safety of children (both physical and emotional) is the primary responsibility of Fahan boarding staff.

The provision of a safe and secure environment ...

The establishment of a culture of respect, both for ourselves, and for one another ...

The creation of an environment free from bullying, either physical or emotional.

Children's Rights and Responsibilities

The responsibility in terms of child safety and protection is placed in the adults in a position of care. Children have a right to expect to be cared for in a manner reflective of the responsibilities of the Fahan staff. A child has the right to expect their privacy to be upheld. The need to protect the child is greater than the demands of privacy and confidentiality. Any staff member informed of such events or occurrences is required to inform the director of the information they have gained. Details will then be recorded in an incident report form, signed and dated by both the witnessing staff member, and the director, Reporting procedures will then be followed.

All efforts will be made to treat the child's claim with the respect and gravity it deserves, while limiting the informed persons only to those in direct need of details. This satisfies both, the need for confidentiality, and the obligation to report abuse.

In the event of any suspicions being proven, the staff and service bear the obligation and responsibility of providing the child involved with support. This may involve arranging counselling, or assisting wherever help may be given in the healing process.

STAFFING ... an overview of responsibilities

The Director of Residence, along with three tutors are in residence on campus throughout term time. Ancillary staff consist of a cook who provides 'home-made' meals and afternoon tea from Monday through to Thursday, and Corporate Cleaning Service taking responsibility for the daily cleaning of Nateby and the SBR. The cleaners are directly responsible for the daily cleaning and restocking of essentials for Nateby and the Senior Boarding Residence.

Years 5,6, and 7, 'prep' in Nateby on Monday through to Thursday evening. This gives the younger students the opportunity to: access computers, discuss and complete homework with peers, have supper and be ready for lights out by 8:45pm. The Director of Residence works closely with the Principal and Deputy Principal in relation to pastoral care needs for students to promote the healthy development of all students.

Incoming students have an ongoing induction process over their first few weeks thus ensuring each student develops the coping strategies necessary for comfortable campus living. Peer support for incoming students by existing students is essential to build confidence and a healthy community. This is monitored by all tutors throughout their contact with students.

Students in Years 8,9 and 10 'prep' in the Senior library from 7pm till 8:30pm. Tutors are available to assist students in areas of competence and expertise.

Tutors monitor all homework and sign off diaries after each prep session.

The Director of Residence and the cook work closely ensuring that the students have a well balanced diet consisting of wholesome, fresh food. Fresh fruit in season is freely available.

The menu is made up over a four-week cycle and is available for students to view week by week.

The Director of Residence and tutors partake in all meals with the students.

Full time students are encouraged to communicate preferences on the variety of meals provided on Friday, Saturday and Sunday evenings. These three nights tend toward 'Asian' influenced flavours and/or meals to suit smaller groups.

NATEBY - DAILY ROUTINE

Monday to Friday

7:00 am A tutor on duty walks through Nateby, opens blinds/windows, greets girls.

BREAKFAST is between 7:00 am and 8:00 am sharp. The toaster is switched off at 7:50am.

7:30am A tutor will check that all girls are out of bed by 7:30am.

The television is on in the dining room between 7:00 am and 8:00 am each morning and is tuned to a 'newsy' programme.

The tutor on duty will remind girls between 8:10 am and 8:15 am to be prompt in leaving Nateby by 8:20 am for school.

LIGHTS OUT

Years 5 and 6 8:00 pm

Years 7 and 8 9:15 pm

Years 9 and 10 9:45 pm

All Years 7 to 10 students are to have overhead lights off at 9:00 pm.

All students are to remain in their own rooms / bathrooms after 9:00 pm

Music is to be via headphones only at and after this time.

MEALS

In addition to breakfast, morning tea is provided for all students. This can be collected from the kitchen between 8:10 am and 8:15 am daily.

Lunch is provided for all students in Nateby between 12:30 pm and 12:45 pm.

Afternoon tea is provided for all students immediately after school in the Nateby dining room.

Dinner is at 5:45 pm each night in the Nateby dining room.

Parents are most welcome to attend afternoon tea and/or an evening meal when in Hobart on visitation.

All students are to attend meals unless they are out on leave or attending a cultural or sporting commitment.

Meals can be 'saved' on request on Monday to Thursday only.

WEEKEND TIMETABLE

Weekly boarders are entitled to five meals a week - Sunday through to Thursday, or Monday through to Friday. Your preference is to be given to the Director of Residence. Any changes need to be communicated to the Director of Residence on the Thursday prior to any weekend.

Students going on weekend leave with anyone other than their parents/guardian are to arrange leave on the Thursday prior to the weekend leave date. The parent/guardian and host parent is to confirm leave arrangements on the Thursday prior to the weekend.

Full time boarding students are to be out of bed no later than 10:00 am on Saturday and Sunday.

All students are to attend meals on Friday, Saturday and Sunday unless otherwise arranged with the Director of Residence prior to the weekend.

Meal times are:

8:00 am to 9:00 am on Saturday and Sunday

12 noon to 1:00 pm on Saturday and Sunday

6:00 pm on Friday, Saturday and Sunday

Students in on the weekend are to arrange a roster covering cleaning up and washing dishes after meals on Friday, Saturday and Sunday. Tutors are to check the roster and it is to be left near the weekly menu.

Students are to be respectful of the needs of peers after 9:00 pm on Friday and Saturday nights. Sunday night 'lights out' are in line with Monday to Thursday.

THINGS YOU NEED

- 2 fitted sheets
- 1 doona and/or woollen blanket
- 1 mattress protective cover
- 1 or two pillows as required
- 3 towels ... including a beach towel
- Swim wear ... hats ... caps ...
- Shampoo etc ... sun screen ... Roll on or stick deodorant (no aerosol cans permitted)
- Container to hold shampoos etc to take into the shower
- Thongs for showering
- Laundry marking pen
- Bedside lamp
- Four point power board, preferably with individual switch control, must be compliant with Australian standards
- Night wear ... pj's and dressing gown
- Underwear
- Clothes basket x 2 - one for soiled clothing ... one to house shoes, to be stored under the bed
- Laundry washing bags x 3 (or more) to store and wash underwear and socks ... these are essential to prevent loss and/or damage ...
- Remember: nail scissors, nail file, sewing kit with navy/ white cottons
- Suitable clothing to wear after school
- Casual shoes ... footwear is to be worn at all times in the dining room
- Brown shoe cleaner
- Trinket box for badges and other small items
- Family/pet photos, favourite cuddly toy
- A 'lock box' for all personal items

School Uniform

Complete school uniform with minimum three pairs of socks ... three pairs of tights ... at least two shirts along with two summer dresses ... All need to be named.

Regulation brown lace-up school shoes are a requirement for all students. Students are reminded that correct and complete uniform is to be worn daily to school and on leave after school, this includes sports uniform when attending sport.

Boarders are reminded that comfortable, neat, casual dress is essential at all times after school and on weekends. Shoes are to be worn at all times when students are on the grounds with the exception of bedroom areas... Sports shoes are required on the tennis courts and in the gym. Parents providing sporting equipment for their daughters to use on the grounds are to ensure that correct protective gear is supplied. This is essential when girls return with skate boards, roller blades or similar.

Students are directed not to borrow or lend articles of clothing and personal belongings. The school cannot take responsibility for lost or damaged articles of clothing or other personal possessions.

Guardians for overseas Students under the age of 18 years

Holidays and Weekend Leave

The principal of Fahan School assumes the responsibility of guardianship for all overseas students in residence, under the age of 18 years, unless the parent/s have relatives residing in Tasmania and arrange legal guardianship status as required by the Department of Immigration.

All parents are required to fill in a 'Day/Overnight/Weekend' leave form giving permission for their daughter/s to spend a day, overnight or a weekend with relatives or friends.

The Principal, Deputy Principal and Director of Residence may give permission for weekend leave on behalf of parents residing overseas.

End of Term Holidays

All students are to vacate Nateby and the SBR by the day after term completion. The Principal and Director of Residence require written permission from parent/s and host parents prior to their daughter/s spending weekend leave and holidays with relatives and/or friends.

Nateby and the SBR is CLOSED TO ALL STUDENTS DURING THE HOLIDAY BREAKS WITH THE EXCEPTION OF THE EASTER BREAK.

Overseas parents wishing to have their daughters remain in the boarding houses over the EASTER BREAK are reminded that the usual 'HOMESTAY' fee will be charged and is payable in advance.

Confirmation of students wishing to remain on campus is to be made by the beginning of March. Students are to participate in all activities, including a camp over the EASTER BREAK. Students will require spending money to cover personal costs.

Dental/Doctor and other Medical appointments

Parents are welcome to make appointments providing transport arrangements for their daughters. Arrangements are to be communicated to the Director of Residence or, if during the school day, the School Administration Office. All girls are required to sign out at the main Administration School Office when leaving the school grounds during the school day. If a parent/guardian requires the student to be accompanied to an appointment, the Director of Residence will arrange the appointment and a tutor to attend with the child (if required) via a taxi at the expense of the parent. It is advisable that parents arrange 'emergency' money to be held on file.

Medical Concerns

The Director of Residence and all tutors hold Senior First Aid certificates. The Director of Residence and/or the Principal or Deputy Principal will always be consulted immediately when a student is ill, or there is an emergency. It is paramount that parents complete the emergency contact details on the form provided on return to Nateby and the SBR or, in the case of overseas students via email. It is a requirement that these forms are returned to the Director of Residence within the first week of the school term, or, within a week of the student commencement date.

Medical Concerns within the Residence

The following Process and Procedure will be adhered to by the Director of Residence and Residential Tutors.

- Ascertain the seriousness of the illness
- Follow First aid procedure
- Contact parents at the first opportunity
- Contact the Sandy Bay Medical Centre (24 hour number if required after hours)
- Seek parental/guardian/next of kin permission if medication is required
- Make regular observation as required/suggested by a medical practitioner.
- An ambulance will be called if deemed necessary
- Arrange parental permission if/when hospitalisation is required

MEDICATIONS ... NATEBY HOUSE

The School's policy is set out in specific terms and is to be adhered at all times. Please refer to page (xi) in the student diary. For further information and a complete copy of the Policy, please refer to the School's website: <http://www.fahan.tas.edu.au/policies> Parents and/or guardians are to inform the Director of Residence when a student is on medication. Parent/s are to complete the 'CONSENT FORM' covering medications and First-Aid.

All prescriptions for students residing in Nateby are to be held by the Director of Residence in the locked First Aid kit accessible by the Director of Residence and/or the tutor on duty. The tutor on duty will log what is given and when, on the CONSENT FORM for First-Aid/medications.

The medication will be monitored by the Director of Residence and/or the tutor on duty, and entered on your daughter's medications and First-Aid CONSENT FORM. Students residing in Nateby and all students between Year 5 and Year 10 are not to hold any medication, no student is permitted to give any form of medication to another student.

MEDICATIONS ... SENIOR BOARDING RESIDENCE

Parents/guardians are required to inform the Director of Residence if/when their daughters are unwell and are on prescription medication. If/when parents are confident that their daughter is able to administer medication, written permission, signed and dated (for the student's file) is to be forwarded to the Director of Residence.

Health

The Director of Residence and/or the Principal or Deputy Principal will communicate with parents immediately when concerned in relation to any health issues pertaining to a students/s well-being.

Depending on the nature of the illness, alternative arrangements may need to be made if parents cannot collect their daughter from the residence

NB ... Students unwell, having a temperature,vomiting and/or diarrhea are not to return to the residence from leave until they are well. Parents/Guardians/Hosts are to notify the Director of Residence if the student is not returning to Nateby or the SBR after weekend leave.

FIRE REGULATIONS AND PROCEDURES

Nateby and the SBR are protected by smoke and heat detectors which are monitored by Tasmanian Fire Service. In the event of fire or smoke, these detectors will activate an alarm and notify the fire brigade. Evacuation procedures are displayed in each bedroom in the SBR and in each room in Nateby.

Fire Drills

- This is a legal requirement under the General Fire Brigade Regulations 2000.
- The first one will be carried out at the beginning of each term usually within the first two weeks. All students will be directed in the process and procedure of evacuation during the first week of each term.
- All students are required to evacuate immediately upon hearing the fire alarm.
- Get down low and "go, go, go" quickly and quietly via the nearest safe exit or stairs.
- All students are to meet between the SBR and the Library.
- Nateby students - assemble with your room-mates, advise the tutor immediately if someone is absent.
- SBR students are to assemble in numerical order, from Room 1 through to Room 17.
- Residential House Tutor/s will give the "all clear" once the Tasmanian Fire Service have advised that it is safe to return.
- All students need to have 'closed' shoes and a woolen blanket, or similar. Synthetic materials and thongs, or similar are not suitable, safe attire.

TELEPHONES... MOBILE PHONES ... LAPTOPS

All parents and students are required to advise the Director of Residence of their mobile phone number/s on the form provided during the first week of each term.

All students are required to carry their mobile phones while off the campus on afternoon leave, sporting and/or weekend leave.

Mobiles are to be switched off by 'Nateby' students during dinner and prep times - Dinner: 5:45 pm till 6:30 pm ... Prep: 7:00 pm till 8:30 pm.

Students residing in Nateby are required to hand in their mobile phones and lap-tops which are to be left, as directed by the tutor on duty, fifteen minutes prior to their 'lights out' Sunday through to Thursday.

Mobile Phones and laptops are to be collected by students during the breakfast hour - 7:00 am through to 8:00 am each week day.

Nateby full time boarders, when on campus for the weekend, are to hand in their laptops at 9:30pm each Friday and Saturday night.

Senior students in the Senior Boarding Residence are responsible for the care and use of their mobile phones. It is advisable that parents/students hold insurance to cover personal items such as laptops and mobile phones.

TELEVISION ... DvDs ... CDs ... Computer Games

Students are to adhere to the Australian Film & Television Classification guidelines. Material not meeting the guidelines will be confiscated. Senior students are reminded that they are not permitted to share or view inappropriate 'age' materials with any student from Nateby.

Nateby students are not to visit the Senior Boarding Residence without permission from the tutor on duty. These visits are limited to five minutes and are given at the discretion of the tutor on duty.

Senior students are to adhere to the guidelines of the Film and Computer Games Classifications.

Television viewing is available when students have met their daily commitments, or on request for academic purposes.

Students are reminded that images taken of students are not to be used in any medium without prior written parental consent of the student concerned. All students from Nateby are to use their computers and view all films/DVD's in the dining room or the study/computer after clearing the rating with the tutor on duty.

**Students using 'Chat' and similar sites not approved by the School
will have all internet access denied for a minimum of one week.**

Australian Film & Television Classifications



The Office of Film and Literature Classification is a government funded organization which classifies all films that are released for public exhibition.

The classification board is comprised primarily of liberal members, therefore the OFLC has a strong influence on "Informing your Choices". Theatrical advertising is accompanied by a colour-coded symbol for each classification category. This is accompanied by consumer advice such as mild, moderate, strong or high level coarse language, nudity, sexual references, themes etc. Only the MA15+, R18+ and X18+ classifications are legally restricted. Up until recently, the PG and M classifications were given a guide line age barrier with a recommended age of 15 for PG so that people younger than 15 should have parental guidance and that people younger than 15 shouldn't watch M rated movies. Now it is just PG for parental guidance and M for mature audiences.

The E rating is used in films which do not have a need to be classified, such as educational documentaries. However, documentaries or concerts that may exceed the guidelines of the PG classification must be submitted for classification

Ratings:

- **E** – Exempt from classification. Films that are exempt from classification must not contain contentious material (i.e. material that would ordinarily be rated M or higher).
- **G** – General. The content is very mild in impact.
- **PG** – Parental guidance recommended. The content is mild in impact.
- **M** – Recommended for mature audiences. The content is moderate in impact.
- **MA15+** – Not suitable for persons younger than 15. Persons younger than 15 years must be accompanied by a parent or guardian. The content is strong in impact.
- **R18+** – Restricted to adults 18 years and older. The content is high in impact.
- **X18+** – Restricted to adults 18 years and older. This rating applies solely to sexual content – no violence nor "fetishes", including spanking, may be shown (legally may be sold in the ACT and the NT only but may be purchased interstate via mail order).
- **RC** – Refused Classification. Banned from sale or hire in Australia.

VISITORS

All visitors are to be introduced to the tutor on duty, names and times of the visit are to be entered into the daily diary in Nateby.

All visitors are welcome to spend time with students in the Nateby dining room or on the campus within view of the Nateby dining room.

SMOKING, ALCOHOL and DRUGS

THERE IS ZERO TOLERANCE TO ALL STUDENTS HAVING AND/OR PARTAKING IN ANY FORM OF DRUGS WHETHER IT IS ON THE CAMPUS OR ATTENDING INTER-SCHOOL ACTIVITIES. ANY STUDENT/S FOUND PARTAKING IN ANY FORM OF DRUG USE WILL BE REFERRED TO THE PRINCIPAL OR THE DEPUTY PRINCIPAL.

ELECTRICAL APPLIANCES

All electrical appliances brought on the Fahan campus are to be compliant with Australian standards. All appliances are to be tested and tagged by a qualified member of staff at the beginning of each term, or upon purchase.

Senior students residing in the Senior Boarding Residence are not permitted to use any appliance for cooking at any time for any reason in the SBR.

A kettle is provided for the use of senior students by the School specifically for hot water for tea, coffee, instant soup and noodles.

Students are to clean appliances immediately after use. All students are reminded that any electrical appliance brought onto the grounds and used without going through correct procedure will be confiscated.

COMMUNITY LIVING

Students are to ensure that their personal space is kept clean, clear of clutter and tidy. Beds are to be made prior to school each day and all areas are to be kept tidy throughout the weekend. Students are reminded that no one is to touch the belongings of their peers during their absence and/or without specific permission.

The Principal and Director of Residence will carry out house inspections during the first week of each month on a day and at a time to be arranged as well as at the end of term.

Common rooms are to be clear of personal belongings at all times.

DRESS CODE

Students are to change to neat, comfortable casual clothing after school each day unless they are attending a sporting commitment in which case correct school sports uniform is required or, going on leave in which case full uniform, with hat in summer is required. Neat casual dress and shoes is required during mealtime.

Beach Leave

All students are to have a long sleeve blouse, sun screen and hat. Students with specific, written parental permission may go swimming when accompanied by peers.

LAUNDRY

The laundry is open between the hours of 7:00 am and 9:00 pm daily. All school uniforms are to be washed on the 'delicate' or 'wool' cycles in cold water only. Clothes are to be removed promptly from the washing machine on completion. Students are never to place clothing belonging to others in the driers. 'Formal' school uniforms along with track tops and pants are never to be placed in a drier. Laundry 'washing' bags are to be used for all underwear and socks.

STUDENTS RESIDING IN THE SENIOR BOARDING RESIDENCE (SBR)

Welcome to the SBR ... Students are to refer to the Director of Residence or a tutor if/when you are unsure of all process and/or procedure in relation to any/all guidelines. Please be aware that any breach of trust will result in meeting with the Principal and Director of Residence to determine what action is necessary.

STUDENT LEADERSHIP

Leadership voting Procedures

Written nominations are taken at the beginning of the term, on a printed nomination form, from Year 12 students interested in the position of 'Head of Boarding'.

- Voting by all students in Nateby and the Senior Boarding Residence will take place toward the end of the first term.
- Nateby students will vote as a group in the Senior Library prior to Prep.
- Students from the SBR will vote in the SBR on an evening nominated.
- All votes will be cast on a form with the student name, as handed out by the tutor on duty.
- All students are eligible to vote, as are all tutors. One vote per person.
- The Head Boarder will be announced by the end of Term 1

Responsibilities of the Head Boarder

To be exemplary in their behaviour by:

- i. supporting the ethos of Fahan School
- ii. representing Fahan to the school community and the wider community in a positive manner
- iii. attending and 'hosting' 'Head of Boarding' meetings and discussions with peers from Tasmanian boarding schools
- iv. assisting with 'inter' boarding school activities
- v. assisting with Theme dinners for the boarders as requested

Students in Years 11 and 12 are reminded that as senior students there is an expectation that you will lead by example:

Accountability:	You will be accountable for your actions. You will lead by example by respecting and following the ethos of the school.
Application:	You will apply yourself to the best of your ability to your academic, cultural and sporting commitments
Attitude:	Your attitude to all school guidelines will allow you to attain your best results in your academic, cultural and sporting commitments.

All meals are to be taken in Nateby dining room where you will be given the responsibility of the care of the students at your table unless otherwise directed.

The Principal and Director of Residence will conduct regular inspection of rooms and shared common room. Students will always be given 24 hours notice in advance, unless cause is given otherwise.

- All visitors are to be seen in the Nateby dining room, names, times are to be recorded in the daily diary
- Rooms are your responsibility. Keep your room clean and tidy. A vac is available and is to be used on a regular basis

- Bedding is to be washed weekly ... use outside lines for drying
- Rooms are to be 'aired' daily, blinds are to left up, windows open
- Bins are to be placed outside your room daily with the exception of Saturday and Sunday and on Public Holidays, when you are required to ensure that the rubbish is placed in a plastic bag, the plastic bag is 'tied off' and placed in the bin outside of the SBR
- No boarder is to enter another student's room unless invited
- Any/All damage is to be reported to the 'Director of Residence' This will charged to your account
- A cost of \$50 will be charged to your account if 'air conditioning' and/or lights are found on during your absence ... i.e. while you are attending school and/or on leave
- Food is to be stored in the containers provided in the kitchen of the SBR and consumed in the kitchen and/or common room only
- Return times:
 - Sunday till Thursday 10:00 pm
 - Friday and Saturday 11:00 pm
- Walls are to be kept clean and clear ... Pin-board and or robes for posters only ... Blu-tac only is to be used on robes
- All senior students are to hand a copy of their timetable to the Director of Residence during the first week of each term
- Year 12 students are welcome to remain in house during a 'free'
- Year 12 students are to be aware that the SBR is the workplace of cleaners during the day ... be dressed, showers are to be taken prior to, or after school only
- Year 11 students are permitted to collect items during recess and/or lunch breaks ... Your time is limited
- Always use the sanitary bins provided in the bathrooms
- Common rooms and bathrooms are to be clear of all personal items
- The kitchen is to be left clean and clear after use at all times

Director of Residence: Margo Eckermann

Mobile Phone Number: 0408 653 773
Email: margo@fahan.tas.edu.au

Postal Address: Fahan School
PO Box 2090
Lower Sandy Bay 7005
HOBART
TASMANIA

Website: www.fahan.tas.edu.au

School Office Number: (03) 6225 1064

School Fax Number: (03) 6225 1263

Nateby Phone number: (03) 6225 1057
(Please refrain from placing calls during dinner time and prep time Monday till Thursday)

Senior Boarding House: (03) 6225 2354

FAHAN
SCHOOL

