

PLAN OF MANAGEMENT

**ASCHAM BOARDING HOUSE
19 DARLING POINT ROAD, DARLING POINT**



Ascham School

1. INTRODUCTION

This Plan of Management:

- Accompanies and supports the Statement of Environmental Effects and other associated specialist reports submitted to Woollahra Council in respect to Ascham School's new Student Boarding House at 19 Darling Point Road, Darling Point,
- Provides more detail regarding the intended use and operation of the boarding house.
- Demonstrates that potential impacts to adjoining and nearby neighbours have been considered and incorporated within the Plan of Management, including the adoption of various mitigation measures (refer Section 3, below).

2. OVERVIEW

Ascham have recently purchased the property at No 19 Darling Point Road for the use as a student boarding house.

The boarding house is not a '*boarding house*' as defined by planning legislation, but rather a traditional school boarding house accommodating on-campus accommodation for students enrolled at Ascham School. These 'boarders' originate from family homes across the greater Sydney metropolitan area, rural and regional NSW and beyond, as well as international students.

Ascham have other on-site boarding houses in the immediate area within the School Campus. The proposed boarding house (yet to be named) will allow some decanting of students from other on-site boarding houses as well as accommodating additional growth in boarding. In overall terms, the boarding house will result in two (2) additional boarding places over and above that cited in the previous consent issued for the Ascham Campus (No 433/2021/1). That is, while the proposed boarding house will increase the current boarding to 137 places (up by 2, from 135), there will be no increase in the total number of overall students enrolled at Ascham, nor staff employed by the School.

The boarding house accommodates a total of 39 students beds across a range of year cohorts in a variety of room configurations. The house includes communal amenities, study areas and common rooms. In effect, the house provides sleeping accommodation for the boarders who will attend Ascham. Teaching and learning, main meals, assemblies and other main events, co-curricular and sporting activities are all conducted on the main campus.

The house also accommodates 2 x self-contained units for staff who are responsible for the welfare and supervision of the girls.

Boarders reside in the boarding house during school terms are required to vacate the house during end-of-term School holidays. Occasionally (and only during school holiday breaks), the boarding house will be made available for use on a short-term, basis (usually over 3-4 days) for visiting school groups (primarily from Regional NSW) to stay whilst in Sydney. This is part of Ascham's commitment to making school facilities available to Community groups external to the school and is done on an altruistic (rather than commercial) basis. The Lights Out Policy and various mitigation measures identified in this Plan of Management will remain relevant in these circumstances.

The following section provides additional operational detail associated with the boarding house.

2.1 ACCESS TO THE BOARDING HOUSE

The boarding house is accessed from within the main school Campus (at the south-eastern corner of the property (i.e. adjoining the Ranelagh apartments site). This access involves a ramp to the ground floor level of the building.

The side passage (within the northern setback of the boarding house, adjoining No 23 Darling Point Road) will not be accessible to students/boarders. Access along the length of this passage is only available for maintenance or emergency evacuation purposes and a gate is to be maintained at the top of the stairs with appropriate signage restricting access by students.

Access to the building from the Darling Point Road frontage will only be available to the staff of the boarding house (i.e. through the main central doors) or to the resident staff in the ground floor unit via the front garden path to the north-west corner of the building.

Visitors to the Boarding House would normally be parents of the boarders. All visitors to the house enter via the School's Campus (not the entrance from Darling Point Road) and are required to firstly report to the reception within the house.

2.2 MEALTIMES AND LOCATION

Tea and coffee making facilities are provide within the boarding house and facilities for light snacks.

Main meals are provided within the dining hall located in the central area of the main Campus and occur at the following times:

Breakfast	7:15am – 8.20am; Monday to Friday. Breakfast is provided for the boarders within the House on both Saturday and Sunday mornings.
Lunch	12:30pm – 1.30pm on weekends (lunch collected from the dining hall on weekdays whilst on Campus)
Dinner	5:30pm – 6:30pm; Monday to Friday.

The only exceptions to the above would be in the circumstances where students are required to leave earlier, or arrive back later, for/from excursions. In these circumstances early or late 'saved meals' will be brought across to the boarding house by staff.

2.3 BACKYARD AND TERRACE USE

The 'backyard' to the property and the rear outdoor terrace is available to the boarders. Given the daily routine of the boarders, it is envisaged these spaces would generally be used after school and on weekends.

In accordance with house rules, the outdoor areas at the rear of the boarding house (including the outdoor benches and upper terrace area) would not be used for any recreation purposes beyond 10.00pm and the restriction on this use would be monitored and enforced by the staff on duty.

2.4 QUIET-TIME AND LIGHTS-OUT POLICY

A strict 'quiet-time and lights out' policy exists within the boarding house. The times applied are staggered given the age of the girls and their commitment to homework, as well as assisting in staff supervision and management. This policy is monitored and enforced by the staff on duty and includes the following times:

Year 7	Quiet Time 9:00pm Lights Out 9:15pm Weekends by 10:30pm latest
Year 8	Quiet Time 9:15pm Lights Out 9:30pm Weekends by 10:30pm latest
Year 9	Quiet Time 9:30pm Lights Out 9:45pm Weekends by 10:30pm latest
Year 10	Quiet Time 9:45pm Lights Out 10:00pm Weekends by 10:30pm latest
Year 11/12	Quiet Time by 10:30pm latest.

The lights out policy applies to all common rooms and the bedrooms of Years 7-10 and will be regulated by the 'staff on duty'. All students will be encouraged to use the curtains/blinds installed in the rooms to minimise light spill at night.

As with normal School behaviour protocols, action will be taken in the event students do not observe the behaviour protocols established within this Plan of Management.

The office at the ground level will not be used beyond 6.30pm as the staff on duty will generally use the reception area. The office light will be switched off before 10.00pm on all days and will be regulated by the 'staff on duty'.

No functions or parties are permitted within the boarding house or its grounds beyond 10.00pm.

2.5 SUPERVISION AND SECURITY

The boarding house accommodates 2 x self-contained units for on-site staff. At least 1 staff member will be 'on activity duty' within the house from 6.30am – 11.00pm to assist and supervise the boarders. Between 7.30pm – 11.00pm an additional staff member will be on activity duty. While staff on duty go off activity duty at 11.00pm, they remain 'on call' in residence to manage any issues or emergencies.

In addition to the 'staff on duty', Ascham also employs 24-hour security staff. This person is usually stationed near the front of the School (the New South Head Road frontage), however provides routine patrols around the school grounds at night- including all boarding house areas.

No floodlighting is required or necessary within the property.

Consistent with lighting across the Ascham Campus, low-level downlights will be provided along the pathway between the boarding house and main campus. The lighting will be of a warm-hue, of low voltage level, and designed to minimise any ambient light impact to neighbouring properties.

2.6 PARKING AND PICK-UP/DROP OFF ARRANGEMENTS

There are three (3) on-site garages that are associated with the property within the Darling Point Road frontage. These spaces will be dedicated to Ascham staff.

Ascham have a policy whereby boarders (of a driving age) are not permitted to accommodate a car within or near the school as part of their boarding at Ascham. Accordingly, there is no need for provision or procedures regarding cars or parking by boarding students.

The pick-up and drop-off arrangements for boarding students is far less intensive as that which occurs with the 'day students'. While boarders are free to go home on the weekends, the primary pick-up and drop-off activity associated with boarders (including this boarding house) is at the start (and end) of each school term.

Given the convenient proximity of Ascham to Edgecliff staff and in turn the broader public transport system network of Sydney, many boarders use this system as an initial means to access other networks to 'go home' (i.e. train to Central to get a train or bus within the Sydney metropolitan area or NSW regional areas; or a train to Sydney Airport to get flights to regional/interstate/international destinations). Similarly, these networks are used for the return journey.

It is also a common practice for boarders to go 'on leave' after Saturday morning sport. This would normally involve students being transported to the sporting venue via Ascham's private sports buses from the main Campus parking area, and for parent collection at that point.

Parents also elect to collect (or drop-off) their boarding daughter/s from the School by car. Generally, collection is done on the day after term ends, and drop-off is done on the day before terms starts. As there is no 'set time' during the day for collection (or drop-off) at the start (or end) of a school term, this activity occurs over the course the relevant day and (as a consequence) of the School being closed, can easily be accommodated without disruption.

All parents are notified of the 'leave' protocols, including pick-up and drop off arrangements which involve:

- The requirement for parents/carers to notify the boarding house (in advance) of the expected pick-up and drop off time.
- Pick-up and collection times generally occur (and are encouraged) prior to dinner time and certainly before 'quiet time'.

- Advising parents of the temporary parking locations on Campus whilst they pick-up or drop-off their daughter/s- this being the on-Campus parking area near Duntrim House (accessed via the driveway at No. 37 Darling Point Road), or otherwise the main parking area via the New South Head Road entrance.

2.7 DELIVERIES AND WASTE MANAGEMENT

Deliveries associated with the boarding house will primarily involve items of a small parcel nature and hence transported by car or small van. Any deliveries to Ascham (including the Boarding House) will be via its existing on-Campus loading dock (accessed via the Octagon Road). From this point, deliveries are dispatched by Ascham staff to the particular building or facility on the Campus.

Cleaning staff will regularly collect waste from within the boarding house and take it to the existing central loading dock area in the main campus. This waste is collected via existing waste contracting arrangements via Octagon Road. Given this procedure, on-street (Council) waste collection is not required.

3. MITIGATION MEASURES

In order to ensure the ongoing use and operation of the boarding house is conducted in an appropriate and respectful manner, consistent with Ascham's values, this Plan of Management includes various procedures and commitments that collectively seek to mitigate any real (or perceived) impacts on the surrounding residential community.

The mitigation measures contained within this Plan of Management can be reviewed and refined from time to time to ensure this key objective is met. These measures include the following:

1. This Plan of Management is to be provided to the School's property management and security staff, and the resident staff of the boarding house.
2. Ascham shall arrange internal communication to staff, students and/or visitors associated with the boarding house (who need to access the property) as well as all parents of boarding students, notifying them of the Plan of Management and its protocols.
3. Supervision will be conducted by the 'staff on duty' of students entering and leaving the property to ensure this is done in a manner that minimises potential disturbance.
4. Amplified music, PA systems or external doorbells will not be used on the premises.
5. The 'backyard' of the property and external terrace will not be used for any recreation after 10.00pm.
6. Clear signage is to be displayed within the premises encouraging boarders to observe respectful behaviour toward residents within the local neighbourhood.
7. Out-of-hours contact numbers for the boarding house's duty staff and security staff will be displayed at the premises.
8. Ascham will retain a Complaints Handling Log that includes and addresses the following:
 - Records any complaint received, including the name and address of complainant, nature of complaint, date and time of complaint
 - Addresses immediately (where able to) or any required follow-up action to minimise the prospects of reoccurrence
 - Advises the complainant of action taken
 - Provides Council with a record of the Log, upon request
9. This Plan of Management is to be reviewed 12 months after the commencement of operation of the boarding house. This review is to consider feedback from the following people and be provided to Council for its records:
 - Feedback from resident staff
 - Feedback from property management and security staff
 - Feedback received within the Complaints Handling Log