



Tiddeman House

Student and Parent
Boarding Handbook 2023

Contents

Boarding philosophy	3
How students board	3
Welcome from the Head of Boarding	4
History of Boarding at MLC	6
Boarding House Staff Roles	8
Communication	9
Boarders' Leadership Roles	10
Boarding House Structure and Facilities	11
Induction of Boarders	12
Boarder Care and Supervision	13
Pastoral Care	14
Medical Care of Boarders	15
MLC School Counsellors	17
Academic Support	18
Recreation	20
Special Occasions	21
Leave	22
Transport	26
Expectations for Behaviour and Conduct	28
Mobile Phones, Wi-Fi and Electronics Use	30
Meals	30
In the Boarding House	32
Laundry	32
Prohibited Items	32
Emergency Management	33
Security and Valuables	33
Items provided by MLC	33
Tiddeman House Packing Checklist	35
Weekly Schedule	36
Frequently Asked Questions	39
Boarding Handbook	40
Contact	40

Cover image: Ana, Abi and Alina relax after school in the Tiddeman House sunroom; one of more than 6 homely recreation areas, including a gym, music facility, and a kitchen.

Right: Year 7 boarders Caitlin and Mabel have enjoyed meeting and making new friends in their first year at Tiddeman House.



Boarding philosophy

At MLC, we are proud to offer a leading boarding program for young women from Years 7 to 12. Our boarding philosophy is based on creating a culture of care that fosters a sense of belonging, security and confidence in our students. We value diversity and inclusion, and we encourage our boarders to embrace the challenges and opportunities that life presents.

The boarding philosophy is underpinned by the College Vision, Mission, and Values. The MLC values of 'Engage with Respect', 'Aspire with Responsibility', 'Act with Compassion'

and 'Explore with Courage' are consistently applied within the Boarding House and across the day school for students.

Our boarders form deep and lasting friendships with each other, as they share and learn together in a supportive environment. MLC boarding also provides access to a wide range of curriculum and wellbeing experiences, as well as exposure to the vibrant culture and community of Melbourne. We help our boarders discover and develop their individual interests and talents and achieve their best in all aspects of their lives of the family.

How students board

There is no one way to be an MLC Boarder. We are pleased to offer families more options and extend our care and the college experience for our students.

- Full Time Boarding offers a true home away from home, where students receive round-the-clock support and care. From relaxing with your boarding sisters on weekends, to being able to take on every opportunity available from living on campus, boarding is a cherished and life-changing adventure.
- Weekly Boarding provides the best of both worlds, living on campus during the week with support to manage study and co-curricular activities, while spending every weekend

at home with family. Student depart from the Boarding House no later than 6pm on Friday, and return between 4-6pm on Sunday.

- Short Stay arrangements are available for MLC day students to live in the Tiddeman Boarding House for a minimum of two weeks, up to a full term, space permitting. A flexible option for parents/guardians who may need to take an extended trip away.

All boarders, regardless of their arrangements, live a shared boarding experience with the same opportunities that come from being at Tiddeman. Importantly, every student is a valued part of our boarding family.

Welcome from the Head of Boarding



Mrs Jane Shone.

Welcome to boarding at MLC. Tiddeman House is one of the oldest girls' boarding houses in Australia and we are very proud of our beautiful Gothic building. What I am most proud of, however, is the community of young people who live within the stone walls and arched windows. Our community is made up of students from around the world and all parts of Australia. Together we create a large family where we share dreams and ambitions, experience adventures, learn new skills and grow in independence and resilience. Boarding students form a long-lasting bond of friendship and support, sisters away from home, working together and playing together, growing up together. We have a dedicated team of staff with a wealth of experience in teaching and working with young people, who are here to support and guide your daughter on their journey through MLC and beyond. Tiddeman House is the place where boarders feel at home, where lasting memories are made and is a springboard into adult life.

A handwritten signature in black ink that reads "Jane Shone". The signature is fluid and cursive, with a large initial 'J'.

Mrs Jane Shone
Head of Boarding.



Mrs Jane Shone, Head of Boarding, leads a dedicated team of staff with a wealth of experience in teaching and working with young people, to offer an exceptional culture of care.

History of boarding at MLC

MLC has a long and proud history, with Tiddeman Boarding House acting as the heart of the College for 140 years.

Tiddeman House is MLC's most iconic building. Construction took place in two stages, the West Wing opened in 1882, while the Tower and East Wing were finished several years later in 1885. Tiddeman House is one of the finest examples of the Academic Gothic architecture style in Melbourne.

There are many decorative elements across the building, many of which have symbolic meanings - lilies for purity, oak leaves for longevity, sunflowers for happiness and doves for peace. The elaborate features were intentionally chosen by first Principal, Rev Dr William H Fitchett, to make a statement. He wanted Tiddeman House to both impress all those who saw it and make it feel like a "grand home", especially for the boarders.

The building is named after, and in recognition of, Margaret Tiddeman, who was the first Lady Superintendent of Boarding (1882-1896) and the first President of the Old Collegians Club, which started in 1904.

All of MLC's Principals between 1882 and 2004 lived in the lower east wing of Tiddeman House, aptly named The Residence. Each Principal, along with their families, had an active role amongst the lives of our past boarders, with many Old Collegians stating that they felt like part of the family. To further enhance this sense of family, Cara Fitchett, the wife of Principal Fitchett, created the annual tradition of the Boarders' Birthday Night, the first of which was held in 1889.

The Prefect system was introduced at the College in 1906, two of the five girls elected for these positions were boarders. Boarding Prefects were established in the 1930s and Wing Prefects were added in 1941. Both College Prefects, Boarding Prefects and Wing Prefects were awarded a gold star badge.

Tiddeman House remained open to boarders during both World War One and World War Two. The MLC Archive holds records that tell us that boarders, particularly during WWII, were subject to food rations and practiced air-raid drills, requiring them to take cover in the trenches built around the school. The roof on both wings of Tiddeman House were painted in camouflage to avoid being a target.

From 1959 until 1979, Tiddeman House was also its own house group alongside our current College Houses of Berry, Cato, Fitchett, Krome, and Nevile. The house colour was red and their mascot a monkey. The Tiddeman House group was disbanded in 1979 due to the smaller number of boarding students compared to the student numbers in other houses.

The year 2022 marks the 140th group of boarders to live at the College.





Boarding house staff roles

Head of Boarding

The Head of Boarding oversees the boarding program, leads the Boarding Team and is responsible for the safe and efficient management of the Boarding House. A member of the Junior Secondary School Executive Team, the Head of Boarding acts in loco parentis and is responsible for the overall pastoral care and wellbeing of boarders. The Head of Boarding is also timetabled to teach classes in Day School.

Deputy Head of Boarding

The Deputy Head of Boarding deputises for Head of Boarding and is responsible for operational and procedural processes of the Boarding House. A member of the Middle School Executive Team, the Deputy Head of Boarding is responsible for efficient management of both boarders and staff within the Boarding House. The Deputy Head of Boarding is also timetabled to teach classes in Day School.

Senior Boarding Coordinator

The Senior Boarding Coordinator deputises for Head and Deputy Head of Boarding. A member of the Senior School Executive Team, the Senior Boarding Coordinator is responsible for the Student Leadership Program and supports the Year 11 and 12 Supervisors to manage Senior School boarders. The Senior Boarding Coordinator is also timetabled to teach classes in Day School.

Boarding Supervisors

Supervisors have responsibility for a specific cohort and are the 'go-to' staff member for boarders and their parents within that cohort. Supervisors manage the day-to-day aspects of boarding including managing routines and leave arrangements. Supervisors communicate with academic and wellbeing staff in day school to provide the best care for boarders in their cohorts.

Casual Staff

Casual members of staff work on a flexible basis and are rostered on for a specific purpose, for example, covering for a Supervisor, academic support, assisting with activities and excursions or taking boarders to appointments.

Administrator

The Administrator works during weekday business hours to provide administrative support to the Head of Boarding, and assists Boarding House staff, students and parents with administrative tasks.

Boarding House and Health Centre Nurses

Boarding House nurses work Monday to Thursday evenings in the Boarding House. Nursing staff communicate with parents, follow up prescriptions, dispense medication and escort boarders to medical appointments. The Boarding House nurses are the first point of contact for medical issues pertaining to boarders. Students who are unwell during the day or first thing in the morning can visit the Health Centre Nurses.

Communication

Emergency

In case of emergency, contact Boarding House staff by phoning reception on (03) 9274 6321, or the Boarding mobile on 0408 658 148.

Email

The Boarding House can be emailed using the address: boarding@mlc.vic.edu.au

All MLC students are provided with an email address that they use for school-related matters.

Mail

Boarders all look forward to the arrival of mail and packages from home. The mailing address for the Boarding House is as follows:

Student Name

Methodist Ladies' College

Tiddeman House

207 Barkers Road

Kew, Victoria 3101

Communication with Boarding staff

The first point of contact for parents and Local Support Persons is generally the Year Level Supervisor. If you have any concerns or wish to discuss anything, please contact us. No problem is too small and it is far better to resolve problems before they grow or cause worry or concern.

Communication with day school staff

If you have a day school-related question, please contact the Home Group Teacher, Tutor Group Teacher or House Coordinator in the first instance. The relevant school office can be contacted via phone or email during business hours.

Boarders' Parents Committee

Boarders Parents' Committee meets once per term in person. Contact is made with new boarding families through the Boarder's Parent's Committee. The committee welcomes feedback and ideas to develop our Boarding House practices and to support the boarding community.

Feedback from boarders

There are many ways in which boarders can provide feedback or suggestions. There is always time in the afternoons and evenings for boarders to speak with Supervisors and they are also welcome to talk to senior staff of the Boarding Prefect. Boarders can raise issues at student-led Boarder's Forums which are run by the Prefect and are usually held twice per term. The Prefect meets with senior staff following the Forums to give feedback and discuss any concerns that may have arisen. Boarders are also surveyed often by staff or other boarders to ask for opinions or preferences.

The Food Rep also seeks feedback from boarders regarding meals and then liaises with kitchen staff to ensure that boarders are happy with the variety of food that is provided.

Who to contact

For boarding-related concerns, contact your daughter's Supervisor in the first instance.

For subject-specific concerns, contact your daughter's subject teacher. For general academic or other day-school-related enquiries, contact your daughter's Tutor Group Teacher, Home Group Teacher or House Coordinator.

Day school staff are often busy teaching during the school day, so we advise you to make contact via email in the first instance to arrange a suitable time to talk.

Boarders' leadership roles

The role of the Boarding House Student Leaders is to support the rest of the Boarding House cohort in a leadership role.

They work closely with senior Boarding staff to foster a strong sense of community within the Boarding House, including organising and running of whole House events and taking on initiatives that enhance the overall experience of boarders in the House. Leaders are elected by the staff and student body through a voting process during Term 3.

Leadership roles within the Boarding House include:

- Head of Boarding Prefect.
- Boarding Reps who take on a specific initiative, e.g. Food, Wellbeing, Years 7-9 Support.
- Family Leaders who lead a mixed-age group of boarders in a 'big-sister' type role.

Head of Boarding Prefect

The Boarding Prefect leads a team of Senior students to develop and foster a strong sense of community and a positive atmosphere within the Boarding House.

The role of the Head of Boarding Prefect includes:

- Representing the Boarding House at College and Boarding events.
- Helping to create a positive boarding community.
- Working with other Boarding Leaders to plan and run events and activities.
- Liaising with Senior Boarding Staff and boarders regularly to build a channel of communication.

Family Groups

Our community consists of students from Year 7 – Year 12. All boarders are allocated to a Family Group who sit together at dinner each Sunday evening. The Families are a mixture of boarders from all year groups and are led by a boarder in Year 11 or Year 12. Events are organised throughout the year where Families compete against each other in fun challenges such as the Amazing Race around Melbourne. Family groups participate in activities together throughout the year to establish and strengthen friendships and promote community spirit. Family groups provide a peer support network where younger students learn from their older 'siblings'.

Boarding house structure & facilities

Tiddeman House is a three-storey building with all boarders' rooms upstairs. The upstairs area of the House is split into four main areas: East Wing, West Wing, Upper Tower and Lower Tower. As well as boarders' bedrooms, there is staff accommodation in each area. Areas are allocated to specific year levels, with the usual arrangements being as follows:

Upper Tower: This area is on the top floor just underneath our beautiful gothic-style tower. Rooms on the front side of the building look over the Front Gardens and accommodate between two and three boarders. Our youngest boarders in Years 7-9 live here.

Lower Tower: Just underneath Upper Tower, these rooms accommodate between one and three boarders. Rooms on the same side as Barkers Road look out to the Front Gardens. There is easy access to the Lower Tower Common Room, which is our central hub, housing a family style kitchen with large table for study, craft activities and board games with comfy window seating. Our Year 11 and 12 boarders reside here.

West Wing: On the Western side of the Boarding House, most of these rooms overlook the Japanese Courtyard or historic Fitchett Hall. Single Rooms in West Wing are reserved for Year 12 Boarders, whilst Year 10 boarders reside together in rooms of between two and four students. This wing has its own common room.

East Wing: The eastern part of the Boarding House is reserved mainly for Year 11 and 12 boarders. The large common room offers a dining-room style table for study sessions, and a TV and lounge area where movie nights are enjoyed by senior boarders at weekends.

On the ground floor, the Reception is the main hub for boarders and is where they sign in and out of the Boarding House throughout the day. This is a primary point of contact for anyone entering or leaving the Boarding House; parents, Local Support Persons and visitors should come to Reception whenever they enter or leave the Boarding House to sign in or out.

All students have somewhere to go and relax, whether that be making use of common rooms or the Sun Room; areas which are equipped with lounges, televisions and kitchenette facilities.

Common areas

- **The Sun Room:** one of the key 'chill out' areas of the house for Boarders. A television, oversized modular couch, grand piano and a table tennis table are available for boarders to use at leisure. The Sun Room is also home to the Art Space which is stocked with art and craft materials for boarders to use in their free time.
- **Lower Tower Common Room:** this is our 'in-house' kitchen, the scene of weekend baking, craft activities and board games.
- **The Courtyard:** located off the Sun Room, the Courtyard is a pleasant outdoor space and is also often the focus for gardening or sustainability activities.
- **The Study:** the Study is often used by boarders for a quiet workspace and can be booked by boarders upon request. The room contains a wide selection of popular fiction and a range of reference books which are available for students to borrow.
- **Music Room:** a small music space is available for students who require a practice space or storage for musical instruments. There are three pianos available in the house for boarders to use.
- **The Gym:** Boarders have access to an in-house gym that houses treadmills, stationary bikes and rowing machines.

Room Arrangements

To ensure that all boarders develop relationships with as many other students as possible, room arrangements for boarders in Years 7-11 change each term. This is an important aspect of community living and boarders are encouraged to fully embrace this opportunity. Towards the end of each term boarders can submit their preferences for a roommate. Final room allocations are determined by the Year Level Supervisors who take boarders' preferences into consideration. At the end of each term students will be required to empty their rooms and take all belongings with them. New room arrangements will be available to students on their return after the school holidays.



Alex and friends enjoy spending time in the Boarding House's diverse recreation areas; including a spot for table tennis, a gym, a music room, the sun room and multiple kitchen and dining areas for fun with cooking or baking.

Induction of boarders

The first week in boarding is an important time for every boarding student, regardless of whether it is their first experience or if they are an 'old hand'.

It is a time to settle into the routine, form or rekindle friendships, unpack and decorate bedrooms. Each evening we run different information and orientation activities or excursions, so we prefer that family members do not visit during this week so the boarders can settle in.

Prospective boarders are always welcome to visit Tiddeman House prior to beginning their boarding journey. Tours occur at interview or can be arranged by contacting Admissions. Additionally, MLC holds open mornings throughout the year, and tours of the Boarding House are available.

Sleepover nights are held for new boarders in Term 4 of the year prior to their commencement. This is an ideal opportunity to become familiar with staff, daily routines and the boarding environment. It is also the ideal time to ask current boarders questions or for any tips regarding what to pack!

MLC Boarding has a range of induction events and processes for new boarders and their families. These include:

- Boarding House and day school tour
- Welcome by Head of Boarding at beginning of each Term
- Orah induction session for new parents
- Welcoming of new parents by MLC Boarders' Parents Committee
- Allocation of a 'Boarding Buddy' to assist new boarders with Boarding House routines and orientation to the Glenferrie area
- Allocation of a 'Buddy' in Day School
- Boarding House Orientation Sessions with Supervisors including daily routines, safety, boarders' agreement, leave arrangements, medical facilities and emergency contact numbers
- IT and laptop orientation session run by the Centre for Computing and Communications (CCC)
- Orientation to Melbourne at the start of Term 1 as part of Closed Weekend Activities

MLC provides parents with all relevant College documentation at enrolment. Parents have access to the College management system, myMLCfamily.net. This is used for Day School-related matters including giving permission for attending excursions and updating contact details, medical information and dietary requirements.

Boarder care and supervision

At Tiddeman House we aim to create a friendly, home-away-from-home atmosphere that allows for a high standard of care for each boarder.


Boarding staff work together to provide proper supervision whilst creating a space where boarders can relax and be themselves.

MLC has policies and procedures in place to ensure a safe environment for all students, including those that reside in the Boarding House.

Boarders are well looked after by a team of experienced staff, some of whom live on site in accommodation within the Boarding House. Boarders are cared for within their cohorts by Supervisors who oversee leave, manage prep sessions, proactively supervise the House and liaise with day school staff. Supervisors or casual staff sleep over in staff flats within the Boarding House overnight. There is a poster in reception indicating the staff who are on duty during a shift and the flat they are sleeping in overnight.

The Boarding House is rostered to provide 24-hour care, seven days per week during term time, aligned with the Day School timetable. The Boarding House closes to boarders during the school day. There is always a senior staff member on duty or on call when boarders are in the house.

Staff in the Boarding House take a holistic approach to caring for the boarders entrusted to us. Boarding staff are trained in Child Protection and First Aid. Key Staff have completed additional training such as Mental Health First Aid and the Australian Boarding Schools Association's Duty of Care course. We have a registered nurse in the Boarding House four nights per week to provide medical care to the boarders. Where necessary, nursing staff engage with external providers and can book appointments for boarders if required.



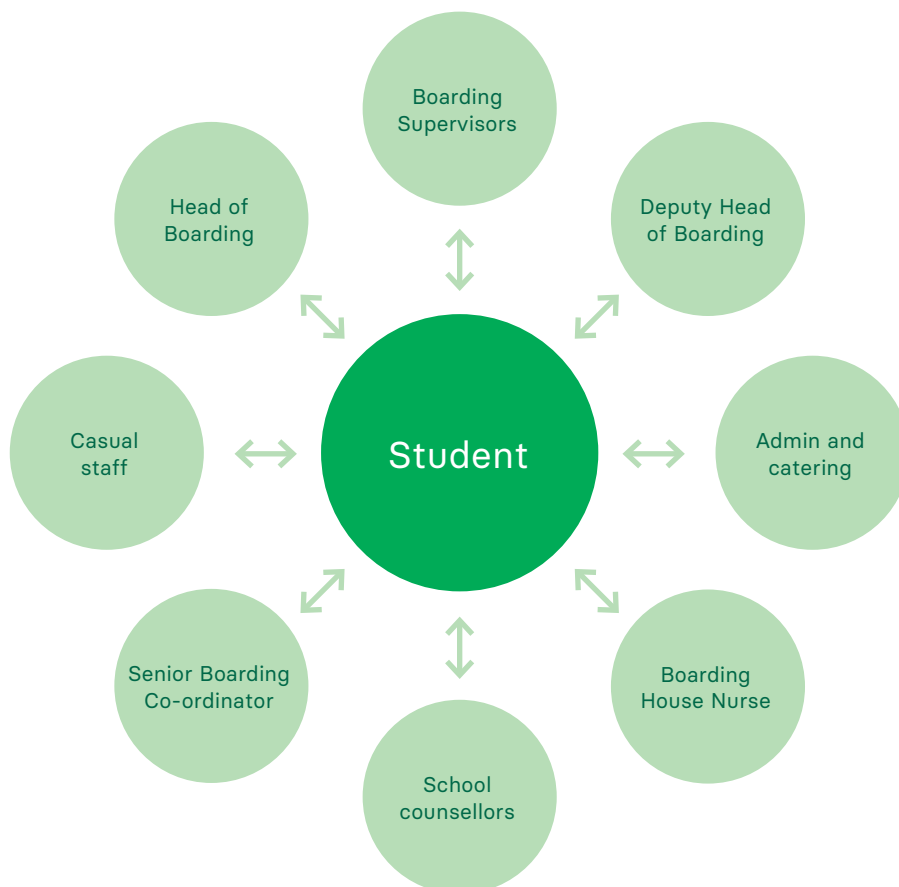
The iconic Tiddeman House is our boarders' sanctuary that provides a safe and secure home-away-from-home environment within the College grounds

Pastoral care

LACE stands for Lifeskills, Activities, Community and Engagement. This program is part of the pastoral care of our boarders.

Over the course of the year, boarders will hear from guest speakers on topics such as Cybersafety, Diet and Nutrition, Body Image and Sleep. They will have the opportunity to be involved in mindfulness, yoga and relaxation. There will be instruction and guidance on practical life skills such as basic car care, financial literacy, first aid and self-defence. They will also be involved in community projects such as Knit-a-Square, Relay for Life and Dignity Bags.

Boarding House Model of Care



Medical care of boarders

During the school day, boarders may visit the College Health Centre when they are unwell; this is located alongside the Boarding House and is accessible to Boarders from the Sunroom. After hours, boarders who are unwell will be seen by the Boarding House Nurse or Boarding House staff.

What to do if you are unwell

School Days

All boarders (Year 7-12) who are unwell should present to the Health Centre first thing in the morning to see the nurse. They will be assessed at that time, and if not well enough to attend school, students will rest in the Health Centre.

It is the responsibility of the student to present themselves to the Health Centre promptly to ensure they are appropriately covered for any absences from school. If a student is too unwell to present themselves to the Health Centre then Boarding House staff will contact the Health Centre to make an assessment of the student.

We strongly encourage boarders to communicate directly with boarding staff if they are unwell. We will manage the situation and communicate with families.

After school and weekends

The Boarding House Nurse will operate clinic times after school Monday to Thursday to assess any students who require medical assistance. Outside of these specific times, Boarders who are unwell should seek out Boarding House staff who will assess the student and refer the student for further medical assessment as required.

At any time, if further medical assessment is required, the Nurse or Boarding Staff will organise a medical appointment for the student and will communicate with parents. Students in Years 7-10, or where assessed to be required for older students, will be accompanied to their appointments by a member of staff.

Illness while on leave

If a boarder is in the care of their parents and is unwell, the parent should keep them at home until they are symptom-free and contact the Boarding House to advise when the student will return to the house; Boarding House staff will contact the day school to advise of the student's absence.

Medication

All medication including vitamins, pain killers and prescription medication must be kept in the Staff Office unless otherwise agreed by the Nurse or Head of Boarding. If a boarder returns to the Boarding House with a new medication at any time, it must be handed to staff who will liaise with the nurse.

- No student is to keep medication in their room unless authorised by the Boarding House Nurse.
- Medication is dispensed by the College/Boarding House Nurse or assigned Boarding Staff after hours. Regular medications are dispensed through an individual Webster Pack, prepared by a local pharmacy. The cost of the medication and the Webster Pack is charged to the boarder's account.
- An accompanying letter from a doctor with instructions is required for all medications.
- All medication is to be labelled in English, otherwise a medical appointment will be required for translation.

External medical services

Tiddeman House uses the following medical services and students will attend these clinics unless otherwise instructed.

Boroondara Health and Wellness Centre

738 Glenferrie Rd, Hawthorn.
T: (03) 9819 4044

Professional guidance and consultation is available through this clinic during office hours and through an on-call facility after hours. The centre has male and female doctors. The centre is a short walk or tram ride away.

The College is in close proximity to other medical and chemist facilities. Terry White Chemmart Chemist allows students to place pharmaceutical items onto a boarder's College account.

Terry White Chemmart Hawthorn Pharmacy

Glenferrie Road, Hawthorn.
T: (03) 9818 1313

Glenferrie Dental

Corner of Glenferrie and Barkers Roads, Hawthorn.
T: (03) 9818 1930

Boarding House nurses have access to a large network of other medical practitioners and can liaise with parents about appropriate choices.

Medical invoices

Where possible, student medical invoices will be directed to MLC for payment and amounts charged to student's accounts, unless other arrangements have been personally made with the Boarding House staff. Receipts will be scanned and emailed to parents, so that any Medicare or Private Insurance rebates can be organised.

Medicare/overseas student private health insurance/ambulance cover

All students who are not covered by Medicare must organise Overseas Student Health Cover with BUPA or another approved medical insurer. It is also strongly advised that if students are not covered for ambulance transport under their private health insurance that they arrange this insurance separately. Please note that some interstate policies do not cover ambulance transport in Victoria. Please check your policies carefully.

Infectious diseases

The Boarding House has a COVID Safe Plan in place that complies with government directives and is updated as required.

If a boarder is diagnosed with COVID-19 or other contagious disease (e.g. gastro, chicken pox), it is Boarding House policy for the boarder to be cared for at home or by their Local Support Person or Nominated Contact. This is to protect the health of all boarders in the house.

All boarders are required to have a Melbourne-based Local Support Person (for boarders on a CAAW visa) or Nominated Contact who is able to collect the boarder from the Boarding House within 8 hours of a COVID-related closure or if the boarder contracts COVID-19. The Melbourne-based contact, Local Support Person or parent must be prepared to have the boarder stay with them for the designated quarantine period and must liaise with the Boarding House prior to the boarder's return.

Vaccinations

It is our strong recommendation that all boarders are vaccinated for COVID-19 prior to entering the Boarding House. Through the course of the year students in Year 7-10 have access to the routine vaccination program. All boarders are eligible for the annual flu vaccination.

Boarding House Nurse contact details

Boarding House Nurses work afternoons from Monday to Thursday. Nurses are often busy attending to boarders and will return your call if they are unable to answer the telephone.

T: (03) 9274 6416

MLC school counsellors

The College counselling team provides short term counselling services that address students' social/emotional and wellbeing needs.

Counselling is provided by a qualified team of social workers and psychologists with family therapy training and extensive experience in child/family development and child/adolescent mental health.

The MLC Counselling Team aims to:

- Provide an early and active response to signs of personal difficulty.
- Assist students to develop problem-solving skills.
- Enhance support networks by strengthening relationships with family, peers and teachers.
- Address concerns in a confidential and respectful way, so that students can take maximum advantage of the learning opportunities at MLC.
- Identify areas of need to be addressed in wellbeing programs.

The Counselling Service is available to all Prep to Year 12 students and their families and provides:

- Assessment of social and psychological wellbeing of individual students.
- Personal and confidential counselling.
- Referral to and liaison with private practitioners and community agencies.
- Consultation and support to families and caregivers.
- Consultation and collaboration with MLC staff.

Appointments

Boarders can make appointments themselves by attending Student Support Services and filling out an intake form or through the student portal on the Student Hub. Alternatively, boarders can ask boarding staff to submit a referral on their behalf.

Academic support

A-Team Tuition

A-Team Tuition works with boarding schools across Australia to provide tailored academic support for boarders and to help them to stay motivated and focused. A-Team work with MLC boarders to provide group academic mentoring and tutoring, foster a growth mindset, teach effective study strategies and equip boarders with the skills to succeed. Boarding House staff work closely with the A-Team to best support our boarders to fulfill their academic potential.

For parents who are looking to engage a private tutor, A-Team tuition also offer individual tutoring sessions.

Prep

Prep time in the Boarding House is conducted on Mondays through Thursdays.

Prep times are as follows:

Years 7-10

First Prep: 4.30pm - 6.00pm

Second Prep: 6.30 – 8.00pm
(for boarders who miss First Prep or need additional help)

These sessions will be supervised by Boarding House staff in a designated area. Boarders who miss First Prep due to sport must attend Second Prep.

Phones are not to be brought to prep. Boarders will bring a book to read in case they finish all work before Prep ends.

Years 11 & 12

First Prep: 5.00pm – 6.00pm

Second Prep: 7.00pm – 8.00pm

Senior boarders participate in both Prep Sessions which take place at their desks in their own bedrooms with the doors open. Supervisors are available to assist and to ensure boarders are engaging with their work. Senior boarders may choose to attend tuition sessions with A-Team tutors for group assistance.

Senior boarders are expected to take responsibility for managing their own prep and study sessions and as such, there is some flexibility for Year 12 boarders who may negotiate with their Supervisor if they would like to adjust their schedule on a particular day. Boarders who struggle to keep up with their work may be required to study in a common space at specified times during first or second prep or at weekends.

Tutoring

Boarders are encouraged to seek assistance from their subject teachers prior to engaging an external tutor. Subject teachers are more than willing to help and are often available to meet with students either before or after school or during breaks.

We recognise that some students like to engage personal tutors. Individual tutoring sessions can be organised in-house by booking a space in the study room. All tutoring must take place downstairs, including online sessions. External tutoring can be arranged at weekends. All tutors will be asked to undertake MLC Child Safety training prior to commencement. They must hold a current Working With Children Check.

Parents or Local Support Persons who are considering engaging a private tutor for their child must first seek approval in writing from the Head of Boarding prior to booking. Full details must be supplied in the request, including the name of the company, the address, the name, email address and contact number of the tutor, and the tutoring session time.

Tutoring sessions are not to be booked during dinner time and no off-site tutoring is allowed during the week. If tutoring is off-site at the weekend, boarders must be able to travel to and from the session within the timeframe allowed for leave for that year level.

There are protocols and procedures for tutors coming on site and for boarders who are going off-site. This will be communicated to the boarder and their parents at the time of approval and is subject to change due to the requirements of the College.

Boarding staff will, as far as is reasonable, ensure due diligence has been completed prior to students attending off-site or online tutoring classes. No students will be allowed to attend in person or online if due diligence has not been completed.



Students can benefit from group tuition or private tutors attending the Boarding House during Prep.



As a Senior School student, Tess benefits from a structured timetable of two student-led Prep sessions per night on weekdays.

Recreation

There are many recreational activities available. Many boarders are involved in sport at the College level or with external sporting organisations. This may involve both weekday and weekend participation. Within the Boarding House, there are common rooms for the students to relax, there are magazines, newspapers, a well-stocked art space, music room, gymnasium and a selection of library books. Three weekends per term there will be an organised excursion which the boarders can be involved in, these are off-site and can include activities such as stand-up paddle

boarding, escape rooms, go-karting, horse riding, or art exhibitions. We also run in-house activities for the boarders on weekends, these can be art/craft based, cooking, sporting etc. All of the activities are voluntary, but we encourage students to be involved, particularly when they first arrive. Boarders can also enjoy walks around the local area, some retail therapy on Glenferrie Rd or just relaxing enjoying each other's company.

Eliza and Ally play games after school in the sunroom.



Special occasions

There are many special occasions that we celebrate in the Boarding House as a whole boarding community. These events allow us to gather together, have fun and participate as a whole Boarding House. All boarders are expected to attend these events.

Closed weekends

The first weekend of Term One is a designated closed weekend until Saturday evening, as well as the first Friday of Term Four when all boarders attend the Year 12 Boarders' Dinner. During this time, all boarders participate in a whole-house excursion or activity. Activities may include an 'Amazing Race' around Melbourne, an outing or activities in Family Groups.

Boarders' closed weekends provide an opportunity for all staff and students across year levels to get to know each other better and strengthen the boarding community, all whilst enjoying Melbourne's attractions. As such, all boarders are expected to be present in the Boarding House for that period and no leave will be granted.

Boarders' Birthday Night

This is a long-held tradition to celebrate the Boarders' collective birthdays. Held in Term 2, it is a fun-filled night with music and dancing. Each boarder is able to invite a day school friend to come and join the celebration. The theme for the night is set by the Year 12 leaders and costumes are encouraged. Tradition decrees that the youngest student blows out the candles on the birthday cake, whilst the longest-residing boarder cuts the cake.

Boarders' Play

The Year 11 students, supported by Boarding staff, run the annual Boarders' Play from start to finish. This includes selecting the script, planning rehearsals, stage direction, set and costume design and of course acting and dancing on the night. The play is open to all Boarders, with auditions held by the Year 11s during Terms 1 & 2. All boarders in Years 7 – 10 are expected to participate and attend weekly rehearsals. Families are invited to attend the performance of the Boarders' Play in Term 3, which is preceded by a themed dinner in the Boarding House Dining Room.

Boarding social events

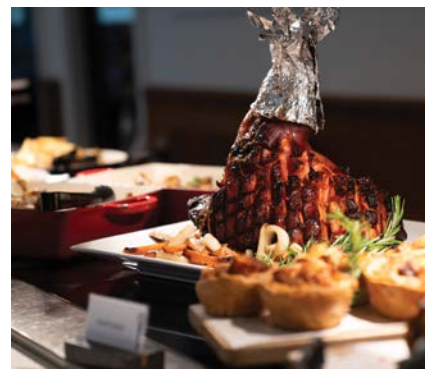
The Tiddeman House Social is organised each year by a committee of Boarders who select the theme, decide on the entertainment, select decorations and promote the event. Boarders from other local boarding schools are invited to attend, and MLC Boarders also attend social events hosted by other local boarding schools throughout the year.

Special dinners

Each term there is one extra special dinner held for boarders. Usually this includes Lunar New Year Celebration in Term One, Boarders' Birthday in Term Two, Boarders' Play in Term 3 and Christmas in Term Four. Sometimes, other special meals or snacks are arranged for occasions such as Valentine's Day or Halloween.



Boarders gather for a Christmas feast in the Dining Hall.



Leave

Boarders request leave through the online Boarding platform, Orah. This must be done in advance each time a boarder wishes to go off-campus, aside from Glenferrie Leave which is included in the permissions agreement at the beginning of each year. Parents and College approved Local Support Persons will be invited to create a parent account to connect to the boarder in their care, and this will be the method by which they will endorse requests for leave.

Parents and Local Support Persons must read requests carefully to ensure that the details are correct and that they agree with both the plans and any terms and conditions on the leave. For boarders going on day or overnight leave to someone's home, we strongly recommend that parents speak with the host to ensure that they are satisfied with the arrangements prior to endorsing the leave. Overnight leave arrangements are an agreement between the parent and the host. Boarding staff will not sign a boarder out on overnight leave without an adult host who will be present. If parents or Local Support Persons do not wish to allow the leave request, they should click, 'decline' and either write a message on the leave at the time of decline or speak with their student's Supervisor.

Passes are legal documents, and as such, boarders must give accurate information and adhere to the details that have been approved in the request. The system is based on trust and we expect that boarders will act safely and appropriately whilst on leave and that they will be where they say they will be. If a boarder wishes to adjust their plans once a request has been endorsed by staff, they must submit a new request. Staff cannot enter pass requests on behalf of boarders, parents or Local Support Persons. The Boarding House has final authority in approving student requests to Sign Out.

At the conclusion of dinner on Sunday evenings, boarders must submit leave requests for the week ahead, including leave for sport. This allows adequate time for Supervisors and parents or Local Support persons to endorse and approve passes and make transport bookings. Boarders must submit requests for weekend day passes no later than 6:30pm Wednesday. Boarders should be encouraged to be proactive and organised and submit their passes on time. This will help to avoid unnecessary stress for all parties as well as delays at the time of sign out.

It is the responsibility of each boarder to ensure they have the phone number of the boarding mobile saved to their contact list. If boarders experience trouble whilst on leave or are running late they must contact boarding staff by phoning the boarding mobile. Text messages are not acceptable.

Boarders who are in Years 7 and 8 may not travel or go on leave alone and must travel with a friend or adult. This includes when travelling home at weekends. Boarders in Year 9 must travel with a friend or adult during their first term of boarding, after which they may be given permission to travel alone at times at the discretion of Boarding Staff.

Based on our experience over the last two years, all leave arrangements may be subject to change according to health advice from the government or the Department of Education and Training.

Glenferrie bubble sign out

Year Level	Conditions	Monday – Thursday	Friday & Saturday	Sunday
Year 7 & 8	Must sign out with a friend. Friend must be sighted & their phone number recorded in the pass	Return time 4:15pm	Return time 6:00pm	Return time for all boarders is 6:00pm
	Max time: 2 hours			
Year 9	For first term as a boarder must sign out with a friend. After first term of boarding may sign out unaccompanied	Return time 4:15pm	Return time 8:00pm	
	Max time: 3 hours			
Year 10	Max time: 3 hours	Return time 4:15pm	Return time 8:30pm	
Year 11	Max time: 4 hours	Return time 4:45pm	Return time 9:00pm	
Year 12	Max time: 5 hours	Return time 4:45pm	Return time 9:30pm	

City and Melbourne metro leave

Year Level	Conditions	Friday & Saturday	Sunday
Year 7 & 8	Must sign out with a friend and return to BH with friend. Friend's name and number to be recorded in the pass	Return time 6:00pm	Return time for all boarders is 6:00pm
	Max time: 4 hours		
Year 9	Must sign out with a friend and return to BH with friend. Friend's name and number to be recorded in the pass	Return time 8:00pm	
	Max time: 5 hours		
Year 10	Max time: 6 hours	Return time 8:30pm	
Year 11	Max time: 7 hours	Return time 9:00pm	
Year 12	Max time: 8 hours	Return time 9:30pm	

Notes:

- Duration and return time defaults to youngest member of the group.
- Any extensions to time limits will be dealt with on a case-by-case basis in consultation with a Senior Staff Member.
- Students must speak with their Supervisor or a Senior Staff Member prior to submitting requests to go out during the week for special occasions.
- Boarders are to return from weekend leave no later than 6:00pm on Sunday in time for dinner. Sunday is the first day of the week and is when boarders prepare for the week ahead.

Weekend leave

Overnight leave

Aside from at closed weekends, boarders may travel home or stay with family or friends at weekends. They may depart on Friday afternoon or after 8am on Saturday and must return on Sunday evenings no later than 6:00pm in time for Family Dinner Night and to prepare for the week ahead with their Supervisor.

We recommend that boarders stay in the Boarding House at weekends at least occasionally, as this is usually the time where friendships are formed during the many activities that take place or during group outings down Glenferrie Road or to the city.

Weekday overnight leave is generally not allowed unless it is with immediate family.

Day leave

During the week, boarders have daily access to Glenferrie Road before Prep begins. We encourage boarders to take a break after school and go for a walk down the street with other boarders or day school friends. On weekdays this is generally the only type of leave available to boarders, aside from leave for medical appointments. If there is a special occasion such as a birthday or significant family event, boarders may speak with their Supervisor to request special permission to go on leave.

At weekends boarders may go on day leave to Glenferrie Road, Melbourne City or other areas in Metropolitan Melbourne with other boarders or to meet with friends and family. The length of time a boarder may go on leave is dependent on their Year Level. All boarders must be back in the house by 6pm on Sunday evenings.

Long weekends and exeats

Students are strongly encouraged to find somewhere to stay for long weekends and exeats; this may include staying with a relative, Local Support Person or friends. This is important from a student wellbeing perspective, as some time out from the Boarding House routine and environment is a refreshing break in the middle of a long school term.

End-of-term holiday leave

Before the end of each term students must submit their arrangements online via Orah. All end of term leave requests should be submitted and approved at least a fortnight before the end of each term. If a boarder is flying, the flight ticket must be emailed to the boarding email address two weeks prior to the end of term. It is the responsibility of the parents to arrange and confirm holiday accommodation and travel for boarders. Boarders are expected to be in school until the last day of term. If the need arises for a boarder to depart before the term finishes, approval must be sought in writing from the relevant school office and should be forwarded to the boarding email if approval is granted.

A reminder that at the end of each term, students are required to pack up all their belongings. At the end of the year, all belongings are stored off-site. Boarders may store the following:

- 2 Red Boxes (MLC provided)
- 1 suitcase
- 1 box of books
- 1 laundry bag

This arrangement allows for ongoing maintenance and cleaning works to take place over the holiday periods.

Any extra items over and above what has already been listed will be returned to the boarders' address at the family's expense.

Leave approval process

The leave approval process is as follows:

- Boarders submit pass requests through Orah.
- Once the boarder submits the request their Supervisor will be able to view and assess the leave.
- If all details and notes are complete and within the time limits allowed for the boarder, the Supervisor endorses the leave.
- An automated email is sent to the boarder's parents or Local Support Person's registered email account and the request is available to view via the Orah app. If there is a host, a link to endorse is sent to their email address.
- The parent or Local Support Person checks the leave including any terms and conditions and endorses the pass if they are satisfied with the boarder's request. It is the responsibility of the connected parent or local support person to ensure that they are satisfied that the request is suitable and that all details are correct prior to endorsing the leave request.
- If there is a host, they can now check the details in the leave and endorse the request.
- Supervisors check that all required endorsements have been made and make transport arrangements. They then approve the pass.
- The boarder is now ready to sign out at the time specified in the leave.

Parents and Local Support Persons should use their parent login to access Orah. Please do not give boarders your login details for Orah. If you having trouble accessing your Orah account, please contact the Boarding House Administrator during office hours for assistance. Passes are legal documents, and the Boarding House will not sign a boarder out on leave without parent permission being granted in Orah.

Before booking end-of-term transport, for example flights or regional trains, please discuss arrangements with year level Supervisors to ensure appropriate arrangements and supervision can be made.



On weekends, boarders can request leave to visit Melbourne, or stay in the Boarding house and play games, bake with friends, or join in some of the Boarding house's organised activities like jewellery making.

Transport

Where parents or Local Support Persons are unable to facilitate transport for boarders' commitments, the following will apply:

Beginning and end of terms

The Boarding House will assist in making suitable transport bookings (e.g. to the airport or Southern Cross Station) for boarders at beginning or end of term. Any costs associated with transport bookings will be charged to the boarder's account.

Medical appointments

The College will support boarders to access health-related appointments. Transport can be arranged where the venue is within a reasonable distance of the College. In an emergency situation Boarding House staff will accompany boarders until parents or Local Support Persons arrive. Medical procedures including surgery must be organised and facilitated by family or Local Support Persons.

MLC Sport and MLC extra-curricular activities

Where the College has not already arranged specific transport for the activity, it is expected that, where possible, students will make their way to the commitment via public transport. Day school families are often happy to assist with transport.

In circumstances where taking public transport would not align with Boarding House leave policies, the College will support students with transport using excursion buses, the Boarding House minibus, taxi or Shebah.

Non-MLC and personal commitments

Transportation to any sporting, extra-curricular activity or personal commitment that is not part of the MLC program is the responsibility of the parents. This can be in the form of arranging lifts with your Local Support Person, team members or using public transport or Shebah.

Public transport

Tiddeman House is easily accessible by public transport. All students will need a myki card for use on Melbourne's public transport system. As part of both day school and Boarding House activities, as well as during personal time, boarders will be required to catch public transport, so it is important that they obtain a Myki card and become familiar with the system. A part of Boarders' Orientation, staff and students will assist new boarders with familiarising themselves with local transport options.

Catching public transport to and from Tiddeman House is easy and convenient. The Glenferrie Train Station is situated on Glenferrie Road and is approximately fifteen minutes' walk from Tiddeman House. Glenferrie Station is on the Alamein, Belgrave and Lilydale Metro train lines. The number 16 tram stops right outside the gate of Tiddeman House and this tram line connects to various other service lines.

Hire car services

MLC Boarding often use hire car providers when arranging transport for boarders. Drivers have Working With Children Checks and are trained and experienced in providing professional transport services for boarding students.

MLC Boarding frequently uses hire car services for airport transfers and check-in assistance to ensure boarders check in and get through security. Parents speak very highly of this service and often request it for peace of mind. If several boarders are departing on flights at around the same time, where possible we will endeavour to make joint bookings with boarders sharing cars so that the cost of the service is split between families.

Boarders who are travelling to the airport and whose Local Support Person is unable to transport them will usually be booked in to travel with check-in assistance.

Rideshare

MLC does not permit the use of Uber or other similar rideshare services, including for boarders travelling at weekends or after school. The only exception to this is Shebah, which has been approved for boarders. Shebah bookings must be made by either parents or boarding staff in advance and the arrangements included in the leave prior to endorsement. We have a Boarding House Shebah account where we can supervise the bookings and liaise with the women drivers to build a relationship between them and your daughter. The fares will then be charged directly to your student account where applicable.

Driving

Senior boarding students are advised that the following protocols are to be observed if seeking permission from the Head of Boarding to drive whilst attending MLC. These protocols are in addition to the MLC Agreement for Driving to School for P-Plate Drivers.

- Boarders may use their vehicles exclusively for the purpose for which approval was granted by the Head of Boarding. This could include traveling to and from MLC and home, or to specific extra-curricular activities. Approval for driving will not be granted for social activities.
- Boarders must sign their keys in with a member of staff to be secured in the boarding house safe at all times.
- The vehicle is to be parked outside of the College grounds.
- Boarders must drive with due care, ensure they follow all Victorian Road Rules and all licence restrictions for P1 and P2 drivers.
- Approval for boarders to drive will only be granted after an interview with the Head of Boarding, the boarder and their parents.
- Permission to drive a fellow MLC student will need to be arranged in advance through the College and will be subject to conditions.

Boarders requesting to drive or to be driven by an MLC student must submit a request through Orah well in advance of departure to allow sufficient time for all paperwork checks to be conducted.

Interstate student drivers should be aware that local restrictions may apply, e.g. P-Plate restrictions limiting passengers.

See the Boarding Student Vehicle Policy for further information.

International Students

Boarders who are on an International Student Visa are subject to additional conditions and arrangements including for Leave.

It is a requirement that all International boarders have a Melbourne-based Local Support Person who will host the boarder during holidays and in the case of closure of the Boarding House, for example due to COVID.

For boarders wishing to stay overnight outside of the Boarding House with Local Support Persons, friends or relatives, MLC must conduct a homestay visit and approval. This must be arranged no less than 5 weeks prior to the date of departure to ensure all required checks and paperwork has been completed in accordance with Child Safety Requirements.

Sign-in sign-out

As part of our commitment to child safety and duty of care, all boarders are required to sign in when they enter the Boarding House and sign out when they leave. It is the boarder's responsibility to find a staff member if reception is unattended. Boarders may not leave the Boarding House without signing out, and may not go on leave unless it has gone through the full approval process.

Boarders at Marshmead

In Term 3 or 4 most Year 9 boarders will go to Marshmead. As students usually depart on the first Wednesday of term, Boarders are not required to return to the Boarding House on the first day back from the holidays; it is, however, recommended so that staff can assist students with checking their supply lists and allowing time for any last-minute purchases. Students are expected to participate in all Marshmead activities, including the Celebration Evening (usually held on the last Wednesday of term). Following this, students can return home, however they are able to stay in the Boarding House until the end of each term. It is important that parents or Local Support Persons maintain regular contact with the Boarding House in the lead up to and at the conclusion of the Marshmead program so that student arrangements are clearly understood – particularly if students will only be in the Boarding House for one or two nights.

Expectations for behaviour and conduct

Boarding House expectations are in place to ensure that the Boarding House is a pleasant place for all.

Boarding House Student Code of Behaviour

Boarders are expected to follow all routines and procedures and to treat others with kindness and respect. The table below outlines general expectations for boarders.

In Preparation time I will	In Tiddeman House I will	As a member of the Boarding community I will	In the digital world I will
Welcome diversity, recognise individual circumstances and be responsive to individual needs			
Take responsibility for my own actions and decisions			
Behave in a manner that ensures my safety and the safety of others			
Demonstrate optimism, determination and resilience			
Be punctual and with everything required for Preparation to maximise time and my learning	Respect property and facilities ensuring Tiddeman House is clean, damage free and tidy.	Take responsibility for myself, others and the community	Carefully read and follow the agreement for Student Use of Technology at MLC
Follow Preparation expectations, such as working at my desk	Dispose of waste appropriately	Approach boarding activities with a positive and inclusive mindset	Use digital resources to support my learning
Make positive contributions and respect those made by others by listening and being attentive	Follow Behaviour and Conduct Expectations eg/ Tidy Room	Follow dress and appearance codes as outlined in the Boarders Handbook	Adhere to the BH expectations of correctly handing in my electronic devices at the appropriate time
Take responsibility for self-directed learning and accessing the specialist assistance provided in house	Report any anti-social or unsafe behaviour to a staff member	Always uphold the College values	Use of electronic devices is appropriate and in accordance with BH Expectations
Keep all spaces clean and tidy	Keep all shared spaces clean and tidy	Always uphold the law	Report any inappropriate online behaviour to a staff member
Set suitable goals and utilise my strengths to achieve these	Show respect for all members of the community, including students, staff, parents/ guardians and visitors	Be generous and considerate in my support of others	Show respect for myself and others in an online environment
Ensure that all members of the House can maximise their learning	Be punctual to all activities and excursions	Demonstrate respect for all members of the community	Use apps and sites that are appropriate for my age

Behaviours that don't support the MLC Values – Boarding specific

Level 1: Minor Misbehaviours

In Level 1, students will undertake a restorative conversation with a staff member, working together to explore solutions.

Examples: Late to meals, Prep or returning from leave. Room untidy, bed not made, items over the floor and desk. Not completing duties such as Common Room tidying up duty.

Level 2: Moderate or repeated misbehaviours

In Level 2, students require more support and guidance to change their inappropriate behaviour and learn more appropriate ways to relate with peers and adults at MLC.

This may involve Head/Deputy Head of Boarding engaging with parents and student through conversation to guide students in making better choices, restorative conversations, mediation, letter of apology, reflective writing (adapted to age, ability and learning needs of student).

Examples of moderate misbehaviour: Lying, bullying, swearing at staff, intentionally not responding to staff instruction, breach of Boarding expectations system over a sustained period of time.

Level 3: Serious Misbehaviour

In Level 3 students require intensive support for complex, ongoing difficulties that seriously impact themselves or other students or staff.

Level 3 processes will only happen in consultation with parents and Head of School and could involve a return home for a period of time.

Examples of serious misbehaviour: Damage to property, stealing, misuse of mobile phone, not being where the leave pass stated the student would be, making threats to harm, possessing, consuming alcohol, drugs, vapes, illicit substances or being in the presence of others.

Level 4: Extremely Serious Behaviour

The Principal may suspend or expel a student at this level.

Examples of extremely serious misbehaviour: Behaviour that is illegal and needs to be reported to police including physical violence, bringing a weapon or dangerous item or illicit substance on school grounds or to school event, serious threats to anyone in school community.

College environment

The College environment encompasses any time that Boarders are in the care of the Boarding House. Students are expected to adhere to the Student Code of Behaviour and Discipline Policy and meet these expectations when out on leave. Students must adhere to College policies whilst under the care of the Boarding House.

Dress code and appearance

Students are required to adhere to College dress codes regarding wearing the MLC uniform. Students must ensure that their uniforms are clean and in good repair. Boarders may wear their uniforms outside of school hours but must not mix uniform with casual items of clothing.

It is recommended that school blazers be dry cleaned at the end of each Semester. There are several dry-cleaning services available on Glenferrie Road at student expense.

Dress codes also apply to the Boarding House. Boarders must wear footwear or slippers at all times unless they are in their bedrooms. Clothing should be neat and tidy, and general expectations for modesty and appropriateness of clothing should be observed.

Boarders must be dressed appropriately for meals. Pyjamas may be worn to brunch at weekends; however, boarders should be dressed in day clothes at all other mealtimes.

Manners and etiquette

All students are expected to:

- Say 'please' and 'thank you'.
- Speak English in common areas and in the presence of others.
- Address adults by title and surname, e.g. 'Miss Smith'.
- Attend events and activities that they have said they will attend.
- Respect 'phone-free' time during meals.
- Be inclusive and welcoming of other students, especially new boarders.
- Treat others respectfully and kindly.

Gating

Gating is a sanction reserved for a boarder who has committed a breach of our boarding expectations, such as late return from leave, inappropriate behaviour or consistently having an untidy room. If a boarder is gated they will not be granted leave from the Boarding House for a time period determined by the Supervisor, or where necessary the Head of Boarding. Each case is treated with discretion.

Mobile phones, wi-fi and electronics use

Boarders are permitted to bring mobile phones into the house, but they are not to be used during Prep or dinner time. Boarders in Years 7-10 must hand in all mobile phones, laptops, Apple watches and iPads in lockable charging towers overnight which they access via pin code in the mornings.

The lockers are accessible early enough that boarders with morning sport activities can take their phones with them. The vast majority of boarders find that their sleep is improved when their phones and laptops are not next to their beds overnight.

Senior boarders are not required to hand in their devices; however, some boarders elect to use the lockable towers overnight or during prep time to manage their phone use and we encourage this. From time to time when senior boarders are having difficulty managing the use of their phones, they may also be required to hand in their phones overnight. Parents are also able to request that their daughter hands in their phone overnight.

Mobile phone curfew times

Timing for handing in of devices is as follows:

Years 7-9

Sunday – Thursday: 8:30pm

Friday – Saturday: 9:30pm

Year 10

Sunday – Thursday: 9:30pm

Wi-fi

Wi-Fi access is available throughout the house and is to be used in accordance with the Agreement for Student Use of Technology at MLC. Although students are expected to learn to self-regulate their use of their electronic devices to ensure that they are always making the best use of their time and are getting enough sleep, there are several expectations implemented by the Boarding House to help with this process. Wi-Fi access is limited in the evenings as follows:

- Years 7 – 9, access removed at 9.30 pm
- Year 10, access removed at 10 pm
- Years 11 – 12, access removed at midnight.

It is important that parents do not allow their daughters to have other devices, such as iPads and second phones that have individual access to the Internet. This will ensure that staff can be supported in ensuring that all students learn to manage and control their Internet use appropriately.

Meals

The dining hall is a device-free space during dinner time. It is expected that boarders either lock their phones in their bedside cupboards or place them in the pigeonholes outside the dining room just prior to entering. This is to encourage conversation over a meal in much the same way that families gather together around the table at the end of the day.

Dinner begins at 6:00pm sharp, and boarders are expected to be seated by this time. Boarders are welcomed to the servery by staff one table at a time. Boarders are expected to stay in the dining hall until announcements are made and they have been dismissed by staff. This usually occurs at around 6:30pm. Boarders must ensure that they clean up

their tables and bring all used crockery and cutlery into the washing-up area before they are dismissed. Boarders are expected to be in attendance at dinner on Sundays through Thursdays and also on Fridays and Saturdays if they are present in the Boarding House.

Boarders may sit anywhere they like every day except for on Sunday evenings, when they will sit with their Family Groups. On Sundays the Family Leaders will run activities most weeks which Family Groups participate in during or after the meal.

Mealtimes

Weekdays

Meal	Time	Additional information
Breakfast	7:30 – 8:20am	Cereal and toast available from 7:00am
Morning tea	Recess time	Collected from dining hall during breakfast
Lunch	Lunch time	Collected at day school from the Star Café
Afternoon tea	3:30pm	Collected from common rooms or dining hall
Dinner	6:00pm	Held in the dining hall. All boarders to attend
Supper	8:00pm	Held in Lower Tower common room

Weekends

Meal	Time	Additional information
Breakfast	8:00 onwards	Cereal and toast available in the dining hall
Brunch	10:30am – 11:00am	All boarders expected to attend in the dining hall
Lunch	12:30pm	Optional. Available in dining hall.
Afternoon tea	3:30pm	Dining Hall
Dinner	6:00pm	Held in the dining hall. All boarders to attend
Supper	8:00pm	Held in Lower Tower common room

Diet

Boarders' meals are catered for by Chartwells. Chartwells is purely focused on the delivery of food to the Education market and delivers high quality and nutritious meals. Chartwells tailor meals to meet the needs of the boarders. Chartwells operate a 'Smart Food' program and aim to provide the right types and amounts of fresh and nutritious food to students. Students are encouraged to provide feedback regarding the meals in the Boarding House either directly to the kitchen via the feedback book, or through the Food Rep.

Food

Boarders have most of their meals in the Tiddeman Dining Hall. On school days, boarders collect their recess food from the dining hall at breakfast time and take it with them to day school. At lunch time, boarders collect their meals from the Star Café and take their meal to day school so that they can socialise with their friends or attend school clubs and activities.

Boarders have access to cereal and toast in the dining room between 7:00am and 9:00am. Toast is available in Lower Tower Common Room after school until supper time, and boarders always have access to fresh fruit. If a boarder requires early breakfast or a packed lunch for an excursion, their Supervisor will be happy to arrange this for them. If a boarder is going to miss a meal due to sporting commitments, they can arrange to save themselves a meal.

Boarders are welcome to purchase their favourite foods and snacks. Boarders are provided with a lockable food basket in one of the common rooms. Food is not to be stored or consumed in boarders' bedrooms. All personal food and snacks are to be kept in the food baskets in the common room and consumed either in a common room, or the dining hall. There are refrigerators and a freezer available for perishable items. All items must be labelled with the date and the boarders' name. Food items that are past their use-by date will be disposed of, as will any food remaining in refrigerators or freezers at ends of terms.

Students are not permitted to have takeaway food delivered to the Boarding House at any time. Students may not bring any food containing nuts into the Boarding House. Any food items containing nuts will be confiscated by staff.

In the Boarding House

Star Cards

Each MLC student is issued a Star Card which is used for a variety of purposes within the day school and which also provides access to Tiddeman House. Boarders should treat their Star Card as if it is their 'front door key'. It is very important to have your Star Card with you at all times as you will be unable to access the Boarding House without it. In the case of lost Star Cards, please inform the Centre for Computing and Communications right away; a fee will be charged to have this replaced.

Student accounts

Transport costs for personal commitments, including travel via Shebah (female ride-share) or taxi will be charged to boarders' accounts. Costs for medical appointments may also be charged to boarders' accounts. The local Terry White Chemmart Pharmacy has a relationship with Tiddeman House, allowing students to charge pharmaceutical items to their account. Parents are responsible for communicating with their daughter regarding acceptable spending limits with regard to charges made to their Student Accounts.

Laundry

The College provides sheets, pillowcases and doona covers for boarders. Boarders change their linen on a set night each week. Beds are stripped and the dirty linen is swapped for a fresh set. The linen is washed by an off-site laundry service to ensure hygiene and cleanliness.

All other laundry is done by the boarders themselves in one of two commercial laundries located within the Boarding House. Boarding House Supervisors assist boarders in learning to use the machines via the Speed Queen app.

Cleanliness

Boarders must maintain high standards of personal hygiene. This includes themselves, their rooms and their clothing. Poor personal hygiene can lead to social isolation and conflict with roommates. Boarders must shower daily and ensure that they do their laundry regularly. Some teenagers can be forgetful or are very busy with extra-curricular activities, however, it is important to ensure your daughter is able to continue maintaining her personal hygiene. Personal hygiene is addressed as part of our induction program. If boarders are having difficulty in this area, boarding staff will intervene and may contact parents.

As part of community living, all boarders are expected to tidy up after themselves and this includes common spaces. Boarders are welcome to use equipment as well as crockery in common rooms and are expected to clean up any mess and place dishes in the dishwasher. All boarders will be rostered on to clean up and tidy the common rooms several times per term, much in the same way as they would be expected to help out at home.

Rooms

Boarders are expected to keep their rooms clean and tidy and must ensure they are properly attended to before they depart for school.

The expectations for a Boarders room in the morning is:

- The bed is neatly made.
- The floor is clear of any items.
- Rubbish is placed in the bin.
- No used crockery/cutlery in the room.
- Desk, bedside table is neat.
- Fans/Lights/Airconditioning turned off.

Supervisors will check the rooms prior to boarders returning from school and will issue notices to boarders whose rooms fail inspections. Boarders with untidy rooms will be gated for a period of time until the Supervisor is satisfied that the room is tidy.

Boarders have sufficient but limited storage space in their rooms. If a boarder's belongings do not fit within their allocated storage space, they will need to pack them up to be collected by their parent or Local Support Person. If the belongings are unable to be collected, they may be sent to the boarder's home and the expense charged to the boarders' account. This problem is easily avoided by following the provided packing list.

Prohibited items

Please ensure the following items are not brought to the Boarding House:

- Nut products including Nutella, almond milk, snickers bars, Kinder products, muesli etc
- Electronic items with international plugs or International adaptors.
- Personal gaming devices
- Laptops not provided by MLC
- Appliances including rice cookers, popcorn makers, coffee makers, kettles, televisions etc.
- Hair dye and bleach
- Sharp objects including knives, craft knives, darts
- Candles

Room Search and Confiscation

There are times where it may be necessary to search a boarder's room. If this occurs, two staff members will be present. If contraband or a prohibited item is found, it will be removed and stored or disposed of appropriately by a senior staff member.

Emergency management

In the event of an evacuation or other emergency, students and staff must follow the College's Emergency Management Plan. Regular safety drills are conducted in the Boarding House to ensure all boarders are aware of what to do in the event of an emergency.

Security and valuables

Each student is provided with a lockable bedside cupboard in their room to store valuables. Boarders should bring a combination lock to keep valuables secure, otherwise locks can be purchased from the MLC Bookshop. Boarders' wallets, cameras, phones, airpods and jewellery should be stored in the locker at all times when they are not being used. Expensive jewellery or other valuables should not be brought into the Boarding House as it is a large space and items can easily be misplaced. The College is not responsible for boarders' personal property in the event of a loss. Whilst every effort will be made to encourage boarders to take care of personal items, due to community living we recommend parents consider insuring items separately.

Valuables including passports, important documents and money should be stored in the safe in the Boarding House Reception. To avoid having large amounts of money in the Boarding House, it is recommended that boarders have a debit card.

Clothing and other belongings are less likely to go missing if they are named. Please clearly name each item. All school uniform and linen items must be named with sew-on labels.

Visitors

Family and friends are very welcome to visit boarders. The best time to do this is at weekends when boarders have free time. Sometimes a visit from family or friends or a trip down Glenferrie Road or to the city is just what boarders need.

All visitors are required to report to reception to sign in with a member of staff. Visitors must wear a badge when in the Boarding House. If visitors would prefer to stay on site, they must stay downstairs in the Dining Room, Sunroom or Study Room or can access the Front Gardens in nice weather.

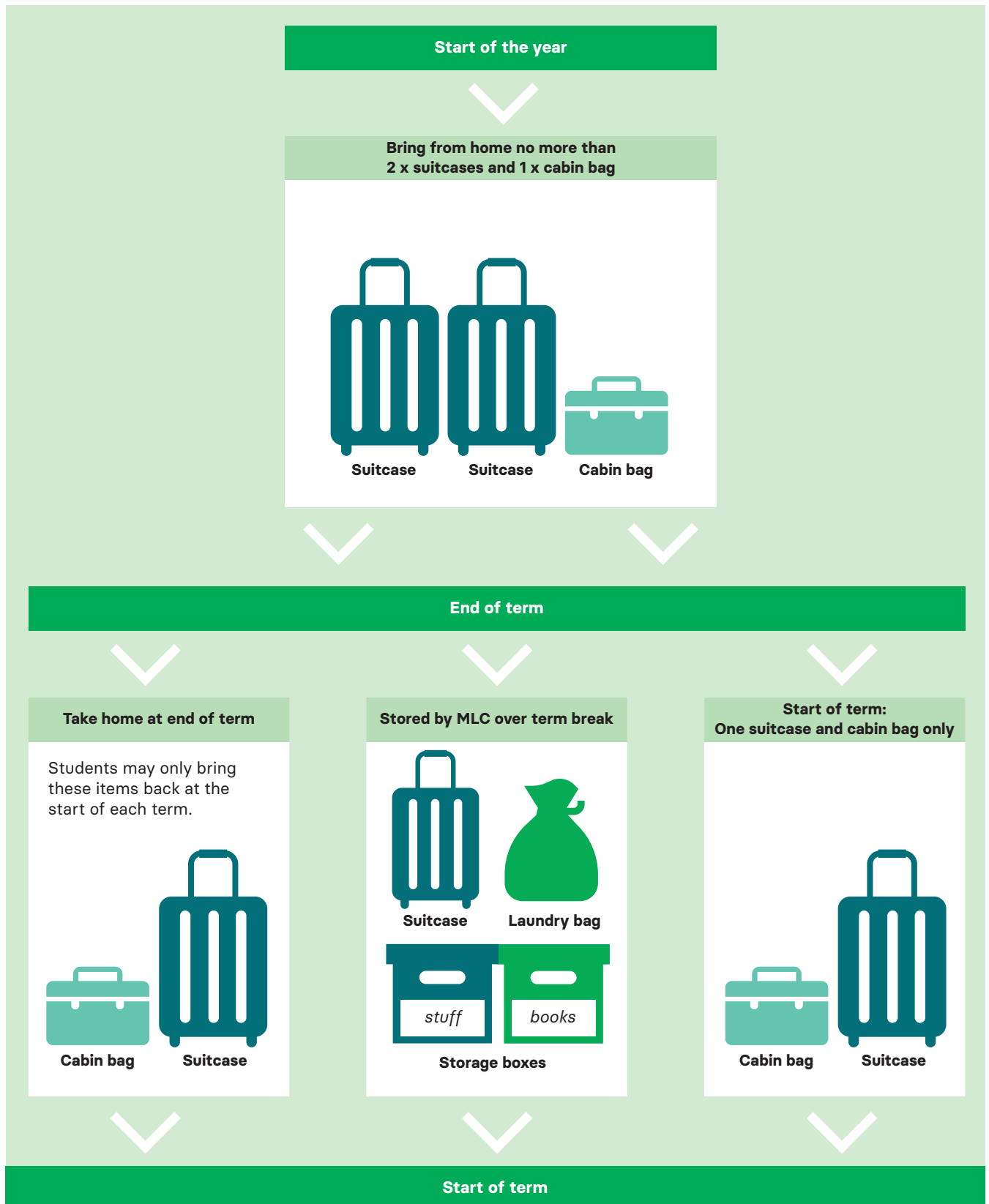
We request that visits do not occur during Prep or Dinner times and would prefer that, where possible, visits occur at weekends. All visitors must leave the Boarding House no later than 8:00pm and must sign out with a member of staff.

Visitor policies are subject to change per the needs of the College or at the direction of the government or Department of Education.

Items provided by MLC

- Single bed (size: 188cm long x 92cm wide)
- Sheets, doona cover and pillowcase
- Mattress Protector
- Study desk and chair
- Wardrobe
- Lockable bedside table
(Note: You will need to provide your own lock)
- Power board
- Lamp
- Laundry Basket
- Bookshelf
- Laundry bags for offsite laundry and storage
- 2 lockable red storage boxes (No locks provided)

Packing procedure





Tiddeman House Packing Checklist

For your room

- ☐ 1x Alarm clock
- ☐ Coat hangers
- ☐ Photos/posters (optional)
- ☐ Combination padlock for bedside table
- ☐ Chargers for your electronic items (Australian standard plugs and adaptors only)
- ☐ Bluetack for sticking decorations to the walls (no sticky tape allowed!)

Bring lots of posters and photos to make it feel more like home.

Bathroom

- ☐ Plastic shower basket/caddy
- ☐ Hair brush
- ☐ Hair ties
- ☐ Shampoo and conditioner
- ☐ Toothbrush and toothpaste
- ☐ Sanitary items and toiletries
- ☐ Moisturiser
- ☐ Shower cap (optional)
- ☐ Shower shoes (slides or thongs)

Remember, you'll most likely go shopping during the term so don't overpack!

Bedding and linen

- ☐ 2x towels
- ☐ 2x face cloths
- ☐ 1x pillow
- ☐ 1x single size duvet
- ☐ 1x blanket/throw (for decorative purposes / winter weather)
- ☐ 2x laundry bags for socks and underwear

Name everything right down to the smallest things including earphones or headphones.

Other essentials

- ☐ 1x Sharpie brand Laundry marker
- ☐ 1x backpack or small day bag for day trips or excursions
- ☐ Water bottle (not glass)
- ☐ Watch (optional)
- ☐ MyKi Card
- ☐ Portable phone charger (optional)

Did you know? Apple engraves and you can register your AirPods to your iCloud account!

Clothing essentials

- ☐ Underwear
- ☐ Casual socks
- ☐ Sunglasses
- ☐ Cap/hat
- ☐ Activewear including running shoes
- ☐ Smart outfits for going out (special events / boarding dinners)
- ☐ 1x pair of casual sneakers
- ☐ 1x pair of casual sandals / slides / Birkenstocks
- ☐ 2x Pyjamas
- ☐ 1x Dressing Gown
- ☐ 1x pair of slippers with a solid sole

Bring lots of socks because the dryers eat them!

Summer clothing (Terms 1 & 4)

- ☐ 1x jumper or hoodie
- ☐ 3x casual t-shirts
- ☐ 3x casual shorts/skirts
- ☐ 1x pair of leggings or tracksuit pants

Socks & sandals are the boardo uniform!

Winter clothing (Terms 2 & 3)

- ☐ 1x beanie/scarf
- ☐ 1x warm jacket/coat
- ☐ 1x rainproof jacket (optional)
- ☐ 2x tracksuit pants or leggings
- ☐ 3x jumpers
- ☐ 1x umbrella (optional)

Bring some good quality slippers - you'll wear them.

Please leave at home

- Personal laptops
- Candles
- Kitchen appliances (e.g. blenders, kettles, toasters, rice cookers etc)
- Washing basket / laundry liquid or powder (Boarding provides these items)
- Over-the-counter medication e.g. Panadol, Sudafed (Health Centre and Boarding House Staff provide and administer medication)

You have limited space so don't overpack!

Weekly schedule

Each cohort has different requirements and needs for care based on their age and developmental stage. The weekly schedule has been structured accordingly to ensure age-appropriate times for sleep, study and free time and it is important that boarders adhere to the daily routines. At times there will be variations to the schedule, dependent on Boarding or College events.

The Boarding House is closed to boarders during the day. This is to give boarders the opportunity to make friends with day school students and to ensure our senior boarders form good study habits by utilising study spaces in day school during spare periods. Boarders will collect their Recess snack at breakfast time and will take it with them to day school and will collect their lunch from the Star Café so that they can sit with their friendship groups just like day school students do.

Weekday Routine

Year 7		Year 8		Year 9	
7:30am	Wake up	7:30am	Wake up	7:30am	Wake up
7:30am – 8:10am	Breakfast and Roll Call	7:30am – 8:10am	Breakfast and Roll Call	7:30am – 8:10am	Breakfast and Roll Call
	Collect Recess Snack		Collect Recess Snack		Collect Recess Snack
8:15am	Depart for Day School	8:15am	Depart for Day School	8:15am	Depart for Day School
8:30am – 3:30pm	Boarding House Closed to boarders	8:30am – 3:30pm	Boarding House Closed to boarders	8:30am – 3:30pm	Boarding House Closed to boarders
3:30pm	Afternoon Tea	3:30pm	Afternoon Tea	3:30pm	Afternoon Tea
3:30pm – 4:15pm	Free Time/ Glenferrie Leave	3:30pm – 4:15pm	Free Time/ Glenferrie Leave	3:30pm – 4:15pm	Free Time/ Glenferrie Leave
4:30pm – 6:00pm	Prep Time or GSV Sport/Extra Curricular activities	4:30pm – 6:00pm	Prep Time or GSV Sport/Extra Curricular activities	4:30pm – 6:00pm	Prep Time or GSV Sport/Extra Curricular activities
6:00pm – 6:30pm	Dinner	6:00pm – 6:30pm	Dinner	6:00pm – 6:30pm	Dinner
6:30pm – 8:00pm	Free time/Second Prep for boarders who missed First Prep	6:30pm – 8:00pm	Free time/Second Prep for boarders who missed First Prep	6:30pm – 8:00pm	Free time/Second Prep for boarders who missed First Prep
8:00pm	Supper/Clean-up duty	8:00pm	Supper/clean-up duty	8:00pm	Supper/clean-up duty
8:00pm – 8:30pm	Prepare for bed. Showers, teeth etc	8:00pm – 8:30pm	Prepare for bed. Showers, teeth etc	8:00pm – 8:30pm	Prepare for bed. Showers, teeth etc
8:30pm	Phones and laptops handed in	8:30pm	Phones and laptops handed in	9:00pm	Phones and laptops handed in
8:45pm	In own rooms. Lamps on	8:45pm	In own rooms. Lamps on	9:15pm	In own rooms. Lamps on
9:00pm	Lights out	9:00pm	Lights out	9:30pm	Lights out

Weekday Routine

Year 10		Year 11		Year 12	
7:30am	Wake up	7:30am	Wake up	7:30am	Wake up
7:30am – 8:10am	Breakfast and Roll Call	7:30am --8:10am	Breakfast and Roll Call	7:30am – 8:10am	Breakfast and Roll Call
	Collect Recess Snack		Collect Recess Snack		Collect Recess Snack
8:15am	Depart for Day School	8:20am	Depart for Day School	8:20am	Depart for Day School
8:30am – 3:30pm	Boarding House Closed to boarders	8:30am – 3:30pm	Boarding House Closed to boarders	8:30am – 3:30pm	Boarding House Closed to boarders
3:30pm	Afternoon Tea	3:30pm	Afternoon Tea	3:30pm	Afternoon Tea
3:30pm – 4:15pm	Free Time/ Glenferrie Leave	3:30pm – 4:45pm	Free Time/ Glenferrie Leave	3:30pm – 4:45pm	Free Time/ Glenferrie Leave
4:30pm – 6:00pm	Prep Time or GSV Sport/Extra Curricular activities	5:00pm – 6:00pm	First Prep or GSV Sport/Extra Curricular activities	5:00pm – 6:00pm	First Prep or GSV Sport/Extra Curricular activities
6:00pm – 6:30pm	Dinner	6:00pm – 6:30pm	Dinner	6:00pm – 6:30pm	Dinner
6:30pm – 8:00pm	Free time/Second Prep for boarders who missed First Prep	6:30pm – 7:00pm	Free Time	6:30pm – 7:00pm	Free Time
8:00pm	Supper/Clean-up duty	7:00pm – 8:00pm	Second Prep	7:00pm – 8:00pm	Second Prep
8:00pm – 9:00pm	Free time Roll Call 9:00pm	8:00pm	Supper/clean-up duty	8:00pm	Supper/clean-up duty
9:00pm – 9:30pm	Prepare for bed Quiet time	8:30pm – 9:30pm	Free time Roll Call 9:00pm	8:30pm – 9:30pm	Free time Roll Call 9:00pm
9:30pm	Phones and laptops in	9:30pm – 10:00pm	Prepare for bed	9:30pm – 10:00pm	Prepare for bed
9:45pm	In bed with lamps on	10:15pm	In own room. Lamps only	10:15pm	In own room. Lamps only
10:00pm	Lights out	10:30pm	Lights out	10:30pm	Lights out

Weekend routine

Saturday and Sunday

8:00am	Sign-out available for day leave.
	Gym available.
	Light breakfast available
10:30am	Brunch
	Roll Call
12:30pm	Lunch (optional)
2:00pm	Roll call
3:30pm	Afternoon tea
6:00pm	Dinner time
	Roll Call
6:30pm – 7:00pm (Sunday)	All weekday leave to be submitted
	Laundry night
8:00pm	Supper
9:00pm	Roll Call
9:00pm – 9:30pm (Friday and Saturday)	Years 7-9s prepare for bed
9:30pm (Friday and Saturday)	Years 7-10 hand in devices
9:30pm – 10:00pm	Years 10-12 prepare for bed/shower
10:00pm (Friday and Saturday)	Bedtime Years 7-9
10:30pm	Year 10 lights out
	Year 11 & 12 boarders in own rooms and quiet

Frequently asked questions

What is the local area like?

Kew is located approximately seven kilometres from Melbourne's CBD. It is a safe and friendly suburb and is home to the well-known Glenferrie Road shopping strip. Boarders have the opportunity to enjoy the wide variety of retail and hospitality options. There are also great walks with parklands to enjoy. The area is well-serviced by public transport. There is a tram stop directly out the front of the school, Glenferrie train station is a five-minute walk and there are also local bus routes which stop near the entrance to the College.

Who will help my daughter settle in?

New boarders will also have a 'Boarding Buddy' who will be there to help with finding their way around and the daily routines of the Boarding House. During the first week of the year all boarders will have an orientation of the school, local area and the city of Melbourne.

The first week in the Boarding House is an important time for every boarding student, regardless of whether it is their first experience or if they are an 'old hand'. It is a time to settle into the routine, form or rekindle friendships, unpack and decorate their room. Each evening we run different information and orientation activities or excursions, to this end we discourage visits from family members so the students can settle in.

What is there to do at weekends?

We organise a range of activities at the weekend including craft, baking, excursions to the city and beyond. Many boarders are involved in extra-curricular activities and sport and of course they may be invited out by day school friends or family.

When can boarders go home and what leave allowances do they have?

Boarders are able to travel home for overnight leave at weekends aside from designated 'Closed Weekends' at the beginnings of terms. Generally, there is no weekday leave, however, leave for special occasions will be managed in advance on a case-by-case basis by staff. Boarders may go on day leave with friends or family at weekends for a specified length of time depending on their year level. Boarders also have daily access to Glenferrie Road.

What is the staff structure for Boarding?

The Boarding Leadership Team comprises the Head and Deputy Head of Boarding and the Senior Boarding Coordinator. The leadership team is supported by our Administrator and together are responsible for the day to day running of the House. Every cohort has a Supervisor and casual boarding staff who work closely with all staff to care for our boarders. We also have nurses who work in the Boarding House of an afternoon during the week.

Who do I talk to if my daughter is unhappy?

The first point of contact is the Year Level Supervisor who will advise the most appropriate course of action and points of contact.

How many boarders are there to a room?

In Year 12 students will usually have their own room. In Years 7-11, boarders will generally share with between one and three other boarders.

Where do boarders store their passport and other important documents?

Boarders who have valuable items should store these in the safe located in Reception. Such items should be handed over to their Supervisor who will sign these in. Each time a boarder requires access to such items, they will be required to sign them in or out.

How much money do boarders need?

This will vary for each boarder but given that most items are provided, the only money required would be for incidentals, toiletries, personal shopping etc. Fifty dollars per week would be more than adequate to cover any items required.

What if a boarder feels homesick?

Leaving home is a big adjustment for most boarders and it is normal for boarders to experience homesickness. Boarders who experience homesickness may be lonely or upset, feel unwell or be unable to get to sleep. Our staff are experienced in helping homesick boarders through the transition period. Parents can help by avoiding phone calls just before bedtime and by encouraging their boarders to keep busy and participate in the activities that are available. In the first few weeks it may be a good idea for you to visit Melbourne rather than having the boarder return home.

Almost every boarder has experienced homesickness at some point, and boarders have a network of peers and staff to turn to. Please encourage your boarder to speak with staff, and if you are worried, please contact us.

How do boarders get to training for external sport?

If your daughter wishes to be involved in sport we would recommend first exploring the wide range of sports available at MLC. Some of our boarders are involved in community or representative-level sport that is external to MLC. If your child wishes to do this, please discuss it with the Head of Boarding prior to registering. We recommend that you arrange for a host or Melbourne-based support person to transport your child to their commitments. Other suitable transport arrangements may include public transport or Shebah, the cost of which will be charged to your account.

Boarding handbook

Please read this handbook carefully. It contains important information aimed to ensure the boarding experience is a positive one for all.

This handbook is to be read in conjunction with the MLC Student Planner which includes important College policies and procedures.

Parents and Guardians are able to view all of College policies and procedures on [myMLCfamily.net](http://www.myMLCfamily.net/policies/index.cfm); <http://www.myMLCfamily.net/policies/index.cfm>

These include:

College

- MLC Vision and Mission Statements
- MLC Strategic Plan 2018-2023

Child Safety at MLC

- Child Safe Policy
- Child Safe Code of Conduct
- Staff and Student Professional Boundaries Policy
- MLC Child Protection Incident Form

Student Wellbeing

- Anaphylaxis Management Policy
- Drug Education and Welfare Policy
- Student Wellbeing Policy
- Student Anti-Bullying and Harassment Policy and Procedures
- Student Code of Behaviour and Discipline Policy

Technology

- Agreement for Student Use of Technology at MLC

Insurance

- Student Overnight Travel Insurance Information, Policy and Claim Form
- Student Accident Insurance Policy

Acceptance Agreement – Tiddeman Boarding House

- To accept a place in the Boarding House, Parents must sign MLC's Acceptance Agreement for Tiddeman Boarding House (sample available on the MLC website).

Boarders are expected to adhere to these policies at all times.

Contact

Tiddeman House

T: (+61 3) 9274 6321
E: boarding@mlc.vic.edu.au

Head of Boarding

Jane Shone
M: 0429 908 609
T: (+61 3) 9274 6400
E: shoneja@mlc.vic.edu.au

Boarding Emergency Mobile (24 hours 7 days)

M: 0408 658 148

Mailing Address

(Student Name)
Methodist Ladies' College
Tiddeman House
207 Barkers Road
Kew Victoria 3101 AUSTRALIA

Boarding House Office

The Boarding House Office is open daily between the hours of 8.00 am – 10.00 pm.

In case of an emergency please contact the Boarding Emergency Mobile which is available 24 hours a day, 7 days a week. Alternatively, the Head of Boarding can be contacted on her mobile.

Disputes and Complaints

MLC is committed to creating an environment that values good relationships and open communication and where students, parents and staff work together in an environment of trust and mutual respect. The College's approach to handling concerns, grievances, complaints and appeals is based on the MLC values of respect, responsibility and compassion. Any students, parents or guardians who are wanting to formally discuss any concerns, including disputes or complaints should raise these with the Head of Boarding. The MLC Complaints, Grievances and Appeals Policy is available to parents and guardians upon request or on the College website www.mlc.vic.edu.au/policies.

In line with MLC's Child Safe Policy, all child safety concerns should be directed to the Vice Principal who is the College's Senior Child Protection Officer, by phoning 9274 6333 or the MLC Emergency line on 9274 8100.

The Tiddeman Boarding House is a registered school boarding premises as defined by the Victorian Registrations & Qualifications Authority (VRQA).

The sunroom is a bright and airy space for students to watch movies, play games, chat with friends, read a magazine or play with our pet guinea pigs.





MLC

207 Barkers Road
Kew Victoria 3101 Australia

T: +61 3 9274 6333
E: college@mlc.vic.edu.au

ABN 55 006 036 979 CRICOS 00325A

mlc.vic.edu.au