2014

ST. FRANCIS

VIRTUTE ET CONSTANTIA

A.B.C.

of the

BOARDING HOUSE

Code of Conduct & Boarding Routine
## ABC OF THE BOARDING HOUSE

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November 2013 (db)
We are people of simplicity and hospitality, seeking to share the boundless love of Christ with all.

With **Courage and Perseverance** we strive to live this Vision through...

**FAITH**
Affirming the dignity of the human person made in the image and likeness of God and revealed in the person of Jesus Christ who is the foundation of our School Community.

**LEARNING**
Educating the whole person with a commitment to *Excellence in Catholic Education*.

**CARE**
Building a just Community of compassion, inclusion and forgiveness.

**SERVICE**
Serving the people of the Riverina in Regional and Rural New South Wales.

**STEWARDSHIP**
Fostering the transformation of society by valuing and respecting all of God’s Creation.

Educating is that foundational activity that develops persons from within allowing them to become fully integrated human persons.

We at St Francis De Sales Regional College focus on what it means to be people created in the image of God.

The person of Jesus is the foundation of all that is done at the College.

His life and teaching give character and spirit to our culture and practice.
Underlying our approach to education is a particular view of the human person, who we see as inherently good and fundamentally free.

The entire process of education is a service to the individual student, helping each to achieve the most complete formation possible, including becoming an active and creative agent in service to society.

Students are invited to find meaning in their lives through forming a mature relationship with their God, and through understanding and developing their communal obligations and aspirations.

The education we engage in purposely bases what it does on the teachings of Jesus Christ, and draws out the ethical dimensions of what is taught. Students are led to understand and evaluate the information and ideas communicated to them from the perspective of Catholic teaching.
The AIMS of the College are to:

- Provide the best possible Catholic Education for the students enrolled
- Educate our students to become well-integrated human persons
- Develop in our students the ability to understand and critically evaluate the world around them
- Prepare our students academically to take their place in society - to be informed and active participants in communities in which they live
- Develop in students a clear vision of who they are and what they are capable of becoming
- Lead students to value themselves and their abilities and to respect the rights and gifts of others, and
- Foster among students respect for all people and the environment, encouraging active involvement in improving and developing Australian Society - and ultimately other societies as well
- Be an educator in and to model Social Justice thus helping to build God’s kingdom on earth.
The College achieves its aims by:

- Providing a Pastoral Care structure which enhances student wellbeing, including discipline and welfare strategies based on self-discipline, self-responsibility and respect.

- Fostering the development of students’ faith through regular Religious Instruction and preparing students to participate confidently in Church and Liturgical activities.

- Providing opportunities for students and staff to be active in the works of Social Justice.

- Having a Council that measures and assesses Community needs, advises on Policy Development and the efficient organisation of College affairs, plans for the future development of the College and provides ongoing financial planning and support.

- Having the College Executive show leadership in developing and imparting a shared vision of the College, and by managing and conducting the day-to-day College affairs.

- Having a committed and highly qualified staff who actively support the College Ethos and Principles, and demonstrates a high degree of professionalism in the performance of their duties and their concern and care for students.

- Developing in students’ responsibility for their own learning so that they become self-motivated and self-disciplined as they grow towards maturity.

- Meeting students’ learning needs appropriately, and providing support for students with additional learning needs.

- Recognising the importance of National Benchmarks for students in the areas of Literacy, Numeracy and Information Communication Technology.
BOARDING HOUSE INTRODUCTION

St Francis De Sales Regional Boarding establishment offers Catholic Residential Care for both male and female students across Years 7-12 on a WEEKLY basis.

VISION:
Committed to Catholic Values & Excellence in Education.

The purpose of the College is to contribute to the Church’s Mission to proclaim the gospel of Jesus Christ and to offer to the Catholic Community and others within our Region an educational foundation for life – meaning development towards the physical, intellectual, social, emotional, psychological, spiritual and moral growth of our students

AIMS:
The College Boarding House aims to:

- Provide an extended family where each young person feels welcome and at ease; where each one can find his/her special place and sense of belonging.

- Challenge growth towards responsibility, adulthood, in the context of a community, within the security and demands that close living brings.

- Enable the young persons to grow to be more positive, aware, concerned and committed individuals; to grow as young Christian men and women in their developing relationships with God, and with other people.

- Provide a warm and caring atmosphere in the boys’ and girls’ Boarding Sections for young people needing to live away from home to complete their Secondary Education in a Catholic School. This is under the close guidance of the Boarding Co-ordinator and Assistant Boarding Supervisors.
Explanation of our ...

Our **CREST** and **MOTTO** tell us something about our **School**, our **Spirit** and what we try to **achieve** at the College.

The shape of the Crest is the traditional **SHIELD**. A Shield can be seen as protective armour or something that guards or defends. Both our faith and our education can be seen this way. Education is not only what is learnt at school, but what is learnt during life through contact with others, and through literature, the lessons of history, through appreciation of art and through our own thoughts and experiences along the way.

There are **FOUR SYMBOLS** on the Crest:

- The ornate **M**, a little after the style of the medieval illuminated manuscripts, is always part of the Crest of a School conducted by the Marist Brothers, and it reminds us that the College was established as a **Marist Brothers School**. The **M** stands for **Mary, Mother of God**, and our Mother too. May is also the **Patroness of Australia**, a protector of us all.

- The **BOOK** is the **Book of Knowledge or Learning**. It also symbolizes the Word of God, on which we model our lives.

- The **LAMP** symbolizes the **light shining in darkness**. Knowledge dispels ignorance in the same way that light dispels darkness. Developing our minds and intellects through what is done at school ensures that we are not condemned to ignorance about important matters or make poor decisions because we don’t have the knowledge needed to make more informed ones.

- The **SOUTHERN CROSS** situates us in our part of the world and symbolizes our **Australian Heritage**. Australia was named by the early European Explores during their sea voyages to this part of the world. A Portuguese Seaman, Pedro De Quiros, set out to find the Great South Land. Coming across a land mass in 1606, he named it **“Australia del Espiritu Santo”** – **Australia, land of the Holy Spirit**. The symbol of the Southern Cross in our sky every night reminds us of this blessing bestowed on our land in an earlier part of our story.

The colours of the College Crest are **Blue, White & Yellow**.

The College Motto is **Virtute et Constantia**, translated means **Courage & Perseverance**.

- **Courage** meaning moral goodness, integrity, gallantry
- **Perseverance** meaning constancy, firmness, consistency, steadfastness, self-discipline.

Reflecting on and trying to follow these virtues will help us, not only during our time at School, but throughout our whole lives.
A GUIDELINE FOR BOARDERS’ PARENTS

This information is provided to parents and students to assist them in understanding the way in which the Boarding House at the College is conducted.

Its purpose is not only to INFORM, but to HELP PARENTS assist their children to cope with, and thereby enjoy and gain most benefit from, their life at the College.

It is also hoped that parents will gain confidence in the care taken of their children and therefore give their positive support to the children and the staff, and to the attainment of the Boarding Objectives.

The College:
St Francis De Sales Regional College is a Co-educational Weekly Boarding & Day College providing accommodation for students in Years 7-12 from many small surrounding and isolated country areas.

The College is under the Administration and Guidance of a Lay Principal and is staffed by Lay Teachers. The Principal is assisted by the College Board, established by the Bishop of Wagga Wagga.

The Boarding House is administered by Lay Boarding Supervisors appointed by the College Executive/Council.

Weekly Boarding:
As a Weekly Boarding College, we offer a unique extension to family life, providing stability, Christian attitudes and respect for the individuals and the group as a whole.

The Boarders live at the College from Monday morning to Friday afternoon. Thus it differs significantly from Full Boarding, in that it cares for the children during that part of the week, where its principal concern is a balance of study, recreational and social activity.

Students and parents should keep this in mind and not expect to find an emphasis on entertainment or social activities in the Boarding House routine. Weekly Boarding has the advantage of maintaining the complete Family Unit over weekends while providing a serious study atmosphere during the week.

Enrolment:
An Enrolment Application will be forwarded on request, together with the College Prospectus, ABC of the Boarding House and General Information. The Application Form should be filled in completely, signed by parents and students and returned to the College Registrar.

It is customary to include letters of recommendations from the Parish Priest and former School Principals with an Application for Enrolment at the College.

An interview with the Parents and Student seeking admission into the College is required and notification of Enrolment Acceptance is confirmed by Writing.
AN INTRODUCTION TO THE ABC BOOK

Living with a LARGE number of people involves the sacrifice of some personal freedoms, for the common good of all, it requires adjustment and effort by all.

The following Code is intended to help PARENTS understand, and STUDENTS adapt to and accept, the special communal lifestyle of Boarding School.

While each part of the Code is important, two characteristics of attitude to be adopted, by each and every boarder, are essential for a successful and happy Boarding School; viz a...

RESPONSIBLE ATTITUDE
AND A
POSITIVE ATTITUDE

DAILY ROUTINE FOR THE BOARDING HOUSE

Years 7 – 10

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<th>TIME</th>
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<td>7.00am</td>
<td>Rise</td>
</tr>
<tr>
<td>7.30am</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>(Dining Room)</td>
</tr>
<tr>
<td>8.30am</td>
<td>Preparation for School Day</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Change out of School Uniform</td>
</tr>
<tr>
<td>3.45pm</td>
<td>Recreation Time</td>
</tr>
<tr>
<td>5.00pm</td>
<td>Return to Dormitories for Showers</td>
</tr>
<tr>
<td></td>
<td>(Study can be commenced at this time)</td>
</tr>
<tr>
<td>5.30pm</td>
<td>Evening Meal Starts</td>
</tr>
<tr>
<td></td>
<td>(Dining Room)</td>
</tr>
<tr>
<td>6.30pm</td>
<td>Study Term 2 &amp; 3</td>
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<td>7.00pm</td>
<td>Study Term 3 &amp; 4</td>
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<td></td>
<td>Mass on some evenings dependent on availability of Priest</td>
</tr>
<tr>
<td>8.30pm</td>
<td>Supper</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Prepare for Bed</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Lights Out</td>
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THE STUDENT ROUTINE IS SUBJECT TO CHANGE AT THE DISCRETION OF THE BOARDING CO-ORDINATOR AND COLLEGE PRINCIPAL.
# DAILY ROUTINE FOR THE BOARDING HOUSE

**Years 11 & 12**

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<td>7.00am</td>
<td>Rise</td>
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<tr>
<td>7.30am</td>
<td>Breakfast (Dining Room)</td>
</tr>
<tr>
<td>8.30am</td>
<td>Preparation for School Day</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Change out of School Uniform</td>
</tr>
<tr>
<td>3.45pm</td>
<td>Recreation Time</td>
</tr>
<tr>
<td></td>
<td>Yr 12 Students can remain in their Dorms for study purposes</td>
</tr>
<tr>
<td>5.00pm</td>
<td>Return to Dormitories for Showers</td>
</tr>
<tr>
<td></td>
<td>(Study can be commenced at this time)</td>
</tr>
<tr>
<td>5.30pm</td>
<td>Evening Meal (Dining Room)</td>
</tr>
<tr>
<td>6.30pm</td>
<td>Study Terms 2 &amp; 3</td>
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<tr>
<td>7.00pm</td>
<td>Study Terms 1 &amp; 4</td>
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<td>Mass on some evenings dependent on availability of Priest</td>
</tr>
<tr>
<td>8.30pm</td>
<td>Supper</td>
</tr>
<tr>
<td>8.45pm</td>
<td>Study continues</td>
</tr>
<tr>
<td>9.50pm</td>
<td>Prepare for Bed</td>
</tr>
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<td>10.15pm</td>
<td>Lights Out</td>
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<td>Senior Students may continue to work at their desks during times of high pressure in consultation with Supervisor. Students are not to leave their dormitory and must not disturb other students.</td>
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*The Student Routine is subject to change at the discretion of the Boarding Co-ordinator and College Principal.*
ABSENCE
When a student is absent from the Boarding House/College during the term, on return to the Boarding House/College he/she must bring a letter covering the period of absence to the Main Boarding Supervisor and Principal. Students are required to attend school on every available school day, and should not take days off unnecessarily, or leave early or return late after holiday periods or long weekends.

A phone call advising the College Office of your son/daughter’s absence would be appreciated.

ADDRESS
Please advise the School immediately of any change of address or telephone number. It is essential that we be able to contact parents at any time, day or night, and when on holiday. If you will be out of communication for any period of time, please advise us and provide a contact telephone number of some person who can act as Guardian for your son/daughter during your absence.

ALLERGIES
The College needs to be informed of any allergy that a student may have, and the steps required for the management of the allergy.

APPOINTMENTS
Students needing to access doctors, dentists or allied health services are required to make contact with the School Nurse/Boarding Nurse and an appointment will be made or alternatively parents may choose to make these appointments and the students can be transported by the School Nurse if required. As far as possible appointments are to be made after school.

BAD LANGUAGE
Simply not permitted. Staff will negotiate a consequence with offending students. The highest standard is expected in the way students address each other and the staff, and in their conversation in general.

BAD NEWS
It can be very difficult for a student who is away from home to receive bad news by telephone. We urge you in such a case to contact the Principal/Boarding Co-ordinator so that they can ensure that the news is broken to your son/daughter as gently as possible and that he/she has special friends nearby for support.

BED LINEN
Each student must bring pillows and a change of sheets to the College. These are changed preferably each weekend. All students are required to provide their own Mattress Protector

BEDSIDE LAMP
Senior Girls and Boys and Junior Girls may require a desk lamp, for study purposes.

BOARDING DUTIES
Boarders are rostered on for different duties within the Boarding House/Dining Room as instructed by Supervisors. All students are expected to keep their dormitory areas clean and tidy at all times.
BOARDERS' MASS
The local Priest/s celebrates Mass in the College Chapel, dependant on availability of the Priest/s.

BREAKFAST
Breakfast is served from 7.30am to 8.00am each morning and attendance is compulsory for all students. Students must present themselves at breakfast in full school uniform, ready for the school day.

BULLYING
The College has an obligation to provide an environment free from harassment for its students and has a bullying policy in place. Students, who pick on, threaten or bully other students, will be dealt with by the Boarding Staff and Principal according to the strategies outlined in the policy. If such behaviour continues, the offending student/s may be asked to leave the Boarding House and the College.

CAMERAS
If your son/daughter wishes to bring a camera to the Boarding House, we urge that it not be an expensive model and that it be named in a permanent way. Any inappropriate use of a camera will see the camera confiscated.

CARE OF BOARDERS
The physical care of the Boarders is of particular concern to the College Executive. To this end, special attention is given to the provision of good meals, suitable and clean living areas, adequate recreation, uninterrupted sleep and responsible care and pastoral concern for the individual child.

CARS
Boarding Students are not normally permitted to drive to school. On the rare occasions when this may occur, the College is to be informed, in advance, in writing by parents of the details of the journey. If a student driver is transporting other students to the College, we require written notification from the passenger/s parents as well. Keys to cars are to be handed to the Boarding Co-ordinator. It is therefore preferable that no cars are driven to the College through the week.

CHAPEL
In the weeks when Mass is not held, Chapel can be conducted within Year Groups for prayer. This is led by the Boarding Co-ordinator and Supervisor.

CHEMIST ITEMS
Chemist requirements are arranged through the Office Staff, Nursing Staff or Boarding Supervisors. Chemist Accounts are added to School Fee Accounts.

CHRISTIAN STANDARDS
At a Catholic College, Christian behaviour in all activities should be openly apparent. In particular, Christian Attitudes and Standards should be reflected by respecting the practice of the Catholic Faith during Chapel and Prayer Time.

COMMON ROOM / RECREATION ROOM
Common Rooms are available (under supervision) in dormitory areas.
COMPUTERS
Students may bring laptop/notebook computers to school. Boarding students may leave their computers in the care of the Boarding Supervisors until they return to the Boarding House at 3.30pm. Computers may be used during study time ONLY. Laptops/Notebooks must be left in the care of the Supervisor after Study. NB: No USB Internet Modems are permitted in the Boarding House or Day School.

School issued Netbook Computers (and accessories) are the responsibility of students and must be charged using the facilities in the Boarding House.

Boarding Students have access to the Library each night between the hours of 7pm and 9pm. A teacher is present at this time. Students MUST book to use the Library by 5.00pm each day.

After study computers are returned to the care of the Boarding Supervisors. Computers are for educational purposes, DVDs and CDs of age appropriate rating can be viewed during Recreation Time.

CONFIRMATION
Boarders interested in being confirmed should speak to the Religious Education Co-ordinator or their Religious Education Teacher.

CONTACT BETWEEN PARENTS & BOARDING SUPERVISORS
The Boarding Supervisors will advise parents of any important matter relating to their child or children. Parents should contact the Boarding Supervisors if they are concerned about any matter.

CORRESPONDENCE WITH THE SCHOOL
Any correspondence relating to the Boarding House should be addressed to the Boarding Co-ordinator, including invitations to Boarders and requests for leave.

COUNSELLING
The School has a Counsellor who is responsible for Student Welfare generally. Should a private Counsellor be preferred, the School can make a recommendation.

CO-OPERATION
It is important that the Boarders work with the staff for the achievement of the Boarding Objectives. Failure to give willing co-operation, the striving for harmonious relations and the observance of rules and routines, result in disruption and unpleasant living conditions.

COURTESY
Students must uphold Christian values at all times. Therefore all students are required to show respect and courtesy at all times and behave in a responsible manner.

Relationships among the members of the St Francis College Boarding Community should be characterized by courtesy and concern for each other. Students & Staff should show this by always being ready with a friendly greeting when passing a member of the Community. Movement in the buildings, games in the grounds, lining up at meal times, should all be marked by politeness and respect. Fighting or quarrelling has no place at St Francis; differences are not resolved in this way.

Respect for property is also regarded as very important. Theft, vandalism or graffiti is not tolerated at the College.
**DIET**
The menu for meals in the Boarding House has been devised with an eye on nutrition and student health. It contains meals of meat and vegetables or salad each day, plus a serving of sweets.

Fruit is available daily. Students are required to follow a balance diet each day. Dieting for weight loss is not allowed unless a Dietician or Medical Practitioner supplies details of the diet.

If a student requires a Special Diet for medical reasons, this can be arranged. We would require a Doctor’s Certificate in this instance. Where food required is outside the normal range of foods then an additional charge may be necessary.

**DINING ROOM**
Grace is said at meal times. *All meals are compulsory.* The students are expected to sit together, and to share their company and conversation with the other young people at their table. Junior Students leave the Dining room at the discretion of their Supervisor.

Exceptions are made for students attending School-related activities. Good manners, courteous behaviour, moderate noise level, and an acceptable standard of dress is expected of every student.

**DINNER LEAVE**
Students may have *Special Dinner Leave* with visiting parents on special occasions.

**DISCIPLINE**
Failure by a Boarding Student to observe the Code of Conduct will result in correction. Consequences normally follow *chances* given by way of correction, and take the form of extra duties and loss of privileges for minor incidents. Serious or constant and persistent misbehaviour can result in suspension or withdrawal of the student’s place in the Boarding House. Some particular actions regarded as serious and warranting such exclusion from the Boarding House are:

- Involvement in Drugs, Alcohol or Smoking;
- Unsafe behaviour that endangers others;
- Inappropriate physical contact between a boy and a girl;
- Wilful serious damage of property;
- Leaving the premises without permission;
- Blatant insolence towards staff; and
- Involvement with offensive literature/material

**DIGITAL MOBILE DEVICES**
Music to be listened to through earphones. Ipods, MP3s are the only acceptable music devices permitted for the students to use. Speakers are not to be used. Students may bring Ipods & MP3 for personal use. Sharing of earphones is discouraged owing to the personal health issues.

**DOCTOR**
When a Boarding Student becomes ill at School and requires medical attention, the SFC Nursing Staff with permission from parents will make an appointment to consult a doctor. Other Medical Specialists appointments are best made outside of School Hours by Parents.

**DOONAS**
Boys/Girls are to bring their own Doonas to School. Students may also bring blankets if required.
DORMITORIES
The Boarding Co-ordinator in consultation with staff decides dormitory layout and a range of factors are taken into account. Students are encouraged to stay within their own dormitory area so that maximum privacy and security is maintained at all times.

DRESS
Boarders may wear simple casual clothes at any time out of School Hours, other than when taking part in a College function or travelling to Leeton’s CBD for afternoon shopping. Students are to wear Full School Uniform when in town.

While the College is reasonably flexible in the range of personal dress styles it allows, it does require students to meet a particular standard of presentation, especially in public. Students are to be properly dressed for meals. Singlets, shoe string straps or tops that do not meet shorts/pants are not considered appropriate attire for the College.

All clothing items must be marked clearly with names.

DRIVING LICENCE
Senior Students may take driving lessons in out-of-School Hours.

DRUGS
The possession or use of any prohibited substance, both at College, travelling to and from the College, and on any College Camp, Excursion etc. is strictly forbidden, and exclusion from the College is the automatic consequence.

EARLY LEAVE / LATE RETURNS
Students are expected to make good use of their place in the College and in the Boarding House. There is a legal requirement for students to attend School. Boarders are expected to attend school for the whole of each term. The College cannot exempt students from attendance at school and should not be requested to do so. This includes “harvest leave”.

Applications for leave of more than five school days must be made through the College Office.

A letter of explanation must be forwarded to the Boarding Co-ordinator and Principal when for some serious reason, eg. illness, a student misses a school day.

Since both the College and the Boarding House have, over recent years, had a waiting list, it is expected that those students who are offered a place make good use of it by attending School on each available day and working diligently and consistently at their studies. Failure to do so could see a student’s place in the College reviewed.

ELECTRICAL EQUIPMENT
All electrical equipment used and supplied to students by parents is the responsibility of parents to have ‘tagged and tested’ as deemed necessary.
EXCLUSION & SUSPENSION
Serious offences in the Boarding House may lead to Suspension or Exclusion from the Boarding House. Such matters including:

- Being Out-Of-Bounds;
- Smoking, possession of cigarettes or Alcohol in the Boarding House;
- Possession or use of illegal substances;
- Behaviour that endangers the safety of others;
- Leaving the College premises without permission;
- Bullying, harassment or disregard for the Hands Off Rule;
- Prolonged and dangerous Dieting; and
- Being constantly unco-operative or insolent could warrant either penalty.

EXTRA-CURRICULAR ACTIVITIES
Extra-Curricular activities are an important part of the College’s total Educational Program. Students are enrolled on the understanding that they participate fully in Sport, Class Camps, Retreats, Excursions, Charitable Appeals and major School functions.

FIRE DRILL
Fire Drills are held. Every student is instructed on how to behave in an emergency situation.

FOOD
Food brought from home for Recess or Snacks must be stored in an airtight container if it is to be kept in the Dormitory area.

FRUIT
Fruit is available before and after school.

FURNITURE
Students are expected to care for the furniture and beds provided. Damage costs will be billed to parents of students responsible for the damage.

GRAFFITI
The College does not tolerate Graffiti. Offenders will be asked to remove graffiti in their own time and in the event of the property not being restored to its original condition, they will be asked to pay for its replacement.

GUARDIANS
The College must be aware of who has guardianship responsibilities for students. A guardian must be an adult with authority to make decisions for the Student as well as being able to provide proper care for him/her. Any change of guardianship must be notified to the Principal and Boarding Supervisor immediately.

GUNS, KNIVES
Guns, knives and other dangerous objects are not to be carried onto the College grounds at any time.
HAIR
Hair must be tidy and neither grown nor groomed in an extreme or exaggerated fashion. Hair needs to be combed and tidy. Scrunchies or ribbons (blue or white only) are to be used to tie back all long hair for health and safety reasons. Hair should not obscure the face. Boys are to be clean shaven on the face. Hair ‘experiments’ during holidays must be corrected before returning to school.

Please be mindful of the problems that can occur with Head Lice and have the students check their hair regularly. One product that can be used as a preventive once a week is called DELVA PCT, which is available from most Hairdressers.

HANDS-OFF RULE
The College expects students to follow the simple “Hands-Off” Rule. This means no pushing, hitting or fighting, there is to be no holding hands, or close contact between students. Boarders must adhere to the HANDS OFF rule by not participating in ‘muck’ around behaviour of ‘wrestling’ and ‘piles on’ etc. This also applies to Recreational Activities on the Sporting Fields.

HOUSE COMPETITION
The Boarding House Competition is an initiative designed and implemented as an Affirmation Policy within the College Boarding House Community, which is different to the day school house system. The simple philosophy behind it is to reward good behaviour, which has a positive impact on those living in residence during the week. Just as there exists a Discipline Policy for breaches of student code of conduct we recognise the importance to have in place a procedure which encourages and rewards positive behaviour.

To support this idea the following Houses have been constituted within the boarding experience at the College. Each House has been named after previous Religious Principals, two after the Marist Brothers and two after the Sisters of St Joseph. In doing so we honour and recognise the religious traditions and history on which St Francis was founded, starting in 1956. Each House has Captains and along with the Boarding School Captains form the Boarders’ Council and the Boarding House Leadership Team

THE HOUSES

<table>
<thead>
<tr>
<th>House</th>
<th>First Name</th>
<th>Last Name</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOGAN</td>
<td>Brother Callixtus</td>
<td>Hogan fms</td>
<td>(1962 -1964)</td>
</tr>
<tr>
<td>FLYNN</td>
<td>Br Killian</td>
<td>Flynn fms</td>
<td>(1965 – 1967)</td>
</tr>
</tbody>
</table>

House points are awarded to individual Houses on a weekly basis, and then the House leading the point score at the end of each term receives the reward of a pizza/dvd night with the night off from regular study. Points can be gained individually or on a team basis depending on the activity. Points can only be awarded, not deducted for negative behaviour. Restorative Justice and the Discipline Policy are employed for such breaches.

PLAYER OF THE WEEK
Students boarding at St Francis De Sales Regional College are encouraged to achieve their best in all aspects of residential life in the Boarding Houses.
The Boarding Co-ordinator/Supervisors can nominate students on a weekly basis for the “PLAYER OF THE WEEK AWARD”. This award recognises students who are consistently doing the right and responsible thing. At the end of each month a movie/bowling night is organised for the students as an affirmation of displaying positive behaviour.

INFORMATION NIGHTS
When parents are at the College for Year Group Information Nights, it is only appropriate that they enter Dormitory areas after consultation with Dormitory Supervisors.

JEWELLERY
We ask that no jewellery of any value be brought to the College.

LAUNDRY – Personal
Washing facilities are available to the students but the main bulk of laundry will be done at weekends.

Students spending weekends away from home should make alternative arrangements to have their washing done over the weekend. It should not be assumed that this washing will be done at the College.

LEAVE FROM THE COLLEGE
No student is to arrange leave from the College unless this is discussed with the Principal, by the parents and written permission is provided. Permission notes must be written by the parents. Messages written by students and then signed by parents will not be accepted. Students are required to sign a register prior to leaving the Boarding House.

LIBRARY
The College Library is open from Monday to Thursday inclusive from 4.00pm to 5.00pm for students’ use. During Winter Terms it is open from 6.30pm to 8.30pm and 7.00pm to 9.00pm during Summer Terms. The Marcellin Library is available for study.

LITURGY & WORSHIP
Mass is celebrated in the College Chapel when a priest is available for Boarding Students and others who would like to attend. Opportunities for the receiving of Sacraments and worship are provided to individual groups.

Year Groups are rostered to take regular turns to prepare the Saturday Evening Liturgies in the Parishes of Leeton and Narrandera, and we encourage Boarding Students to be involved in weekend liturgies in their local Parishes.

LOCKERS
Lockers are available to the students through the Day School method of organisation. Once students have come downstairs for breakfast, all requirements needed for the day should be stored in their individual lockers.

LUNCHES
Boarders can order lunch from the Canteen Menu or choose from a set Boarders’ Menu. Boarders Lunches are provided through the Dining Room, Monday to Friday. Lunches are freshly prepared each day.
MANNERS
Good manners, courtesy and consideration are expected from all students. All students are to set a good example for each other. Older students have particular responsibility for younger students.

MARCELLIN LEARNING CENTRE (MLC)
Is available for supervised study sessions of an afternoon and evening. Teaching & Boarding Staff are present for tutoring and supervision.

MEDICAL CERTIFICATE
A prolonged absence from School requires a Doctor’s Certificate. Should a Year 10, 11 or 12 student miss an Assessment Task, through illness, then a Doctor’s Certificate is also required.

MEDICARE CARD
If a student has his/her own Medicare Card this is to be made known to the School Nurse. Where a student has his/her name on their parents or family’s card, then the number, position and expiry date of the card must be advised and recorded in our Medical Files (photocopy of Medicare Card is required on application).

MEDICATION
All students’ requirements regarding medication must be recorded on the Enrolment Application Form and made known to the Boarding Supervisors. All medications are held in SICK BAY during School Hours or with the Boarding Nurse outside of School Hours. Students are to see these staff members to receive their medication at the appropriate time. For obvious reasons students are not permitted to leave their medication in any other place.

MONEY
Safekeeping facilities are available through the College Office, but students are not encouraged to bring large sums of money to the College. Boarders are encouraged to leave money with Supervisors.

NAME TAGS
All clothing must be named in a prominent spot with a Name Tag.

NETBOOK COMPUTERS
Boarding students are to hand in their 1:1 School Netbook Computers for charging and storage each evening after study.

NEWSLETTER
An information Newsletter is written each week. The Newsletter is available by hardcopy at the College Office or electronically by contacting the Office with your email address. It is also available to view and/or print on the College Website at www.sfcww.catholic.edu.au. Please read through and sign your son’s/daughter’s Student Diary. Comments are always welcome.

NIGHT CLOTHES
The students must wear pyjamas/night dresses and dressing gowns suitable for dormitory living. Nothing “Skimpy”, “See-thru” or “Provocative” is to be worn. Slippers or thongs must be worn for hygiene and safety purposes.
NOTES FROM PARENTS
A note from a parent giving permission for their child to be involved in some activity that is not included in the normal boarding routine, does not mean that that activity will happen. If in any doubt as to what activities are permitted and what are not, please check with the Boarding Co-ordinator.

Notes that are written from Parents to Boarding Staff are to be signed by parents/carers only.

OBEEDIENCE
Obedience means following the instructions of Supervisors and the observance of Rules and Routines. These are essential for the safety, comfort and enjoyment of the Students, and the smooth running of the Boarding House. Hence, Boarders are expected "to respectfully follow instructions willingly and graciously".

OBJECTIVE OF THE BOARDING HOUSE
The Objective of the Boarding House is to provide a safe, pleasant Christian environment for the students, to help them pursue their studies effectively, while away from their family home. This is achieved by living the Gospel Values of respect, tolerance and service.

OUT-OF-BOUNDS
If a student leaves the Boarding House or College Grounds without permission they will be asked to leave the College, as responsibility cannot be taken for students who place themselves outside the supervision of Boarding Staff.

Similarly students are not to be in any Out-Of-Bounds or unsupervised area around the College.

PARENT / TEACHER INTERVIEWS
These are noted on the College Calendar and can be booked using the online booking system (SOBS). Parents and Guardians are encouraged to attend. Students may have Dinner Leave on these nights, returning to coincide with the start of Interviews/Meetings. Prior written notice is always appreciated. Parents can enter the students living or dormitory areas on these nights, after consultation with Supervisor/Co-ordinator.

PERSONAL HYGIENE
The School gives informal talks to students on this subject each year, stating what we believe to be a good standard and we have found that this works well. Any problems are handled in a caring manner. Hand Sanitizers are placed in dormitories and dining room to help stop the spread of infections etc.

PHOTOGRAPHS
Boarders may bring some of these treasured possessions into the Boarding House, but the number should be minimal and be restricted to family members. Appropriate pictures can be displayed in the Boarding House after consultation with the Boarding Co-ordinator or Supervisor.

PIANO/MUSIC PRACTICE
A Roster prepared by the Music Teacher and approved by the Main Boarding Supervisor is put up each term for daily practice from Monday to Friday. Each student will be issued with a copy of their practice schedule.
POSTAGE STAMPS
Stamps can be purchased from the College Office when required. Letters mailed should be related to study activities or family matters.

PROMPTNESS
Students are to be ready to commence each activity during the daily routine on time. Lateness and delays causes great inconvenience to all in the Boarding House.

QUERIES
Parents should clarify any queries they have with the Boarding Co-ordinator or the Principal.

RECREATION
Students have access to a variety of After School physical activity both on and off Campus. At the finish of the School day, students immediately go upstairs, change out of Uniform and return downstairs for recreation. During recreation time the Senior Students are encouraged to organise Sporting Competitions/Activities for the Boarding Groups.

Students are expected to remain within Boarding House boundaries, which are displayed on Boarding House Noticeboards.

REGISTER – DUTY OF CARE
A Register Book is monitored by the Boarding Supervisors of times and places, other than normal recreation places, where students need to be during Recreation Time. This will be signed by the students going to the activity, and when finishing the activity, eg., Drama Rehearsals, working with a teacher after school. Boarding Supervisors must know where students are at all times.

REPORTS - BOARDING
Reports are sent out at the end of Terms 2 & 4 for all students across Years 7-12.

RESPECT
The Key Guideline for living in the Boarding House is RESPECT. Respect for God and for others, for self, for the College, for those in authority, and for the property and belongings of others.

- **Respect for GOD.** This is shown by quiet reverence in the Chapel and by avoiding irreverent or irreligious language. This is a quiet reflective time for students and distracting others will not be tolerated

- **Respect for OTHERS.** Involved in this is the acceptance of others and having a Christian attitude, which respects their person, their feelings, their rights and their property. *No one can respect others unless they first have self-respect.*

- **Respect for BOARDING STAFF.** Boarders are expected to show developing maturity by willingly accepting the directions and co-operating to ensure the effective and smooth running of the Boarding House. In particular, disobedience and ‘answering back’ are considered serious cases of disrespect.

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**ALL STUDENTS ARE TO….**

**BE IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING.**
RESTORATIVE JUSTICE
The practice of restorative justice, a Marist Youth Care initiative, was implemented at the start of 2009 to whole school community. During the year teaching and boarding staff have been trained in the use of this welfare and relationship building program. Restorative Practices’ key principles are how our actions impact on others, restoring damaged relationships, being future focused and how to make things right and the learning we take from the lived experience. This is achieved through a collaborative approach in the Boarding House where the focus is on us as a Community.

RULES
College Rules and Regulations are explained carefully at the beginning of each year and regular reminders are given to the students. These rules are kept under constant review. It is expected that the students will live by our College Boarding House Expectations as in the main they are the key to safe and considerate living in a large Community which often requires a different approach to living in a smaller family environment.
## RIGHTS & RESPONSIBILITIES

The Rights & Responsibilities that form the basis of Student Welfare and Discipline at the College are listed in the table below:

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I have the right</strong> to a Catholic Education, provided in a Catholic atmosphere</td>
<td><strong>I have the responsibility</strong> to participate in the liturgical life of the College, to respect the beliefs of others, and to pursue actively and open-mindedly, the Truth of the Catholic Faith.</td>
</tr>
<tr>
<td><strong>I have the right</strong> to be happy and to be treated with understanding, respect and politeness</td>
<td><strong>I have the responsibility</strong> to treat others with respect and understanding - not to intimidate or humiliate others, or to hurt their feelings.</td>
</tr>
<tr>
<td><strong>I have the right</strong> to be safe.</td>
<td><strong>I have the responsibility</strong> to respect the authority of teachers.</td>
</tr>
<tr>
<td><strong>I have the right</strong> to expect my property to be safe.</td>
<td><strong>I have the responsibility</strong> to make the College safe, not threatening to hit or hurt anyone in any way, making sure all actions are safe and not interfering with safety equipment.</td>
</tr>
<tr>
<td><strong>I have the right</strong> to obtain maximum benefit from all classes, and to receive a fair share of the teacher’s attention for help and advice.</td>
<td><strong>I have the responsibility</strong> not to antagonise or provoke others.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to be aware of the special requirements for practical subjects in regard to protective clothing and footwear.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to report any defects in fittings or equipment.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> not to steal; damage or destroy the property of others and to take good care of my own property.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to have labelled all personal property to be used in the College.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to report acts of theft and vandalism.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to provide myself with all necessary equipment.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to co-operate with teachers and other students to make sure that lessons proceed and to keep-up-date with required work.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to behave in such a way as not to interfere with other students’ rights to learn.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to give the teacher and my work my full attention.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to arrange medical and dental appointments outside of school hours, where possible.</td>
</tr>
<tr>
<td></td>
<td><strong>I have the responsibility</strong> to attend school, be punctual and take part in activities that will benefit me.</td>
</tr>
<tr>
<td>RIGHTS</td>
<td>RESPONSIBILITIES</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------</td>
</tr>
<tr>
<td>I have the right to a pleasant, clean and well-maintained environment.</td>
<td>I have the responsibility to care for the total College environment, to keep it neat and clean and to be prepared to remove litter.</td>
</tr>
<tr>
<td>I have the right to expect a healthy environment for all students.</td>
<td>I have the responsibility to look after my health by not using any substance that may interfere with it.</td>
</tr>
<tr>
<td>I have the right to expect the local Community to support, respect and have pride in the College.</td>
<td>I have the responsibility to behave in such a way that I will earn the respect of the local Community.</td>
</tr>
<tr>
<td>I have the right to be helped to learn self-control.</td>
<td>I have the responsibility to maintain a high standard of dress at the College and adhere to the basic requirements of cleanliness, tidiness and modesty.</td>
</tr>
<tr>
<td>I have the right to express my opinion about all matters that concern me.</td>
<td>I have the responsibility of being proud of my School Uniform at all times and of supporting the College requirements in this regard.</td>
</tr>
<tr>
<td></td>
<td>I have the responsibility to learn and practice self-control.</td>
</tr>
<tr>
<td></td>
<td>I have the responsibility to express my opinions politely and at the appropriate time and place.</td>
</tr>
</tbody>
</table>

In exercising my RIGHTS, I have the RESPONSIBILITY of not denying the RIGHTS of others, and I expect to be corrected if I do.
SAFETY
The safety of students and staff in the Boarding House is paramount. Safe and sensible behaviour comes from positive leadership from staff and students within the Boarding House Community. Where students disregard the safety of others, a serious consequence follows. This is either suspension or withdrawal of their place in the Boarding House.

SCHOOL FUNCTIONS
All school functions are listed on the College Calendar and in the College Newsletter to parents and friends of our College. Boarding parents are especially welcome at these functions. It means a lot not only to your child, but also to their friends and to the College to have you present.

SECURITY
Boarding areas contain a Security System, which is set from 10.00pm each night until 6.00am each morning.

SETTLING IN PERIOD
Most students experience some degree of homesickness on coming to Boarding School, and we realise that a settling in period is necessary.

Years of experience have shown that the kindest way for all concerned (parents, students and staff) is to establish a routine first off. We ask that parents trust our judgement in the early stages, and not ask for 'special consideration' for students during their settling in period.

Phone calls in the early days of Boarding should be limited.

It can be an emotional time, so be firm, but kind. Please let the Staff know if there are ‘hassles’ at the weekends, because we can offer a few suggestions!

SHOWERS
Students are expected to shower daily for hygiene reasons. Showers have set times in the daily routine but may vary at the discretion of Supervising Staff.

SICK BAY
In the event of sickness a student is transferred to the Sick Bay. Minor illnesses will be treated at School. Parents will be notified if Staff feel that medical attention is required and a decision made regarding a student being isolated at home to prevent the spread of infection.

In the case of serious illness/accident students have access to Emergency Care at the Leeton District Hospital.

SLEEP
This is a most important aspect of the student’s health, growth and well-being. All young people suffer if the dormitory is slow to settle down to sleep. We therefore have a strict rule that no student must talk out loud or leave his/her bed after ‘Lights Out’! The times and rules vary according to the ages of the Year Groups in the dormitory. Disturbances of other students after lights out will result in consequences according to the College’s Pastoral Care Discipline Policy.
SMOKING
Smoking is not permitted on the College Property at all, nor while any student is in uniform, representing the College, or travelling to and from the College. All Schools are Smoke Free Zones at all times.

SOCIALS
The College may run Student Socials during term time. The Boarding Students are allowed to attend these, behaving in a manner suitable for young Christian people.

SPEECH NIGHT & PRIZEGIVING
Attendance at the end of year Speech Night and Presentation of Awards is compulsory for all students. The date is published in the College Calendar. Parents should also attend this function to show their support for the College and the students’ achievements.

SPORTS
A wide selection of Sports is offered at the College and we encourage all students to participate both within School Time and After School. This not only keeps them fit and active, but it gives them an interest and a common bond with other students.

STAFF
Boarding House Staff comprise full-time and part-time resident staff and part-time non-resident staff. Teaching staff assists the students four nights each week for Library/Computer access for study purposes.

STAFF AND THEIR RESPONSIBILITY
Legal Advice received by the College Authorities states that Boarding Supervisors carry, by law, very serious responsibility for the care of their charges. In recognition of these responsibilities and to minimise the related risks, parents are expected to accept and support the Rules and Regulations of St Francis College. As there is a requirement for constant supervision, the staff having the students in a designated area at any one time best achieves this.

Supervisors may vary routines in individual cases or on particular occasions where considered necessary.

When parents do take their children from the College, it is essential that they advise the Boarding Supervisor of their intention to do so and contact members of the Boarding Staff at both the time of collecting and returning the children to the College.

STORAGE / WEEKEND USE OF FACILITIES
Students may leave their personal effects in their lockers, cupboards from week to week. When live-in groups use the facilities over weekends, it would be advisable for personal items to be removed. At the end of each term, all items must be taken home.

STUDY: YEARS 7-10
Supervised Study is conducted for the four nights each week. Students will be expected to settle into an organised Study Routine without any disturbance to the others in the group. Study Time is a ‘silent time’. Students must have with them ALL they require for study, have seen anyone they need to speak to regarding questions about work before the study period commences, and remain at their study place throughout the study period.
Borrowing and/or asking other students for help during study etc., only causes distractions and disturbs the study of the others. These matters should be addressed prior to study commencing.

Study is compulsory for all students. One of the main reasons students come to St Francis is to have access to education, and regular study periods. Students who fail to satisfy this requirement may be suspended, and perhaps eventually have to leave the Boarding House.

**STUDY : YEARS 11-12**
Supervised Study is conducted for the four nights each week. Students are expected to work diligently and quietly at their desks. All students must be organised with the correct equipment and books. If a student needs assistance during study permission may be granted to visit another student’s dorm to seek advice.

**SUPPER**
Supper is provided each evening between 8.30-9.00pm.

**TAFE, LEETON**
Senior Students have the opportunity to participate in some extra-curricular courses, but these will only be authorised if students are coping well with their studies, behaving satisfactorily in the Boarding House, displaying application and perseverance in other studies, and have demonstrated suitable responsibility. Transport to and from the College is provided for students.

**TECHNOLOGY USER AGREEMENT**
All Boarding Students come under the St Francis Student Technology User Agreement that students and parents signed at the time of Student Enrolment.

**TELEPHONES/MOBILE DEVICES**
Students have access to landline phones in the dormitories. With a large number of students the length of phone calls must be limited to five minutes in consideration of other students. Being Weekly Boarding Students there should not be a need for longer phone conversations. If a student is sick or requires leave from the College, no student is to arrange this by phone without first going through the College Office/Sick Bay. When messages only are required to be left for students by parents, these can be directed through the College Office or after school hours to the Boarding Coordinator.

Phone calls made and received by students are to be to and from family members only.

In preparation for Work Experience, students will have access to the phone during working hours.

Mobile Phones are permitted in the Boarding School under the condition that they are handed in to a Supervisor at a designated time each evening. Phones will be returned on request each day to students at 3.30pm

**TELEVISION**
Due to our busy schedule, television viewing is very limited.

**TOWELS**
Two shower towels are recommended for each student per week.
TOYS
Students are not encouraged to bring electronic games or toys to school. They may bring some object that sits on their bed provided that it is of a reasonable size and that it fits into their luggage.

TRAVEL ARRANGEMENTS
Parents must confirm with the Boarding Co-ordinator and/or Student Registrar their son/daughter’s weekly travel arrangements (bus or car) to and from the College. It is expected that all students keep to their designated weekly travel arrangements. Owing to legalities and duty of care (and limited seats available) of bus companies and the College, a variation to normal weekly travel plans are to be organised each weekend for the next weekend’s travel to the Boarding Co-ordinator or no later than 4.00pm each Monday in writing from parent/guardian only. In the case of an absolute emergency at the last minute will a variation in travel be accepted.

A fee will be charged to any student/s that use a bus company other than their own or that is not part of their normal travel routine.

TRAVEL CONCESSIONS
For students 16 years and over, travel concessions are available through the College Office.

TRAVEL SUBSIDY
Bus and Private Car Subsidy Claim Forms are available through the College Office.

UNIFORM
Uniforms should be worn with pride and therefore, should look clean, tidy and complete at all times. The correct badges and ribbons are part of the Uniform. For all excursions, school functions, during Street Leave and travelling to and from the College at any time, it is expected that the School Uniform is worn in its entirety.

UNIFORM SHOP
The Uniform Shop is open Monday to Friday from 9am to 3pm. The Shop stocks new and second-hand items of uniforms.

VACCINATIONS
In line with our Current Policy for Vaccinations, we expect all students to be fully vaccinated prior to commencing at the College. Authorisation Notes are sent out to all parents regarding vaccinations.

Allergies must be noted on this form.

VARIATION OF NORMAL ROUTINE
It is the responsibility of each student and parent to notify the Boarding Supervisors where there is a variation to normal routine. No student should be collected from the College, returned to the College, without communication from the parents to the Boarding Supervisors. If a student is not able to return to the College at the usual time, or by the usual means, this also should be communicated to Boarding Supervisors/Co-ordinator.
VISITORS
All Visitors must report to the College Office, during School Hours or to the Boarding Supervisors out of School Hours, before seeing any student.

When parents are at the College for school functions or meetings they are asked not to go into the Boarding Areas unless they seek approval from the Supervisors or Co-ordinator.

WALLETS
Wallets should be kept in a secure place. It is advisable for students to keep their wallets with them at all times. Large sums of money must be handed to the Boarding Supervisor/Co-ordinator.

WEEKENDS
Students must return to their homes for weekends. The College does not encourage weekend visits to other Boarders’ families. On the odd occasion when this might occur the Boarding Supervisors/Co-ordinator should be informed so that they know proper permission has been given and that travel arrangements have changed.

WEEK DAY MUSIC ROSTER
Monday, Tuesday & Wednesdays the School’s Music Studies are available for Music Students to practice. Permission is required from Music Teachers and Dormitory Supervisors for these students to be rostered on these evenings.
SUMMARY OF BOARDERS’ CODE OF CONDUCT

Students are under the care of the Boarding Supervisors while in the Boarding School and are expected to happily co-operate with all instructions from Boarding Staff and display respect and courtesy to staff and other students at all times.

SUPERVISION:

- Before being collected from the College or on return to the College, students are to report to the Boarding Supervisors so that their movements in and out of the Boarding School are noted.
- Written permission from parents is required for a student to leave the College. This note is to be given to the Boarding Co-ordinator before 9.00am each Monday.
- Students are not to be in any OUT-OF-BOUNDS or unsupervised area at any time.

SAFETY:

- No dangerous objects or illegal substances are to be brought into the Boarding School.
- Behaviour must at all times be safe and responsible.
- The “Hands Off” Rule applies in the Boarding School as well as in the Day School.

CO-OPERATION, COURTESY & RESPECT:

- Students are to co-operate with Boarding Supervisors at all times. They are to observe all Rules and Routines within the Boarding School. These are meant to ensure the safety and smooth running of the Boarding House, and so are to be observed at all times.
- Courtesy and respect are to be shown to all Staff of the College and to other students at all times.
- Due to the number of Boarders in the College, students are to move around the Boarding School in a quiet, orderly manner, responding graciously when spoken to and showing good manners.
- Students are to be punctual to all Boarding routine activities.
- Good manners, courteous behaviour, moderate noise level and acceptable dress is expected in the Dining Room.

IN THE DORMITORIES:

- Students are to keep their areas in the dormitory tidy.
- In times for getting dressed/undressed, study, getting ready for bed, or when there are duties to complete, students are not to visit other students in the dormitories.
- Study times and after lights are out are periods of silence.
- Borrowing and lending of clothing and other items between students is discouraged.
Items required by

WEEKLY BOARDING STUDENTS

Listed below is an outline of items required by Boarding students. Please note that sufficient numbers of each item are required for the school week. All items must be named/labelled clearly. Each Boarding student will be provided with a College Locker.

N.B. Singlets or Tank Tops are not acceptable attire to be worn outside the dormitory area.

SCHOOL
School bag, books and requisites.

STUDY
Scissors, sticky tape, glue, coloured pencils, Dictionary, Atlas, Bible and books required for homework.

TOILETRIES & CLEANING
Towels, soap and container, toothbrush and paste with container, hair comb/brush, shampoo, non-aerosol deodorant, talc powder, wet pack/toilet bag, and any special toiletry items; clothes brush, black and white shoe cleaner, and a bag for soiled clothes. (Aerosol cans are not permitted in the boarding school due to interference with fire alarm system).

LINEN
2 pairs of sheets, 2 pillowcases, doona (optional) or rug, and a pillow; mattress protector

CLOTHING
College Uniform and Sport/PE Uniform.
Recreation: shirts, shorts, dresses, tracksuits, socks, shoes, hat, underwear, Swimmers (one piece for girls).

SUNDARY ITEMS
Coat hangers, shoelaces, wallet/purse, sunscreen, insect repellent, lip salve, luggage bag, band aids etc.

WASHING
Underwear, socks, blouse/shirts need to be changed daily. Washing is taken home on weekends. In an emergency, a small amount of washing can be done at the College. Facilities for ironing are available at any time.

TELEPHONE
A telephone located is near the Kitchen and in the dormitories is available to Boarders from 4pm daily. No student is to ask to use the College phones unless in an emergency situation. Messages from parents can be rung through to the College Office who will pass any messages on to the students through the Boarding Supervisors.

BOARDER’S TIMETABLE SUMMARY

<table>
<thead>
<tr>
<th>Years 7-10</th>
<th>Years 11-12</th>
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</thead>
<tbody>
<tr>
<td>7.00am</td>
<td>RISE</td>
</tr>
<tr>
<td>7.30am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8.00am</td>
<td>Clean personal area and</td>
</tr>
<tr>
<td>8.30am</td>
<td>Prepare for school day</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Change into Casual Wear</td>
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<tr>
<td>3.45pm to 5.00pm</td>
<td>Recreation Time</td>
</tr>
<tr>
<td>5.30pm</td>
<td>Evening Meal in Dining Room</td>
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<tr>
<td>6.00pm</td>
<td>Showers</td>
</tr>
<tr>
<td>7.00pm to 8.30pm</td>
<td>Study Time</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Lights Out</td>
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</tbody>
</table>