



Boarding Student Handbook

2022



The Kilmore International School

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Welcome to the Kilmore International School Boarding

I would like to extend to you a very warm welcome into the Boarding Community. A capacity for 80 boarders your son or daughter will mix with similar aged, like minded children in an environment which supports and nourishes students from all over the world.

Boarders tell us that the inevitable homesickness that many students experience when they first leave home only lasts a short time here as they are so busy making new friends and getting into all the fun of boarding life.

All Boarders live in the school dormitories either on campus or adjacent to the school in self-contained houses. To help settle your child into school and boarding life we have a fabulous Boarding Staff team ably assisted by our Boarding Captains and each new student is assigned a buddy all working to make sure your child feels welcome and settles in quickly. We try to create a home away from home, where individual needs are accommodated as best we can, and where friendship, loyalty, respect of self and others, along with a sense of belonging to the school community and family act to build a happy and homely environment.

During the week our focus revolves around our academic studies with both an extensive tutorial program and supervised study time each evening but students are encouraged to take advantage of the great after-school sporting, creative arts and/or cultural/community minded activities that are offered each evening. Then, weekends, while some boarders go home, others can relax either by travelling into Melbourne (on Saturday) or by staying in the quiet, rural location of Kilmore, situated 58kms north of Melbourne, simply chilling out and recharging their batteries. Weekends in the boarding community sees a variety of activities on offer, from organised outings – learning new skills like fishing, or fossicking for gems at the local goldfields with our Activities coordinator to the less formal - shooting some hoops on the basketball court, or a game or two of pool.

In The Kilmore International School boarding community we ensure that our students learn to really appreciate life and the friendships they make, through fostering high personal standards, routines and developing life skills that promote independence, initiative and self-confidence as well as a deep commitment to the local and global communities.

The Kilmore International School Boarding aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

I hope your child really enjoys their time here in boarding and we look forward to working with you through this important stage in your child's life.



Warmest Regards,
Gayle Morgan
Boarding Manager

General Information

Contact details

Postal address:	The Kilmore International School 40 White Street, Kilmore, Victoria Australia 3764		
Contact number:	+61 3 5782 2211	Boarding House:	+61 3 5783 0645
Email address:	enquiries@kilmore.vic.edu.au		
Website:	www.kilmore.vic.edu.au		

Boarding Manager

Email address:	gayle.morgan@kilmore.vic.edu.au	Contact number:	+61 409 521 599
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Important dates for your diary – 2022

TERM 1 <i>Boarding Houses Open</i> Saturday 29 January, 4:00 pm <i>Boarding Houses Close</i> Saturday 9 April, 8:00 am	Commences		Tuesday 1 February, 8:30 am
	School Photos		Wednesday 16 February
	Middle School Camp	(Year 7)	Monday 7 March to Friday 11 March
	Middle School Camp	(Year 8)	Monday 21 March to Friday 25 March
	Middle School Camp	(Year 3 & 4)	Monday 21 March to Tuesday 22 March
	House Athletics		Friday 1 April
	Middle School Camp	(Years 5 & 6)	Monday 4 April to Wednesday 6 April
	Senior School Camp	(Years 11 – 12)	Monday 4 April to Friday 8 April
	Term 1 Ends		Friday 8 April, 3:30 pm
	Optional Boarding	(Years 7 – 12)	Monday 11 April to Wednesday 27 April
	Commences		Wednesday 27 April, 8:30 am
TERM 2 <i>Boarding Houses Open</i> Sunday 24 April, 4:00 pm <i>Boarding Houses Close</i>	Semester Examinations		Tuesday 14 June to Monday 20 June, 3:30
	House Swimming Carnival	(Years 3 – 6)	Friday 24 June, 8:30 am to 1:00 pm
	House Music		Thursday 23 June
	Term 2 and Semester		Friday 24 June, 3:30 pm
	Commences		Tuesday 19 July, 8:30 am
TERM 3 <i>Boarding Houses Open</i> Sunday 17 July, 4:00 pm <i>Boarding Houses Close</i> Saturday 24 September, 8:00 am	Senior School Camp	(Year 9 & 10)	Monday 29 August to Friday 2 September
	Dance Ball	(Year 10)	Friday 9 September, 6:30 pm to 10:00 pm
	International Day		Thursday 18 August
	Term 3 Ends	(Years 3 – 11)	Friday 16 September, 3:30 pm
	Boarding Houses Close	(Years 7 – 11)	Friday 16 September, 3:30 pm
	IB Mock Examinations	(Year 12)	Monday 12 September to Friday 23 September
	Term 3 Ends	(Years 12)	Friday 23 September, 3:30 pm
	Optional Boarding Program	(Years 7 – 12)	Monday 26 September to Tuesday 4
	Commences		Tuesday 4 October, 8:30 am
TERM 4 <i>Boarding Houses Open</i> Sunday 2 October, 4:00 pm <i>Boarding Houses Close</i> Saturday 17 December, 8:00 am	Year 12 Last Day		Friday 21 October
	IB Final Examinations	(Year 12)	Monday 24 October to Friday 11 November
	Melbourne Cup Exeat		Monday 31 October
	House Sports Carnival	(Years 3 – 11)	Wednesday 9 November, 8:30 am to 12:30 pm
	Graduation	(Year 12)	Friday 11 November
	Final Examinations	(Years 7 – 11)	Monday 5 December to Friday 9 December
	Term 4 Ends		Wednesday 14 December, 3:30 pm

Preparation before you leave your home country

Permitted Items at School

1. Clothing for all seasons (including at least 1 winter coat).

The Weather:

Summer (December – February) 14°C - 30°C

Autumn (March – May) 11°C - 20°C

Winter (June – August) 6°C - 14°C

Spring (September – November) 9°C - 19°C

Note: The above are average temperatures only and the actual temperatures may vary.

2. Black leather school shoes (with laces)
3. Footwear garments as per the Uniform Policy (i.e. Socks, tights)
4. Sporting shoes and socks
5. Swimming clothes
6. Indoor slippers and bathroom slippers
7. Personal toiletries
8. Electronic translator and batteries
9. Bilingual paper dictionary (compulsory)
10. Personal stationery (you will receive a stationery pack from the School which will include a calculator, pens, notebook, folders, ruler, and stationery case, etc.)
11. Sleeping bag (good quality, waterproof and warm). Required for all school camps
12. Ski clothes (coat, pants, gloves and hat – all waterproof). Required for optional ski trip
13. Clothes hangers (12)
14. 3 padlocks
15. Small personal desk fan (under 30cm high)
16. Return air ticket



Note: Students are not required to bring a desk lamp or any bedding (such as quilt, pillow or blankets) as these are supplied by the School.

Items not permitted at School

1. Large hi-fi (stereo)
2. External Speakers for computer DVD/CD player
3. Television
4. Motor vehicle
5. Medications with a General Practitioners Prescription and Letter
6. Alcohol
7. Weapons (including knives of any sort)
8. Cigarettes and cigarette lighters

Electrical Equipment

Electrical appliances in your country may be cheaper than those in Australia, however, be aware that your appliance must be compatible with Australia's electricity supply. The Australian electricity supply is 240V and 50 HZ (AC). Your appliance may be able to be used if your appliance is within 220-240V. Appliances and other goods brought into Australia below the value of AUD\$900 are duty free.

In an attempt to make the Boarding Houses a safe environment for all residents, students are **not** permitted to have the following items in their rooms.

1. Electric kettle
2. Electric blankets
3. Heaters
4. Cooking devices of any sort
5. Overseas plug adapter (travel adapters are not suitable for permanent use)

Students are supplied with a four (4) plug power board and are restricted to four items plugged in at any time. Piggybacking adaptors is not permitted. This is a safety consideration.

The risk of fire or burns to individuals is a risk that should be minimised, so the items as listed above will be confiscated from the student if they are brought into the dormitories.

Food

Melbourne is a multi-cultural metropolitan city with a population of 3.5 million. You can purchase many Asian foods in Melbourne and from the shopping centre in Kilmore. Due to strict quarantine regulations by Australian Customs, importing most overseas foods into Australia is restricted or prohibited. Therefore students are advised not to bring any food into Australia. If you want to bring any food at all, we suggest you contact the Australian Embassy or Consulate in your country for advice before embarking. Your luggage may be inspected by Australian Custom Officers upon arrival in Australia so you should declare any food you bring with you; otherwise you may commit an offence and face a heavy penalty.

Storing personal belongings

With limited storage space available to students, each student may only store personal items in the allocated cupboard and drawers in their room. No extra boxes can be used to store books or clothes on the floor of student's rooms.

At the end of the year, all Year 12 students must remove all personal items from the school properties. It is strongly advised that all students take home all non-essential and valuable items during the June/July and December/January vacation. The school will not be responsible for loss or damage to items left by students over any vacation period.

Things you need to know before arriving

1. Ensure you have approximately AUD\$100 cash with you (for use in the first week after you arrive at the School).
2. Ensure you have approximately 6 months' worth of pocket money ready (you may buy travellers cheques in Australian dollars or bank drafts).
3. Ensure you have an eye and dental check-up before you leave your country (if you wear glasses, bring a spare pair of glasses with you).
4. Lock your luggage and place a name tag (with your name, School address and telephone number) on it.
5. A copy of your passport bio-data page and your visa letter, put these in a safe place.
6. Check that your passport and air ticket are ready before going to the airport.

Airport pickup

The commencement date for Semester 1 2022 (Term 1), is Tuesday 1st of February and Semester 2 (Term 3) commences on Tuesday the 19th of July. The Boarding Houses open 2 days prior to the semester commencement date. Early arrival is by prior arrangement only and students who arrive

earlier, must arrange their own transport. The School will not provide airport pick-up and the student will have to arrange and pay for their own accommodation and food until the boarding house opens.

Students who arrive late must make up for missed lessons in their own time; therefore students should arrange their flight as soon as possible after being granted their student visa.

If you would like to have an airport pick-up, please complete the details on the attached *Airport Pick-Up Application Form* (see Appendix at end of this document) and email to gam@kilmore.vic.edu.au at least 5 days prior to your flight.

A person appointed by the School will pick you up from Melbourne Airport and deliver you to the School (please do not ask the School Representative to deliver you to any other location). Airport pick-up service is only available from the airport to the School. If you have already arrived at your relative or friend's place, the School will not provide this service.

Please note:

If your flight has been rescheduled or your arrival in Melbourne is likely to be delayed, please phone the School immediately advising the new arrival time. If necessary, go to the Airport Passenger Information Counter or see the airline company service personnel in your home country to find a person who is able to speak English to help you contact the Boarding Office.

Boarding House:	+61 409 521 599 <i>(Within Australia (0409 521 599))</i>
School Office:	+61 3 5782 2211 <i>(Within Australia: 03 5782 2211)</i>

Due to Privacy Laws in Australia, the airline company will not release passenger information; therefore the school will not know where you are. The School would like you to let us know about your arrival details and any changes to your itinerary as soon as possible.

The school will give you details on the meeting location for the transfer service to Kilmore. The school representative will always be clearly identified and have identification on them for your safety.

School staff member/ representatives will be holding a sign with THE KILMORE INTERNATIONAL SCHOOL written in English.

Do NOT leave the airport on your own. On occasions the School staff member/representative may be delayed for unexpected reasons. Should such a situation occur, please contact the Boarding Office or the School from Melbourne Airport on the telephone numbers above.

If you do not inform the School about any change in your flight schedule, or if you leave the airport without telling the School, we may have to return to Kilmore without you. In such cases the School will not refund the transportation fee and if you need the school to send someone else to the airport to pick you up, you will have to pay the transportation fee again. After arriving in the car park at the airport, students and their families should take the initiative and place their luggage in the car. The School staff member/representative will usually offer some assistance as well.

If there are accompanying family members who need accommodation in Kilmore, please contact local motel directly to make a room booking in advance. Our School is an educational institution and our aim is to provide quality education to all students. Receiving parents and providing accommodation and meals for them is not part of the service provided by the School. Should any parents want to meet school staff members, please contact the School to arrange an appointment first and arrive at the appointed time after receiving consent. Parents and visitors must not enter the School grounds or student's dormitory without first arranging an appointment.

It is recommended that new students who arrive after the term commences should arrange their flights to arrive in Melbourne on a weekday instead of during the weekend. Staff will be at the school to best meet the needs of the new student during the weekday.

After arriving at The Kilmore International School

After arriving at the School, students should first report to the Boarding Office, located off the passageway, adjacent to the Blue Room.

When reporting to the Boarding Office, the School will allow every new student an international phone call so the student can inform their parents of their safe arrival. If the phone call is to be more than a reasonable time frame, the student will have to pay the excess charge of approximately AUD\$2.00 per minute.

The Boarding Manager will inform new students of their room arrangements. Parents are asked to phone their children between 3.30pm and 4.30pm (after school) or 9.00pm – 10.00pm (Eastern Standard Time) if they wish to speak further with their child.

For safety reasons, the School will hold each student's passport and return air tickets. Students should hand their passports and return air tickets (and medical check Form 815 if applicable) to the Boarding Manager.

For information regarding money/cash see Banking and cash matters section.

Reporting to the School Nurse / Sick Bay

You should hand over all prescribed medication with a letter from your medical practitioner to the School nursing staff. The School nurse will check your details and give you a permission slip if you are allowed to keep this medication with you. The permission slip should then be shown to the boarding staff.

After arriving at the School the Head of Year will discuss subject selections with the new student and produce a timetable for commencement of classes.

Arrival checklist

After registration, the Boarding Staff will take the new student to their dormitory. The School will provide the new student with a Boarding Kit.

The Boarding Kit will include the following items:

- 2 laundry bags
- 1 pillow
- 1 doona
- 1 pillow case
- 1 woollen blanket
- 1 lamp
- 1 mattress protector
- 1 bed sheet
- 1 power board
- 2 large towels

Students are responsible for ensuring that the boarding kit is taken care of. Should any items be lost or damaged they must be replaced at the student's expense.

Room Check List

When students move into their room, the Boarding staff will check the condition of the furniture, daily necessities, carpet, windows, curtains and walls. Any damage will be recorded on the room check list. Before the student moves out of the room at the end of the semester, school boarding staff members will again check the room and the student will have to pay for any damages. Shared areas of the

dormitory such as common rooms, bathrooms, toilets, corridors etc. are the collective responsibility of all members of that dormitory and all students will be collectively held responsible for any damage.

Unpacking of luggage and making of bed

Students can commence unpacking after checking into their room. Any accompanying parents should then leave the dormitory. Tidying of clothes and necessities are the student's own responsibility and parents are discouraged from helping students.

After students report to the School, parents should not keep them overnight at the motel. After the student has reported to the School, parents should leave the School as soon as possible so their child can quickly gain independence and become accustomed to dorm life. Parents staying in Kilmore are requested not to take students out overnight between Sunday - Thursday. If they wish to take the student out overnight on Friday and/or Saturday, please fill in the Day/Overnight Request Form and wait for the School's permission before the student leaves the School.

Key Deposit

Students should lock their valuables in the lockable drawer. The Boarding Office co-ordinates the allocation of keys. Any lost keys will cost AUD\$25 each to replace. When the student leaves the School, all keys should be returned to the Boarding Office.

School Uniform

The School uniform is a symbol of this School. It is expected that all students wear full school uniform to and from school each weekday. Students are **not** expected to wear the uniform on weekends. After 3.30 pm when classes finishes, all students may remain in their full uniform or change into casual clothes for the afternoon activities.

School sports uniform is only to be worn for PE/sports activities.

Uniform Requirements for all students

School wear

- School dress, skorts and navy-blue regulation shorts. Skorts and shorts to be worn with white shirt and tie.
- White or navy socks without brands or symbols to be worn above the ankle. Navy tights can be worn as an option.
- Red school jumper (Year 3-11), black school jumper (Year 12 only).
- Black lace-up polished leather school shoes (not suede, pointed canvas or black runners).
- Hair coverings to be in the school colours.
- School issued bucket hat (compulsory for Primary school in the warmer months).
- School issued scarf only for the cooler months.
- School blazer (Year 7-12) [optional in Terms 1 and 4. Compulsory in Terms 2 and 3 and for formal occasions].

Sports wear

- School sports shorts or tracksuit pants.
- School sport polo shirt.
- School 'house' polo is to be worn for House competition events only.
- Rugby jumper
- White socks without brands or symbols, to be worn above the ankle.
- Mouthguard (recommended)
- Sport shoes only (not street or skate shoes)
- School bucket hat

Hairstyles

- Hair must be clean and neat.
- No artificial colouring, gel or other hair products that alters the natural look.
- Hair must not cover the eyes and face.
- Hair below the collar must be fully tied back.
- Hair must not be of extreme contrasting lengths, nor must any part of it or all of it be shaved.
- No facial hair is permitted unless approval has been given for cultural reasons.
- Hair accessories such as clips/ties/headbands must be red or navy blue only.

Students deemed with inappropriate hairstyles will have two (2) days to rectify this or a uniform violation will be given.

Accessories

Jewellery: one plain stud/ring per earlobe and wristwatch. No other piercings allowed. No other jewellery permitted.

Nail Polish: None permitted.

Makeup or lip colour: None permitted.

Dress hemlines: Hem must always be worn at mid-knee level or below.

Tattoos: None permitted.

School Bag

The school bag must be the school branded bag.

Additional Garments

The long-term wearing of additional garments for medical or other reasons must be authorised by the Deputy Principal/s.

Such garments may be required to be worn in specified school colours. Parents/Guardians must consult with, and gain the written approval of, the Deputy Principal before making changes to the uniform. The integrity of the School uniform is paramount and any proposed additional garments will require substantial reasons.

Dining Room: Students must wear either full school uniform or full casual clothes in the dining room for the evening meal. No thongs or open-toed footwear are allowed at any time. Hats and sports singlets will not be permitted to be worn by any student while in the Dining Room. No electronic devices are to be in the dining room.

Any questions on the Uniform Policy should speak to the Boarding Manager. The full policy is available.

Laundry and dry cleaning

Students will be allocated a laundry number which they should mark on the collar or at another place easily seen on every article of clothing. If this is not done, the laundry company will not be able to sort the clothes into the student's correct laundry bag and items will be given to the boarding office.

After marking your clothes with the laundry number, put the clothes in the laundry bag for washing. We ask students to label their clothing as a matter of priority.

The laundry company comes to the School to collect the bags every Monday morning and, after washing and ironing the clothes, returns the laundry bags the following Wednesday afternoon. The fee

for the weekly laundry is included in the boarding fee, whether students use the laundry service or not. If students choose not to use the laundry service, money will not be refunded.

To keep student uniforms in their best condition, all school uniforms and tracksuits must be cleaned by the laundry company (students are not permitted to wash these items themselves). The School laundry service is for clothes washed in water only. The cost for dry cleaning of blazers and personal items is to be paid by the student. Bed sheets and pillow cases must be changed and washed every week. The used items will be collected from the boarding houses each Monday morning. Towels must be placed into your own laundry bag with your clothing.

If you plan to wash some of your clothes yourself (e.g. underwear and socks), you may use the coin operated washing machines and dryers provided by the School. These machines are located behind the school kitchen and in the boarding houses. Wet clothes must be hung on the clothes lines provided and must not be placed on heaters or hung in the bedrooms at any time.

Banking and cash matters

As the age of most boarding students is between 15 and 18, their ability to manage large amounts of money is usually limited. Therefore the School is strongly opposed to students bringing large amounts of cash into Australia. If students still wish to carry large amounts of cash for their own reasons, the School will not be held responsible if the money is lost. It is every student's responsibility to take care of their own belongings. If students require the School to look after their cash, they should hand the money to the Boarding Manager when registering, upon arrival.

Banking

The Boarding Manager will assist students in opening a bank account during the first week of school. The account will take approximately five business days to become active. When opening an account, the bank will advise students in writing of their PIN (Personal Identification Number) for their key cards. Students are asked to remember this PIN and destroy the letter from the bank. Students must not disclose their PIN to anyone else, even their closest friends.

Within 7-10 days the bank will send the student's bank card to the School. Students must sign the back of the card with their signature immediately and keep the card in a safe place. Students should never put the key card and the PIN together.

Cash

In Australia, the Australian dollar is the only legal currency and shops only accept this currency. Should students carry currency other than Australian dollars, they must go to the bank to change this into Australian dollars for daily use. Australian banks may only provide limited services for foreign currency deposits. Other currencies (e.g. US dollars) will be changed to Australian dollars based on the exchange rate of the day before they can be used in Australia. The student should not bring large amounts of cash and valuables to school. After students have opened their bank accounts, parents can transfer lump sums of money directly into the student's account. Electronic transfers only take 3 working days. The suggested amount of cash for students to have with them on arrival is AUD\$100. Students should note that it is their responsibility for the safe keeping of money and valuables.

Students are advised not to have more than AUD\$20 cash in their boarding house at any time, students should use banking facilities or place any cash needed for a short time in the safe in the boarding office. All meals are provided by school and students only need money for personal needs, once established and students have deodorants, shampoo and so on, there is no need for cash, EFTPOS (electronic funds transfer at point of sale) is available in most stores. The school takes no responsibility

for the loss of students personal belongs we do try to help find them when misplaced however it is nearly impossible to locate money.

School Fees

The School does NOT recommend that students bring their fee money with them in cash. In accordance with Australian Customs Service, you must declare amounts of AUD\$10,000 or more in foreign or Australian currency you bring into Australia. If students decide to bring cash with them, the School will not accept responsibility if this is lost or stolen or you receive a penalty for exceeding the allowed amount. Please do NOT bring US currency as students will be required to exchange this into Australian dollars and this may result in late payment. Fees may be transferred directly into the School's bank account. Please contact the School for details.

Daily Routines

Monday - Thursday

6.30am	Wake up, showers, make bed, tidy room. Blinds and curtains are opened. All beds are to be made and all rooms tidy before any students leave the dormitory in the morning. The dormitory supervisor will inspect each room to ensure that this is done before the students leaves every morning. All students are to be in correct uniform for the day.
7.45am	Dormitories Closed
7.00am- 8.00am	Breakfast, rostered students to clear and clean tables.
8.30am	Dining room closed . MONDAY morning: All linen bags to be left in designated areas for collection

NOTE:

Students are expected to clean their own table before leaving the dining room and students are rostered for a final clean.

No student may enter dormitories during the school day without the permission of Head of Boarding, and a member of staff accompanying him or her.

3.30pm	Dormitories open: 1st Roll Call: Activities or free time.
3.30- 4.30pm	CAS activity time for all IB students
4.30-6.00pm	Tutorials/Private Study
5.45-6.30pm	Dinner time

After each meal the rostered students are to clean tables and tidy dining room

7.00-9.00pm	2 nd study time
9.00-9.30pm	Free time for all students (No Student is permitted to leave their own dormitory area without first getting permission from boarding staff)
9.30pm	2nd Roll Call for Years 7 – 12. Sunday to Thursdays. All students must be in own boarding area for this roll call and after this time. All Year 7-8 students in bed and lights out

*WEDNESDAYS – Hand in Day/Overnight Request Forms by 9.30pm.

10.15pm	Years 9 - 10 Main lights out. NO showering after this time.
10.30pm	3rd Roll Call - Years 9 - 10 in bed and all lights out.
10.45pm	Years 11 & 12 in own rooms, main lights out, no showering after this time
11.00pm	3rd Roll Call: Years 11 & 12 all quiet in own rooms.

All students to be in bed. All lights out. Laptops, mobile phones and any electronic devices that connect to the Internet will be locked away in a central storage cupboard and returned to students in the morning.

Everyone will benefit from a good night's sleep. Anyone not in bed by 11.00pm will be issued with a conduct note.

Friday

Morning routine as per Monday – Thursday.

3.30pm	1 st Roll Call
5.30pm	Dinner.
8.30pm Houses	2nd Roll Call - Year 7 – 10 students, who then remain in their Boarding Houses
9.30pm Houses	2nd Roll Call - Year 11 – 12 students, who then remain in their Boarding Houses
11.00pm	3rd Roll Call: All quiet in dormitories. No showering after this time. All students to be in bed. ALL LIGHTS OUT.

Saturday

7.00am	Buses will be made available to take students to the Kilmore East Railway Station for approved leave to Melbourne for the day (8:00am and 10:15am)
8.30–9.30 am	Breakfast available (8:00 – 9:30am)
10.00am	All students must be out of bed and rooms tidy.
12.30pm	Lunch – 1st Roll Call Dining Room - Anyone not on approved day or weekend leave must be in attendance
5.30pm	Dinner
7.30pm	Last bus will collect students from Kilmore East Railway Station.
8.30pm Houses	2nd Roll Call Year 7 – 10 students, who then remain in their Boarding Houses
9.30pm Houses	2nd Roll Call Year 11 - 12 students, who then remain in their Boarding Houses
11.00pm	3rd Roll Call: All quiet in dormitories. No showering after this time. All students to be in bed. All Lights are to be out.

Sunday

8.30 – 9.30am	Breakfast available (8 – 9:30am)
12.30pm	Lunch – 1st Roll Call Dining Room - Anyone not on approved day or weekend leave must be in attendance
5.30pm	Dinner
7.00pm	2nd Roll Call - All students (Years 7-12) to be in own Boarding House
7.00 - 8.30pm	Supervised study time.
8.30pm	Linen change to beds and rubbish bin clean up in all houses.
9.30pm	Year 7 – 8 in bed and all lights out and final ROLLCALL
10.15pm	Years 9 - 10 Main lights out and no showering after this time
10.30pm	Years 9 -10 in bed and all lights out
10.45pm	Years 11 & 12 Main lights out and no showering after this time
11.00pm	3rd Roll Call: Years 11 & 12 all quiet in dormitories. All students to be in bed.

Year 7 to Year 10 students will hand in all electronic devices, including, but not limited to Laptops, mobile phones and any electronic devices that connect to the Internet, on Friday and Saturday nights and all devices will be locked away in a central storage cupboard and returned to students in the morning.

Year 11 and Year 12 are expected to show restraint and respect to other students' wellbeing with their electrical devices only on Friday and Saturday nights, devices will not be taken from them unless it is decided by the Boarding Manager that they are using them inappropriately or disturbing others.

Rooms

Expectations of Students' rooms:

1. Quilt – fold twice and put at the end of the bed.
2. Blanket – fold in the manner as the quilt and put on top of the quilt.
3. Drawer – the drawer is located under the bed. Students may leave shampoo, alarm clock and torch, etc. in it, but no more than 10 items should be left on top of it, and they must be placed in a tidy manner.
4. Laundry bags – the 2 laundry bags should be hung on the posts at each side of the end of the bed.
5. Bath Towel – to be hung on the rails at the end of the bed.
6. Shoes – to be put on the floor of the built-in wardrobe. Slippers, sports shoes and school shoes (only 3 pairs are allowed) can be put on the floor under the desk. Students are not permitted to leave shoes strewn about their room.
7. Suitcase – put behind the drawer, under the bed or under the desk.
8. Students are not permitted to leave shampoo, conditioner, cream, etc. on the floor of the shower or bathroom.
9. Rooms are to be tidied daily.

Inspections of rooms are scheduled each morning by staff.

Students who leave their rooms untidy may be asked to return to clean up.

Note:

- Students are not permitted to be overly noisy around the School. This includes playing loud music (please use headphones). External speakers are not permitted in the dormitories and will be confiscated if they are found in the dormitory. In the event of loud music being played, the student's speakers, computer or stereo may be confiscated.
- Tutorial timetables, activity items and dormitory phone numbers, etc. are displayed in boarding houses and on notice boards at the School.
- Photographs of bed and desk area showing how the room should be left each morning.

Mobile telephones

- Students who have mobile phones are asked to register their mobile phone number(s) at the Boarding Office due to safety requirements.
- All students with mobile phones are responsible for the payment of their own telephone accounts.
- In the event of a mobile phone being lost or stolen, students must report this to a boarding staff member as soon as possible. The registered telephone service provider (e.g. Telstra, Optus) will then be notified and the service will be cancelled. If this should occur, the student will take full responsibility for any outstanding accounts on this service.
- The School will not be responsible for any mobile telephone or the payment of accounts.
- Students who own a mobile phone must not lend it to another student.
- It is recommended that any secret PIN given with the student's mobile phone is not told to any other student – therefore stopping any illegal use of phones.
- The use of mobile phones is not permitted during class hours, study times and after lights are out. All mobile phones must be handed in to boarding staff before lights out.

Student diary

Each student is expected to carry a 'Student Diary' to each class, tutorial, and during boarding house study sessions in the boarding house. Boarding staff will normally check and sign each student diary each day (Monday – Thursday).

General rules and regulations

In addition to any rules, regulations and procedures stated in the above information and the school Student Handbook, the following expectations are designed for the safety and well-being of all students:

- No unauthorized or unsupervised access to school dormitories.
- No smoking, alcohol or drugs.
- No student is to touch another student in a manner judged inappropriate by a member of staff. No hugging, kissing, sitting on laps etc.
- All students are to treat each other with respect at all times.
- No bullying or harassment of fellow students or members of staff
- No Loud, noisy behaviour, excessive running and playing loud music.
- External speakers attached to battery operated or electrical equipment are prohibited.
- Student to student relationships are strongly discouraged. Open displays of affection, such as holding hands, cuddling, embracing and kissing in public are not appropriate.
- Consumption of food in rooms or storage of opened food and drink in rooms is not advised.
- Pets are not allowed.
- Showering after designated times is not permitted.
- Laptops, tablets and iPads are to be placed in storage cupboards overnight.
 - Years 7-8 by 9.00pm
 - Years 9-10 by 9.30pm
 - Years 11 & 12 by 10.30pm
- Mobile phones to be placed in storage cupboards before lights out.
- Nothing is to be placed on Heaters.
- No hot food is to be consumed in the bedrooms. All boarders are recommended to purchase an airtight plastic container to store food, a boarding staff member would be available to take them to purchase.

If a student is required to finish school work and extra time is needed with their device. The student is required to seek permission from the staff on duty. This will be granted based on the students' behaviour and previous use of study time.

If a student is found to be in breach of the School's rules and expectations, consequences will apply in accordance with the school's code of conduct. Penalties will match the severity of the offence.

Weekend leave

Students are not permitted to go to Melbourne (i.e. city) from Monday to Friday. Students may go to Melbourne on any Saturday, but are not permitted to stay overnight outside of the School and must have left the city by 6:30 if traveling by train. If the student needs to stay overnight outside the

School for any reason, the student must apply to the School beforehand and follow the relevant procedures as detailed below.

The Boarding Office will not grant leave to a student who has any behavioural or disciplinary issues outstanding, even if a student has his/her parent's permission.

Application for day leave

The student must lodge a *Weekend Leave Form* to the Boarding Staff by 9.30am Wednesday prior to the requested leave (i.e. Hand in to boarding staff on Tuesday at evening roll call).

If the request for leave form is not lodged by the required time leave will not be granted.

Any student who has any behavioural or disciplinary problems or needs to catch up on schoolwork will usually not be granted leave.

Application for overnight Leave

Parent's must sign the *Weekend Leave Form* (see Appendix at back of booklet) and fax/email this to the School by 12 noon on the Wednesday prior to the requested leave.

The School reserves the right not to grant permission if the student's guardian status does not meet the School regulations. Leave will not be granted without approval from the Boarding Office, approval is only given by the Boarding Office and another member of staff.

Students may take the Seymour train from Kilmore East railway station or travel by bus to and from Melbourne each Saturday. The cost of a return railway ticket is available on the website Public Transport Victoria - **Fare Calculator**. The School will provide school buses for students to travel to the Kilmore East Railway Station at 7:50am & 9:30am on Saturdays, in time for students to catch the 8.05am & 10:10am train to Melbourne. The School will also provide a school bus to pick-up students meeting all trains from 4.00pm to 7.30 pm from the Kilmore East railway station on Saturdays. Therefore, the last train students can catch is the 6.33 pm train from Melbourne to Kilmore East on Saturday evening.

If students wish to take the bus to Melbourne, they will need to walk to the bus stop (this may take 7-10 minutes).

It is recommended that students buy their tickets two days before the travel date. Please ask Boarding Staff for advice and assistance in relation to buying tickets.

Weekday Leave / Roll Call

It is expected that all boarding students will attend roll calls each day at the times as outlined in the Boarding House Routine.

Weekday overnight leave will not be granted to any student. No student is permitted to go to the house of day students on the way to school or from school.

No student is to enter a dormitory they are not living in unless permission is given.

No student is permitted to leave the Boarding House without first being given permission by the Boarding Staff in charge of the house. After first speaking to the staff member, a student must sign out from the house and upon return to the house they must sign back in and report to the staff member.

Leave from Classes

Students who request leave from class, must seek permission from the Principal at least two days beforehand. Leave during the weekday will require students to be absent from classes and therefore is not usually granted without exceptional circumstances.

Study after school

Tutorials are held from Monday – Thursday.

Students should carefully read the timetable for tutorials that are given by their teachers at the beginning of the semester and devise for themselves a schedule to meet their needs. It is the student's responsibility to be aware of and to attend the tutorials. To attend tutorials each evening, students must inform their boarding staff at 3:30 roll call, present their diary to the supervising teacher for signature and show the diary to the boarding staff at Study that evening. Tutorial attendance will be monitored by the boarding staff.

- Year 7 and 8 must attend at least one tutorial per evening.
- Year 9 – 12 must attend at least two tutorials per evening.

- Year 7 – 9 may attend two sports sessions per week provided on Monday and Tuesday.
- Year 10 may attend one sports session per week provided on Monday and Tuesday.

There are English tutorial classes conducted from Monday to Thursday. Students who are weak in the English language are strongly encouraged and may be required to attend as many English tutorials as possible. All students are permitted to study in their dormitory area in the evenings.

Students are not permitted to listen to music or play computer games while attending evening studies or tutorials, even if an earphone is used. Offenders will be given conduct note and may have their radios or computers confiscated.

Study Time:

Monday to Thursday

Students in all year levels should undertake their study according to the published school timetable. Students should complete their assignments and any homework, review the materials they have recently learned and try to read through the lessons they are scheduled to have the next day.

Students should also study additional outside-of-class materials such as literature, financial magazines and newspapers. If students are not attending tutorials they must be in supervised study. Students not reporting to their assigned study room on time will be given a verbal warning. 3 conduct notes = 1 detention.

Friday and Saturday

There are usually no arranged study times and/or tutorials on these two nights so that students can enjoy some free time and relax. However, students should endeavour to manage these times in order to improve themselves as much as possible.

Sunday

From 7.00 p.m. on Sunday nights students should do their studying at their assigned areas. The School does not usually provide tutorials on Sunday.

CAS (Creativity, Activity and Service)

In addition to the formal program of study and examinations, all IB Diploma candidates are required to fulfil the CAS requirements in Years 11 & 12.

Students are required to do 50 hours for each item (Total 150 hours in the three categories of Creativity, Activity and Service) before the IB Diploma can be awarded. Students should read the Student Handbook or consult with the CAS Coordinator for further information. It is recommended that students do as much CAS as possible towards the 150 hours requirement in Year 11 in order to reduce the CAS workload in Year 12.

School camps

The School operates a Camps Program at the end of Term 1 for all students (Years 5-12). The emphasis is generally on Outdoor Education, including activities such as bush-walking, canoeing and camp craft. Camp is compulsory and all students are expected to attend. The camp fee is non-refundable.

At the end of Term 3, Years 7-10 boarding students may attend an optional "Study Camp". Year 11 students also participate in a CAS (Creativity, Activity, and Service) specific camp which is also compulsory. Year 12 students do Mock Examinations. A **non-refundable** charge applies to the CAS camp and Year 12 Mock Examination week.

Term break

The Boarding Houses will remain open during the Term Breaks in April and September each year following the Camp Programs at the end of the 1st and 3rd Terms. This will attract an additional cost and each student will be charged a fee unless four weeks' notice is received prior to the end of Term 1 and Term 3.

Boarding staff will arrange a variety of activities during each Term Break.

Students who seek alternative accommodation or who return home for that week must arrange this with the school four weeks prior to the end of each term. The Boarding Houses will be closed between the first semester (usually in July) and second semesters each year (mid-December until the end of January).

Booking your air ticket home

There are two holiday periods per year (one each in summer and winter) during which the School must close. **All students must leave the School campus during these two holiday periods.** Due to the large number of International Students who travel at these peak periods, most seats are heavily booked months in advance. Return air tickets to their home countries therefore need to be booked as early as possible. Please refer to term dates and recommended travel days. The travel itinerary must be made in accordance with the school calendar.

If a student is travelling on a return (two-way) ticket when they first leave from their home country to the School, a new ticket is not required to be booked again. However, the student will need to reconfirm the return booking after arriving at the School. If a student is travelling on a one way ticket when they travel to Australia they should make sure the ticket for returning home is booked at least 3 months prior

to the commencement of the school holidays. Bookings for tickets for travel in December need to be made even earlier as these seats fill up very quickly.

To book or confirm ticket reservations – please contact the Boarding Office for assistance.

The school assessment system and study

Choosing to study abroad is a big step in your life. Studying abroad can be beneficial, challenging and a pleasure, but can also contain some anxious moments. Staff at The Kilmore International School are always ready to communicate with students. If students wish to talk with the Principal, Deputy Principal or IB Coordinator, they should make an appointment at Student Services. If students have difficulty in communicating because of their language, staff who speak the student's native language are also available as interpreters. Students who wish to use an interpreter should make an appointment with their native language speaking staff member.

School assessment

Students are required to study set subjects in Years 5 – 10 and then select 6 subjects in Years 11 and 12. Each subject is graded from 1-7 points. The highest score is 7 while a pass score is 4.

For many years, The Kilmore International School has maintained a 100% university-entrance record. In addition, a few of our students have achieved perfect scores and have been ranked number 1 among IB students all over the world. To sustain these achievements, the School closely monitors students' progress.

There are 4 school reports during the year, usually in weeks 10, 20, 30 and 40. Comprehensive school reports, including students' academic, behaviour, study, attitude, homework and class presentation are handed out in Weeks 20 and 40.

The Interim Reports of approximately Week 10 and Week 30 will include past questions, homework and class presentation comments. They will reflect the students' study tendency, teachers' point of view toward the student and key courses, as well as suggested direction.

At the end of every year, the School Principal, together with the Head of Department, senior teachers, boarding staff and administrators will discuss all aspects of the student's enrolment to decide:

1. if the student should continue studying at the School;
2. if the student should be promoted to the next year level;
3. if the student should take remedial action if they have failed some subjects.

The criteria for making the above decisions are based on:

1. if teachers are satisfied with the effort that the student has put in
2. if the School is satisfied with the student's achievements (total scores from 6 subjects should not be less than 24 points and satisfactory CAS participation)
3. if there is any absence in student attendance (for whatever the reason, personal or visa delay)

Once the School's decision has been made, there will no change to it whatsoever. Furthermore, according to Government visa laws, the School is bound by law to report the list of poor-performance students to the Department of Home Affairs (DHA) Office.

Health issues – Health Centre

School Nurse

On Weekdays there is a school nurse in sick bay from 8:30am – 3.00pm. If there are health concerns with students the Boarding Manager can arrange medical attention.

Visiting Doctor

If students feel unwell in the morning they should report to their respective boarding staff, who will report this to the School nurse. The nurse may ring our local doctor who will either visit the student at school or the nurse will take them to the Medical Centre for general medical treatment.

Students who are not feeling well are still required to put on their school uniform and attend the 8:30 a.m. Home Room roll call then report to sick bay to see the nurse/doctor. If they are seriously ill they will see the Boarding Manager who will put them into sickbay until the Nurse arrives, the required treatment will then be taken.

Students may also visit doctors elsewhere but might be requested to pay at the time of consultation, which they can then partly claim back from their student health cover insurance.

Health Check – Form 815

Some students fail part of the health requirement (set by the Australian Government Health Department) before they leave their own country. Dept. of Home Affairs normally issues a Health Undertaking Form – 815 for these students to bring with them to Australia for a follow up health check after their arrival. Students who have this form must hand it to the School nurse immediately upon arrival at the School, so that an appointment can be arranged for the student by a certain date. The School will not take responsibility if the student fails to hand in this form or misses the due date for the appointment.

Overseas Student Health Cover (OSHC)

According to Australian Immigration regulations, students are required to pay fees in full to the School prior to the student visa being granted. International students are also required to hold Overseas Students Health Cover (OSHC) for the duration of their studies.

The School will complete the relevant forms for every new student and lodge these to the insurance company after students arrive at the School. Health cover will be valid once the insurance company receives the completed forms, and a Medibank card is issued to the School. The School keeps the student's private health insurance cards in the School files for safety reasons.

Students should be aware that in Australia a visit to the doctor is partly covered by insurance, but not the prescribed medicine. Students travelling on visas other than student visas should also purchase private health insurance, or the cost for any medical treatment will be very expensive.

Ambulance Insurance

In Australia, using the ambulance service is quite expensive, often costing from AUD\$2000 – AUD\$3,000 for one trip. For this reason, the School purchases ambulance insurance for every student that arrives at the School. The cost for this insurance is AUD\$49.08 per student for a full year, so in the event of student requiring these services, they will have peace of mind knowing that the cost will be fully covered.

Student Wellbeing

When students first arrive in a new country they feel excited, but after a period of time they may feel lonely and homesick. These feelings are quite normal and expected, but if students are patient and enjoy the challenge of being in a new country, most of these feelings will pass and students may then continue to enjoy their lives in Australia.

Staff at The Kilmore International School are always ready to communicate with students and parents. If students wish to talk with the Principal or IB Coordinator, they should make an appointment at Student Services. If students have difficulty in communicating because of their language, staff who speak the student's native language are also available as interpreters. Students who wish to use an interpreter should make an appointment with their native language speaking staff member.

The School has formed a Students' Representative Council (S.R.C.) for students. The S.R.C. has members who are nominated by staff and who represent the interests of students at the School. The School Principal meets once a week with the S.R.C. over lunch, thereby keeping the lines of communication between students and the School Administration open. In the Boarding house we have two Boarding Captains that represent the Boarders on the SRC. If you have any great ideas of how to make boarding life better and more vibrant for yourself or other students then please approach the Boarding Captains so they can put forward your idea.

Boarders are also welcome to meet with the Boarding Manager, Mrs Gayle Morgan, with any ideas, comments or concerns and by sharing a problem it can often be easily solved. Parents are encouraged to ask their child to actively seek help for any issues by getting their child to speak to the Boarding staff, Mrs Morgan, or the boarding captains. It is also important that parents contact Mrs Morgan directly with any issues of welfare regarding their child so that together we can then meet the individual needs of the students.

Additionally, Legal Aid provides legal information and support relating to all legal matters: www.legalaid.vic.gov.au. The Australian Department of Justice and Community Safety Victoria provides information about the department, courts and tribunals, dispute resolution, fines etc.: visit on www.justice.vic.gov.au

Safety

Road Safety

Students should be aware that the road system in Australia may be different from their own country. Students should remember 3 simple rules:

1. When crossing the road, use the pedestrian crossing (where possible). If a pedestrian crossing is not available, students should look to the right, then look to the left, then look to the right again, to make sure the road is clear, before crossing the road.
2. Do not walk on the road when there is a footpath.
3. Pedestrians do not have right of way when crossing roads

Australian drivers are not used to having pedestrians cross the road where they should not, or walk on roads and therefore may not react quickly enough to stop in time to avoid a collision.

For more safety information visit www.vicroads.vic.gov.au

Personal Safety

The Kilmore International School is located in a very safe, rural country area where students, if they behave sensibly, would normally not have their safety at risk.

In the city of Melbourne, even though the safety level is much better than most other large cities in the world, with a population of 5 million, students should be much more careful, and they should adhere to the following:

1. Always travel in a group accompanied by a student who is familiar with the area, to avoid becoming lost.
2. Avoid carrying large amounts of money.
3. Avoid walking alone in the dark or travelling by public transportation in the late evening (unlike many Asian cities, the streets of Melbourne become quite vacant after approximately 8.00pm as most residents return to their homes for the evening.)
4. If students find themselves in an unusual situation that causes concern and worry, they should return to the School immediately and report to the School staff without delay.

Students are reminded that this is a brand new environment with many differences to their home country. However, students can be assured that the teachers, coordinators, boarding and nursing staff are all happy to discuss any safety concerns they may have.

Child Safety Policies and Procedures

The Kilmore international school have a duty of care to your child. We strive to ensure we have a safe and child friendly environment, where children and young people are safe and feel safe, and are able to actively participate in the life of the School. We have rigorous processes and procedures to ensure the safety of our students. If you are concerned about the wellbeing of a student, please contact the Child Safe Officer, Bradley McKay BJM@kilmore.vic.edu.au or telephone (03) 5782 2211.

More information can be found in our Child Safe Policies <http://www.kilmore.vic.edu.au/our-school/school-policies/>.

Behaviour that is unlawful in public

The Kilmore International School works in partnership with government departments to ensure the laws about behaviour in public relate to things like:

- making graffiti
- behaving in a way that causes offence to other people, like racial vilification, swearing and using obscene language or exposing your genitals
- some protests and demonstrations
- taking inappropriate photos of someone without their knowledge ('upskirting')
- lighting fires or setting off fireworks without a permit
- spitting at someone
- being drunk in a public place
- disorderly conduct in a public place
- being told to stay away from a public place by the police (see Move on from a public place)
- littering
- begging.

Most of the offences that are known as public order offences are listed under Victoria's Summary Offences Act 1966. A full list of laws and penalties can be viewed at www.legalaid.vic.gov.au/find-legal-answers/criminal-offences/behaviour-in-public-that-is-against-law

We ask that all students abide by the laws and guidelines in Victoria, Australia. If not sure of anything, please ask your Boarding Staff on duty.

Visa requirements

Student visas are granted subject to various conditions. It is important that you understand the conditions attached to your visa. If you fail to comply with any of the conditions attached to your visa,

it may be cancelled and you may be required to leave Australia. The following conditions apply to most students:

- You must remain enrolled in a registered full-time course
- You must maintain adequate arrangements for health insurance (the School will arrange this for you)
- You must advise the School of any change to your contact details (including address, telephone numbers, etc.) within 7 days of each change
- You must remain with the education provider (e.g. The Kilmore International School) with whom you originally enrolled for the first 6 months of your course
- You must not become involved in activities disruptive to, or violence threatening harm to, the Australian community

Please note that the School has an obligation to advise the Department of Home Affairs (DHA) of a student's failure to meet their visa conditions relating to attendance or academic performance under the Migration Act 1958, and for notifying the student of their non-compliance.

The Kilmore International School - Boarding Student Agreement

By my signature, I acknowledge that I have read and understood the Kilmore International School Boarding House Handbook and agree to abide by the policies, procedures and school directions in their entirety and agree to abide by them.

Student name:			
Student signature:		Date:	

Holiday Boarding Arrangement Form

Parents and guardians must complete this form and return to the School by **Friday, 25 March 2022**.

Our School provides boarding students with optional holiday programmes throughout the year. Please find details of our boarding programmes below:

Term:	Activity:	Permission type:
Term 1 <i>Monday 11 April to Wednesday 27 April</i>	<ul style="list-style-type: none"> Day trips to local attractions Activities held at school Anglesea, Victoria camp (Monday 18 to Friday 22 April) 	Attending <input type="checkbox"/> Not Attending <input type="checkbox"/>
Term 2	<i>Boarding House closed</i>	
Term 3 <i>Monday 26 September to Tuesday, 4 October</i>	<ul style="list-style-type: none"> Day trips to local attractions Activities held at school Camp TBC <i>Compulsory for Year 11 students</i> 	Attending <input type="checkbox"/> Not Attending <input type="checkbox"/>
Term 4	<i>Boarding House closed</i>	

Students who select **Not Attending** must provide a copy of their plane ticket, or approval from their parent or guardian to stay with them in Australia. Parents or guardians must provide details of the guardian contact details and address by completing the disclaimer section of this form.

Students who remain at the School during the holiday periods will be provided with meals and staff supervision.

The cost of the Holiday Boarding Programme is pre-charged to your School account. Once supporting documents are received by the due date, a refund will be credited to your account if boarding arrangement is not utilised.

This form is to be emailed to the School even if your child is staying in the boarding house.

Consent by parent or guardian

I/We hereby confirm the above permissions

Student name:			
Parent/Guardian name:			
Parent/Guardian signature:		Date:	

Disclaimer

While my child is on leave from the School the nominated guardian will take full responsibility for him/her. I release The Kilmore International School, its employees and/or agents, jointly or severally from any responsibility relating to any duty of care of my child during the time my child is on leave from the school.

Name of Guardian:	
Relationship:	
Address:	
Contact number:	

Departure date:		Return date:	
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I wish my son/daughter to only stay with the person named as guardian and I understand that this will only happen as outlined above. I agree that this document will give permission for one holiday period.

Parent/Guardian name:			
Parent/Guardian signature:		Date:	

Weekend Leave

This form is to be emailed to the School each time your child requests weekend leave from school. The only exceptions to this would be if your son or daughter was staying with the same family each time they leave.

Student name:	
Date submitted:	

In this case you will need to indicate in the space provided that you agree to your child only staying with the guardian listed below:

Name of Guardian:	
Relationship:	
Address:	
Contact number:	

Departure date:		Return date:	
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While my child is on leave from The Kilmore International School the above guardian will take full responsibility for them. I release the Kilmore International School, its employees and/or agents, jointly or severally from any responsibility relating to any duty of care of my child during the time my child is on leave from the school.

I approve my child to only stay with the person named as guardian and I understand that this will only happen as outlined above. I agree that this form will give permission for one semester only.

Parent/Guardian name:			
Parent/Guardian signature:		Date:	

Airport Transfers Application Form

Please note: This form must be submitted to the School five days prior to the airport pickup/drop off date.

Student name:	
Date of Application:	

Flight details

Name of Airline:			
Flight number:			
Departing from:			
Arrival location	Domestic <input type="checkbox"/>	Melbourne International <input type="checkbox"/>	
Date of Departure:			
Arrival Date:		Time of Arrival:	

If you are being accompanied by a relative/guardian/friend, please list their names below:

Name:

Do you need the School to confirm this application? YES NO

If YES, please provide your email address here (please print clearly):

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Date: 22/03/22
Date for review: 20/12/23