

# BOARDING SUPPLEMENT

2026

This document should be read in conjunction with  
the **2026 INFORMATION FOR PARENTS BOOKLET**



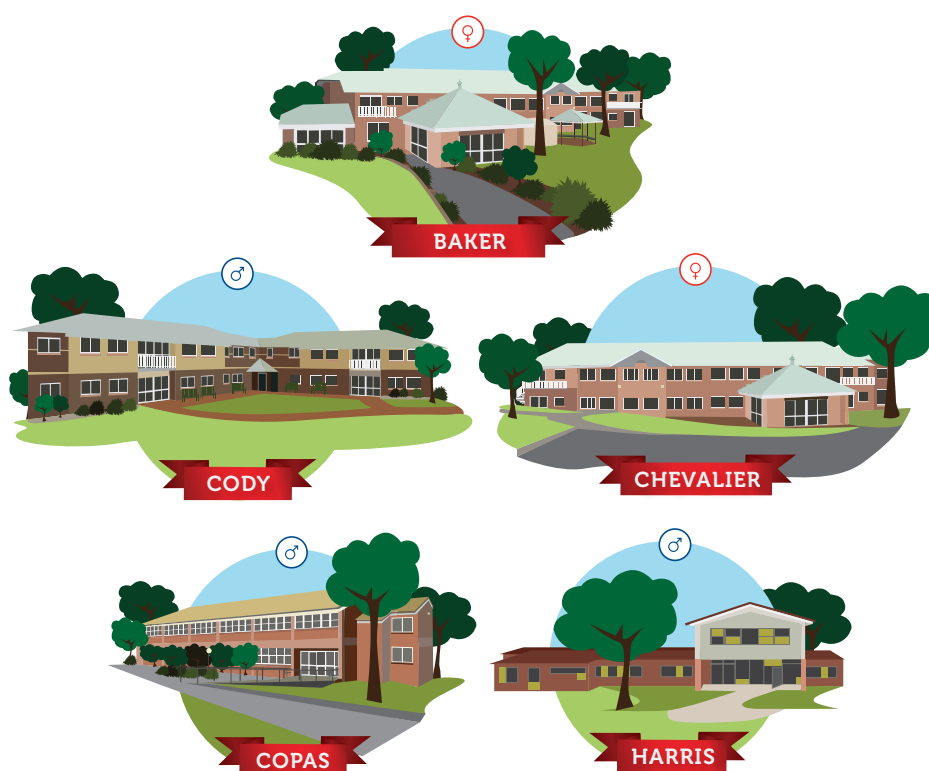
**Downlands College**  
TOOWOOMBA QUEENSLAND AUSTRALIA



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ABN 96 071 878 478 CRICOS Pro.No.00494F RTO 30039

“Ours is a spirit of family and a spirit of true friendship formed by kindness and understanding, by compassion and mutual forgiveness, by gentleness, humility and simplicity, by hospitality and a sense of humour.”

*MSC Constitutions # 34*



In accordance with the family model, girls reside in two Houses, Chevalier and Baker. Baker houses girls from Years 7 to 9 while Chevalier houses girls from Years 11 to 12.

Boys from Years 7 to 8 reside in Copas House, while Cody is home to Year 9 boys. Harris House is the home to senior boys of Years 10 to 12



# Downlands College

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TOOWOOMBA QUEENSLAND AUSTRALIA

## BOARDING SUPPLEMENT 2026

Principal  
Deputy Principal (acting)  
Assistant Principal - Pastoral Care & Wellbeing (acting)  
Assistant Principal - Teaching and Learning  
Assistant Principal - Mission  
Head of Junior School  
Head of Boarding  
Business Manager

Mr Stephen Koch  
Mr Dan Fraser  
Mr Domenico Cullen  
Ms Sue Weir  
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Mr Michael Shine

### Enquiries

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## The Downlands Prayer

Lord, be with us in our studies that we may master the difficulties and be formed by wisdom and knowledge.  
Be with us in our sport, that we may win without boasting, lose without begrudging.  
Be with us in our leisure time, that our pleasures bring us no shame, but rest to our bodies, peace to our minds.  
Be with us with our friends, that we may be ready to help whatever the cost, bring happiness wherever we go.  
Be with us in the Chapel, that we pray and listen and worship and let you guide our lives.  
Lord, make us strong in faith, courageous to follow your call, true to you, to Downlands, to ourselves.  
Amen.

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Correct at time of printing. Please refer to Downlands College website  
Parent Essentials - Publications for the most recent information.

# Boarding House Contact Details

## Girls' Boarding Houses

### Baker House - Years 7, 8, 9 and 10

**Mobile** ..... **0417 770 784**

Baker House 07 4690 9625 - Student Phone Downstairs

Baker House 07 4690 9539 - Student Phone Upstairs

Email [bakerhouse@downlands.qld.edu.au](mailto:bakerhouse@downlands.qld.edu.au)

### Chevalier House - Years 11 and 12

**Mobile** ..... **0403 123 602**

Chevalier House 07 4690 9597 - Student Phone Downstairs

Email [chevalierhouse@downlands.qld.edu.au](mailto:chevalierhouse@downlands.qld.edu.au)

## Boys' Boarding Houses

### Copas House - Years 7, and 8

**Mobile** ..... **0408 730 668**

Copas House 07 4690 9568 - Student Phone

Email [copashouse@downlands.qld.edu.au](mailto:copashouse@downlands.qld.edu.au)

### Cody House - Year 9

**Mobile** ..... **0407 022 088**

Cody House 07 4690 9581 - Student Phone Upstairs

Email [codyhouse@downlands.qld.edu.au](mailto:codyhouse@downlands.qld.edu.au)

### Harris House - Years 10, 11 and 12

**Mobile** ..... **0407 659 205**

Harris House 07 4690 9580 - Student Phone Downstairs

Email [harrishouse@downlands.qld.edu.au](mailto:harrishouse@downlands.qld.edu.au)

## Downlands College

Telephone **07 4690 9500**

Fax 07 4690 9610

Email [enquiries@downlands.qld.edu.au](mailto:enquiries@downlands.qld.edu.au)

Website [downlands.qld.edu.au](http://downlands.qld.edu.au)

Boarding forms are available under PARENT ESSENTIALS

# Welcome home

We would like to welcome you and your family to our Downlands Boarding community.

Since 1931, Downlands College has been a home away from home for boarding students from Queensland, other areas of Australia and overseas. With the family as its model, Downlands offers a safe, secure environment which encourages growth - intellectually, spiritually and socially.

Boarding students at Downlands come from vast distances to attend our College - from Darwin in the Northern Territory through to Armidale in the south and the many towns and cities in between, from Brisbane to Kowanyama, Thargomindah to Longreach as well as from overseas.

## Organisation

Downlands boarders live in five separate boarding houses and are cared for by committed and qualified staff. Heads of House and their assistants ensure that each child is treated with love and respect.

In each House, students have individual cubicles within rooms housing two to four students. Each cubicle is equipped with bed, lockable drawer, wardrobe, desk and chair.

In accordance with the family model, girls reside in two Houses, Chevalier and Baker. Baker houses girls from Years 7 to 9 while Chevalier houses girls from Years 11 to 12. Boys from Years 7 to 8 reside in Copas House, while Cody is home to Year 9 boys. Harris House is the home to senior boys of Years 10 to 12.

## Boarding Programs

The Boarding Program is structured to allow for the growth of the individual, aiming at encouraging the boarders to develop in maturity and independence.

Study is seen as vital to each child realising his/her potential for success. Through active supervision and guided assistance, boarding students are encouraged to develop skills to enable life-long learning. Students in Years 7 to 11 study in classrooms while Year 12 students study in their Boarding House.

An Activities committee ensures that supervised, fun activities are available to boarding students. These activities include beach trips, rock climbing, movies, trivia and pool nights, trips to Brisbane to attend rugby, netball and basketball league matches, theme park visits, social events conducted with other Toowoomba and Brisbane-based boarding schools e.g. socials, sporting competitions such as volleyball, tennis, picnic games.

Boarding students are encouraged to become involved in all aspects of life at Downlands including school life, co-curricular cultural and sporting activities and life in the Boarding House - there is much to do and many friends with whom to do it.

## Advantages

Family relationships are fostered, with brothers and sisters able to live on the one campus. Friendships are forged that last a lifetime.

Delicious, nutritionally balanced food, comfortable accommodation and access to all school facilities (including library, computers, swimming pool, Sacré Cœur Centre, sporting fields and courts) allow boarding students to feel supported and nurtured as they grow and develop.



## Casual Boarding and Extended Day Student Program

Downlands day students either live in our lovely city or travel in from places such as Allora to the south, Crows Nest and beyond to the north, Rosewood to the east and from Dalby to the west. Some of these students take advantage of the Extended Day Student Program or casual boarding, as a way of reducing the amount of travel each day while taking advantage of supervised study at night.

### Homesickness

A number of points can be made which may help new boarders to keep homesickness in perspective. Exercise and interaction with other students are proven ways to combat homesickness.

1. It is perfectly normal for young people living in completely new surroundings and in a necessarily regimented environment to feel totally out of place and to want to go home. After all, young people would certainly prefer to live at home, in its familiar and loving environment. Besides missing family members, new boarders will often greatly miss their pet dog, cat, horse etc.
2. It is very important that all students realise that they will feel homesick from time to time, that it is quite normal and that it is something they need to accept as part of becoming a boarder for the first time. It is also important that returning boarders help new boarders and let them know that in time they will overcome their homesickness. Parents and family members will also usually experience grieving or a sense of loss at this time.
3. It is important that new students give themselves the chance to settle into boarding school. It is taken for granted that new boarders will miss home but phone calls made on a daily basis can do more harm than good. Parents may need to allow for a settling in period.
4. It is most important that new boarders are encouraged to be involved, both in and out of the classroom. Involvement in sport, games, music or any kind of activity is essential for a happy boarding experience and must be encouraged. The person who mopes around after school or misses classes because he / she feels sorry for himself / herself will only make the situation worse.
5. Most new boarders will settle in after a short time at school; however, the problem will probably recur after the first time the student goes home. In this case it is usually very quickly overcome but older students need to be aware of the fact that some new boarders will need particular care at this time.

Homesickness is a normal, very common, and usually short term problem. It is an inevitable part of leaving home; however, everyone will manage if given the time needed to adjust to entirely new surroundings.



### What then is involved in honouring a person?

It means leaving oneself open to the impact of the other's personality, and giving a positive recognition and a loving response to the other's concrete reality as one experiences it, and to the other's attitudes which... are free, transient, and unpredictable. In honouring the other's heart, one honours the original, innermost, formative centre of the other's attitudes.

Karl Rahner, 'Some theses on the theology of devotion' in Josef Stierli (ed) Heart of the Saviour: a symposium on Devotion to the Sacred Heart, (1957) p.136

We will be attentive to all human needs and aspirations, such as the need to be respected as persons, the need for love and truth, for freedom, justice and truth and the search for meaning in life.

MSC Constitutions # 24

## Boarding Routine

The boarding routine is as follows (this routine may vary, as the need arises):

### Weekdays

Rise	6:45am
Breakfast	7:00am to 7:30am
Breakfast Closes	7:30am
Breakfast Year 12	8:00am to 8:25am
Out of Dorms	8:00am
Early Lunch	10:51am
Late Lunch	1:37pm
School Finishes	3:00pm
Afternoon Tea	3:00pm
Dinner Year 11 & 12	5:30pm
Dinner Years 7 to 10	6:00pm to 6:30pm
Study Years 7 to 8	6:30pm to 7:30pm
Study Years 9 & 10	6:30pm to 8:00pm
Study Year 11 & 12	6:00pm to 8:00pm
Bed for Years 7 to 8	8:30pm
Bed for Year 9	9:00pm
Bed for Year 10	9:30pm
Bed for Year 11	10:00pm
Bed for Year 12	10:10pm

### Bedtimes: Friday and Saturday

Bed for Years 7, 8 and 9	9:30pm
Bed for Years 10, 11 and 12	10:10pm

### Sunday Dormitory Routine

Mass	6:30pm
Quiet time	After Mass for one (1) hour
Bed time	Same as weekdays

### Night Study

The study procedures outlined below will be followed across all Houses.

Year 12:	Individual study in the dorms
Years 7 to 11:	Study in designated classrooms



# Boarding Expectations

## Study Time

### The Preparation

- Boarders should not engage in high energy activities or loud play before going into study.
- At the commencement of study, students are not permitted to travel to and from lockers; visits to the toilet should occur before study. Students are expected to bring all study requirements with them at the commencement of the study session, including charged computers.

### The Settling Process

- Students sit in allocated places as decided by the member of staff on duty.
- NOBODY has the right to disrupt the study environment.
- Mobile phones are not permitted.
- Students must open School Box.
- There should be five subjects with the homework listed for each day.
- Three goals of areas for study set up.

### Study Phase

- Study is for individual private work. Group work is not permitted.
- Only school work is to be done during this time. Such activities include homework, revision, pre-reading, extension work or reading a novel.
- Computers are to be used for school work; e-mails are not permitted.
- Students who have outside commitments during study nights e.g. sporting or cultural commitments, are required to discuss such commitments with their parents and the Head of House.
- Students with outside commitments are expected to catch up on missed work.
- Boarders at Downlands can access a comprehensive Tutoring and Mentoring Program during study time. This is overseen by the Boarding Academic Co-Ordinator.

### Tutoring and Mentoring

- Tutoring and Mentoring is available to boarders during the set study time. The aim of this program is to assist boarders in their studies by providing an adult mentor who can monitor their work and study. Boarders may request to attend a tutoring or mentoring group at any time during the term.



## College Dining Room

Downlands College had partnered with Chartwells to provide Food Services for our Boarders. Catering at Downlands is about the provision of a nutritionally balanced and innovative boarding and retail food service for the students and the wider school community.

It's about using quality, seasonal ingredients and a variety of cooking methods and creative and sustaining menus to enhance the food service as we strive to create a social and positive experience for all students. It is a unique point of their life whereby there are high demands on both academic performance and often sporting success, in addition to the added demands of growth and development. Our menus are designed to promote nutritious food choices and assist in forming healthy lifestyle habits.

A wide variety of nutritious food choices, from different food groups, are available throughout the menu cycle, exposing and encouraging residents to test and try. The menu cooking principles used by Chartwells assist in preparing healthier food choices by reducing the amount of saturated fat, refined sugars and sodium that have been linked to negatively impacting health and wellbeing.

Eating patterns vary amongst boarders and often fluctuate throughout the year which often means, at times, some residents will require larger meals and regular snacks to meet the increased energy demands. Our menus have been designed with these requirements in mind incorporating a range of menu items that are predominately based around wholesome nutrient dense foods (as opposed to energy dense foods). In addition, healthy nutritious snack options, such as grain or high fibre breads, spreads, natural yoghurt, milk and fruit are available.

We also understand that, at times, boarders are unable to make set mealtimes due to commitments such as trainings or meeting etc. The flexibility of preparing lunch to take away, or to attend a wholesome late dinner service, will ensure they receive timely and balanced nutritious meals.

The College caters for special dietary needs of students - for example, students may be vegetarian or may not be able to eat dairy products. If unusual dietary requirements are necessary for a student's wellbeing, the College will meet such requirements but will require a doctor's or dietician's certificate.

## Expectations in the Dining Room

- All clothing and shoes should be clean, neat and tidy at all times.
- The students from each table will clear the table once they are finished.
- Students are to scrape their own plates and stack them sensibly on the trolley.
- All students are to follow the directions of staff when in the Dining Room.
- Mobile phones and iPods are not allowed to be used.

## Food in the Boarding House

Food needs to be stored in airtight containers. Any food should not be consumed in bedrooms.

**We want to be like Jesus who loved with a human heart.**

MSC Constitutions #10

## Boarding Duties

Students are expected to undertake allocated duties within their House community.

Students are expected to keep their areas neat and tidy at all times.

Before leaving for school, students must make their bed and have all personal items off the floor. All areas will be checked by the Boarding staff on duty.

## Communication

Students may be contacted by parents and friends in their own Houses. Calls to students should never be made on the College telephone number (07 4690 9500).

The student telephone numbers in the various Houses are printed at the front of this book. Students may not receive phone calls or use the telephone during set study times, dinner times or after lights out. The use of mobile phones is permitted and is governed by the Boarding Mobile Phone Policy - **Appendix D**.

## Motor Vehicles

Boarding students in Year 11 and 12 who are appropriately licensed may, with the permission of the Principal, have a car on the property. Application needs to be made in writing to the Principal. If permission is granted, a contract is signed by both the parents and the student. A copy of the contract appears as **Appendix E**.

## Posters and Pictures

Only those considered suitable by staff may be displayed in a student's personal living area. Adhesive hooks are not permitted.

## Wireless Internet

Boarding students have access to wireless internet in all Boarding Houses. Student laptops are able to access the College internet. The same **Acceptable Use Policy (Appendix D)** applies as in the day school. Students are responsible for maintaining and securing their laptops. While the College takes every precaution, it cannot take responsibility for the loss, damage or theft of a boarder's laptop.

## Rules for the Swimming Pool

According to Downlands Workplace Health and Safety Policy the following rules will apply in the pool.

1. Under no circumstances are students to enter the pool enclosure without a college staff member present.
2. It is the duty of every student to maintain a high standard of personal hygiene:
  - a. Students with open wounds (cuts, sores, boils etc) are not permitted to swim
  - b. Students who are feeling unwell should not swim in the pool
  - c. Before swimming, students are to go to the toilet
3. Girls are to wear appropriate one piece bathers and suitable shorts for the boys. Rugby shorts are not permitted.
4. Enter through the gate only, do not jump the fence.
5. Entry to the Sports Centre from the pool enclosure is prohibited.
6. Somersaults, flips are strictly prohibited.
7. Bomb diving is at the discretion of the supervisor
8. Balls can be used in the pool, but there is to be NO kicking of balls in the pool enclosure.
9. Running, pushing and dunking is forbidden
10. Glassware of any kind is completely banned from the pool area.
11. Students who swear will be asked to leave the pool enclosure.
12. There will be consequences for students who do not adhere to the pool rules.

## Boarder Presentation outside of school hours

Boarders are expected to maintain a neat, tidy and modest appearance.

### Recreational Attire

- Dress may be casual, but never torn, untidy, dirty, revealing or extreme. Football jumpers and socks are for the football field only.
- Shirts are always to be worn in public areas around the College.
- Footwear must be worn at all times.
- Clothing depicting contraband items such as alcohol, drugs or tobacco, or inappropriate slogans may not be worn while at the College.
- All students are expected to wear a hat when outdoors.
- Earrings for boys and nose rings for girls: must adhere to College requirements as outlined in the Student Record Book and Information for Parents Booklet

### PLEASE NOTE: Dress Code for Sunday Mass

**Girls:** Tops/shirts worn with pants, dress shorts or jeans are suitable.

No strapless, see-through, off the shoulder, midriff or low-cut tops or singlets are to be worn.

If wearing skirts, dress shorts or dresses, such items must be worn at an appropriately modest length.

Jeans are not to be worn with rips or holes.

Footwear - no rubber thongs, sports slides, Birkenstock or masseurs are to be worn. Sandals or closed-in shoes are acceptable and must be in good condition.

**Boys:** Good quality collared shirts, with dress shorts, trousers or jeans are suitable.

Clothing must be of good quality. No sports shorts, jerseys or singlets are to be worn.

Footwear - no rubber thongs, sports slides, Birkenstock or masseurs are to be worn. Sandals or closed-in shoes are acceptable and must be in good condition.

**Clothing/ footwear deemed inappropriate by the Heads of House, will not be able to be worn and students will be asked to change prior to attending Mass.**

Perhaps we bless each other all the time, without even realising it. When we show kindness and compassion to another we are setting a blessing in train. There is a way in which an act of kindness done becomes an independent luminous thing, a kind of jewel box of light that might conceal itself for days or years until one day, when you are in desperate straits, you notice something on the floor at your feet. You reach for it and discover exactly the thing courage and vision for which you desperately hunger.

*John O'Donohue*

## Laundry and Clothing

### Name tags and alterations

Sewn name tags must be used to mark clothing - even the best laundry marking pens will very quickly fade and become impossible to read and iron-on tags come off after a couple of washes.

These name tags should be sewn on the inside collar, on the back of waistbands and at the top of socks.

Socks need name tags sewn on the upper part - not on the foot. Please **do not** sew name tags on trade labels as they can easily be removed.

### Special items

There are some items of clothing which should not be subjected to INDUSTRIAL washing and drying. The responsibility for these items of clothing remains with the student who owns them. The ladies in the Laundry try to sort all articles of clothing into appropriate loads for washing but they cannot be expected to pick up all items that require special treatment.

### Unmarked clothing

Responsibility for all unmarked clothing rests with the students. **Neither staff in the Laundry nor the College will accept responsibility for any unmarked clothing.**

All unmarked clothing, sent to the laundry, is washed and returned to the boarding house from whence it came, to be collected from lost property.

### Expensive clothing

Students need to consider very carefully what kind of clothing they bring to school. The best advice would be to leave very expensive items at home.

### House laundry

The House laundry is available for emergency use by arrangement with the House supervisors.

## Lost Property

A Lost Property box is located in each Boarding House. Report any lost property to Boarding staff. Clearly label or name all possessions to avoid loss.

## Shopping - Weekend Shopping Permissions

Students are allowed to go to the local shops with permission. Students can take up to two (2) hours to go to the shop. Students must sign out and sign back in upon return. Years 7, 8 and 9 students must go in groups of at least two.



# Boarding Student Leave

## **All leave at Downlands College concludes at 5pm.**

**Safely managing Leave for our Boarders at Downlands College is Paramount for us.**

**Our leave is managed through a Boarding Management System called REACH.**

### **New parents will receive login details to access the Leave Portal to:**

1. Request Leave for your son or daughter.
2. Place Host People on the list who can visit your son or daughter.
3. Monitor your child's leave through the year.

The leave portal is a simple web address or an app which can be downloaded on to your phone.

Please read all the leave that is available. Please contact your son or daughter's Boarding House if you wish to restrict a particular leave for your child.

### **The following are the types of leave available to a Downlands Boarder:**

#### **1. Overnight Leave at the Weekend:** (Requires Parental Approval for each Leave)

*Available to all boarders in all Year Levels*

This allows your son or daughter to have Overnight Leave on the weekend with yourself or with hosts that have been approved by you. Your child would be able to spend all or part of the weekend with yourself or the host.

**Downlands expectations for hosts is found in [Appendix A](#)**

Students who have College commitments on the weekend for which Leave is being requested are required to fulfil those commitments first before going on leave.

**Please note that this leave is unsupervised and is at the discretion of a Boarding House Supervisor.**

#### **2. Saturday and Sunday Day Leave with Hosts:** (Requires Parental Approval for Each Leave)

*Available to all boarders in all Year Levels*

Boarders may take Leave on a Saturday or Sunday as long the Host is approved by you. The host may collect your son or daughter from Downlands College and return them to the College at the end of the leave period.

#### **3. Friday or Saturday Night Leave:** (Requires Parental Approval for each Leave)

*Available to Boarders in Years 11 and 12 Only*

This leave is made available to Boarders in Years 11 and 12 only as a privilege. The Leave allows the boarders in Year 11 and 12 to go to an evening Movie or to a local Restaurant.

**This leave cannot be directly supervised as no Adult supervisors attend the leave with the boarders.**

Students are required to furnish full details of the leave to a supervisor before they leave the College. They are required to be in a group with other boarders and may not leave the group.

**Year 11: Two nights per term in Terms Three and Four (5:30pm – 9:30pm)**

**Year 12: Three nights per term (5:30pm – 9:30pm)**

#### 4. Saturday and Sunday City Leave: (Requires Boarding Staff Approval only)

*Available to Boarders in Years 8 – 12 Only*

This Leave is available between 9:00am and 5:00pm. The maximum time a student may be away from the Boarding House is Four (4) hours. Students are permitted to go to the Main Shopping Centre which includes the Cinema Complex.

**Please note that this leave is unsupervised and is at the discretion of a Boarding House Supervisor.**

#### 5. Weekday Shopping Leave: (Requires Boarding Staff Approval only)

*Available to boarders in Years 7 – 12 - Restrictions apply for Year 7*

Year 7: Local Shopping only.

Boarders may either go Downtown or visit the Local Shops during the week on Mondays, Wednesdays and Fridays. Please note that this leave is unsupervised and is at the discretion of a Boarding House Supervisor Some restrictions apply:

Monday: ..... Years 10 - 12

Tuesday: ..... No Leave

Wednesday: ..... Years 7 - 12

Thursday: ..... Years 7 - 9

Friday: ..... Years 10 - 12

#### 6. Recreational or Activities Leave: (Requires Boarding Staff Approval only)

*Available to Boarders in all Year Levels*

The Activities committee publish a list of upcoming activities in the Boarding Houses. This Leave is supervised by the Boarding Staff.

This type of leave is offered to the students for a variety of outings or activities. The cost of the activities is normally covered by the Activities Levy. Students who have College commitments on the day are expected to fulfil those commitments before opting to go on Recreational or Activities Leave.

#### 7. Downlands Grammar Weekend Leave: (Requires Parental Approval)

Each year, Downlands College contests the O'Callaghan Cup (Rugby boys) against Toowoomba Grammar School and the Selena Worsley Shield (Rugby girls) against The Glennie School. On this occasion, many past students from both Colleges return to Toowoomba for class reunions and to enjoy the games. To ensure our Boarders are safe and appropriately supervised during this time,

**Leave is ONLY permitted with Parents or Grandparents. There are no exceptions.**

### Leave Protocols

It is the responsibility of parents to contact hosts before giving permission for Leave.

In all cases when giving boarders permission to go out or stay with friends or relatives, parents are taking complete responsibility for the supervision and care of the boarder away from the College and giving it to the hosts they have nominated. Hosts are required to abide by the Conditions of Hosting a Boarding Student. The document is attached to every email reply to a leave request.

All permissions to visit relatives or friends must begin with the boarder's Head of House. Only when Leave has been approved by parents and Heads of House can a boarder leave the College.

If there is a "No" from either of these parties, then the Leave will not proceed. Boarders may not travel in vehicles driven by day students or other boarders unless a **Passenger Permission Form** is completed for each trip

## Types of Leave for Boarders:

Type of Leave	Available to:	Permission Required
Overnight Leave	All Year Groups	Parental Approval for each Leave Event.
Saturday and Sunday Day Leave with Hosts	All Year Groups	Parental Approval for each Leave Event.
Friday or Saturday Night Leave	Year 11 and 12 Only	Parental Approval for each Leave Event.
Saturday and Sunday City Leave	Year 8 – 12 Only	Boarding Staff Approval unless stipulated by Parents
Weekday Shopping Leave	Years 8 - 12 Only (Year 7 Accompanied by staff)	Boarding Staff Approval unless stipulated by Parents
Recreational or Activities Leave	All Year Groups	Boarding Staff Approval unless stipulated by Parents
Downlands Grammar Weekend Leave O'Callaghan Cup & Selena Worsley Shield	All Year Groups – Leave is restricted to Parents and Grandparents only.	Leave is Restricted to Parents and Grandparents only

## Visiting Relatives or Friends on a Weekend

Weekends are the normal time for visiting relatives or friends in Toowoomba and nearby districts.

All hosts must read the letter relating to the responsibilities of hosts in taking a boarder out on Leave. If the Host is not prepared to fully undertake those responsibilities, or the staff are not sure that the boarder will be totally safe with that host, then the Leave will not proceed until the staff are happy that the safety of the boarder is ensured.

Hosts must collect and return boarders to the House and contact the duty staff on each occasion.

Visitors must sign in.

## Overnight and Weekend Leave

### Some General Points

1. Boarders are allowed to stay out overnight during the week with parents or grandparents.
2. Boarders' school commitments (sport, cultural etc) must be met before Leave is taken.

"There is nothing passive about true gentleness. It is intensely active. Gentleness wishes no harm to the other; rather, it wishes only and elicits only the good. Nor does gentleness have anything weak in it. Like a young sapling that bends in a storm, while a mighty oak snaps and breaks, gentleness exercises flexibility and good humour to negotiate all difficulties."

Wendy Wright : Sacred Heart – Gateway to God (2001)

## Commencement and End of Term

### Returning to College

Parents / guardians are reminded that the Houses remain closed until 12:00 noon on the day before College resumes. Under extreme circumstances, if such timings do not suit public transport timetables, please contact Heads of House in advance of your son or daughter returning early to College.

### Leaving College at the End of Term

Parents / guardians are reminded that students are expected to be present at school until the end of term. Dates and times of class conclusion are listed in the College calendar. We understand that there are students who live considerable distances from Toowoomba and that sometimes it is very difficult to arrange transport to coincide exactly with the College's academic timetable.

**All requests for early Leave must be made in writing to the Assistant Principal - Teaching and Learning.**

### Students in the First Year as Members of the Boarding Community

It is strongly recommended that students who are experiencing their first year as members of the Downlands boarding community refrain from having **Overnight Leave** from the College during the first four weekends of Term One. This will help the students form and renew friendships and acquaint themselves with the schedule and realities of being a member of the boarding community.

# Health Centre



## Health Centre and Medical Information

### OPENING HOURS: Monday - Friday 8am - 5pm

**PLEASE NOTE** - In order to provide appropriate, effective and safe care to boarders, it is a requirement that Student Health Forms be completed at the commencement of boarding. The Health Centre is to be notified of any changes to health information including illnesses, medication or updated Medicare/ Health Care card details etc.

The Health Centre services the boarding community and is staffed by qualified, registered nurses to provide:

- primary health care;
- emergency care;
- referrals to medical and allied health professionals.

Students' parents / guardians will be contacted if a student requires more than basic treatment in the Health Centre.

Our school nurses work closely with other staff in the school to:

- provide care;
- encourage students to take responsibility for their own health and hygiene;
- promote healthy life choices;
- provide health information and education to individuals and groups;
- assist students and their families to manage acute and chronic health conditions.

### Medications

- General medications for minor ailments are available at the Health Centre.
- Students must NOT keep medication with them as this poses a serious risk to fellow students
- Students must hand all medications to their House Parent to be locked in the office (asthma inhalers and EpiPens are the only exceptions).
- All medications, even over the counter medications, brought to the College by students, **MUST** have a **pharmacist's label stating the student's name and recommended dosage**.

**Prescription medications** and other medical supplies are available through the Health Centre from Priceline Pharmacy at Northpoint.

- **We prefer that boarders have a Priceline Pharmacy Northpoint account** in the event that they require medications. If they do not have an account, the charges for purchases such as prescriptions will be debited to the parents school account via the Finance Department.
- Toiletry items may also be ordered from the pharmacy through the Health Centre.



## Anaphylaxis/Allergies and Asthma

Downlands College has a duty of care to take steps to reduce the risk of anaphylaxis, and ensure guidelines are in place to make the environment as safe as possible for those prone to anaphylaxis, and to provide appropriate responses should an incident occur. This includes education around anaphylaxis to students, staff training, and a risk management process which takes into account anaphylaxis for on and off-campus activities.

Downlands College recognises a student's right to privacy about medical conditions, but takes into account the need for communication among staff and to a degree other students, to maintain as safe environment as possible, while managing anaphylaxis within the college in an appropriate and safe manner.

### Identifying Students with Anaphylaxis

When a student is enrolled at Downlands College, a Student Health and Medical Consent form is to be given to parents/guardian to be filled out and returned. If the form indicates a history of severe allergy or anaphylaxis, the following should happen:

1. Allergy/allergens should be noted and entered into the TASS system under Allergies for that student
2. The Health Centre will contact Parents about their child's condition, to request the following:
  - an individual Anaphylaxis or Allergy Action Plan from the student's GP or Nurse Practitioner, if not already supplied
  - 2 x current (the longer expiry date the better) adrenaline auto-injectors to be supplied at or before the day of commencement. One is to be kept at Reception and the second either on the child (eg in their bag for Middle and Senior students) or in their classroom (Junior School). A third adrenaline auto-injector will be required for Junior Day School students to keep in their bag if they attend outside school hours activities or travel home without their parents e.g. on a bus. A third injector is also required for boarding students living on campus
3. Annually, at the start of each year, the Health Centre will communicate (via Reception) with parents/guardians of students who have already been identified as having an anaphylaxis action plan, reminding them to advise the Health Centre of any changes/updates in their condition or management
4. The Health Centre will communicate with parents/guardians of students who have been identified as having an anaphylaxis action plan as necessary (for example requesting a replacement adrenaline auto-injector if one is found to be nearing the end of its shelf life)
5. Parents/guardians of boarding students may liaise with Downlands Catering Staff via the Health Centre with regards to appropriate diet and food options for their child/children

### After Hours Medical Care - Also see Appendix C

Doctors from the **Doctors on Erin Medical Centre** provide medical care for all students. Consultation is available during the week and all appointments are made through the Health Centre. All consultations through the Medical Centre are bulk billed. A Doctor from the Practice holds a clinic at the College once a week.

After hours care is available via local medical centres, **Dial-A-Doctor**, or either of the two hospital Emergency Departments; **The Toowoomba Base Hospital (public)** or **St Vincent's Private Hospital**. St Vincent's Private Hospital will charge consultation and treatment fees.

In the event of an emergency where medical assistance is required, students will be taken to the hospital emergency department indicated by parents on the student's medical form (Toowoomba Base Hospital or St Vincent's). In such a situation every effort will be made to contact parents ASAP. Treatment and care is carried out in consultation with parents, unless parents are unable to be contacted during an emergency situation.

All other medical needs are catered for with off campus appointments organised daily.

The Health Centre staff send reminders for all medical appointments to each Boarding House and the student with the appointment on a daily basis. If parents make an appointment and would like their child reminded in this way, please advise the Boarding House and Health Centre staff via email or telephone.

Transport to and from pre-arranged medical appointments is either by a designated College driver, by taxi (the student will need a method of payment for taxis) or by foot (walking) as appropriate.

Please notify the Health Centre if you have a family member or friend available to take your child to appointments.

- All students in Years 7 to 9 will be accompanied to off-campus medical appointments arranged by Health Centre staff.
- Parents may request a medical appointment escort for any boarding student. Health Centre staff require at least two working days notice to ensure an escort is available.
- All students who leave the College campus to attend medical appointments, either alone or accompanied, are expected to travel directly to and from the appointment location. No other travel, either by car, taxi, Uber or on foot, should be undertaken. The student's/your child's taxi fare may be paid by themselves at the time with a valid taxi card for Black and White Cabs, OR it will be paid for by the College and the fee added to your College fees account. The Health Centre staff will book the taxi at for the necessary time, to ensure the student arrives in time for their appointment.

## Immunisations

Year 7 and Year 10 scheduled immunisations are administered to students by the provider **Ozcare** as part of the Government's School Immunisation Program. Consent must be given to opt in or opt out. These are carried out at the school.

It is strongly recommended that all boarding students be immunised against Hepatitis B and Influenza.

Hepatitis B immunisations are available through your GP (if your child missed the immunisations as an infant).

**The Doctors on Erin Street** run an annual influenza vaccination clinic at the College. If you wish your child to receive this immunisation, please complete the consent form (available on the College web site) and return to the College. The vaccine cost varies from year to year with the doctor's fee is bulk billed.

## Dental *(See Appendix C for contact details)*

Dental and Orthodontic appointments may be arranged for boarding students at parents' request. Downlands boarders may be referred to your Practice of choice in the local area. Many boarders are referred to the following Practices:

**Northpoint Dental Centre**

**Harlaxton and/or Toowoomba Hospital Public Oral Health Service**

*For any student requesting a check-up or dental work via the Public Oral Health Service, parents are required to complete the relevant consent form (See Appendix C(ii)) and submit to the Downlands Health Centre.*

## Orthodontic *(See Appendix C for contact details)*

**Toowoomba Orthodontics**

**Westside Orthodontics**

**Herries St Dental (Dental and Orthodontic)**

## Physiotherapy

Downlands College also offer a weekly Physiotherapy clinic on campus, courtesy of **The Fit Lab**.

Appointments can also be made over at their clinic at 231 James Street, in between our Monday afternoon clinic on campus.

Students/parents can request an appointment via the Health Centre. Parents will be sent a [link](#) to complete relevant information and consent for an appointment. This must be completed by 10am on the day of the appointment to avoid disappointment.

The cost of the appointment and any rebates available are also listed on the website via the [link](#). You will also be required to submit your child's details and information about the presenting issue.

Students attending The Fit Lab are able to claim their appointments by swiping their Private Health card, if they have one. Students would only be required to pay the gap fee which differs per health fund/coverage.

If students attending the clinic are wanting to claim the appointment, payment is made up front, then the Fit Lab reception can forward a receipt of payment to parents at your request, which can be lodged with your health fund for a rebate. Rebates differ according to the individual's policy limit, however claims usually range from \$21.50 to \$60.00.

## Confidentiality Statement

The Health Centre provides a confidential health service to all students. All communication between student and staff is strictly confidential. No information will be released without the student's prior approval. In most cases it is best for young people to also talk to their parents about any problems or concerns they have, and the nurse can help them to do this; however, if the nurse is aware of or reasonably suspects a student has, or is likely to suffer harm, he/she is required, by law to report this information appropriately.

## Student Rights and Responsibilities

Students have the right to:

1. Receive considerate and respectful care at the Health Centre.
2. Receive an explanation of their diagnosis and treatment in terms they can understand.
3. Refuse treatment, except as prohibited by law, and be informed of the consequences of making this decision.
4. Expect that their personal privacy will be respected by all staff at the Health Centre.
5. Expect that their medical records will be kept confidential and will be released only with written consent, or in cases of medical emergencies.

Students are responsible for:

1. Providing accurate information about their present and past health history.
2. Asking questions if they do not understand the explanation of their diagnosis, treatment or any instructions.
3. Following rules and regulations within the Health Centre.

# College Smoking/Vaping Policy

The College is declared a **NO SMOKING ZONE**. This includes vapes.

## College Bounds

Students obviously do not have free and total access to the College grounds and buildings at any time.

1. Students are never allowed to leave the College grounds unless they have the explicit permission of the Boarding staff on duty. The residence of Tyson Manor is always out of bounds to students.
2. The girls' Houses and their immediate areas are out of bounds for the boys. The boys' Houses and their immediate areas are out of bounds for the girls. This rule applies at all times, unless the student/s is/are in the company of a staff member or have specific permission to be in the dorm area.
3. After school and on weekends the classroom areas are out of bounds for boarders.
4. Lords South Oval is available for use by the girls.
5. Lords North Oval and Main Oval are available for use by the boys.
6. Top Oval and Dr Alex Horn Park are out of bounds to all boarders.

## Recreation Areas for Boys and Girls Together

In front of Baker House or in front of Chevalier House are available as areas where boys and girls can socialise during the day. This permission requires all concerned to act in a proper manner.

Close physical contact is not permitted.

## Student Support Services

Email: [Counsellors@downlands.qld.edu.au](mailto:Counsellors@downlands.qld.edu.au)

The College Counsellors are responsible for the provision of crisis and short-term intervention for students. Quality counselling and support is available to all students as needed. The creation of trusting and respectful relationships, characterised by confidentiality and the use of professional judgement is at the heart of the counsellor's work.

Tasks of the counsellor include:

- Individual and group counselling.
- Facilitation of groups involved in the discussion of concerns.
- Carrying out proactive strategies as appropriate or required.
- Initiating contact with parents where possible and / or necessary.
- Referring to other professionals and agencies as required.

Appointments can be made directly by students, their families and staff by contacting the College Counsellors at: [Counsellors@downlands.qld.edu.au](mailto:Counsellors@downlands.qld.edu.au)

## Confidentiality

Contact with the counsellor will be kept **strictly confidential**. This is explained to each student when she/he visits the counsellor. The student's permission is required by the counsellor before any information about the student is released to anyone - this includes friends, parents and staff. It also means that if a student wishes the counsellor to provide information to someone else, the counsellor cannot do so unless the student has given permission.

However, there are **three situations when the counsellor is required to release information**:

1. If a minor is at risk of being abused or neglected, or has been abused or neglected, the counsellor is required to report that information to the appropriate agency to ensure the safety of the child.
2. If a student presents an imminent risk of serious injury to themselves. In this case, the counsellor will take action to ensure the student's safety, releasing only the information necessary to do this.
3. If a student threatens serious harm to another person. Again, the counsellor will have to take action to protect the other person, releasing only the information necessary to ensure the person's safety.

## Responding to more Serious Mental Health Concerns

Students may experience more severe mental health concerns from time to time. Our counsellors are here to support the students and their families in seeking an appropriate level of care as the student's well-being is our priority. During these times, an assessment is conducted by our counsellors and in consultation with the family and the Pastoral Principal, it may be determined that additional support is required and a minimum of three (3) days respite at home may be recommended.

### Student Mental Health & Wellbeing

Downlands College takes matters regarding Student Mental Health & Wellbeing extremely seriously. Where concerns are raised regarding self-harm or suicidal ideation, a clear process is followed. In summary, this involves:

- Communication with parents / carers
- Assessment by a member of the College Counselling team
- Where active self-harm is present, or in cases of suicidal ideation where intent, a plan, or means are present, the following is enacted:
  - A minimum of three Mental Health Respite days away from the College (Day and Boarding)
  - College Counsellors provide a letter of referral to a General Practitioner (GP) or Mental Health Care Provider (MHCP) detailing concerns for student's wellbeing
  - Appointment with GP or MHCP where students receive written psychological clearance to return to the College, a Mental Health Care Plan, and strategies for the College to support the student and their mental health
  - Re-entry meeting held with student, parent / carer and relevant College staff to discuss **external and internal supports**
  - **On-going Counsellor support, including the development of a Coping Plan**
  - **Regular reviews of student progress.**

Greater detail of this process is provided as required, or on request to the Assistant Principal – Pastoral Care & Wellbeing.

Consistent with the Downlands Student Protection Policy which is informed by Child Protection Legislation. Please feel free to contact the College Counsellors if you would like more information about confidentiality.



# Medication Management Policy and Practice Guidelines

## Index

- **Scope**
- **Definition of medication**
- **Principles underpinning safe use of medications**
- **Procedure Guidelines**
  1. Medication packaging and transportation
  2. Secure storage
  3. Medication Register
  4. Administering prescription medication
  5. Administering non-prescription medication
  6. Refusal to take medication
  7. Medication errors or adverse reactions
  8. Exceptions
  9. Medication Register Audits

## Scope

These policy and practice guidelines cover all students in residential houses and enable the safe management of medications. The practice guidelines direct the storage, administration and transport of medication, information sharing between staff, and responses to medication errors.

## Definition of medication

The term 'medication' can be defined either as prescribed or non-prescribed. For the purpose of this policy, 'prescribed' medication is:

1. authorised by a health care professional; and
2. dispensed by a pharmacist with a printed label, which includes the name of the student being prescribed the medication, the medication dosage and expiry date.

All medication that does not meet the criteria for prescribed medication, can be considered non-prescribed. This includes over-the-counter medication; medication dispensed by a naturopath/homeopath; or considered complementary or alternative such as vitamins and cultural herbs or remedies.

## Principles underpinning safe use of medications

1. Those responsible for the care of students must act reasonably to avoid foreseeable risk of injury or harm to students.
2. Carers should not administer medication to students if they do not feel competent and confident to do so. Assistance may be sought from the college nurse. Alternative arrangements for administering medication may need to be made.
3. Students must always be supervised when taking medication – prescription and non-prescription.
4. If there is suspicion that alcohol or other drugs have been consumed, advice from the Health Centre staff is required prior to administering medication.

## APPENDIX A continued

5. Where there is uncertainty for any reason on behalf of staff with the responsibility for administering medication, the college nurse or another health professional must be contacted prior to administering medication.
6. All prescription medication must be referred to the Health Centre and all over the counter medication must have a pharmacist's label containing the student's name and dosage rates.
7. Medications that are not clearly labelled or do not have an expiry date should never be used or put back in the cabinet. Please advise Health Centre staff for collection of any expired stock.

## Procedure Guidelines

### 1. Medication packaging and transportation

Medication must:

- a) remain in the original packaging and labelled as supplied by the pharmacist or Health Centre.
- b) be under the direct control of staff during transportation until it is safely secured.

### 2. Secure storage

All medications must be stored in a lockable container or in a lockable cupboard specific to the storage of medicines and poisons. This will include:

- a) prescription drugs
- b) non-prescription drugs

All medications requiring storage in the refrigerator will be stored in a locked and labelled container in the refrigerator.

### 3. Medication register - through Reach Boarding program

A medication record will be completed through the Reach Boarding Program on each occasion that any type of medication is administered. Medications will be recorded on student's individual Reach medication record. All records are stored within the Reach boarding system.

The Record of Medication must be included in the archiving that occurs each year.

Information recorded in the medication chart/record must include:

- a) student's name
- b) date
- c) time the medication was administered
- d) type and strength of medication given
- e) dose administered
- f) specific route (oral, topical etc)
- g) specific instructions regarding the medication (eg taken with food)
- h) staff member's name and signature

### 4. Administering Prescription medication

- a) Prescription medication must only be administered to the student for whom it has been prescribed by a doctor and according to instructions.
- b) Confirm that the information on the pharmacist's label regarding medication name and strength corresponds to the name and strength of the medication displayed on outer and inner packaging.
- c) Check the expiry date of the medication on the external and any internal packaging.
- d) Tablets should not be handled and a graduated measure must be used for liquids.

## APPENDIX A continued

- e) Before providing the medication for the student, confirm in the REACH Boarding System:
  - ✓ Right student – check the student's name is listed on REACH.
  - ✓ Right medication – check medication name against the medication form.
  - ✓ Right time – confirm dosage times on REACH.
  - ✓ Right dose – confirm dosage on both REACH and pharmacist's label.
  - ✓ Right route of administration – confirm route on REACH.
- f) At all times, medication must be kept in a secure place and remain in the dispensed container supplied by the pharmacist.
- g) Over the counter medication must be purchased through the Health Centre or by parents.

### 5. Administering non-prescription medication

Non-prescription medications are available "over the counter" (OTC) without a doctor's prescription. Non-prescription medications include Paracetamol, homeopathic remedies, cough syrup, topical medications and vitamins

- a) All medication must be supplied in the dispensed container and taken in accordance with the instructions on the dispensed container.
- b) Over the counter medications provided to individual students by parents, **must** have a pharmacist's label stating student's name and medication dosage regime.
- c) Confirm that the information contained in the pharmacist's label regarding medication name and strength corresponds to the name and strength of the medication displayed on outer and inner packaging.
- d) Medication expiry dates must be checked on external and any internal packaging before each use.
- e) Tablets should not be handled and a graduated measure must be used for liquids.
- f) At all times, medication must be kept in a secure place and remain in the dispensed container supplied by the pharmacist.

If symptoms (e.g. pain from toothache or a headache) that are being treated with an OTC medication persist beyond a 24 hour period, contact Health Centre staff.

### 6. Refusal to take medication

If a student refuses to take medication, the staff member should:

- a) talk with the student about the reasons for refusal
- b) contact Health Centre staff and parent/caregiver.
- c) document the refusal appropriately in the REACH Boarding Program.

### 7. Medication errors or adverse reactions

Overdose and poisoning can occur accidentally or as a deliberate attempt to self-harm. Vigilance regarding the storage and provision of all medications is necessary to minimise the risk of harm to students.

**Please Note:** special care is needed to avoid paracetamol dosage errors. Paracetamol is present in a number of OTC medication including pain relief and cold and flu preparations. Special care is needed to identify the presence of paracetamol within these preparations.

If a staff member makes a mistake in administering the medication or notices a mistake in self-medication (i.e. dosage error), the following instructions must be followed:

1. inform Health Centre staff.
2. complete an incident form.

Stop giving the medication and inform the Health Centre staff if you observe signs and symptoms of allergy.

## APPENDIX A continued

Antibiotics and pain relieving medications are most commonly responsible for adverse or allergic reactions.

### Medication and alcohol/other drugs

**If there is suspicion that a young person has consumed alcohol or other medication/drugs, do not administer any medication. Contact Health Centre staff. Any concern regarding possible over-dose or poisoning of a student must receive immediate medical attention.**

Call an ambulance if the student is in distress. If in doubt, call an ambulance immediately.

### 8. Exceptions

The following may be an exception to these policies; if a judgement is made that a student can self-administer and store the medications appropriately:

1. **asthma inhalers** may be kept by students for self administration.
2. the **contraceptive pill** may be kept by students for self administration. This medication must be kept in students locked drawer at all times. Unsecured medication will be placed in the residential supervisors' locked cabinet for daily provision.
3. **daily insulin** requirements may be kept by students for self administration. Bulk supplies must be stored securely.
4. **EpiPens** may be kept by students or stored in an easily accessible, visible location.

### 9. Medication Register Audits

An audit of each student's medication records will be carried out each semester.

## APPENDIX B

### Boarding Student Agreement form for Medication

We agree that boarding students will provide Boarding House staff with ALL medication to be used whilst boarding at Downlands College. We understand this includes both prescription and non-prescription (over the counter) medications. Any exception to this agreement must be with permission of Boarding House and Health Centre staff.

Student name: ..... Boarding House: .....

Student signature: ..... Date: .....

Parent/guardian name: .....

Parent/guardian signature: ..... Date: .....



## APPENDIX C

### After Hours Medical Care Available to Boarding Students

Facility	Address	Telephone	Opening Hours	Payment
Toowoomba Day and Night Pharmacy	Bernoth Centre, 677-683 Ruthven St, South Toowoomba	07 4632 3971	8am-10pm everyday	No account available. Pay as needed.
Toowoomba Hospital	Pechey St, Toowoomba City	07 4616 6000	24 hours	Free for Medicare holders
Toowoomba Medical and Dental Centre	Cnr West St and 261-269 James St, Toowoomba City	07 4642 2025 Urgent triage Nurse t: 0434809 652	Open 7 days M-S 81m -10pm	Walk-in and online appointments Bulk-billed services
Toowoomba Private Emergency Centre St Vincent's Hospital	22-36 Scott St Emergency access via Entrance 6 via Herries St	07 4690 4444	24 hours	Out of pocket (after M/care rebate) +/- \$400 Will send account to parents Follow up usually free


### Other Medical Care Available to Boarding Students

Facility	Address	Telephone	Opening Hours	Payment
The Doctors on Erin Street	40 Erin St, Wilsonton	07 4633 1366	M-Th: 7am-6pm Fri: 7am-5pm Sat: 9-11:30am Sun: Closed	Bulk bill all Downlands boarding students Consent form required (available via Downlands website)
Northpoint Medical Centre	Northpoint Shopping Centre, 22/125 Ruthven St, Harlaxton	07 4613 0203	M-F: 8am-6pm Sat: 8am-1pm Sun: Closed	No bulk billing available Consent form required for every appointment (available via Downlands website)
Eastside Health on Mary	104 Mary St, East Toowoomba	07 4580 0804	M-F: 8am-5pm Sat and Sun: Closed	No bulk billing available Consent form required for every appointment (available via Downlands website)
Carbal Medical Services	125 Russell St, Toowoomba City	1300 379 558	M-F: 8:30am-4:30pm Sat and Sun: Closed	Free to eligible patients
St Andrews Medical Centre	Building 5/280 North St, Rockville	07 4690 7000	M-F: 8am-7pm Sat: 8am-12pm Sun: 9am-12pm	No bulk billing available

## APPENDIX C continued

### Other Medical Care Available to Boarding Students

Qld X-Ray St Vincent's Hospital	22-36 Scott St Entrance 4 via Curzon St	07 4659 4500	M-F: 8am-5pm Sat and Sun: 8:30am-12pm	Will contact parents for immediate payment
Qld X-Ray St Andrew's Hospital	280 North St, Rockville	07 4633 6888	M-F: 8am-5pm Sat and Sun: Closed	Will contact parents for immediate payment
Qld X-Ray Russell Street	127 Russell St, Toowoomba City	07 4690 3300	M-F: 8am-5pm Sat and Sun: Closed	Will contact parents for immediate payment
Darling Downs Radiology	70 Neil St, Toowoomba City	07 4632 9533 1300 197 297	M-F: 7am-5pm Sat and Sun: Closed	Will contact parents for immediate payment
Priceline Pharmacy Northpoint	Northpoint Shopping Centre, Shop 21, 25 Ruthven St, North Toowoomba	07 4632 7172	M-F: 8am-6pm Sat: 9am-4pm Sun: 9am-2pm	Downlands College account available. Will later be charged to parents via school fees.
Scott Street Pharmacy	1/15 Scott St, Toowoomba City	07 4638 3522	M-F: 8am-5:30pm Sat: 8:30am-12:30pm Sun: Closed	No account available. Pay as needed.
Northpoint Dental Centre	24/125 Ruthven St, Harlaxton	07 4638 3384	M-Th: 7am-7pm Fri: 7am-5pm Sat: 8:30am-2pm Sun: Closed	Will contact parents for immediate payment
Harlaxton Public Oral Health Service	20 Lemnos St, Harlaxton	1300 082 662	M-F: 8am-4:30pm	Free for Medicare Care holders. Consent for required (available via Downlands website)
Toowoomba Hospital Public Oral Health Service	Toowoomba Hospital, Oral Health Building Pechey St, Toowoomba	1300 082 662	M-F: 8am-4:30pm	Free for Medicare holders. Consent form required (available via Downlands website)
Toowoomba Orthodontists	301 Margaret St, Toowoomba City	1300 123 301	M-F: 8am-5pm	Will contact parents for immediate payment
Westside Orthodontics	34 Hill St, Toowoomba City	07 4613 1650	M-F: 7am-5pm	Will contact parents for immediate payment
Herries St Dental	85 Herries St, East Toowoomba	07 4638 8530	M-F: 8am-5pm	Will contact parents for immediate payment
Toowoomba Medical and Dental Centre	Cnr West St and 261-269 James St, Toowoomba City	07 4642 2025	Open 7 days M-Sun 8am -10pm	Walk-in and online appointments Bulk-billed services

 <b>Queensland Government</b> <b>Oral Health Services</b> <b>Darling Downs Health</b> <b>PARENTAL CONSENT &amp; MEDICAL / DENTAL HISTORY</b>		Clinic Address <b>Toowoomba Oral Health</b> For all dental concerns Phone: 1300 082 662	
<b>Details of Your Child</b>			
Last name:		First name(s):	
Previous name/s (if applicable)			
Date of birth:		Gender:	Male / Female (circle one)
Home address:		Phone (Home):	
		Phone (Work):	
		Phone (Mobile):	
		Email:	
Postal address: (if different)			
Contact person in case of emergency:		Phone:	
Medicare Number:		Line no: _____	Exp. Date: ____ / ____
Healthcare Card: (if applicable)		Exp. Date: ____ / ____	
Is your child eligible for dental treatment under the Child Dental Benefits Schedule? Yes / No / Unsure <small>(see cover letter for information) (circle one of the above)</small>			
School attended:		Grade:	
<b>Consent to Examination and Preventive Oral Care</b>			
<p>I consent to my child receiving the following:</p> <ul style="list-style-type: none"> <li>a dental examination, and</li> <li>dental x-rays, if considered necessary as part of the examination, and</li> <li>preventive oral care if considered necessary, such as oral hygiene assistance, cleaning of teeth and the application of fluoride to the teeth.</li> </ul> <p>I understand that:</p> <ul style="list-style-type: none"> <li>the examination (and any associated procedure which is considered necessary) may involve more than one visit to the school dental clinic.</li> <li>if I consent to the above, a separate consent form will be provided should any further treatment be recommended.</li> </ul> <p>I understand that if my child is eligible for treatment under the Child Dental Benefits Schedule,</p> <ul style="list-style-type: none"> <li>I must complete the attached Child Dental Benefits Schedule bulk Billing Patient Consent form (page 4).</li> <li>I have read the likely costs of an examination of preventive oral care are listed on page 3.</li> </ul> <p>I consent to health professionals who have treated my child exchanging such information about my child as may be required to assist in providing oral health care to my child. I also consent to information that has been collected by Queensland Health, when providing oral health care to my child, being used by Queensland Health to check and assess the oral health services my child has received and how those services have been used, so long as my child's name is not used in any reports or published statistics.</p>			
<b>Please go to Page 2 and complete and sign the questionnaire.</b>			

## APPENDIX D

### Downlands College Boarding Mobile Phone Acceptable Use Policy Contract

1. I have read and understood the above information about appropriate use of mobile phones at Downlands College and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying a phone should the need arise (eg if lost, or if the phone is being used inappropriately).
2. I give my child permission to have a mobile phone at school and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while the student is at school, as outlined in this document.
3. I give permission for College staff members, in the presence of the Head of Boarding and in consultation with me, to access my son or daughter's mobile phone to examine any files or records on the phone if staff feel that the Mobile Phone Policy has been breached. The student will be obliged to provide her / his passcode.
4. I also accept that the College will administer the sanctions as described above in the case of unacceptable or inappropriate use of the phone.

Parent / Guardian name: .....  
Please Print

Parent / Guardian signature: .....

Date: .....

Student name: .....  
Please Print

Mobile phone model: .....

IMEI : .....

IMEI – International Mobile Equipment Identity: Unique number 15 or 17 digits found under the battery or in most phones by pressing \*#06# on your phone

Mobile phone number: .....

Student signature: .....

Date: .....

## APPENDIX D continued

## APPENDIX D (continued)

### Downlands College Boarding Mobile Phone Policy

#### Rationale

Students are permitted to have mobile phones at Downlands, but there are restrictions. Our Mobile Phone Policy aims to ensure the general well-being of all of our students by providing good conditions for study and sleep. We ask that parents and students abide by some simple rules and that all students fully understand the issues associated with owning a mobile phone.

#### Values:

Downlands nurtures a strong religious spirit, marked by the Gospel values of Faith and Community. The College motto is ***Fortes in Fide Strong in Faith***. Our Faith is based on a belief in and commitment to a loving God, while Community is that sense of identity which unites students, families and staff in Christ, as a special part of the family of God. We value truth, learning and respect for the individual as essential features of the education process. In the search for truth, Downlands encourages students to integrate faith with life (*Philosophy and Aims of Downlands College*).

#### Policy:

1. The Boarding School considers the monitored use of mobile phones a positive means of communication with family and friends.
2. Boarders may use mobile phones in free time after school and in the evening.
3. On Study Nights (Mondays to Thursdays) parents of boarders may phone between:

All Year Levels:	3:00pm – 5:45pm
Years 7, 8 and 9:	7:30pm – 8:20pm
Year 10:	8:15pm – 9:15pm
Years 11 and 12:	8:15pm – 9.45pm
4. When purchasing a phone for a student, consideration should be given to the type of phone which would be appropriate to a boarding school environment.
  - Phones with unlimited call plans are discouraged.
  - Expensive phones that cannot be properly secured are discouraged.
5. The school takes no responsibility for the loss, damage or theft of a boarder's mobile phone.
6. All boarders who bring a mobile phone to school will be asked to sign the **Downlands College Boarding Mobile Phone Acceptable Use Policy Contract** ([Appendix D](#)).

The understanding will be that they will have their phone confiscated if they breach any of the conditions in the contract.

#### INFORMATION from 2026 Information for Parents Handbook

#### A reminder about Downlands' 2026 Smartphone Free Age Bracket

In light of the increasing risks associated with social media use and the forthcoming national social media restrictions, we encourage all Downlands families to consider supporting our initiative to maintain a smartphone free age bracket for students from Prep to Year 9.

Please note that this is not a mandated policy. Rather, it is an opportunity to strengthen our shared commitment to student wellbeing by helping families make the most of the upcoming social media changes. This approach enables all members of our community to make informed, collective decisions that prioritise the safety, development, and wellbeing of our students.

Key conditions include:

### Mobile Phones:

- May not be used in study times and must be turned off.
- May not be used in bathrooms.
- May not be used after lights out.
- May not be used in the Dining Room.
- May not be used during meetings or during Mass.
- May not be used to bully another person.
- May not be used if they breach the privacy of another person.
- May not be used for inappropriate email or internet.
- May not be used to bring images of pornography or any other pictures to school that are at odds with our College Ethos and Spirit.
- May not be used to photograph, record or video another student or staff member without permission.
- May not be used to send inappropriate images to others.
- May not video, record or photograph a boarding activity without permission.
- In the event that staff feel that the mobile phone has been used in breach of the policy, staff members may examine any files or records on the phone.
- Staff must be provided with the boarder's mobile number and IMEI number.
- Boarding staff need to be notified if there is a change to a student's phone number or IMEI number.
- Students may not use another student's mobile phone without permission of the owner.
- The understanding that phone chargers may be tested for electrical safety.
- The understanding that Boarding staff will confiscate a student's mobile phone if it is determined that there has been a breach of this policy.

## APPENDIX E - Downlands College Student Driver Guidelines and Policy

### Policy

The Downlands College Student Driver Guidelines and Policy (Guidelines & Policy), as amended from time to time, applies to any Downlands College student enrolled of legal driving age, who intends to drive a vehicle (which for the purposes of this document includes any form of electric scooter) to and/or from the College, on a regular basis or occasionally.

### Purpose

Many students become drivers and start driving themselves to school during the Senior years of schooling. Whilst this is a significant and exciting rite of passage for our young people with most young drivers being careful, safety conscious and considerate when driving, they are one of the most vulnerable road user groups. Travelling with teenage passengers adds to the risk for these young drivers.

The purpose of the Guidelines & Policy is to clearly outline the College's position, rules, and expectations for students of legal driving age who intend to drive vehicles to and/or from the College as a Day student or as a Boarding student (including to and from College related activities), in order ensure the welfare and safety of all students.

For a student to drive a vehicle to/from school is a privilege. Likewise, for a boarding student to keep a vehicle at school is a privilege. Students of legal driving age who intend to drive vehicles to and from the College, must read, understand and agree to the Guidelines & Policy prescribed by the College. The Guidelines & Policy are intended to ensure the welfare and safety of students, and to maintain a positive image of the College within the local community.

## REQUIREMENTS

1. Students are required to register their private vehicle with the College by completing and returning the Acknowledgment and Registration Slip annexed to this Guidelines & Policy.

On registration of the vehicle, students are required to provide a scanned copy of their valid drivers' license.

All students are to provide these documents to their Year Leader in the Day school, with an additional copy provided to the Head of Boarding as relevant. Any change to the student's vehicle registration and / or drivers' license must be updated with both branches of the College as soon as practicable.

2. Students are **not** permitted to drive to and from the College (including to and from College related activities) until they are in receipt of individual written authorisation from the Principal and Head of Boarding (as relevant).
3. Day students are required to park in the assigned Student parking area,
4. Boarding students are required to provide the Boarding House staff members with their vehicle key (including spare keys) to ensure that they are appropriately locked away.

The approved registered vehicle is to be parked only in the specified area of the school grounds and not in other areas of the College.

5. Student drivers are not permitted to access their vehicle without prior approval from College staff.
6. Boarding students are not permitted to use private vehicles to drive to and from College excursions, functions, or events, unless authorised by the Head of Boarding and/or Principal.
7. No boarding student is permitted to leave the College without approved leave. All use of vehicles for student travel must be registered in 'REACH Leave' for parental approval.



## APPENDIX E continued

### PASSENGERS

1. Student drivers are not permitted to carry other students as passengers to and from the College without written authorisation from the passenger and driver's parent/guardian. ***This permission must be applied for on each occasion a Student driver is transporting a passenger.***  
The passenger Parent Permission Form is available from Heads of House.
2. If a Boarding student driver is carrying a family member as a passenger, leave must be approved in REACH before they travel to/from the College.
3. Student drivers who have parental / guardian approval to transport other students as passengers must consider the provisional license obligations and restrictions that may apply.  
Please refer to: <https://www.qld.gov.au/transport/licensing/driver-licensing/applying/provisional/restrictions>
4. To ensure that all involved are aware of the College's requirements and expectations, student drivers, student passengers and their parents/guardians must, sign and return the Parent Permission Form, prior to driving to the College and/or departing the College or otherwise being passengers in another student's vehicle. **This requirement is essential and there will be no exceptions.**

### LIABILITY

1. The College accepts no liability for any loss, damage or injury of students or passengers or their property whilst driving to or from the College.
2. The College is not responsible for students whose parent or guardian allows them to drive to and/or from the College or to be passengers in vehicles driven by other students of the College.
3. Claims arising out of accident or injury in a private vehicle are solely dependent upon the owner's insurance and on the application of common law principles.
4. The College takes no responsibility for damage to private vehicles whilst on or in the vicinity of the College grounds.
5. All drivers are required to abide by road rules and laws as set out in the ***Transport Operations (Road Use Management – Road Rules) Regulation 2009 (Qld)*** and ***Transport Operations (Road Use Management) Act 1995 (Qld)*** as amended and superseded from time to time.
6. Private vehicles must be registered, roadworthy, licensed, and comprehensively insured at all times. Provision Plates must be displayed at all times, in accordance with the law.
7. Any unsafe driving or breaches of the road rules will be reported to the Queensland Police Service. The College also reserves the right to take appropriate disciplinary action against students failing to comply with the Guidelines & Policy.

### CONSEQUENCES

1. Students who drive irresponsibly or fail to comply with obligations set out in the Guidelines & Policy may be subjected to disciplinary consequences, which may include one or a combination of the below:
  - Parental contact and pick up;
  - Restricted or suspended driving privileges;
  - Suspension or "pause" of enrolment; and/ or
  - Expulsion from the College.

Any unsafe driving behaviour or breaches of the road rules will be reported to the Queensland Police Service.

Once you have read and understood the College's Guidelines & Policy, please sign and return the Acknowledgement and Registration slip (following pages).

## APPENDIX E continued

### ACKNOWLEDGEMENT

I acknowledge and agree that:

- (a) I have read, understand, and agree to the Downlands College Student Driver Guidelines & Policy on the previous pages.
  - (b) I will act entirely in compliance with the Downlands College Student Driver Guidelines & Policy at all times.
  - (c) I will advise the College immediately of any changes to the information provided on this form and or the Registration Slip by providing this information to the Year Leader and Head of Boarding as relevant.
  - (d) I will not carry a passenger without an approved Passenger Permission Form.
  - (e) I will only drive a vehicle that conforms to the requirements and/or restrictions of my driver licence and that is roadworthy, registered, insured, and has adequate seating and seatbelts for the number of passengers transported at any one time.
  - (f) The information supplied on this form is true and correct.
  - (g) I will not drive a vehicle to or from the College until I have received written approval from the Principal and Head of Boarding.
  - (h) Any damage caused to the vehicle on College grounds (including any loss of property) is not the responsibility of the College.
- 

**Student Name:** .....  
Please Print

**Boarding House** (if applicable): .....

**Signature:** ..... **Date:** .....

**Parents/Guardians name:** .....  
Please Print

**Parent/Guardian signature:** ..... **Date:** .....

**Parent/Guardian signature:** ..... **Date:** .....

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**Year Leader approval:** ..... **Date:** .....

**Head of Boarding Approval:** ..... **Date:** .....

**Principal Approval:** ..... **Date:** .....

## APPENDIX E continued

### VEHICLE REGISTRATION SLIP

Student Name	
Year Level	
Boarding House (if applicable)	
Vehicle Registration Number	
Insurance Details	
Make / Model of Vehicle	
License Number	

*Please also include a scanned or photographed copy (colour, both sides) of your valid drivers' license*

## APPENDIX F Boarding Student Clothing List

### General requirements - all items must be clearly tagged with student's name

Toiletries - no aerosols please

Pillows, Doona and covers (if only using one sheet must have two (2) covers)

Two (2) sets of fitted bed sheets with pillow cases - to fit a single bed.

Flannelette recommended for Winter.

**N.B. Harris House (Boys Years 11 - 12) will need king single linen.**

Towels (minimum of two (2))

Thongs (for showering)

Coat hangers

Large container (sealable) for food

Coffee mug (labelled with name)

Power pack (no double adapters permitted).

Small box fan or desk fan (must be named)

Small laundry basket

Shoe polishing kit and sewing kit

Waterproof jacket / umbrella

Pyjamas / boxer shorts

Casual clothing (jeans / shorts / track pants / t-shirts / polo shirts - *NO alcohol, cigarette or inappropriate advertisements are to be printed on clothing*)

Suitable dress attire for Mass and Dining Room (no short shorts, mini skirts, no bare midriffs, no thongs)

Appropriate underwear

Swimwear (girls - one-piece swimmers only)

Appropriate footwear (runners / sport style thongs)

Recreation / sports training clothing

Casual hat for after school is compulsory

Heavy duty net laundry bag for laundering underwear and delicates - available from the College Uniform Shop

Linen laundry bags (for soiled clothes) are provided by the Laundry.

Padlock for security drawer (girls)

Padlock and small chain for securing wardrobe cupboards with spare keys

Lockable metal box to secure valuables (boys)

### ***Banned Items: electric blankets, heaters, refrigerators***

### College Laundry requirements

All clothing must be labelled with name tags (e.g. sewn on shirt collar and back of jeans at the waist).

All Boarding Houses have in-house laundry facilities for occasional and / or special purpose use only.

All uniforms, towels, sheets etc must go to the Laundry.

Each Boarding House has a laundry service twice per week.

It is necessary for your child to have sufficient casual and school uniform clothing to cope with the weekly laundry cycle.

***Remember - there is limited space available. Do not bring too much to start with.***







# Downlands College

TOOWOOMBA QUEENSLAND AUSTRALIA



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