



SCOTS ALL SAINTS
COLLEGE



2022 Boarding Handbook

Senior School

A Presbyterian Co-educational Day and Boarding College
for students from Preparatory School to Year 12

scotsallsaints.nsw.edu.au

Bathurst

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WELCOME TO BOARDING



Scots All Saints College offers education in a caring, Christian environment. A commitment to assisting the spiritual, as well as the physical and academic aspects of all student development is fundamental to what we do.

Offering education for girls and boys in a unique, co-educational environment where students can grow into young adults, sure and confident of their own self-worth. The structure and organisation of the College offers an opportunity for students to concentrate their efforts on aspects of their personal development – academic, physical, cultural and spiritual – in a logical and focused manner.

The College values academic and all-round excellence which can be a product of a supportive and collaborative learning environment where student wellbeing is a priority. Students are encouraged to build the skills and knowledge they need not only for school but to lead a purposeful life.

Leadership opportunities are provided so that when students leave school they are ready to make valuable contributions to the community.

Catering for a range of students from differing backgrounds – city and country, day and boarding (including a number from overseas), our aim is to foster a broad vision in the students – a statewide, nationwide and international perspective of their place in society.

Being part of the College community means accepting the obligations of proper social conduct consistent with our good name. Value is placed on self-discipline and individual responsibility.

The information in this handbook serves as a reference guide for our boarding families on the Senior School Campus. The Handbook is also available on the College website. Students will receive a College Diary, on the first day of attendance in each year. Families will also be provided with a printed College calendar.

The Boarding Staff look forward to welcoming your family to boarding at Scots All Saints College and we trust that your association with the College will be both fulfilling and rewarding.

Scots All Saints College is a member of the Australian Boarding Schools Association (ABSA).

A handwritten signature in black ink, appearing to read 'Anthony Le Couteur'.

Mr Anthony Le Couteur
Directory of Boarding

CONTACT DETAILS

Senior School Campus

4173 O'Connell Road,
BATHURST, NSW 2795
Telephone: 02 6331 2766
Fax: 02 6333 4795



Email connect@scotsallsaints.nsw.edu.au

Website scotsallsaints.nsw.edu.au

WEBSITE

The Scots All Saints College website is key way of providing information and communication for the College community. The weekly newsletter is uploaded to the website each week. The learning portal, Canvas is accessed through a parent and student login on the Home page of the website. This secure portal provides remote access to learning and assessment information for each year group, Preparatory School to Year 12 Day and Boarding.

Webmail for students and teachers is also accessed via the website.

Scholarship applications are available online from Term 4 to February via the Enrolments tab on the website.

BOARDING HOUSES

Director of Boarding, Mr Anthony Le Couteur	0419 479 269	Anthony.LeCouteur@scotsallsaints.nsw.edu.au
Head of Thompson House, Mr Matthew Oakes	0487 015 767	Matthew.Oakes@scotsallsaints.nsw.edu.au
Head of Galloway House, Mrs Kimberley Jones	0407 946 751	Kimberley.Jones@scotsallsaints.nsw.edu.au
Head of Ives House, Mrs Lynne Woodlock	0491 222 132	Lynne.Woodlock@scotsallsaints.nsw.edu.au

THE HEALTH CENTRE

(8:30 am – 4:30 pm Monday to Friday)

6333 4708

0427 935 613

healthcentre@scotsallsaints.nsw.edu.au

Registered Nurse

Belinda Lesh

Registered Nurse

Kate Burge

Assistant in Nursing

Melanie Abel

HEAD OF SENIOR SCHOOL CAMPUS (7-12)

Mr Andrew Weeding

02 6331 2766

andrew.weeding@scotsallsaints.nsw.edu.au

HEAD OF JUNIOR SCHOOL CAMPUS (P-6)

Mr Chris Jackman

02 6331 3911

chris.jackman@scotsallsaints.nsw.edu.au

DIRECTOR OF STUDENT WELLBEING

Mr Thomas van Gend

02 6331 2766

Tom.VanGend@scotsallsaints.nsw.edu.au

PARENTS AND FRIENDS ASSOCIATION

Vice President, Gemma Green

president.sascpfa@outlook.com

Secretary, Lee Knight

secretary.sascpfa@outlook.com

BOARDERS PARENTS AND FRIENDS ASSOCIATION

President, Mrs Gemma Green

0427 103 747

INTRODUCTION

Philosophy of Scots All Saints College Boarding

Our philosophy is to ensure that boarding is a complimentary and valuable addition to the home experience.

We provide all boarders with a secure, comfortable and caring environment in which students will grow and develop academically, socially, physically, morally, and spiritually.

We encourage a community life in which students will not only become independent and self-sufficient, but also be responsible citizens who live harmoniously and care for one another.

We foster the development of self-discipline and encourage students to accept responsibility for their actions.

We promote and encourage a family atmosphere where all students are cared for and valued.

We have a transparent boarding environment in which parents are encouraged to visit their child's respective Boarding House as often as they wish. Communication between students, parents and staff is vital.

Boarding Houses and Facilities

Boarding is organised into three separate Senior School student Boarding Houses on Senior School Campus; Ives House and Galloway House for girls and Thompson House for boys.

Boarding students enjoy excellent facilities with a secure, safe and comforting sense of home away from home. With over 150 acres of land on the boarding campus alone, including a working farm for cattle and sheep and an equestrian centre, this campus is one of the largest in Australia. Our picturesque environment offers idyllic rural charm as well as a comforting sense of home for all students as they grow. Boarding Houses overlook the equestrian facilities and paddocks where students who own a horse can agist them on campus and live in close proximity to their animals while caring for them.

Our modern, well-equipped facilities support an inspired learning environment. Senior School Campus offers a 25-metre indoor swimming pool, performing arts centre, sports centre and pavilion, numerous sporting ovals, tennis courts, a newly refurbished library and dining hall with nutritious meals.

Types of Boarding

Casual: This type of boarding may be accessed for sporting events, College excursions, or short stays and is for one to two nights in duration.

Weekly Boarding: Generally, students would board at the College for the school week, departing on Friday afternoon and returning on Sunday.

Full Time: This type of boarding is 7 days per week for the duration of an entire term.

Charges apply for boarding. Please contact the College Registrar, Mrs Lisa Ellery on 02 6331 3911 for more information.

INFORMATION FOR PARENTS

Communication

The success of the boarding experience for both you and your child will very much reflect the effectiveness of communication between you, your child and the College carers. Please contact the respective Head of House should there be any matters causing you concern. The most effective methods of communication are by either telephone or email.

Guardians

All boarders from overseas will require a Guardian with-in Australia other than their agent who can be contacted as necessary. This may be required for overseas travel, extended sickness, Exeat weekends and weekend or special leave.

College Website

www.scotsallsaints.nsw.edu.au

The Scots All Saints College website is a key way of providing information and communication for the College community. The Website has a section for 'Our Families and Students' where you will find the key parent and student access tools.

Parents are asked to update or register for a 'Operoo' online profile for each child at the College. This online portal is a two-way communications tool used to manage permissions and communicate with parents.

Webmail for students and teachers is also accessed via the website.

Please note: Annual scholarship applications are available online from Term 4 to February via the Enrolments tab on the website.

The College website provides parents and visitors with news, fixtures, results, calendar, upcoming events, co-curricular and community events, a variety of College related activities, downloadable documents, and *The Roar* College newsletter.

College Newsletter

The weekly newsletter, *The Roar* is uploaded to the website every Thursday afternoon and is available from the news and events tab on the website. For general news and happenings across campuses and schools, *The Roar*, is very useful. Upon enrolment, your nominated email contact will be added to the College database so a copy can be emailed to you every Thursday afternoon from Scots All Saints College. *The Roar* can also be easily accessed from Scots All Saints College website. *The Roar* is a valuable information tool in which sporting fixtures, upcoming events and activities are provided with dates and times.

Parent Contacts

Parent contacts may be used to assist parents of new students in adjusting to the many changes and challenges they may experience when their children first enter boarding. They can offer support and answer questions which parents would prefer to direct to another parent of a boarder. Feel free to talk to your Head of House or the Director of Boarding to help you get in touch with other boarder parents. There is a Boarder P&F Committee of the main Scots All Saints College P&F Association who can also help with information.

Boarding Parents' Association

Parents and Guardians regularly meet to share information and discuss any matters related to boarding including fundraising ideas and boarding community events and activities. It is a great way for new parents and existing parents to meet and build strong relationships between families.

Visiting the Boarding Houses

During College hours, when visiting the College, please report to the Senior School Campus Reception in Karralee.

After hours and at weekends parents are welcome to visit the boarding houses. On arrival, please let the resident staff member on duty and/or the Head of House know that you are visiting.

Parents who wish to stay for a meal are asked to let us know beforehand so that arrangements can be made with the kitchen. Your presence at a meal is most welcome.

Homesickness

There will always be pangs of homesickness for boarders. Even the most seemingly confident boarders experience homesickness. Homesickness is something that should be celebrated – it is a natural outcome of love between a student, his or her parents and the home environment. It also reflects the insecurity of moving into a new set of circumstances where virtually everything is unknown. Parents will also be experiencing a tremendous sense of loss.

Student Leadership Opportunities

There are a number of student leadership opportunities in boarding including major roles such as House Captain.

Residential Assistant (RA)

The Residential Assistant ensures the effective supervision and management of the boarders. They undertake a number of tasks while on duty, such as wakeup, College uniform checks, room tidiness checks, monitoring meals, and monitoring daily duties. They ensure boarders work diligently and conscientiously during Prep and provide academic support where needed.

Student Assessment Booklets

All boarding houses receive from the Director of Academic Excellence and Compliance Mr Greg Jones, assessment booklets with the dates and weightings of all assessments for the entire year from Years 7-12. They are readily accessible and are located in the prep rooms.

ROUTINES

College Week Day Routine

The following is an example only of a Weekday routine for both boys and girls.

7:00 am	Wakeup
7:45 am	Breakfast in Boarding Houses
8:20 am	Rooms Inspected, all duties complete
8:40 am	Boarding Houses locked (students are not permitted back to the houses during the school day, except Year 12 during examinations)
8:55 am	Classes commence
3:20 pm	Classes cease
3:35 pm	Co-curricular activities where applicable
6:00 pm	Dinner
6:00 pm – 7:00 pm	Free time oval, courts, nets, lawn
7:00 pm	House Meeting (Summer) [6pm House meeting in Winter. All times are moved forward by one hour]
7:15 pm	Study Begins
9:00 pm	Supper
9:00 - 10:30 pm	Bedtimes

*Times vary depending on year group

Weekends

Weekend Routines vary due to sporting commitments on Friday nights and Saturdays. Routines may vary slightly from Term 1 and 4 to Term 2 and 3.

Responsibility

Boarding life places a number of demands on boarders. They must assume greater responsibility for their own academic, sporting and cultural well-being. Each boarder will be required to be more responsible for personal hygiene, cleanliness and punctuality. Finally, they have responsibility to their fellow boarders to contribute to the peace and harmony of the house. This is best achieved by abiding by the rules and regulations of the boarding community.

Individual Rooms

Boarders are responsible for their personal space including their area and dormitory room. All rooms of the boarding houses must be kept clean and tidy at all times. The Head of House sets out duties that boarders share on a weekly basis and are managed by the Head of House and Residential Assistant.

Students are allowed to have personal electrical items such as computers/laptops, reading light, bedside box fan (warm months), and a power board with a circuit breaker. All electrical items must be tagged before coming to the College. If not tagged they will be tagged by the College at a charge of \$20 per item.

Posters are allowed but must be appropriate content. Personal items, such as doonas are welcome.

Fire Drills

All houses are equipped with their own Fire Alarm System.

All Rooms have an emergency route placard posted and all boarders are informed of their route at the beginning of each term.

In the event of smoke, fire or bomb students should raise the alarm immediately to the Resident on Duty and notify the Head of House.

During a Fire Drill all students are to walk calmly to their nearest exit. All boarders are to assemble at the Emergency Assembly Point on the Main Oval where a roll call will be undertaken.

House drills will occur in the first two weeks of each term and must be completed successfully. The drill will occur during normal boarding time and will be without notice.

At the conclusion of the drill a notification and summary must be given to the Head of Campus and Director of Boarding.

Linen/Laundry

Bed linen and towels are changed weekly. New linen and towels will be given out by the RA. Linen and Laundry are included in fees.

All boarders must use two sheets, pillow-case and have a doona cover on their bed.

All boarders should use the College laundry facility for school uniform, linen and towels. Dirty clothes are to be put in for washing in the dirty laundry bins. The dirty clothes are sent out on Mondays, Wednesdays and Fridays and clean clothes are returned on the same days.

All students are to maintain the highest level of personal hygiene and ensure their clothes are neat and shoes are clean.

The washing machine and dryer are provided for use by all boarders to wash their casual clothes.

Please ensure that all clothing is clearly named.

Dry Cleaning

Dry cleaning can be arranged when required for an additional cost.

Meals

All students are required to attend meals in the Dining Hall and students must be dressed in appropriate attire. Take away meals and special dietary arrangements can be catered for. Boarders must inform their Head of House when take-away meals are required.

Daily Meals Routine

Breakfast in Boarding Houses

Lunch 12:40 pm- 1:10 pm

Dinner 5:30 pm- 6:00 pm

Weekend Breakfast in Boarding Houses

Meals on Excursions

Meals for excursions and away games for sport may be at an additional cost and will be charged to your account.

Where a student has to buy their own lunch off campus they will be given \$10.00 per meal and a portion of this will be charged to your account.

Special Meal Requirements

Special meal requirements can be organised by contacting the Director of Boarding.

Supervised Homework/Study

All students attend prep sessions. These sessions occur daily except on Saturdays. Year 7-10 complete prep in designated study rooms/areas and Year 11 and 12 are permitted to complete homework in their rooms.

We ask that parents do not phone their children during prep sessions to allow students to make use of the full session.

House Security

The House Security System will be turned on each night by the Head of House or Residential Assistant. If it is necessary to leave the House during the night (due to illness, etc.) Students must inform the Head of House or the RA so the alarms can be turned off and the Director of Boarding informed.

Students returning late or departing early for sport or excursions must advise the Head of House.

On normal weekdays the House will be locked at 8:40 am. NO ENTRANCE is permitted after this time. The House will be reopened at 3:20 pm.

All students must ensure they pack all necessary books, sports gear, etc. before departure in the morning.

In the evenings the House will be locked and alarms turned on.

Alarms can be turned on and off during negotiated times for students requiring early rise or late returns for various reasons such as early classes, driving lessons, swimming training, Cattle Team etc. Contact the Head of House to make arrangements.



Co-curricular:

Sport

Active Afternoons will run on Thursday afternoons. The College 'core sports' will run in addition to the variety on offer during Active Afternoons.

See our College website for summer and winter choices.

See *The Roar* for game times and the weekly sports draw.

Cadets

Compulsory attendance Wednesday 3:30 pm - 4:45 pm during Term 4 for Year 8 and Term 1 Year 9. Students have choice of Pipes and Drums or Cadets in Year 9. Years 7- 12 optional.

Pipes and Drums

Compulsory attendance required if student has chosen this co-curricular activity Years 8-10. Students in Year 7, 11 and 12 may also participate. Wednesday 3:30 pm - 4:45 pm.

Equestrian/Cattle Team

Compulsory attendance for special events. Early morning sessions often take place.

Health Centre

The role of the Health Centre is to care for the physical, emotional and psychological wellbeing of the boarders. The Centre is open for boarding students from 8:00 am-5:00 pm Monday to Friday. The Centre is on call 24 hours per day seven days a week in case of emergency.

The Centre is responsible for the dispensing and storage of all medications. No medication is to be in the possession of students or stored within the Houses at any time. If you have any questions regarding special medical requirements or information please ring the Health Centre.

Bx Youth and Night Church

Boarders may attend Youth Group at Bathurst Presbyterian Church on Friday evenings from 7:00-9:00 pm. Boarders may also attend Night Church on Sundays from 6:00-7:00 pm.

Boarders are encouraged to participate in the life of the Church by leading music, delivering readings etc.

LEAVE

Leave Information

The Head of House is responsible for granting all types of leave and only the Head of House can authorise leave for your child, with your permission. Leave applications are to be made through Orah. All students are required to report to the Head of House or Residential Assistant with appropriate permission before taking leave. Students then sign out on departure and sign in on return via Orah.

Arrangements for leave need to be finalised well in advance. Normally, leave requests requiring travel will not be considered after Thursday am, local weekend leave permission should be sought by Thursday pm. Boarders are responsible for gaining permission from their coach if they will need to miss sport due to leave. In this rare case, a leave from sport application will need to be made through Orah.

Please note COLLEGE SPORT COMMITMENTS take precedence over Leave.

Boarders are encouraged to take the responsibility of applying for most leave. However, parents/guardians can always apply for leave themselves.

Types of Leave

Weekend Leave

Leave that is anytime between Friday 3:20 pm and Monday 8:45 am is known as 'weekend leave'.

Weekend Leave requests should be made on the Orah app by Thursday morning at 10:30am. If boarders apply for weekend leave with their parents, parents will be contacted by Orah to give approval. If boarders apply for weekend leave with a "host", both the host and the boarder's parents will be contacted by Orah to give approval. Only after such approval is given will the Head of House give final approval.

Special Leave

Leave that is on a weeknight between 3:20 pm and 8:45 am

Special leave is granted where a parent wishes to have dinner with their child. Please apply through Orah.

Academic Leave

Any leave that takes students out of classes during the school day must be applied for using Academic Leave. Please email any Academic Leave requests to the Director of Senior School.

Town Leave Weekdays

Students are permitted to travel by College bus into town on Friday afternoon. Students are not to travel into town alone and must travel with a buddy. Leave is from 3:30 pm-4:45 pm. Dress is full College uniform.

Town Leave Weekends

On weekends the boarding staff transport students into town for shopping, movies, etc. Leave is often on Saturday is at 9:30 am-12:00 pm and Sunday from 9:45 am-12:00 pm. Students must always go into town with a buddy and carry a mobile phone. Dress is neat casual.

Holiday Leave

Boarders must apply for Holiday leave through Orah to allow the Head of House to know how and when and with whom the boarder is going home from the College and returning to the College. Transport must be arranged through Mr Maher.

Beginning of Term

Boarders are expected to return after 2:00 p.m. on the day indicated on the College calendar. Any change from this should be arranged with the respective Head of House. Supervision is not provided before this time.

End of Term

Boarders are expected to depart before 10:00 am on the day indicated on the College calendar, or on the evening of the last day of classes after 4:00 pm. Dress is casual.



TRAVEL

The State Government provides free travel with the School Student Transport Scheme (SSTS) between home and boarding school for all boarding students who reside in NSW at the beginning and end of term, mid-term breaks and other occasions where appropriate. All travel is organised through the school with Trainlink or the SSTS office. Parents are asked to advise of travel requirements well in advance.

New boarders who elect to travel by Transport for NSW services throughout the year will be required to fill out an application form for a Boarders Pass. This can be done as soon as their enrolment at the school is confirmed. Current boarders issued with a Boarders Pass with an expiry date will need to renew it. Students are permitted to travel to and from school by other methods of public transport, e.g. airlines, but this is at their own cost.

Boarding students are generally not permitted to travel to and from school while another student is driving apart from a few exceptions in certain circumstances for Year 12 students. Permission will be required by all parties involved. Permission forms can be obtained from the Head of Campus. Please see Motor Vehicle Policy page 30.

Travel Requests

All requests for weekend travel must be made to the School Transport Officer (Mr Andrew Maher) no later than Thursday 8:30 am. Parents or guardians should send an email requesting travel arrangements to the HEAD OF HOUSE to be received before THURSDAY morning. Leave applications must still be made through Orah. Leave will be granted only if a student has completed all sporting commitments for the weekend. The Transport Officer will not make any bookings until authorised to do so by the Head of House.

End of term travel arrangements are required to be finalised several weeks before the end of term, and the Transport Officer will notify boarders of the closing date. The SSTS office will assign boarders to end of term travel either on a coach chartered by them, or a scheduled Trainlink service. Once a booking is confirmed by Transport for NSW, changes to arrangements may have to be made through the Trainlink call centre.

The amount of time taken up cancelling confirmed bookings, or changing them, is a matter of concern to both the College and Transport for NSW, especially safety concerns with passenger manifests with late changes. Parental co-operation in keeping changes and cancellations to a minimum is sought.

Please contact our transport officer on (02) 6331 2766 or fax (02) 6331 1641 or Andrew.Maher@scotsallsaints.nsw.edu.au



Galloway House.

ASSISTANCE TO BOARDERS

Students may access a variety of staff if they require assistance for any number of reasons including welfare and academic.

Boarding House

Assistance within the boarding house may be sought from the Resident Staff or their Head of House. Access to the Health Centre, including the College Counsellor and the College Chaplain is available by appointment.

Academic Day

Tutor Groups

During the academic day the College is structured to provide support within tutor groups which meet twice a week. These sessions enable students to speak with their tutors and discuss any problems they may be having. Tutors are academic staff members and these sessions allow the tutors to build a rapport with the students as well as monitor student progress including merits/demerits and completion of prep and assessment tasks. Tutors monitor student progress by using the student diaries. Tutors may contact parents in the event of non-completion of homework or assessment task or for behavioural reasons.

Tutor Houses

Students are also organised into Houses where each House has a Head of House who is an academic staff member. Students may approach their Head of House if they need any assistance. The Houses are organized into the following; Booth, Cuthbert, Cowan, Dunlop and Mawson.



ADMINISTRATION

Banking/Money

Parents are encouraged to arrange bank accounts for their children. Students are able to go to town on Monday or Friday with permission as well as Saturday and Sunday with permission to access their Bank or an ATM. Parents are encouraged to provide their children with a weekly small sum of money for weekend activities, snacks or stationary needs from the College Cafe.

Weekend Activities normally do not require boarders to have money as most activities are planned in advance and parents are notified of the costs if they are over \$30. Costs are charged to their College account.

Students should not have in their possession large sums of money. The College is not responsible for any lost or stolen money and all students are encouraged to lock their money and valuables in their wardrobe. If a student is required to have a large sum of money at the College then the Head of House should be notified and the money should be placed in their care for security. Each House has a safe for this purpose.

Bicycles/Scooters/Skateboards

Bicycles/Scooters are permitted at the College, however students, are responsible for these items and are encouraged to keep them in designated storage areas.

The College takes no responsibility for the maintenance or security of bicycles/scooters.

Students must obey the road rules around the College and must wear protective headwear and required safety equipment.

Unsafe use of these items may result in the item being confiscated for a period of time or parents may be asked to remove the item from the College grounds indefinitely.

Calendar

The College calendar is provided to all parents at the beginning of each academic year. The calendar provides information on important College events and activities for the entire academic year including parent/teacher interviews, examination periods, College functions, student activities and camps.

The calendar can be located on the College website and weekly updates are notified in the College newsletter *The Roar* which can also be found on the College website:

www.scotsallsaints.nsw.edu.au

Food

Boarders are allowed to have food within the boarding houses. Boarders are encouraged to have small snacks for after classes and in the evening. Food must be safely packaged in sealed plastic containers. Food is only to be consumed in designated areas of the House and is not to be consumed in their bedroom areas. Boarders are responsible for cleaning up after themselves and keeping the kitchen facilities tidy and hygienic.

Please ensure food does not contain nuts or peanuts due to a number of students with allergies.

Boarders have access to the following: microwave, stove and oven, toaster, electric kettle and fridge, should they wish to store or prepare food.

Student Diaries

The diary is a very useful and important tool for success at Scots All Saints College.

The coloured pages at the front help students understand the College and improve their learning.

The White pages in the centre have space for the student, their teachers, tutor and parents or boarding house staff.

These spaces are used for:

- Students to record all homework for each subject for each day and to tick when completed. Teachers and Tutors will check.
- Your tutor to monitor your record keeping and your ownership of your learning.
- Your parents/boarding house staff to sign your diary each week.
- Students to plan their time on a Year Planner.
- Students to paste in Gold Cards issued for good work and conduct.
- Your teachers to record any problems you had meeting expectations such as 'demerit points' or 'unsigned prep.'

Students must use, maintain and value The Student Diary and they must have their diary with them for each class, tutor group session and at Chapel.

Social Activities

Boarders are provided with a number of Social Activities throughout the year. Most of these activities are provided on weekends to allow boarders the opportunity to get together and socialise in an environment outside of the College grounds.

These activities are organised by the Head of House. Activities which attract a fee of more than \$30.00 will be notified to parents in advance.

Parents are required to fill out a consent form that can be found on our website giving permission for their child to attend particular events or activities that may be categorised as dangerous. Activities labelled dangerous can include activities such as bush walking, water activities or go-karting. If there are any activities that you do not wish your child to participate in please clearly mark them on the consent form. Activities that require such consent will require parental permission via Orah regardless of the cost.

Local weekend activities may include ten pin bowling, rugby matches, driving range, shopping, lawn bowls and local events. These events are charged to your College account at an additional cost.

Weekend activities away from Bathurst may include Super 15 Matches, DFO shopping trips, go-karting, mountain biking, bush walks and shopping excursions. These activities are not compulsory.

Other social activities throughout the year include House Dinners at establishments within Bathurst, Boarder Barbeques, College Socials, Boarder's Christmas Dinner and Trivia Nights.

Personal items

Students are discouraged from bringing expensive personal items. These items are permitted but the College takes no responsibility for loss or theft. Students must use these items appropriately or they may be removed from the boarding houses. Such items as mobile phones, speakers, jewellery etc must be locked away when not in use.

Any items of a personal nature must be clearly marked with the student's name.

Electrical items tagging

All electrical items must be tagged before being used at the College. If not tagged the College will have it tagged at a charge of \$20 per item. All electrical items need tagging except laptops and mobile phone chargers. This is a non-negotiable safety requirement.

Checklist of Items required

ITEMS NOT ALLOWED

- Power supply purchased overseas
- Blow heaters
- Electric blankets
- Power boards without a circuit breaker
- Subwoofers
- Excessive Stereos
- Mixing Boards/Turntables
- Pedestal fans (box allowed but must be tagged)
- Refrigerators
- Cookers (rice)

Pets

Pets are not allowed in the boarding houses under any circumstances. This includes pets of all types including fish, hermit crabs, rabbits, etc.

CLOTHING LIST

The following is a list of uniform requirements. Boarders require extra items of clothing as indicated on the following list. Most items can be purchased from the Scots All Saints College Uniform Shop.

The Uniform Shop

The Uniform Shop is available on the Junior School Campus.

You can view the Uniform Shop opening times and price lists on the College website.

Noone Clothing Co. operate the Uniform Shop on behalf of the College. It is open:

Monday: 8:00 am- 2:00 pm

Wednesday: 12:00 pm- 4:00 pm

Friday: 8:00 am- 2:00 pm

You can view the Uniform Shop price lists on the College website. For further information, please contact the uniform shop on 02 8069 0470.

ACADEMIC UNIFORM	
<p>BOYS</p> <p>Blazer – Navy with crest and braid, 90% Wool /10% Polyester Pullover – Navy with logo, 80% New Merino Wool / 20% Nylon Shorts – Charcoal (Summer) Trousers – Charcoal (Summer/Winter) Shirt – Short Sleeve- white Shirt – Long Sleeve- white Boys Socks – Grey Knee Hi (summer) Boys Socks – Grey Trouser Sock (winter) Tie – Senior School Formal Hat- Boys Waterproof Fleece Lined Rain Jacket – Navy with logo Black lace up shoes</p>	<p>GIRLS</p> <p>Blazer – Navy with crest and braid, 90% Wool / 10% Polyester Pullover – Navy with logo, 80% New Merino Wool / 20% Nylon Kilt – Trans-seasonal Kilt – Woollen winter weight Shirt – Short Sleeve- white (Term 1 & 4) Shirt – Long Sleeve- white (Term 2 & 3) Senior Shirt- Summer only (Terms 1 & 4) Senior Skirt- Summer only (Terms 1 & 4) Girls Socks – White Turnover Tights- Navy- Winter White Socks- Summer Tie – Senior School Formal Hat- Girls Waterproof Fleece Lined Rain Jacket – Navy with logo (Term 2 & 3 only) Black lace up shoes</p>
OTHER REQUIRED ITEMS NON UNIFORM	SPORTS UNIFORM 7-12
<p>8 x sets of underwear 2 x sets of sleepwear 1 x dressing gown (girls) 1 x pair slippers or soft house shoes 1 x pair joggers 1 x pair rubber thongs 1 x beach towel</p> <p>Casual Clothing Clothing for after College commitments and weekends is casual and it is suggested that this be kept to a minimum.</p>	<p>Soft Shell Jacket Polo Sports Top House Polo Top Shorts – Navy with logo Shorts with built in brief Track Pants – navy stretch microfibre with logo Compression Tights- navy with logo(optional) Compression Bike Shorts- navy with logo (optional) Ankle Sport Socks Baseball Cap- optional</p>
ACCESSORIES	PREFECT UNIFORM
<p>Back pack Olympic Sports Bag Sports Hav A Sac School Belt Hair Accessories- Red, Blue or Navy</p>	<p>Blazer- Navy with crest and additional braid on lapel and hem Tie- Prefect</p>

POLICIES

Discipline General Policy

Consequences may include but are not limited to:

1. Minor breaches – perform additional duties within the boarding house, wear College uniform in the evening or on weekends, assist with jobs around the house.
2. House Gating/Detention
 - a) weekday – no local leave granted
 - b) weekend – no weekend leave granted
(this may be from 1 week or longer)
3. Interview with Director of Boarding.
4. Interview with student, parents (phone call) and relevant staff.
5. In School Suspension – implemented by the Head of Campus and Director of Boarding and parents contacted immediately and then receive a letter regarding the matter and a copy of the behavioural contract from the Deputy Head if relevant.
6. Boarding Suspension – implemented by the Head of College in consultation with Head of Campus and Director of Boarding. Student to be off College grounds but may attend day school if applicable for a specified period of time.
7. Suspension from the College and the Boarding House – student to be off College premises for specified period of time set out by the Head of College.
8. Suspension Pending Expulsion-student is suspended for an indefinite period of time to enable the Head of College to consider enrolment at the College.
9. Expulsion – Implemented by the College Council in consultation with the Head of College. The permanent removal of a person's placement within the College.

Note:

This is a guide to procedures in place for students whose behaviour needs modifying. The level of action taken will depend on the seriousness of the offence and it is expected that parents will be included and informed of the process as it takes place.

All disciplinary information will be passed on (emailed) to The Director of Boarding, Head of Campus, Director of Welfare and Stage Coordinator of the student/s involved and the information will be kept on file by those staff members.

Anti-Bullying General Policy

Bullying will not be tolerated in the boarding houses. The College supports a zero tolerance to bullying. Any bullying in the houses will be reported to the Head of House and appropriate action will take place. If further action is required, the student may be referred to the Director of Student Welfare/Head of Campus and follow the Boarding or College Discipline Policy.

Scots All Saints College boarding promotes a positive family environment for all students and it is an expectation that all students will be respectful and courteous towards one another.

If a problem arises, students are asked to inform the RA or their Head of House immediately.

Scots All Saints College Boarding ICT Policy-Internet and Laptops

Internet

External devices are not to be brought on site, which are used to access the Internet directly and interfere with the College's wireless broadband connection. Examples include; USB Wireless Broadband, Play Stations and Wireless Routers used in gaming.

Any over use of the Internet will incur charges to their account. Games, movies or music are not to be downloaded under any circumstances to College computers or network.

The use of external hard drives is allowed for academic work only.

The Internet is for educational purposes, it is not to be used for entertainment or gaming purposes. If a student is abusing the Internet such as using proxy sites to by-pass our security measures the student may lose their Internet privileges for a specified period of time determined by the Head of Campus.

Students suspected of pornography on their computer or bypassing Internet security to access pornography will be referred to the Head of Campus for disciplinary action.

Currently, students are not allowed to access social networking sites. These sites include Facebook, Instagram, Snapchat, YouTube, Twitter and Skype. These sites are blocked to ensure the proper use and safety of our students because we cannot determine who is communicating with them or the material they are accessing. We are exercising our required duty of care.

Laptops /Tablets

Students are allowed to have laptops at the College and are able to use them during the academic day and in the boarding houses. All laptops are collected by the Resident on Duty by 9:30pm for juniors and 10:15pm for seniors each evening with the exception of Year 12.

Year 12 must leave their dorm room door open when using their laptops.

Laptops are primarily at the College for academic purposes and any misuse or non-compliance of handing in laptops in the evening may result in the following:

1. First offence, the laptop may be confiscated for the remainder of the day/evening and returned the following morning.
2. Second offence, the laptop may be confiscated and held by the Head of House for a period of one week.
3. Third offence, the laptop may be confiscated by the Head of House and returned at the end of the Term.

If continued laptop usage is abused, the Head of House may contact the parents/guardian and organise for the laptop to be sent home indefinitely.

Scots All Saints College Boarding Mobile Phone Policy

Mobile phones are an important means of communication between parents and students; however they must be used responsibly.

Mobile phones are allowed under the following conditions:

- Mobile numbers are provided to the Head of House.
- Phones are not to be taken or used in the academic quad area.
- Mobile phones must not be used during homework time. They must be turned off or handed in during prep.
- Mobile phones must not be used after lights out.
- The security of mobile phones is the responsibility of the student. The College accepts no responsibility for mobile phones.
- The use of cameras on mobile phones is strictly prohibited during the academic day and in the boarding houses.
- If a mobile phone is being used contrary to the College rules, the phone will be confiscated for a period of time or sent home.
- Parents are responsible for all costs incurred through the use or misuse of their child's mobile phone.
- Parents are asked to notify their Head of House if they have any concerns over the use of mobile phones

Security of Mobile Phones

Mobile phones are to be turned in each night as directed by the Head of House. A record of student mobile phones is on file for staff members to access to make sure students are following procedure.

Junior Students (7-8) hand in phones no later than 8:45 pm

Senior Students (9-12) hand in phones no later than 10:30 pm

Infringements

If a student does not hand in their phone, or is caught using their mobile phone after hours. First offence the phone is confiscated and returned after 24 hours.

Second offence phone is confiscated for one week and parent notified.

Third offence phone is confiscated indefinitely which may be for the remainder of the term or longer. Parents are notified.

If a student is using a mobile phone for other offences such as pornography, taking photos of other students or staff without permission the student will be referred to the Director of Boarding. Consequences for these types of offences are substantial and reviewed on a case by case process.

Scots All Saints College Boarding Movies/DVDs/Video Games/Music Policy

The Boarding Common Rooms are equipped with DVD players and students are permitted during appropriate times to watch shows/movies in the Common Rooms. In addition, many students have personal computers, laptops or mini-stereos set up in their rooms in which they may play computer games, watch DVD's or listen to music in their leisure time.

The following guidelines have been established to protect all parties.

- Year 7-8 Boarders are only permitted to watch movies, play games or listen to music that carry a G or PG rating. M rated movies are permitted but only at the discretion of the Head of House or Resident on Duty and with parental permission.
- Year 9-12 Boarders are permitted to watch movies, play games or listen to music that carry a G, PG, M or MA rating. Students must be 15 plus. (subject to discretion)
- Some of the boarding houses provide separate common room areas for the juniors and the seniors for the viewing of movies under the supervision of a member of staff.
- Boarders must request permission from the Resident on Duty to watch a Video or DVD.
- No unclassified material is permitted in Boarding. Boarders may not bring their own Videos or DVD's into Boarding, or view them in Boarding, without the permission of their Head of House or Resident on Duty.
- Boarders watching unclassified material, or inappropriate material, as judged by the Resident on Duty, either in their dormitory rooms or in the common rooms, will have the DVD, Video, Computer Games or Music confiscated by the Resident on Duty and handed into to the Head of House.
- Year 7-11 Boarders using computer games during Prep time will forfeit the right to use their laptop during prep time for a specified period.
- Year 12 will forfeit the right to do prep in their room and will attend supervised prep indefinitely if found using computers for entertainment purposes rather than educational during designated prep times.



Scots All Saints College Motor Vehicle Policy

Boarding Student Policy for the Purpose of Driving a Motor Vehicle or for the purpose of being a passenger in a motor vehicle driven by a student.

The privilege of driving a car to the College is permitted for Year 11 and 12 Boarding Students only.

All boarders who drive a car to the College are bound by a set of conditions which include:

- A Permission to Drive a Motor Vehicle Form completed by parents and sent to the Head of Campus requesting permission for their son/daughter to have a car at the College.
- Written permission from parents for the student to drive their car to a specific destination as outlined in the policy each and every time the car is to be used.
- Written permission (email) from parents for the student to carry one passenger in their car including the name of the student. Sibling only.
- Written permission (email) from the parents of the nominated passenger to travel with a designated driver.
- Parents must contact each other and discuss arrangements before contacting the College for request for a passenger other than sibling.
- Motorcycles are not permitted as a means of transportation for boarding students.

Permission to use the vehicle is only allowed for transport to the College and home, tutoring or TAFE, representative sport or medical appointments.

Conditions of Use:

The following conditions will apply to any boarder who is permitted to have a car at Scots All Saints College:

1. Cars (no motorcycles) may be driven by Year 12 students once parents have completed the Permission to Drive Form and approval is granted by the Head of Campus.
2. Students may take one passenger (sibling only) in their car providing the parents of both driver and passenger and the Director of Boarding have agreed for this to occur. This may only occur within Bathurst City boundaries for predetermined activities as listed in the policy.
3. The Head of House of each Boarding House must monitor the use of the car and keys must be kept with the Head of House.
4. Cars must only be used to travel to specific destinations approved by the Director of Boarding as listed in the policy. Cars are not for driving around town, joy riding, social activities, taxi service etc. If it is discovered that students have travelled somewhere other than the specified destination, driving privileges will be suspended or removed.
5. Any breach of The Scots All Saints College or road safety rules will result in the cancellation of the privilege of driving or having a car at the College.
6. Scots All Saints College accepts no responsibility for student vehicles kept on the College grounds.
7. Parking within the College grounds must only be in the car park of the Boarding House to which the Boarder belongs.

If there is a concern about driving competence or the above conditions are not being followed, the Director of Boarding will take responsibility for removing the privilege.

Passenger in a Motor Vehicle driven by another Student

All boarders who are passengers in a car by another boarding student are bound by a set of conditions which include:

- Passenger in a motor vehicle is a sibling only.
- Written permission (email) is required by parents of the boarding student driving requesting for a passenger to be allowed in the vehicle sent to the Head of House and Director of Boarding.
- Written permission from parents of the passenger to be allowed to travel in the vehicle sent to the Head of House.
- Motorcycles are not permitted as a means of transportation for boarding students.
- Boarding students are not allowed to travel in a motor vehicle of a driver who is on their L or RED P-Plates.
- Boarding students are not to travel with a day student in a motor vehicle, or any other driver unless it is a parent or sibling. Exceptions below.
- If it is discovered that students have travelled somewhere other than the specified destination, driving privileges will be suspended or removed.

The Scots All Saints College Anti-Smoking Policy (including e-cigarettes)

Scots All Saints College is a non-smoking environment and smoking by any person in, or on, any part of the College is prohibited. The damaging effect of smoking on young people's health, both short and long term, is well documented and of great concern.

The influence of advertising specifically targeting young people and the very addictive nature of nicotine makes the choice of not smoking difficult. Further complicating the problem is that some children come from families where smoking is common and the influence of the example provided in these families and the association with passive smoking issues creates further difficulties.

If a student is found smoking or is in the presence of another student who is smoking, the following will apply :

Stage 1

In the first instance, in a term, the student will be counselled against smoking and made aware of the health consequences of their actions. Furthermore a detention will be allocated. An email will be sent to inform parents.

Stage 2

On subsequent occasion's students, as well as receiving a detention, possible gating from weekend and day leave, extra boarding duties, will attend a workshop where they will be required to read and process anti-smoking information. A letter will be sent to inform parents.

Stage 3

On further occasions students may receive detentions, gating from weekend and day leave or in school suspension, have a workshop on anti-smoking literature and be required to participate in a Quit For Life, Relay for Life, (or other similar) program. A further letter will be sent to inform parents.

NOTE:

Smoking within the boarding house or other College buildings, supply of cigarettes to others or encouraging junior students and/or involving them in smoking will incur more serious consequences such as suspension from the College and will be handled on a case by case basis by the Director of Boarding and Head of Campus.

Vaping and Vaping devices not permitted.

Medication

Students may not keep any medication in their rooms under any circumstances and they should initially be directed to the Health Centre should they have any medication in their possession.

Any medication to be issued to a student must be received through the College's medical Sister with a letter of authorisation from the parents.

All medication must be stored in the Health Centre or Boarding House office and will be locked away at all times.

When replenishing the supplies of medication the Sister should be notified and all medication taken directly to the Health Centre by parents only.

Medical Centre Procedures

Students may be sent to the Health Centre by boarding staff when it is open, should the student suggest that he/she is not feeling well or he/she has sustained an injury which may require treatment. If it is at a time when the Health Centre is not staffed the boarding house staff member will decide if it is necessary to attend hospital.

If it is an emergency, the duty staff will ring an ambulance, contact the Head of House and the Director of Boarding.

If it is required that the student does not attend classes he/she must remain in the Health Centre until approximately 5:00 pm and should not be sent back to the boarding house under any circumstances until staff are on duty. The student must report to the boarding house staff on his/her return. The medical staff will inform the parents of the student's condition. Boarders may not take town leave if they have been sick during the day.

Should the staff member on duty not be satisfied that the student should be back in the boarding house situation because of his/her apparent condition, the staff member must contact the Head of House of that particular house. The Head of House will then contact the duty sister and discuss the issue. The parents should be contacted by the Head of House regarding the student's condition and location.

These procedures, involving consultation between medical and boarding staff, should improve explanation to parents regarding procedures involving their son/daughter, his/her condition and treatment.

Medical Leave

This leave will normally be organised by the College Nurse. Dress is College uniform.

Students who have permission to have a vehicle at the College and who have formal permission to use their vehicle for medical leave may in some cases be allowed to use their personal car for transport.

Students under the age of 15 may need to seek medical advice from a G.P. or other medical practitioner in town, they will need to travel with a buddy or be transported by a staff member, either College sister or boarding staff member.

General policy is as follows:

- Students under the age of 15, new students, emergency cases and other cases of high vulnerability are always accompanied by Sister or a boarding staff member to the appropriate medical care provider.
- Students who are uncomfortable going in a taxi, even accompanied by other students, are also taken by an appropriate staff member
- These provisions are in place as the Sister has a dual responsibility, the care of the individual child involved and also the emergency management of the rest of the College.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a traumatic event, or the threat of such which causes extreme stress, fear or injury. This event may be regarded as outside the normal range of experience of the people affected.

Examples of a Critical Incident may include but are not limited to:

- Serious injury, illness or death of a student or staff
- Students or staff lost or injured on an excursion
- A missing student
- Severe verbal or psychological aggression
- Physical assault or sexual assault
- Student or staff witnessing a serious accident or incident of violence
- Natural disaster e.g. earthquake, flood, wind storm, hailstorm or extremes of temperature
- Fire, bomb threat, explosion, gas or chemical hazard
- Social issues e.g. drug use, sexual assault
- Any fatality, near fatality or incident likely to affect seriously a number of staff and/or students
- Serious traffic accidents
- Murder or suicide involving students/staff and their family members
- Hold-up or attempted robbery
- Major theft or vandalism
- Threat of HIV infection
- Incidents involving pain or abuse of children
- Incidents in which sights, sounds, or smells are distressing
- A critical incident may take place either on or off College grounds. This policy is not limited to handling only those incidents that might occur on College grounds.
- Assessment of an incident must take into account both the reaction of the individual or individuals directly affected and the wider ranging effects on members of the College community at large. People react in different ways both in their immediate and in their longer term responses to events.

A critical incident should be regarded as any incident which may put the College community or any part of it under major stress. In assessing a critical incident, consideration must be given to the prevailing factors and mood of the staff and/or students at the time of the incident.

For example, if a major incident such as vandalism or assault has occurred in a specific building and this is followed soon after by a minor incident such as petty theft in the same building, the second minor incident may well produce additional stress for these people. In this case, the second incident should be regarded as a critical incident although normally petty theft would be regarded as minor.

THE IMMEDIATE RESPONSE

The key to an effective and relevant response to a critical incident is **COORDINATION**. This will be achieved by following these important steps:

The initial response to a critical incident will be notification of the incident to, if necessary, the Emergency Services (externally), and then to the appropriate contact officer – usually the Head of Campus/Director of Boarding.

Notification should include the type of incident, the exact location and details of any person or persons who might be injured, in distress, or at risk.

If people are at risk, they will be removed from the area and/or assistance will be rendered as necessary. The incident area will be sealed off if required.

Once a critical incident has been identified by the Scots All Saints College Critical Incident Management Committee, a member, or members, of the Scots All Saints College Critical Incident Management Committee may be asked to assist with an assessment of the immediate situation, to set priorities, and to begin initial responses according to the established guidelines.

Use this information in conjunction with the Critical Incident Information Document.



FACILITIES

Boarders have access to a variety of modern and practical facilities. These facilities may be used by boarders under supervision of staff depending upon the type of activity involved. Facilities are to be used by boarders under strict guidelines and during designated times. Further information about the use of facilities can be obtained from the Director of Boarding, the appropriate Head of Department, Coaching Staff or Sportsmaster.

The following facilities are available to boarders;

- Swimming Pool
- Weights/Cardio Room
- Gymnasium
- Library
- Creative Arts Room
- Sporting Ovals
- Tennis Courts
- Basketball/Netball Courts
- Handball Courts
- Cricket Nets
- Agricultural Centre
- Design and Technology Centre
- Performing Arts Centre
- Audio Visual Room
- Boarding House Common Rooms
- Boarding House Prep Rooms
- Boarding House Kitchen Areas
- Pavilion Common Area

STUDENT EXPECTATIONS

Boarding life places a number of demands on students. They must assume greater responsibility for their own academic, sporting and cultural well-being. Each student will be required to be more responsible for personal hygiene, cleanliness and punctuality. They have responsibility to their fellow boarders to contribute to the peace and harmony of the house, maintain a clean environment through completion of duties, be respectful of others and build an environment that promotes study and cohesion. This is best achieved by abiding by the rules and regulations of the boarding community.

All boarders are encouraged to take on leadership responsibilities. These opportunities range from membership of the Boarder Representative Council (BRC), to being buddies for new boarders, to House Captain or Vice-Captain.

Responsibilities

- Academic Effort and Excellence
- Co-curricular Participation
- Sport Attendance and Participation
- Personal Hygiene
- Positive Behaviour
- Complete Boarding duties on time with care
- Promote a family environment
- Cooperate with others
- Participate in House activities
- Keep the house neat and tidy at all times
- Wear College uniform correctly
- Provide peer support and mentoring
- Promote the values of Knowledge, Respect, Faith and Compassion
- Promote a positive learning environment

ICPA

Isolated Children's Parent's Association

ICPA Australia is a voluntary national parent body dedicated to ensuring that all geographically isolated students have equality with their non-isolated peers, of access to an appropriate education.

The Association has over 3,300 member families, residing in the more remote parts of Australia, who all share a common concern of gaining access to education for their children and the provision of services required to achieve this.

Membership includes a cross section of Australia's rural and remote population and includes fishermen, miners, itinerant employees, farmers, pastoralists and small business owners.

'A geographically isolated child is one who does not have reasonable daily access to an appropriate school.'

'An appropriate school is one which provides schooling at the required year level and with sufficient curriculum offerings to enable all children to achieve their individual potential.'

ICPA seeks to have all elements of a total education (cultural experiences, social contacts, participation in sport and other enriching activities) available for all isolated children regardless of the location of their home.

Many of our boarders' parents are members of the ICPA and Scots All Saints College works closely with the ICPA. Any parent wishing to become a member of the ICPA should check their website, www.icpa.com.au





SCOTS ALL SAINTS
COLLEGE

Senior School Campus
Senior, Boarding (Years 7-12)
4173 O'Connell Road
BATHURST NSW 2795