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The Scots School Albury Boarding Directory

The Scots School Albury

PMB 6006, AMDC, Albury NSW 2640
Telephone: 02 6022 0000; Fax: 02 6041 3210
Email: enrolments@scotsalbury.nsw.edu.au
Website: www.scotsalbury.nsw.edu.au

Head of Sellars House  Mr Chris Segrave
0406 485 505

Head of Wilson House  Mrs Georgie Simpson
0417 405 003

Boarding House Phones

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School Nurse  Mrs Cate Miller
0412 549 513

“Education is not simply about school. For most people in Australia, education begins within a family and community, and continues throughout life. Learning connects us with one another and with our world; and teaches us to become responsible citizens, locally and globally. Education assumes opportunities for knowledge and learning, encourages enthusiasm for teaching and invites each person to develop their full potential within the community”

Uniting Church in Australia (Charter for Education)
Our School
The Scots School Albury is a Uniting Church, independent co-educational boarding school in the Albury-Wodonga region. Guided by its motto Fide et Literis (faith and learning), the school upholds values in the Christian tradition and embraces the broader goals for learning and community of the Uniting Church. Our school is strengthened by people of different faiths and cultural backgrounds who share our core values and add to the richness of school life.

Our Values
Scots students strive to be:
Resilient
Compassionate
Ethical
Creative
Curious
Resourceful
Inclusive
Courageous
Articulate

Our Staff
Our boarding houses are led by Mr Kevin Turner (Boys) and Mrs Georgie Simpson (Girls). Kevin and Georgie lead a dedicated team of professionals with qualifications in areas such as teaching, nursing and counselling, who are supported by academic staff and university students who reside on campus and are available for specific subject tutoring sessions.
These dedicated and caring staff provide a secure and friendly environment for the boarders. They are committed to ensuring a happy, safe and structured way of life for our boarders.

Life, Learning and Leading
A Scots education is delivered through a values-led, evidence informed framework, which integrates our learning and caring priorities, to enable our community of students and staff to flourish.
This educational framework covers three interwoven streams.
LIFE - We care for the academic, social and emotional wellbeing of each student.
LEARNING - We create opportunities for students to achieve their maximum potential.
LEADING - We establish a culture that encourages self-leading and the leading of others.
Each stream provides planned, world-class programs pathways and professional development opportunities.
Each stream complements and reinforces the other to deliver a positive and productive educational experience for students and staff.

Our Parents & Community
We aim to build a sense of community amongst our boarding families, and hold a number of events throughout the year to facilitate this. The School is fortunate to have a strong Boarder Parent Group who provide a support network for parents and a communication link between families and staff. The members also play an important role in assisting with the transition to boarding for new boarders and their families.
FORMS (school website)

(a) **Return** (to be completed and returned to the Head of Boys / Girls Boarding at the commencement of each year)

1. Student Behaviour Contract (new Boarders)
2. Approved Visitors List
3. Digital Citizenship and Acceptable Use Policy
4. Boarders Medical Information forms new or updated

(b) **Optional**

1. Permission Request for Car (for Senior students)
2. Permission Request for Passengers in a Students Car
3. Permission Request to be passenger in another Students car
4. Boarding House Agreement to use Special Equipment

**Please return all forms before the start of school for processing.**

Policies

The Key policies are

- Student Code of Conduct,
- Boarding Student Behaviour Contract 2016
- Prevention of Bullying Policy and Procedures
- Discipline and Behaviour Management Policy
- Child Protection Policy
- Health Care Policy
- Pastoral Care Wellbeing Policy
- Parent and Students Grievance and Dispute Policy & Procedures
Our Aims

Sellars and Wilson Boarding Houses have an educational role as well as the traditional role of providing care. We consciously strive to function as a family-based community, and encourage parents to maintain responsibility in much of the decision-making concerning their children. The pastoral care exercised by the House Staff ensures that all students feel cared for and respected at all times. We seek to develop young adults who accept themselves and others, and who understand that relationships are based on mutual understanding. We encourage trust, integrity and loyalty to one another.

The specific aims of the Boarding Houses are:

a) to provide a comfortable, secure and predictable environment in which to live.

b) to encourage the participation of the children in a wide range of cultural, recreational and sporting activities.

c) to provide the facilities and encouragement to pursue excellence in the academic field.

d) to develop in the children the confidence and responsibility to participate actively in the community.

e) to develop a sense of purpose in which each child sees him or herself achieving worthwhile and realistic goals.

f) to develop a sense of community, in which there is awareness and a willingness to help, strengthen and support others, especially those who are disadvantaged.

Our Commitment

Together we must work to make our Boarding House the welcoming community we want it to be.

- It will be a friendly place if I am friendly.
- We will accomplish much if I work hard.
- It will be a place of loyalty, truth, respect and cooperation if I show these qualities.

Therefore, I am responsible for being all of the things I want my community to be.
Student Rights and Responsibilities

- Students have the right to a meaningful education with high standards.
- Students have the responsibilities to be punctual, attend commitments and be appropriately prepared.
- Students have the right to voice their opinions in matters that directly affect the quality of their community.
- Students have the responsibility to demonstrate respectful and courteous behaviour at all times.
- Students have the right to physical safety and protection of their personal property within a safe environment.
- Students have the responsibility to maintain good health and safety by refraining from smoking, use of alcohol, drugs and other substance abuse.

Student Values

This list reflects input from all current boarders. They are their values, not just imposed from the staff.

- Respect: We treat others as we would be liked to be treated
- Honesty: We trust each other and we are open with our communication
- Friendship: We take the time and effort to build strong relationships
- Fun: We make our community a fun and enjoyable place to be
- Teamwork: We all pitch in and work together
- Care: We look out for each other and help each other out
The A-Z of Boarding

Absence from school
If boarders are going to be away from School, parents must phone or email BOTH the Boarding House and the Day School of this intention. Absence notes are to be completed and returned to the school as soon as possible after the absence. A master copy of this form is on the school website. Boarding Staff inform the school of students who are away; however, the absence note should be signed by the parent.

Activities
It is important that boarders make the most of their opportunities during their stay in the Boarding House. It is a way of forming lasting friendships, developing character, and testing the limits of their abilities in various fields.

Activities are organised for boarders staying in over the weekend. There may be excursions to Melbourne or Canberra for sporting or cultural events; however, these trips will generally be local day trips.

Sport
Each boarder is encouraged to participate in at least one school team sport each semester.

New boarders may find it difficult to get into teams as most competitions start in Term 4 of the previous year. They are advised to seek assistance from the Head of Boys / Girls Boarding if they are interested in getting into teams.

Boarders are asked to seek permission before entering into individual arrangements with outside or social teams.

The following is a list of possible activities.

Winter Team Sports (Boarders are to sign up with teams at the Day School)
Football, Tennis, Basketball, Hockey and Netball

Summer Team Sports (Boarders are to sign up with teams at the Day School)
Cricket, Tennis, Basketball, Touch Football, Softball, Netball

Activities arranged outside the school
(Parents / boarders may organise privately. Please discuss with staff before signing up)
Dancing, Karate, Water Polo, Indoor Soccer, Mixed Twilight Hockey,
Club Sports: Soccer, Boxing, Rugby League and Rugby Union, AFL, Cricket (seniors), Netball
Activities within the School

These will be organised by Boarding Staff if there are sufficient numbers. Activities offered are as follows:

Morning Fitness, Morning Tennis, Weight Training (seniors), Yoga, Art, Aerobics, Dancing and Swimming.

Music

Many boarders take lessons and participate in choirs, orchestras, and other music groups. Practice rooms are available in the Cultural Centre before and after school. The Cultural Centre is also open for practice on weekends from 9.00am until 6.00pm. As students will be practicing their instrument in the Cultural Centre it is the responsibility of students to act in a responsible manner. Students are required to sign out from the Boarding House when practicing music and record the time they will return to the Boarding House. Students are not to leave the music practice rooms and make their way to another location without the permission of the Boarding staff.

Recreational Activities

There are activities other than competitive sports available for those interested. These include activities available for students in Year 9 and above, which lead to an award such as under the Duke of Edinburgh Award Scheme.

Membership of Albury clubs such as archery, clay pigeon shooting, golf and fishing can be arranged. Boarders who are interested in attending should bring a note from home giving parental permission and then arrangements will be made with the Club Secretary for the first visit. In some cases, a junior membership fee will be required.

Other activities may involve a regular commitment from boarders, for example, dance classes, music classes, or TAFE. All details must be presented to the House Staff well in advance of starting this commitment. This allows for transport and meal arrangements to be finalised.

Boarders are encouraged to take some responsibility for their own fitness programmes. From 6.30am boarders may go for a run, walk or bike-ride. Aerobics, yoga or swimming are also possible if numbers are sufficient. **Students are required to always go in groups of three (minimum) for their own safety.**

Boarders are encouraged to make use of the library and read more widely. The library have a daily supply of newspapers to keep the children informed of current affairs.

Weekend Activities

All students who stay in the Boarding House over the weekend are encouraged to participate in activities offered to them by Staff. These might include excursions to nearby towns eg. Beechworth, Bright, Wagga etc. Trips to the Albury Swim Centre or Lake Hume are popular in summer. Excursions to cultural or sporting activities in Melbourne or Canberra are also organised, as are Cinema nights. A number of these activities will be provided without charge to Boarders. Some activities may incur an additional charge that will be charged to your school account.
Amenities
Each boarding house has a variety of recreational rooms, which have kitchen facilities and TV’s for entertainment.

Computer Room
There are a number of computers in each boarding house for Boarders to use

Other Facilities
Depending on staff availability, boarders may also use many of the school facilities such as tennis courts, gymnasium, volleyball courts, Design & Technology workshop and swimming pool

Banking Arrangements
The average amount of pocket money that students need is $15.00 - $20.00 per week. This, of course, is determined by what students are required to purchase with their pocket money and in consultation with parents.

The Boarding House Staff do not issue pocket money. Students will need to either set up a Cash card account or a savings account. They may access this on the days that they take street leave.

Behaviour Contract
At the commencement of each year ALL boarders sign the Boarding Code of Conduct Contract. It is expected that by signing this boarders will adhere to the standards of behaviour expected. There are various levels of consequences for misdemeanours. Carers / Supervisors are more likely to deal with indiscretions with a warning or suggestion as to why the action is inappropriate. Repeated offences or serious breaches of the Code of Conduct will result in referral to the Head of House.

Bicycles
Bicycles may be kept at school for fitness training. Bicycles should not be lent to other students. Use of the bicycle may be withdrawn if these conditions are not met.

Bicycles are to be kept locked in the bicycle shed located next to Wilson House. Senior students may lock their bikes in the racks provided outside the Health centre. Students are advised to place a padlock on their bicycles. Students must comply with the law – including lights when it is dark and **Helmets must be worn**.


Birthdays
Birthdays are recognised each week with a birthday cake being provided at Formal Dinner on Wednesday nights. Daily acknowledgement of birthdays is also given at breakfast. Students are encouraged to celebrate the important occasion of birthdays and parents are welcome to arrange a birthday cake to be delivered to the boarding house for their child. Details of local cake shops, which deliver, may be obtained from Boarding Staff.
Boarder Parent Flat
There is a twin bed and a double fold out sofa couch bed flat located at the end of Sellars Boarding House which is available for boarder parents to use if they are in Albury overnight on school business. The flat is booked via either Head of Wilson House or Head of Sellars House.

Boarder Parent Group
The Boarder Parent Group (BPG) has been established to provide a support network for parents and a communication link between boarding and staff. They offer advice on areas of interest and expertise, including strategies to cope with the number of issues that arise for boarders and their families, from homesickness, to travel, to surviving the HSC. The group meet once a term during convenient travel times. They have greatly assisted with the induction of new boarders and can give good advice to those anxiously waiting to join us.

The Executive Members of the group are supported by a representative from each Year Level who assists you to get to know other parents in your child’s year. The BPG has been a terrific addition to the communication network. Please make yourself known to them and attend a meeting to see what they do.

2016 EXECUTIVE

- President: Currently Vacant
- Vice President: Lise Bell
- Secretary: Melinda Harris

Boarding Student Leaders
The Boarding Captains are responsible to the Heads of Sellars and Wilson Houses. They represent the boarders in developing new ideas, providing feedback and helping with the communication channel. Boarding Student Leader elections are held in August when all boarders have an input into the leadership team. It is a structured electoral system which helps educate boarders in our community electoral process.

Cars
Please refer to the school car policy

Chapel / Reflection Time
This time is a time which gives us space to reflect on our lives and values. Reflection Time challenges our view of the world and our position in it, a view which has encouraged many to seek answers to their questions.

Clothing
More information appears under the section on School Uniform. Note that it is essential that all boarders have smart casual wear for formal occasions. In the Dining Hall sensible casual wear must be worn, (sleeveless singlets, thongs and hats / caps are unacceptable.) At all times casual wear must be neat and tidy, respectable and in good repair.

All clothing must be clearly labelled with a woven nametag.
**Computers**

Students are to bring their own Computers or Laptops in line with the Scots Bring Your Own Device (BYOD) policy. It is to be used primarily to support learning, checking e-mails and some recreational use. Students must complete a school Digital Citizenship and Acceptable Usage Agreement each year. A detailed copy of the policy can be found on the website. (Students will take the lead in having the agreement signed by parents after they have been briefed.) Computers not used in a sensible manner or at inappropriate times may be confiscated by boarding staff.

**Daily Routine**

**Weekday Morning**

6.30 **Morning Activities Group**
- Wake up and depart for Supervised activity, Walk or Run (Must be arranged the night before)
- Return to House by 7.30am and prepare for school and leave for breakfast at 8.00am with the rest of the house.

7.15 **Lights On / Wake Up**
- Supervisor / Carer to turn on lights in Junior area (7 / 8 / 9 / 10)
- Year 11 by 7.20am and Year 12 by 7.25am
- Boarders to get washing to laundry as early as possible.

7.50 **Inspection**
- Seniors to inspect Years 7, 8, 9 & 10, with the help of Staff.
- Beds made, clean clothes, clean shoes, cubicles tidy, bins empty etc.
- Supervisor / Carer to inspect Year 11 area.

8.00 **BREAKFAST**
- All boarders to be at the Dining Hall before 8.10am.
- Boys and Girls are to move in quickly and quietly.
- Boarders clear up own tables and leave when completed this, by 8.25am.

**NOTE:** All boarders are to check that their tables are clear before they leave.
- Year 7 / 8 Duty: Check tables and sweep floors.

8.30 Year 12 only return to house to collect equipment for the day. Ensure that rooms are tidy.
- Must leave House by 8.40am
- Years 7-11 leave directly to school from breakfast.

**NOTE:** No boarder is to return to the Boarding Houses during the day without the written permission of Head of Boys / Girls Boarding.
- The return note must be handed to the laundry staff on arrival at house.
Weekday Afternoon

3.30  Return from School – Sign In

Boarders are to change out of uniform and prepare for sport, street leave, relaxation or afternoon activities.

Boarders who have commitments are to report to the Staff by 3.45pm.

AFTERNOON LEAVE

Boarders sign out to the Staff at the office for sport, activities and leave

Years 7 - 11 Street Leave ONCE / WEEK; return by 5.30pm.

Year 12 Street Leave; return by 5.30pm.

5.30  Sign In

Boarders are to sign in to the Carer as they return from activities and leave.

5.50  All boarders are to be neatly dressed for dinner

6.00  DINNER

Boarders are expected to be respectful to all in the Dining area

WEDNESDAY Only – Week A – Formal Dinner / Week B – Reflection Time

5.00  Sign In from street.

Boarders are to sign in to the Carer as they return from activities/leave

5.25  All boarders are to be neatly dressed for Formal Dinner (Week A)

5.45  Formal Dinner

Weekday Evening

6.50  Prep begins for all. They must be working quietly at their desks in their allocated Prep area.

8.00  Years 7 & 8  Prep ends - Supper and prepare for bed.

8.15  Years 9  Prep ends - Supper and prepare for bed.

8.30  Years 10  Prep ends – Supper and prepare for bed.

9.00  Years 7 & 8  Bed, quiet reading

Years 11 - 12  Prep ends - Break

9.15  Years 7 & 8  Lights Out

9.30  Year 9  Lights Out

Years 11 & 12  Supper and prepare for bed

10.00  Years 10  Lights Out

10.30  Years 11  Lights Out

11.00  Year 12  Lights Out and All boarders settled

Year 10 must be inside after prep break at 9.30 pm (Years 11 & 12 at 9.45pm)
Saturday
8.00  **Wake Up & Breakfast**  Boarders to wake, dress and attend breakfast before 10.00am
9.30  Boarders prepare for sport or activities and sign out at the Front Desk.
9.30  Street Leave available to Years 7 - 12 until 12.00pm. Boarders must discuss arrangements with and report out / in to the Supervisor / Carer.
12.00  **LUNCH**  All boarders are to go to lunch between 12.00pm and 1.00pm.
1.00  Afternoon activities. Boarders sign out to the Supervisor / Carer.
2.00  Leave available to Years 7 - 12 until 5.00pm. Boarders must discuss arrangements with and report out / in to the Supervisor / Carer.
5.00  **Sign In**  Boarders must sign in to the Supervisor / Carer as they return from sport and activities.
6.00  **DINNER**
7.30  **DVD**  Supper during and at the end of DVD. Duty boarders to tidy up.
10.30  **Lights Out** (latest) Year 7 to 10
11.00  **Lights Out** (latest) Years 11 & 12

Sunday
8.00  **Wake Up & Breakfast**  Boarders to wake, dress and attend breakfast before 10.00am
9.30  Leave available to Years 7 - 12 until 12.00pm. Boarders must discuss arrangements with and report out / in to the Supervisor / Carer.
12.00  **LUNCH**  All boarders are to go to lunch between 12.00pm and 1.00pm.
1.00  Afternoon activities. Boarders sign out to the Supervisor / Carer.
2.00  Leave available to Years 7 - 12 until 5.00pm. Boarders must discuss arrangements with and report out / in to the Supervisor / Carer.
5.00  **Sign In**  Boarders must sign in as they return from leave.
6.00  **DINNER**
7.00  **In Rooms**  All boarders to be in their rooms.

  * Complete Homework - weekend homework completed.
  * Clean Up - rooms are to be tidied up.
  * Prepare For School - pack bags, shoes cleaned, uniform ready
8.00  **Quiet Relaxation**  Boarders may watch television, read or continue with Prep
9.00  **Lights Out** (latest) Year 7 & 8
9.15  **Lights Out** (latest) Year 9
9.45  **Lights Out** (latest) Year 10
10.15  **Lights Out** (latest) Year 11 & 12

Please Note: Sunday Night is a slightly earlier lights out night than during the week to help better prepare for upcoming week.
**Damages and Lost Property**

Damages to property will incur a consequence for the offender as well as a bill for the replacement. This will be communicated to parents and charged to the account. Honesty is expected from students at all times.

The School insurance does not cover the loss of personal items, except in the case of fire. Each child is responsible for the safekeeping of iPads, computers and other valuable items. It is important that these items are locked away when not in use.

An item, which has been lost (or stolen) must be reported to the boarding staff. The staff will consider the report and decide on the appropriate action as outlined in the Boarding Policy on Loss, Search and Confiscation

**Dress Standards for Formal Dinner**

- **Boys:** Collar, tie, trousers and dress shoes
- **Girls:** Non-revealing dresses, skirts, dress pants, semi-formal top and appropriate footwear.

**Driving Lessons**

Students of the appropriate age may arrange to have driving lessons, take the test for their Learner Permit or for their Provisional License. The most appropriate time for these lessons is either before or after school.

**Duties**

All boarders are expected to do a certain amount of ‘duties’. Lists of duties and current rosters are to be found on the house notice boards. Duties may include emptying bins, supper clean up or assisting with putting younger students to bed.

For example: each weekday, Year 7 & 8 students are responsible for a general clean-up of the Dining Hall following breakfast.
Fire Drill & Evacuation

a) Evacuation
There is an established routine for evacuation from each Boarding House.
These are rehearsed regularly throughout the year.

Sellars House
Years 7, 8 & 9 use the exit from their dormitory.
Years 10, 11 & 12 use the exits nearest their dormitory.

Wilson House
Years 10, 11 exit through the upstairs flat or the main stairway.
Years 7, 8, 9 exit through the downstairs flat, laundry or the main entrance.
Year 12 leave through the emergency exits.

All boarders are to assemble in year groups on the steps in front of the Luff Pavilion at Wilson Oval where there will be a roll call.

It is essential that students sign in and out of boarding houses at all times so that their presence or absence may be noted in the event of a fire. Students bringing visitors back to the boarding houses must ensure that they also sign in and out.

Instructions for Fire Evacuation Procedures are on all major doors and exits.

b) Lockdown
In the event of intruders or a danger outside the boarding house we will lockdown.
A tone will be sounded which will mean all boarders are to return to the house.
A roll will be checked and boarders will be kept safe.
Homesickness
It is perfectly normal for a child living in completely new surroundings, such as the Boarding House, to feel strange and to want to go home. Children must realise that they are likely to feel homesick from time to time, and it is something they should not try to hide. All boarders have at some time felt this way. In an effort to help children manage their homesickness, we allocate senior students to support the boarders. These students along with the rest of the House Staff play a vital role in the settling-in process for the new boarders.

Laundry
Washing will be done on Monday, Tuesday and Thursday each week. Students are to collect clean clothes from the laundry or storage shelves at allocated times. Personal items such as underwear are to be placed in laundry bags and socks are to be pinned together with a large safety pin. School Uniforms only are dry-cleaned.

All items are to be clearly marked with a woven name tag. Please note that laundry marker pens fade after a few washes and cannot be read.

Students change linen and towels each week under the supervision of staff. All laundry is done by laundry staff at the boarding house.

Leave Arrangements

Weekend Leave.
Weekend leave is available any weekend of the term, provided that all commitments (sport, music, etc.) are met. The school uses an online program called “Leave Monitor” to coordinate weekend and daily leave.

To organise weekend leave, students must complete the online form in Leave Monitor. An automated email is generated and sent to parents. Parents must sign and return this form for leave to be approved. Leave must be organised by 8am Thursday. Leave may be denied when the request for leave arrives too late.

Leave for special occasions such as the Presentation Ball, Graduation Ball and parties require notice well in advance to the Boarding House Staff.

Boarders are not permitted to return to the Boarding House after a party. It is their responsibility to arrange for a host to assist with accommodation. Boarders must be aware of the added responsibility that this creates for hosts. It is suggested that party requests be limited to 2 per term. It is essential that boarding parents contact party hosts to assess the safety of each party.

Anyone collecting a boarder for leave must call at the Boarding House desk and introduce themselves.

The Queen’s Birthday Weekend (June 10 - 12, 2017) is an Exeat Weekend, when all boarders are required to travel home by 5.00pm on the Friday evening.
There will be no weekend leave for any boarders on the first weekend of Term One. This helps new boarders to settle into Boarding House life

**Sports Leave**
Boarders must sign out on the register at the foyer desk before they leave for a sporting commitment (practice or game). The Boarding House must know travel arrangements.

**Street Leave**
*Years 7-11*
Students are allowed to take weekday leave to Dean Street, provided that:

1. the leave does not interfere with commitments.
2. they sign out and in through Leave Monitor.
3. they are accompanied by at least two other students.
4. they return before 5.30pm in Terms One and Four and 5.00pm in Terms 2 & 3.

*Year 12*
Students are given greater freedoms with leave. They must sign out and in through Leave Monitor and are asked to keep staff informed of their arrangements; however, leave for all students is granted at the discretion of staff.

**Appointment Leave**
Any student going to the orthodontist, doctor etc. must inform the School Nurse who will organise travel for the appointment.

Orthodontics and dentist appointments should be made for during school holidays where possible.

**Leave with People Other than Parents**
Boarders will only be given permission to leave the school grounds with a person nominated on their Approved Visitor List. Parents are encouraged to keep the information on these forms up-to-date. Parents and hosts must confirm overnight leave, even to the home of people on Visitor’s List.

**Mobile Phones**
Whenever on leave boarders should have a charged and credited mobile phone with them (or be on leave with someone who has one). This phone’s number should be registered with the Head of House or the MOD before leave is taken.
Meals

Our Catering staff prepares nutritionally balanced and delicious meals each day. Should your child have any special dietary requirements please ensure that these are advised to the Heads of Boarding Houses.

The meal service is generally of a multi choice, buffet style where menu items offer a wide variety of Core Foods Group foods that are prepared and cooked in a way to retain maximum nutrient value. Boarders enjoy the opportunity to serve themselves from the food offered rather than to have food plated for them, allowing for freedom of choice and encouraging responsible healthy choice and eating.

The range of food available for boarders includes:

- a wide variety of attractively presented cereals and breads, fresh fruit and vegetables.
- the availability of fresh fruit at all meal times and limited the availability of sugar based fruit juices and fruit juice drinks.
- food prepared with minimal addition of salts and the use of herbs and spices to enhance the flavour of food.
- menus that include generous amounts of haemoglobin and iron - beef, lamb, fish, chicken etc.
- menus that include calcium rich dairy products - milk, cheese, yoghurts and milk based desserts.
- chilled water being available at all meals.
- limited menu selection of high fat and fried foods and pastry based foods and limits on the availability of seconds of these foods.
- healthy food options always available when take away style treat food is offered.
- cholesterol free canola oils used in all cooking.

Fruit is usually available at the Boarding Office.

ALL boarders must attend all meals. Seating plans are drawn up each term and apply to dinner Monday to Thursday.

Wednesday A weeks is a Formal Dinner. Dress is to be formal. Wednesday Week B is Formal Dinner, smart casual dress, followed by Reflection Time. Several 'theme' nights are held each semester.

Special consideration will be given to the delivery of fast foods on weekends and orders can only be made after permission has been sought from the Carer.
**Medical**

The School Nurse visits each house each weekday morning. Wilson House 7.30am-7.45am and Sellars House 7.45-8.00am. For any confidential or complex issues boarders will be asked to return to the Health Centre at a time convenient for both student and nurse.

Boarders may nominate their own Medical Practitioner but are advised that appointments may be difficult to arrange at short notice. The Scots School has developed a relationship with The Doctors at Lavington Clinic. Medical appointments can usually be arranged by the School Nurse on the day required. Students are bulk billed on most occasions.

Boarders must have a current Medicare Card.

Parents will be notified in all instances where an appointment with a Medical Practitioner or other Health Professional is deemed necessary. Verbal consent from parents will be obtained and documented in the students medical notes.

The outcome of these appointments will also be discussed with parents.

Students who require a rest / sick day in the boarding house will be monitored by the School Nurse who will arrange medication, meals and liaise with parents, MODs administration and stage coordinators.

The School Nurse will be available between 7.30am and 4.00pm Monday-Thursday and 7.30am-1.30pm Fridays and can arrange appointments to doctors, dentists, etc., as required.

The School Nurse is available to meet with new parents at the beginning of each term in the Health Clinic to confirm the special needs and medical history of their children. Parents are asked to complete the Medical forms and permission notes that accompany mail from the school during January.

**Administration of Non-Prescription Medications**

Signed parental consent is required for non-prescription medication at the beginning of each year. Please refer to the *medications section* of the Border Medical Information Sheet for a list of medications available. These may be administered by the School Nurse and Boarding House Staff.

Boarders are *not* to self-administer any medications in the boarding house. This enables us to be aware of what your son/daughter is taking, whilst limiting their exposure to large amounts of pharmaceuticals. A concise record is kept in each house of medications/treatments given to each Boarder. This is reviewed daily by the School Nurse.

**PRESCRIBED MEDICATIONS**

Any medication prescribed by a General Practitioner/Specialist that requires border self-administration must be discussed with the School Nurse. Appropriate documentation must be completed and signed by parent, School Nurse and GP (available from School Nurse). This also applies for medications/supplements that are issued by parents (non-prescription or not stocked at school).

Once self-administration has been approved a locked box for storage will be arranged.
All prescription repeats are kept in the Health Centre and the School Nurse is responsible for arranging new supply or arrange medical review.

*Exceptions to the above include the oral contraceptive pill (OCP) and some topical medications Eg. Eczema treatments.

Discussion with the School Nurse is advised in these instances.

Schedule 8 Medications (e.g. Ritalin and Concerta)
These medications must be supplied by parent/guardian in the original container labelled with the students name, dosage and instructions.

Written authorisation from prescribing Doctor/Paediatrician is also required.

The School Nurse will not administer these medications without appropriate authority.

Schedule 8 medications will be only administered by the School Nurse.

A register is kept in which the School Nurse and Student will sign following administration of the prescribed medication.
Mobile Phones

Mobile Phones are permitted if they are used in a considerate way. Boarders must agree to the following conditions of use.

1. Boarders must register their phone with the Boarding House staff. This enables us to know who has ownership of a phone and what the contact number is.
2. If it is taken to the Day School, it can only be used with permission from a member of staff.
3. It is to be handed in to the supervisor during Prep time unless the supervisor has given permission to use for Prep.
4. Students in Years 7 - 9 will be expected to hand in their mobile phone at bedtimes.
5. It must have the tone turned to a low level.
6. It must be secured when not in use.
7. The camera use must not contravene privacy rules.
8. All internet access while on campus must be through the school Wi-Fi network in line with the Digital Citizenship and Acceptable Usage Policy.

Use of the phone may be withdrawn if these conditions are violated.

Policies

There are a number of policies and procedures specific to boarding which are summarised in this handbook. Full details of the boarding house policies are available for parents to view on the school website together with the key school policies which apply to both day and border students (such as uniform, grievance and behaviour management).

Prep (Homework)

Prep is an integral part of the School’s academic programme. Prep aims to consolidate class work, develop good organisational skills and encourages responsible research and study habits. Students can borrow research material from the Library until 5.30pm each day, in readiness for Prep.

Students in Years 9-12 are expected to complete Prep each Monday – Thursday nights. They are supervised by a Tutor. **During this time, mobile phones are to be turned off and there are to be no IPads or other music players on without permission from the tutor** and unless earphones are used.

- Years 7-10 will do supervised Prep in the school senior library.
- Years 11 & 12 students will do their Prep in their rooms.

It is expected that all students take responsibility for their own learning and engage in Prep diligently. There will be regular communication with academic staff.

Additional Prep/Homework can be done outside Prep time. The school Library is open until 5.30pm Monday - Friday.
Tutor Assistance
Year’s 7 – 10 complete homework under the supervision of an Academic Tutor and a MOD who will check the homework diary, and gives encouragement and assistance.

Senior students work in their own areas under the supervision of staff. Tutors help students on a group or individual basis. Programmes are arranged to assist boarders develop organisational skills.

House Staff and Academic Tutors will check the performance of boarders by looking at homework, discussing work matters and assisting with problems. Day School staff will notify Boarding staff if and when parents are informed of work related matters. The effectiveness of any programme, tutor help or homework is dependent upon the self-discipline and motivation of the student.

Quiet time in rooms is allocated on Sunday night for students to ensure all homework is completed for the start of the school week

Returning to the Boarding House
During the School Day
Boarders are expected to be fully prepared for the school day at all times. There are times, however, when students do find it necessary to return to the boarding house during the school day. This must only occur in an absolute emergency.

When students do return to the boarding house, they are required to obtain permission from the Duty Staff, if it is before school; and during school times, permission will be provided by the Head of Sellars and Wilson Houses.

Upon arriving at the Boarding House, the student present to the laundry staff, and then they will allow the student to enter the premises. If students do not present to the laundry staff, the laundry staff will inform the Heads of Houses who will follow up.

Rooms
Rosters are drawn up each term allocating rooms for all students. This encourages boarders to mix with each other and also allows all boarders to share the more favoured positions.

Boarders are expected to keep their rooms tidy at all times. The following conditions apply:

a) Lockers
Lockers should not be considered to be ‘secure’ places for valuable items, especially when the owner is absent for extended periods. Such valuables should be handed to staff for safekeeping. Lockers and cupboards may be inspected at any time. Personal items such as bags and swags may be inspected where the staff believes prohibited substances may be stored. Boarders are responsible for providing locks for their lockers.
b) Decorations
Boarders are encouraged to personalise their rooms with mementos from home including posters, fish bowls (small), decorations, special linen etc. All items must be presentable, appropriate and non-offensive.

c) Music
Boarders may play iPods or CD players provided that they do not interfere with the quality of life within the Boarding Houses. Headphones are to be worn when listening to music during Prep once permission has been given by Boarding House or Prep staff.

d) Clothes
All clothes must be put away neatly and tidily. Rooms are inspected throughout the week.

Security
Gates: The vehicle and pedestrian gates to Wood Street are locked and boarders will be issued with a swipe card for entry. Visitors will need to contact staff on duty who will allow entry onto school grounds.

Doors: All doors are locked except for the front doors during the evening.

Gates and doors are all automatically unlocked in emergency situations.

Storage Facilities
All belongings must be removed from the rooms at the end of each term. Some items may be stored in the storage areas. These must be clean and stored properly in a box with their name clearly marked. A Storage Room is provided for storage of luggage, swags etc. during term. These storage facilities are located in the boarding houses and adjacent to the Rec Room.

Taxis
Taxis are often used to transport students to destinations after dark because student safety is paramount. Boarders will be requested to show their Scots Student ID before the taxi driver will allow them to travel. The taxi fares are charged to the student’s account. Students should take note of the Taxi driver’s number before the commencement of the journey and the fare indicated at the destination. When possible, the school bus or the Boarding House car will be used for the group transportation of students.

All students travelling by Taxi must carry a mobile phone
Travel
Boarders are encouraged to organise their own travel home at weekends. They can obtain travel concessions, which are outlined in the NSW travel document. Victorian residents and NSW residents who travel with Vline have different concession arrangements and should check with the Coordinator or Vline.

Those returning on Sunday night by train may be required to catch a taxi from the station and report directly to the Boarding House.

Visitors
Visitors to the Boarding House are made welcome and are given assistance to find whomever they are seeking. Visitors must report to the Boarding House Staff if they intend to stay for any period of time. Visitors must inform the Boarding House Staff when they leave.

Where a boarder receives a visitor, they are to be introduced to the House Staff on arrival. Visitors may only be taken into the Boarding Houses with the approval of the Duty Staff. Visitors are expected to observe all school and house rules. The host should report the visitor’s departure to the Duty Staff.

Visitors of the opposite sex are not permitted to be taken into the Boarding Houses, beyond the front foyer.
Boarding at Scots

Scots boarders are comfortably accommodated in the fully supervised boarding houses, offering a safe and caring environment. The sense of community in our boarding houses underpins the supportive environment and cohesion between boarders, carers and parents.

Located on 11 hectares of extensive grounds, boarders at Scots live on the doorstep of idyllic rivers, lakes and mountains with the convenience of an easy commute to cities yet close to home for many regional families.

The family atmosphere encourages students to develop a sense of independence and establish life-long friendships with other students from around Australia. The Scots boarding experience broadens the world of students by providing a conducive, warm and supportive learning environment with the heart, soul and safety of a family home.

Students are encouraged to be aware of the needs of others, to celebrate and respect difference, to share responsibility of duties and to take a lead in supporting each other.
Boarding Houses and Facilities

Accommodation in the boarding houses is a transition from a partition-style room for junior boarders to single rooms for senior students. Years 11 and 12 boarders are allocated a private room, while the juniors enjoy the company and support of their peers close by but also value their private space. This area consists of a single bed, study desk and wardrobe, separated from their neighbour by a fixed partition which enables them to build new social connections, resilience and tolerance, as well as to promote diversity. These are key values in the Boarding House.

Boarders will need to provide the following items for their own personal use.

**Linen**
- 3 Towels
- Face Washers
- 1 Doona
- 2 Doona Covers
- 2 Bottom Sheets (fitted if preferred)
- 2 flat sheets
- 1 Mattress Protector
- 1 Pillow
- 2 Pillow Cases

**General Items**
- Underwear
- Handkerchiefs
- Bathrobe
- Summer and Winter Pyjamas
- Casual clothes as required
- 1 Pair Runners
- Toiletries
- 1 Shoe Cleaning Kit
- 1 Laundry bag
- 2 Kilt Pins for washing socks
- Coat Hangers
- Extra Name Tags or Permanent Laundry Marker
- Sports equipment
- Washing Powder, for own use (optional)
- Personal items (incl. toiletries, sunscreen, cotton balls, cotton buds, tissues, etc.)
Clothing Requirements

A full listing of Uniform requirements for all students is included in the School Handbook. School uniforms can be bought from:

**Scots Shop**

Ph: 02 6022 0014 or phone Pickles for an appointment time on 02 9905 2711

Online orders are placed at

http://www.picklesschoolwear.com/school/scots-school-albury-junior

or

http://www.picklesschoolwear.com/school/scots-school-albury-senior

**Clothing Pool**

Ph: 02 6022 0000 (Reception)

When ordering online you will receive a text message when your order is ready to collect from Senior School Reception, or Junior School Reception

All articles must be marked (prior to arriving at school) with surname and initials on woven name labels or tags. Please note that names written with laundry markers fade after a few washes and cannot be read.

**NOTE:** Boarders must have a set of good clothing for special occasions such as Formal Dinner nights. This means pants, shirt (collared) and dress shoes. Denim, thongs and track shoes are not acceptable.

**General Dress and Uniform**

When a student is in school uniform they should be dressed correctly, completely and cleanly at all times, whether at school or outside the school.

Parents are expected to fully support the school’s requirements concerning school uniform and neat appearance. Please assist us by ensuring that students are not wearing their uniform partially or incorrectly outside of school hours.

Each student is responsible for maintaining high standards of dress in and out of the classroom e.g. ties and buttons done up, shirts tucked into trousers or kilts, jumpers worn correctly. Shirts should be ironed. See the full list of uniform requirements in the following pages of this document.

**TERMS 1 AND 4**

The full summer uniform is worn during these terms. This includes the school hat.

When outside the school grounds, students must be in school shirt/dress or the blazer. At no time when outside the school may the jumper be worn as the outer garment. This includes public transport, walking, cycling, private car or shopping after school.

Girls must wear the school regulation white with navy stripe socks.

A student should wear the full school uniform at all times, including after school, not parts of the uniform with casual wear (e.g. sandals or thongs with the dress after school is not acceptable).

**TERMS 2 AND 3**

The full winter uniform is worn during these terms.

When outside the school, the blazer is the outer garment at all times. The blazer should be worn to and from school each day.
HATS
During Terms 1 and 4, all students must wear their school hat when outside. This includes, walking to and from school, waiting for buses and during lunch and afternoon break time. Hats should be cleaned regularly and they should be repaired or replaced when damaged or badly worn.

UNIFORM POLICY
Any breaches of the uniform policy will be dealt with by the staff. Students who cannot satisfactorily meet the uniform requirements will be given a lunchtime detention or other punishment. Frequent breaches of school uniform rules are considered a serious issue.

UNIFORM SUPPLIERS
The Scots Shop (operated by Pickles) and the Scots Clothing Pool (operated by the P&F) are the recognised suppliers of the uniform. Only at these shops, can you be guaranteed of buying the correct uniform items.

ACCESSORIES
During Terms 2 and 3 all students may wear a plain navy scarf and/or plain navy gloves.

Year 12 students may wear the Year 12 leaver top on Monday, Wednesday and Fridays only. It must not be worn to/or from school or to chapel/assemblies.

JEWELLERY
Girls
- 1 wristwatch
- 1 pair of plain metal studs to be worn in the earlobe, no stones, sleepers, decorative studs etc. (no other piercings are permitted).
- NO other jewellery is allowed.

Boys
- 1 wristwatch

Body Piercing
NO visible body piercing (other than 1 pair of earstuds for girls) is allowed. (This includes nose studs, eyebrow studs, lip studs, tongue rings etc.). Band aid coverings, clear plastic sleepers or studs or anything of the sort used to cover a piercing will not be allowed.

TATTOOS
NO visible tattoos are permitted.
HAIR

Girls
- Hair which is below the collar must be tied back.
- The appropriate colour ribbon is to be used i.e. navy, maroon or white.
- NO hair decorations are allowed.
- Natural hair colour only.
- Outlandish hair styles are not acceptable.
- Makeup and/or nail polish is **not** to be worn at school.

Boys
- Hair should not be long enough to touch the top of the collar, nor be over the face.
- Facial hair is not permitted, and all students must ensure they are clean shaven at all times.
  Sideburns should not reach below the base of the ears.
- Natural hair colour only.
- Outlandish hair styles are not acceptable

LOST PROPERTY

Lost property is held until the end of term.

- Senior School – Year 12 Discussion Room
- Junior School - Junior Office

There is also a lost property bin located in the Indoor Sports Centre foyer.

Boys Uniform

All students are required to use a Scots School back-pack which is available from The Scots Shop.

**SUMMER (Terms 1 & 4) - Boys**
- Short sleeve blue shirt (with Scots monogram)
- Khaki shorts
- Short khaki socks
- School dress hat (Years 7-12)
- Black lace up shoes.
- Junior School hat (K-6)
- Maroon blazer
- Junior navy jumper with stripe (K-6) (Optional)
- Senior navy jumper (Years 7-12) (Optional) College grey trousers (Years 11-12, optional)
- College grey trousers (Years 11-12, optional)

*Please note that in summer shirts may be worn outside the school without the blazer (jumpers are not allowed to be worn as a top layer in the street).*

**WINTER (Terms 2 & 3) – Boys**
- Maroon blazer College grey trousers School tie
- Long sleeve blue shirt Grey socks
- Black lace-up shoes Black belt (Years 7-12)
- Junior navy jumper with stripe (K-6) (Optional) Senior navy jumper (Years 7-12) (Optional)
- Navy scarf, gloves (Optional)
PE / SPORT - Boys

- House polo shirt (navy with coloured house name on side) Navy school shorts
- Swimmers: either school branded swimmers or plain navy sports (not fashion) swimmers
- School swimming rash vest (optional) (available early 2016)
- School PE cap with embroidered house name (Years 7-12) (Compulsory for PDHPE and Sport)
- Junior School hat (Compulsory), alternatively the School PE cap with embroidered house name may be worn during PE classes (Optional)
- White socks
- Sports Shoes
- School Sports Bag (optional)
- Soft shell outdoor jacket (Years 3-12) (Optional)
- Navy school track pants (K-12) (Optional)
- Fleece sports top (K-12) (compulsory in Junior School, optional in Senior School)

Girls Uniform

All students are required to use a Scots School back-pack which is available from The Scots Shop.

SUMMER (Terms 1 & 4)

- Summer uniform dress (K-12)
- School regulation white socks with navy stripe Black lace-up shoes
- White or navy ribbons / school headbands School dress hat (Compulsory) (Yrs 7-12) Junior School hat (Compulsory) (K-6)
- Junior navy jumper with stripe (K-6) (Optional) Senior navy jumper (Yrs 7-12) (Optional)
- Maroon blazer

Please note that in summer dresses may be worn in the street without blazer (jumpers are not allowed to be worn as a top layer in the street).

WINTER (Terms 2 & 3) - Girls

- Maroon blazer
- Tartan kilt (Years 7-12) Tartan pinafore (K-6) School tie
- Long sleeve blue shirt
- Navy tights or long navy school socks with stripe (K-12) Navy or maroon ribbons / school headbands
- Black lace-up shoes
- Junior navy jumper with stripe (K-6) (Optional)
- Senior navy jumper (Years 7-12) (Optional)
- Navy scarf, gloves (Optional)
PE / SPORT - Girls

- House polo shirt (navy with coloured house name on side) Navy school shorts
- Swimmers: either school branded swimmers or plain navy sports (not fashion) swimmers Scots swim cap (for those competing in swimming events or training)
- School swimming rash vest (optional) (available early 2016)
- School PE cap with embroidered house name (Years 7-12) (Compulsory for PDHPE and Sport)
- Junior School hat (Compulsory), alternatively the School PE cap with embroidered house name may be worn during PE classes (Optional)
- White socks Sports shoes
- School sports bag (Optional)
- Soft shell outdoor jacket (Years 3-12) (Optional)
- Navy school track pants (K-12) (Optional)
- Fleece sports top (K-12) (compulsory in Junior School, optional in Senior School)
**Special Uniform Requirements**

All students are required to use a Scots School back-pack which is available from The Scots Shop.

Visual Arts - Long sleeved smock or old shirt which covers whole uniform. (Junior School)

Name labels / tags may be ordered from The Scots Shop.

**Specific Sports Uniforms**

(All students)

**Basketball**
- Shorts (School colours - Scots Shop)
- Top (available from Basketball Coordinator)

**Cricket**
- White cricket trousers
- White polo shirt
- White school Cricket Hat (Scots Shop)

**Football**
- Scots *Two Blues* jumper (available from Football Coordinator)
- Blue shorts (Scots Shop)
- Two Blues socks (Scots Shop)

**Hockey**
- Maroon Skirt (Girls) / Navy Blue P.E. shorts (Boys)
- Top (Scots Shop)
- Two Blues socks (Scots Shop)

**Netball**
- Uniform provided (from Netball Coordinator)

**Softball**
- Scots Softball Socks (Scots Shop)

**Tennis**
- Navy Shorts
- Margaret Court Tennis Academy T-Shirt for lessons only

Please have everything **clearly marked** with **name** (not initials)