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BOARDING
HANDBOOK

**Strong
Minds
Gentle
Hearts**





WELCOME

GLEN SEIVERS

College Principal

Dear Parents and Carers

Welcome to the Boarding family of St Augustine's College. I am sure you will find this a warm and welcoming community with our characteristic *family spirit*.

Our primary concern is that your son or daughter feels at home in this community. Our staff go to great lengths to make this *home away from home* a safe, friendly and caring environment. Our priority is to ensure that our students feel supported and cared for in a nurturing and positive environment. Such an atmosphere enables our students to work to their potential and achieve high standards in their academic pursuits and grow and develop as well-rounded human beings.

We are aware of the significant trust you have shown in placing your son or daughter in our care. We take this responsibility most seriously and feel privileged to have your son/daughter with us here at Saints.

By entrusting your child to our care, we know that we now have a close working relationship with you in sharing the responsibilities for the primary care of him/her. This relationship will enable a smooth and consistent approach for the growth of your child. We hope this relationship is characterised by good, open communication and a

common set of expectations shared between Boarding staff and parents. This is critical if we are going to offer the best possible care. This will result in the consistency that a teenager needs in order to grow and develop with confidence.

I encourage you to read this booklet carefully. It will assist with the transition into Boarding life by providing information on the regular structure of the Boarding program and describing the range of procedures and expectations we have to make it work successfully.

I hope that your association with the Boarding program will be a most enriching and satisfying one for you and your family.

Yours sincerely

GLEN SEIVERS
College Principal

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WELCOME

BRETT TOOMBS

Director of Boarding

Dear Parents and Carers

Welcome to the St Augustine's College Boarding community. Over 170 young men and women are part of this community and they come to us from a wide range of areas including Cairns itself, towns and rural areas across Far North Queensland, Torres Strait, other states in Australia, Papua New Guinea, and other overseas countries.

We hope that your son or daughter, like hundreds of boarders before them, enjoys his/her time at Saints and values forever the wonderful friendships they will make with those with whom they board. They will also have the opportunity to meet and learn from the adults who form the staff in the Boarding community. They give a lot of time and energy to create the conditions where boarders can lead safe, purposeful and happy lives.

This booklet is intended as a guide to living in the Boarding community and has information which is helpful to both boarders and their families. One thing that boarders find is that while most of the time they fit into an established

routine, every now and then something will come up which is out of the ordinary. That is when they need to try to understand why things are done, as well as what is done. It is a good idea for them to read explanations of any routines; this will help them to make decisions for themselves which are in keeping with the spirit of any guidelines. Above all, they should be prepared to ask if they are not sure of what to do.

I look forward to meeting you and your family and being part of the Saints Boarding community.

Best wishes

A handwritten signature in black ink, appearing to read 'B. Toombs'.

BRETT TOOMBS

Director of Boarding



BOARDING STAFF KEY CONTACTS

OFFICE INFORMATION

Office Hours	8:00am – 4:00pm (Term Time)
Address	251 Draper Street Cairns Qld 4870
College Telephone	07 4052 9111
College Email	sac.admin@cns.catholic.edu.au
College Website	www.sac.qld.edu.au
COLLEGE REGISTRAR	07 4052 9159
Mrs Stacey Cristaldi	sac.enrol@cns.catholic.edu.au

BOARDING STAFF CONTACTS

DIRECTOR OF BOARDING	0417 430 280
Mr Brett Toombs	sac.boarding@cns.catholic.edu.au
SENIOR BOYS RESIDENCE (Years 10, 11 & 12)	0401 323 998
Mr Patrick Connell	sac.seniorboys@cns.catholic.edu.au
JUNIOR BOYS RESIDENCE (Years 7, 8 & 9)	0419 652 916
Mr Stephen King	sac.juniorboys@cns.catholic.edu.au
SENIOR GIRLS RESIDENCE (Years 10, 11 & 12)	0419 652 278
Ms Renee Luff	sac.seniorgirls@cns.catholic.edu.au
JUNIOR GIRLS RESIDENCE (Years 7, 8 & 9)	0419 652 108
Mrs Desiree Price	sac.juniorgirls@cns.catholic.edu.au

HEALTH & WELL-BEING CENTRE

COLLEGE NURSE	07 4052 9112
Sr Suzana Borlovan	sac.nurse@cns.catholic.edu.au
COLLEGE COUNSELLORS	
Br Roger Vallance	07 4052 9135
	sac.counsellor@cns.catholic.edu.au
Mrs Marijke Keller	07 4052 9136
	mkeller@cns.catholic.edu.au



BOARDING VISION STATEMENT



The Boarding program aspires to cultivate a spirit which bears witness to our Marist tradition, our sense of family, and our desire to share our Christian vision with the young men and women of whose care we have been entrusted. Integral to the achievement of these aspirations, we encourage the growth of our young men and women in:

- > self-identity
- > trust
- > responsibility
- > self-discipline
- > respect
- > integrity
- > opportunity
- > a capacity for self-reflection.

These traits should be reflected in all aspects of College life - spiritual, cultural, communal, academic and sporting. To help in the attainment of these aspirations, we are conscious of our privileged position as role models. This involves:

- > acceptance
- > tolerance
- > consistency
- > encouragement
- > prayerfulness
- > belonging.

We respond to the needs and yearnings of young people of today. We accompany them with care and practical concern, empowering them to take responsibility for their own lives, and, in turn, to take up the mission of Jesus.

ST AUGUSTINE'S COLLEGE A MARIST SCHOOL

While at Saints, your son or daughter will hear and learn much about the Marist spirit. This spirit finds its inspiration from the first Marists and the movement begun by them in France in 1816. Among these young men and women were Marcellin Champagnat, who founded the Marist Brothers, and Jeanne-Marie Chavoin, who founded the Marist Sisters.

With his Marist co-founders, Marcellin was moved to action by the situation of the country children of France. Due to their isolation, many children lacked educational opportunity. Marcellin recruited a team of teaching Brothers to begin schools in remote villages, and, by the time of his death in 1840, saw his small band of men grow to nearly 500 Brothers.

At the same time, Jeanne-Marie Chavoin became the first Marist Sister and gathered a group of young women around her who began to teach and to offer practical assistance in the villages and towns of the region. Today the Marist spirit extends throughout the world with thousands of Marist Brothers, Marist Sisters, Marist Priests and Marist Laity working in 77 countries.

The first Marist Brothers arrived in Australia in 1872 and opened their first school at The Rocks in Sydney. Today there are over 50 Marist schools in Australia with Brothers and Lay people continuing the dream of Marcellin Champagnat of integrating faith and education in the lives of their young men and women.

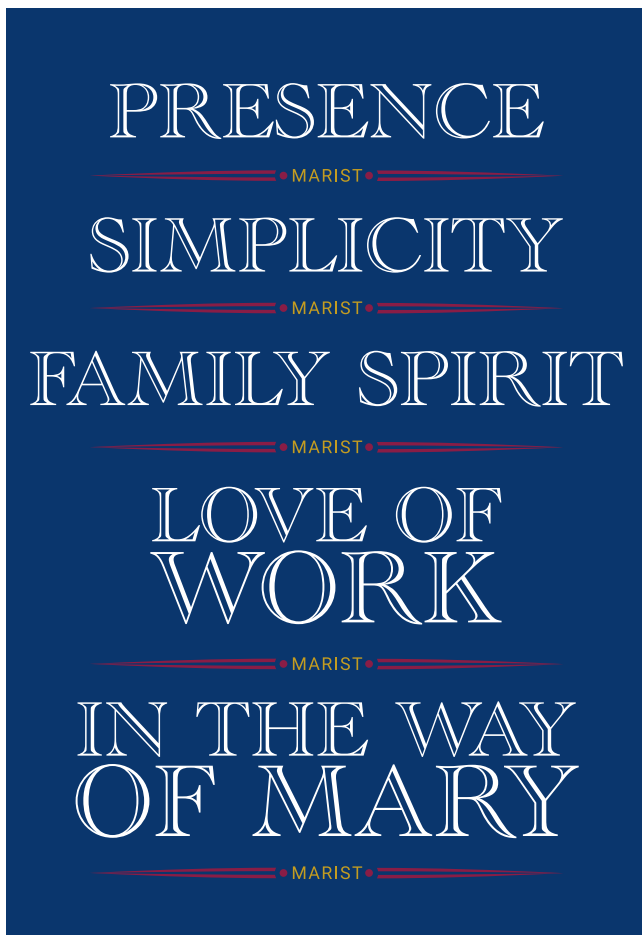


THE DEFINING FEATURES OF A MARIST SCHOOL

The Marist school has the Gospel of Jesus Christ at its heart. Its members seek to live out their response to the Gospel with the same faith, hope and love that Mary did. Like Mary, they seek to bring God-life to birth, in ordinary ways and even in the most unlikely of people and places. Their Marian approach is to nurture, to teach, to gather, to reconcile, and to stand with young people so as to give each and all of them reason and means to believe, to hope and to love.

St Marcellin Champagnat wished for Marist schools to have a family spirit, where all would relate and belong to each other as members of a loving family would intuitively do. He believed that the key means of education was the personal relationship between teacher and student and so he encouraged maximum presence of teachers in the lives of the young. He insisted on a prevailing simplicity that would ensure transparency, integrity and lack of pretence in relationships, method and style. He encouraged zeal and a love of work.

These defining elements of the Marist school - presence, simplicity, family spirit, love of work, and in the way of Mary give St Augustine's College and its Boarding program its distinctive values and culture.





A BRIEF HISTORY OF BOARDING AT SAINTS

St Augustine's College began in 1930 as the second Marist school in Queensland. Although it was not planned, boarders arrived on the eve of the commencement of classes. They were temporarily accommodated on the verandah of the Brothers' Monastery. Since that time, Boarding has been an integral part of the life of St Augustine's College.

Despite the many obstacles faced by the first Brothers and students, they persevered and, aided by a generous local community, established the College with an enviable record of academic, cultural and sporting excellence. During World War II the Boarding section of the College was relocated to Lake Barrine on the Atherton Tablelands as a safety measure with everything from beds to blackboards loaded on trucks and taken up the Gillies range.

A master building plan began in the 1970s and has been ongoing with the most recent addition of François Residence in 2015 providing modern and up-to-date educational

and residential facilities. Boarders at St Augustine's enjoy recently refurbished accommodation in five separate residences, each fully air-conditioned and semi-private.

A fully equipped and professionally staffed Health and Well-being Centre is available to cater for students' medical needs. St Augustine's is continually upgrading its grounds and facilities to ensure its students have an attractive, safe and up-to-date campus on which to live and work.

In 2003 the College, in partnership with its sister school St Monica's, opened the girls' residence, Chavoin. The girls' Boarding program has proved to be a very convenient option for families wishing to send their sons and daughters to the same boarding school.

Girls' Boarding continues to grow and in 2024, over 70 girls will board at St Augustine's College.





LIFE AT SAINTS

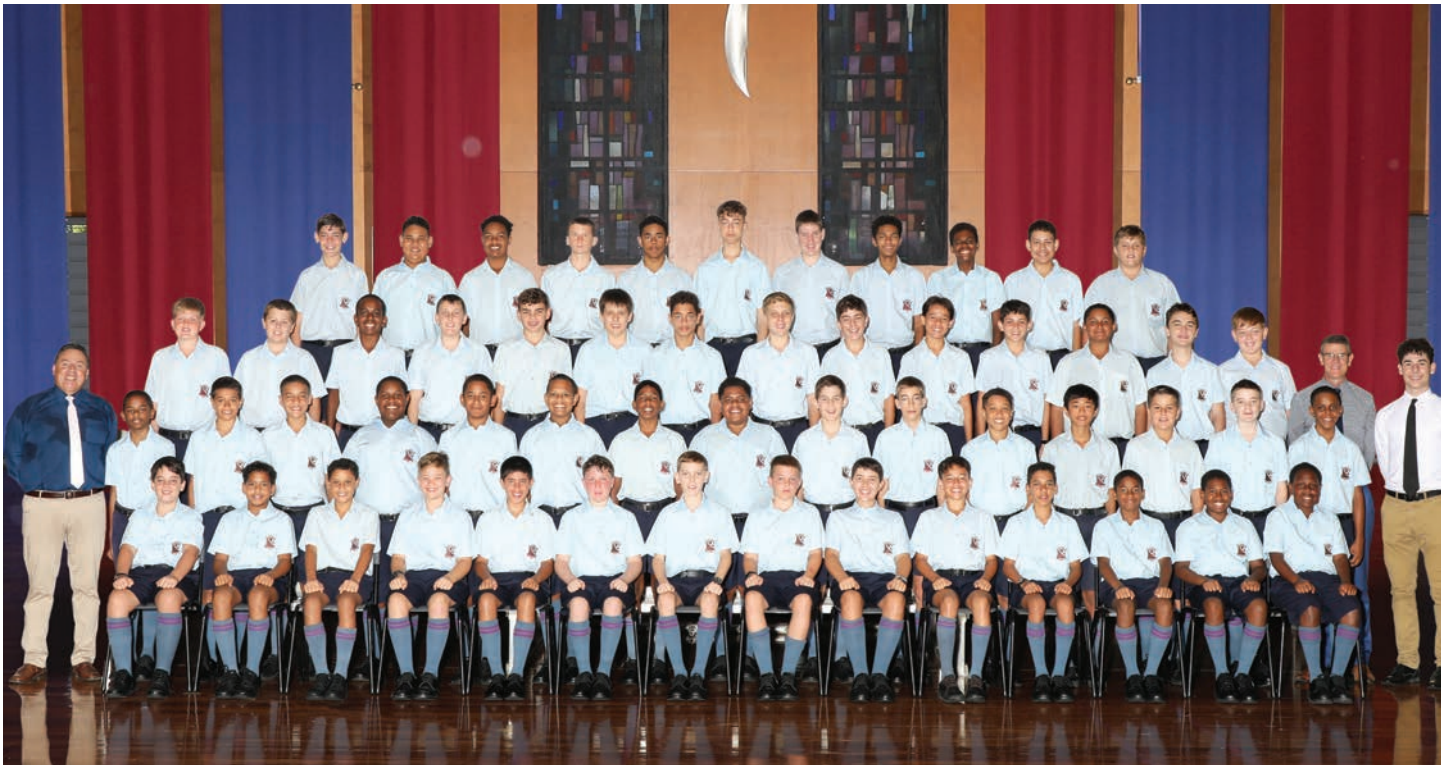
St Augustine's College is a Marist community which values above all things its family spirit. In this community we believe that every person has rights and responsibilities.

The RIGHTS of boarders at Saints are to:

- > feel comfortable, safe and secure in the community to which they belong
- > be respected by other members of the community regardless of cultural background, personal or religious beliefs
- > enjoy recreation, rest and sleep at the end of the day
- > work in a quiet atmosphere that is conducive to study and learning
- > express personal ideas and opinions in the community in a respectful manner
- > access the facilities of the College to gain maximum benefit to their education
- > enjoy the security of their personal possessions
- > be free from harassment or bullying
- > be nurtured in the faith by their Christian community
- > be challenged by the Gospel call of Jesus to 'love one another'.

The RESPONSIBILITIES of boarders at Saints are to:

- > uphold the good name of both Colleges in character, conduct and appearance
- > be prepared to learn and grow
- > accept responsibility for personal decisions and actions
- > make the most of their opportunities while at the College
- > grow and develop by using their gifts and talents to the best of their ability
- > act in a manner that is thoughtful to other members of the community
- > respect the rights of others
- > respect the personal property and possessions of others.



RESPONSIBILITY FOR BOARDERS WHILE AT ST AUGUSTINE'S COLLEGE

At St Augustine's there is a single administrative structure, with the Principal having ultimate responsibility for all male boarding and day students. Final responsibility for girls during the school day and in all school-related activities falls to the Principal of St Monica's College; at other times to the Principal of St Augustine's College.

However, the day-to-day management and care of boarders is largely delegated to others; to the Director of Boarding, the Head of Residence and a team of supervisors in each residence. Parents are encouraged to contact their child's Head of Residence on any occasion when they want to ask about general progress, and for simple permissions.

For more unusual requests, such as early departure or late return from vacation or time away from boarding school, or in matters of greater concern, parents should contact the Director of Boarding who will then make decisions in line with College policy, and consequently inform those who need to know. This should be done well in advance so that any necessary negotiations can take place. The Principal is also available to assist, should parents feel that any situation warrants his intervention.

ROLES OF BOARDING STAFF

DIRECTOR OF BOARDING

While the ultimate responsibility for the boarders rests with the Principal of St Augustine's College, the day-to-day administration of the Boarding program is delegated to the Director of Boarding. He is accountable to the Principals of both Colleges for setting and maintaining of standards in the Boarding program and for ensuring that boarders and boarding staff uphold these standards as well as

those of both Colleges. The Director of Boarding also works closely with the Principals in the process of selection and interviewing enrolment applications for places in the Boarding program. He meets regularly with the Principals to keep them informed of current and future developments in the Boarding program, as well as seeking out information and decisions relevant to the management of the Boarding program.

HEADS OF RESIDENCE

The everyday care of the boarders is largely in the hands of each of the four Heads of Residence. These are men and women who are seen as the 'other parent' in the life of each boarder under their care. This is the person who is the primary point of contact for parents and students.

Heads of Residence communicate with parents on such matters as weekend leave, overnight leave, travel arrangements, sickness, progress in school, extraordinary sporting commitments, and disciplinary matters of significant concern. Likewise, if parents have any concerns about their son/daughter, or any information which would assist the staff, then they should feel free to contact the respective Head of Residence. Parents are encouraged to get to know their son's/daughter's Head of Residence well, and to work with them in a supportive and collaborative manner so that the care of their son/daughter can be undertaken in a consistent, fair and thorough way. Please note that all requests for leave from Boarding must be directed to the Head of Residence through REACH. Requests for leave from the day school of both Colleges should be directed to the Principal. *Request for Leave* forms are available from the Parent Portal or the College Office.

Heads of Residence act as guardians to their respective boarders. The aspect of this role is usually exercised when permission is required for a boarder to leave the College grounds to take part in an excursion, camp, etc. The majority of permission forms are sent to parents/carers via Edsmart Parent Slips. On some occasions Heads of Residence will contact parents before signing other forms, eg. subject changes or extraordinary sports trips. They also exercise this authority in the event of illness or accident.

The primary role of each Head of Residence is the pastoral concern of every boarder. Given the necessary constraints of institutional living, they try to make the Boarding residence as homely an environment as is possible, while at the same time acknowledging that 'there is no place like home'. The Head of Residence encourages acceptance, tolerance and forgiveness among boarders and other staff so as to create a harmonious Boarding community.

Another significant role of the Head of Residence is to liaise with teachers and sport coaches. In doing so, he/she tries to keep up-to-date in matters relating to academics, achievements, difficulties, behaviour problems, social developments and any other extraordinary requirements or special needs of boarders.

The Director of Boarding and Heads of Residence meet frequently to discuss matters pertinent to Boarding, to plan the week ahead and to review Boarding policy.

RESIDENTIAL SUPERVISORS

To assist them in the task of caring for the boarders, the Director of Boarding and the Heads of Residence have part-time Residential Supervisors who live in or near the Boarding residences. These Supervisors are responsible to the Director of Boarding and Heads of Residence and refer all matters concerning their dealings with boarders to them.

BOARDING SERVICES MANAGER

Food, clothing and shelter are three basic human needs. At St Augustine's we pride ourselves on the quality of the

service we try to maintain with the boarders. The Director of Boarding liaises with the Boarding Services Manager who oversees all kitchen and domestic staff and ensures that high standards in nutrition, preparation of food and cleanliness of residences are maintained at all times.

COLLEGE NURSE

The College Nurse liaises with the Director of Boarding and Heads of Residence with regard to all health matters of boarders. The College Nurse is responsible for continued close monitoring of medication administration and is responsible for contacting and updating parents regarding their son's/daughter's health needs and circumstances. She ensures all health records are kept up-to-date and coordinates visits to medical appointments. A visiting General Practitioner attends the College every Wednesday morning and the College Nurse is on call to give medical advice to staff after hours.

HEALTH AND WELL-BEING CENTRE STAFF

Under the direction of the Director of Boarding and alongside the College Nurse, a Boarding staff member will be delegated responsibility for the wellbeing of all students in the Health and Well-being Centre when the Nurse is not in attendance, particularly at night. This staff member liaises with Residential Supervisors regarding location and discharge of boarding patients and is on call to respond to any out-of-hours emergencies in the Health and Well-being Centre.

WEEKEND ACTIVITIES COORDINATOR

The Weekend Activities Coordinator liaises with the Director of Boarding in the planning of Boarding activities and transport. He assists in organising equipment and camp sites, educates boarders in matters of safety and practical procedures whilst on camp and liaises with kitchen staff with regard to menus for camps and activities. On a weekly basis the Weekend Activities Coordinator organises and attends Saturday activities.





THE RESIDENCE

The Residence is the boarders' home during the school term and should be treated as such. It is the community to which he/she belongs and where he/she learns to live and grow with other boarders. The Head of Residence and Residential Supervisors expect the respect and cooperation that is afforded to all members of St Augustine's staff.

STUDENTS' PERSONAL AREA

Every boarder has his/her own area in a residence which is furnished with a bed, a wardrobe with provision for a lock, a desk, chair and shelving and a double power point. The residences are air-conditioned and contain semi-divided rooms in the Geaney, Chavoin, Burke and Ambrose Residences and single rooms in the François Residence. Student areas in the residence are allocated by the Head of Residence at the beginning of the year and may be changed throughout the year at his or her discretion.

This area is the place where each boarder stores most of his/her possessions. Each boarder has the right to expect that other boarders will not remove or interfere with any of their possessions. A boarder may enter another person's area only when the occupant is present or with permission from a member of staff who will accompany the student.

Students are required to ensure that their bed areas are places for sleeping, relaxing, study, quiet reading and other forms of passive recreation, and not places of loud music, rowdy behaviour, and games, especially ball games.

COMBINATION LOCKS AND SECURITY

Each boarder is expected to have a College combination lock and these can be purchased from the Saints Shop to secure his/her wardrobe area and personal possessions. Under no circumstances is the access number to be given to another boarder. If a boarder loses their lock they will be required to pay the cost of a new one.

PERSONAL PROPERTY INSURANCE

Each boarder is responsible for the care and security of his/her own possessions. Parents are advised to arrange their own insurance on their child's property to cover loss or damage as neither the College nor its insurers will take responsibility for the loss or damage of any personal property. It is desirable that expensive items (eg. watches, phones, Bluetooth speakers, iPads) be engraved prior to coming into boarding. Boy boarders also have access to lockers at school to secure textbooks and sporting apparel.





CARE OF BED AREA

It is the responsibility of all boarders to keep their individual areas clean and tidy. Boarders are required to have the following tasks completed each morning before breakfast:

- > Bed is made.
- > Desk is tidied and ready for study each evening.
- > Books are neatly arranged on desk or on the shelf above the desk.
- > All valuables are locked away in the wardrobe and are the responsibility of the boarder.
- > Clothes are folded and hung neatly in the wardrobe.
- > Dirty clothes are placed in the personal laundry basket/bag and use of the “jocks and socks” bag is encouraged.
- > Shoes and any other items are stored in the bottom of the wardrobe or in the drawers under the bed.
- > All bags and suitcases are stored in the luggage rooms provided at the end of the residence. No bags are to be stored in spare rooms.
- > Boarders are not permitted to engage in boisterous behaviour or games in the residence. They are financially responsible for any breakages or damages that occur in the residence.

MUSIC

Boarders are welcome to bring their own music players to the Boarding residence. However, a set of headphones is essential to ensure the acceptable and appropriate use in a communal living environment. Music players or any other forms of digital media containing offensive language or images will be confiscated and parents notified. Also, music with or without headphones is not permitted in Tolle’s.

DECORATING

Boarders are encouraged to bring photographs and other items from home to personalise their own areas. They are also welcome to enhance their own areas by hanging posters and other decorations. All boarders are expected to demonstrate both maturity and personal high standards in their choice of posters. Any poster which is considered offensive or contrary to the Christian ethos of the College and does not respect the dignity of people is unsuitable. Posters are to be hung using Blu Tack only.

MAGAZINES

Magazines such as Sports Illustrated, FHM and others that are similar are not to be brought into the Boarding residence. Some of their content denigrates human life and is not consistent with the Christian ethos of the College. This list is not exhaustive. If boarders are found to have them in their possession they will be confiscated. If your child has a subscription to any of these magazines, please have it mailed to their home address.

DUTIES ROSTER

Boarders are expected to assist in the day-to-day cleanliness of the residence kitchen and common room. Cleaning rosters are drawn up by the Head of Residence at the commencement of each term.

FURNITURE AND CONTROLS

Boarding residence furniture and fittings may not be moved without permission of the Head of Residence. All residence lights and cooling controls are located near or in the office and are controlled by the Head of Residence or Residential Supervisors. Boarders may not operate any such controls without the permission of the Supervisor.



VISITING OTHER RESIDENCES

Girls and boys may never enter each other’s residences. Students must get permission from the Supervisor if they wish to leave their residence and visit a boarder in another residence. Upon entering the other residence it is important and a matter of courtesy to ask the Supervisor for permission to visit. Normally older students may visit younger boys, but not vice-versa. The girls residences, verandahs and stairs are always out of bounds for boys.

FOOD IN THE RESIDENCE

Food is not to be consumed in the Boarding bed areas. All personal food items are to be stored in air tight containers in a boarder’s wardrobe. If storing food in the Common Room fridge, boarders need to place their name on the item. Food that is not sealed or stored appropriately will be confiscated. Milk is normally delivered daily to residences by kitchen staff. Chewing gum and any sports supplements such as, but not confined to, pre-work out stimulants and Creatine are not permitted in the residence.

SECURITY CAMERAS

Common areas in all residences are equipped with cameras to monitor student movement. Heads of Residence review footage as required to ensure student safety and compliance with Boarding expectations.

PERSONAL HEALTH & HYGIENE IN THE RESIDENCE

Due to the climate and temperature of the tropics, all boarders are expected to maintain a high level of personal health and hygiene while in the Boarding residence. This means that:

- > all boarders shower daily with soap
- > hair is shampooed regularly
- > deodorant (pump spray or roll on) is compulsory
- > teeth should be brushed before school and before bed time
- > hair should be well groomed and in keeping with College guidelines
- > clean-shaven if necessary
- > wet clothes must not be stored in student wardrobes.

Boarders can expect to be challenged on matters of personal hygiene. Toiletry items can be purchased from local stores after school, or on the weekends. Sanitary disposal units are available in the Girls residences. Football boots, cricket shoes, spiked running shoes, roller blades and skates are not to be worn or used in the residences.





DRESS

Students are led to understand that dress is an important expression of one's personality and that good taste in clothing is expressed by good sense in dress design and by a practical knowledge of the right clothes for every occasion. At all times in residences and on College grounds, boarders are to be dressed appropriately. Correct and clean College uniform is to be worn during school hours. School shoes are required to be kept clean and polished regularly.

GROOMING AND GENERAL APPEARANCE

Each College has clear guidelines regarding acceptable hairstyles, the wearing of jewellery, and body-piercing. These rules apply also while in the Boarding residence or participating in activities and camps. All male boarders are to be clean-shaven unless an exemption has been approved by the Principal.



HAIR CLIPPERS

No boarder is to be in possession of hair clippers. These will be confiscated if found. For similar reasons, no boarders are to cut their own hair or assist another boarder in the cutting of their hair.

JEWELLERY

For boys, earrings and other forms of body piercing are not permitted. Simple jewellery such as plain neck chains, religious medallions and signet rings are acceptable when out of College uniform. Other forms of jewellery or body adornment are not permitted whilst in or out of uniform. Visible tattoos are not permitted.

For girls, bracelets or zodiac signs, body piercing and tattoos are not permitted. At school no nail polish or makeup is allowed. Simple jewellery such as small sleepers or studs for earrings, a plain chain with a cross or Christian symbol around neck, and a single plain ring (no bulky raised stones) are allowed.

NAME TAGS ON CLOTHING

All items of clothing and other items must be clearly marked. For ease of sorting in the Laundry, parents are asked to attach name tags inside the collar of shirts and t-shirts, and on the waistband of shorts and trousers.

Woven name tags can be ordered through the Saints Shop. Iron-on name tags don't last! The responsibility for ensuring that all clothes are named and marked is that of the parents, not the Heads of Residence.

MARKING OF CLOTHING

All items of clothing need to be clearly labelled with either name tags or laundry number as indicated below:

- > Shorts, jumpers, singlets, pyjamas, jackets - on inside, back of collar
- > Pants, shorts, jeans, underwear, swimming costume - on inside, centre of waistband
- > Belts - on buckle end
- > Towels - both ends
- > Socks – under arch

SOME IMPORTANT POINTS

- > Laundry can pose a problem in a boarding school. For example, if boarders don't have clothes clearly marked, the items often fail to return. The best cure is prevention.
- > Lost clothing in the boarder's mind is often misplaced clothing in reality.
- > Any old laundry numbers, names or confusing tags should be removed.
- > The suggested minimum number of laundry tags to order is 12 dozen. Cash's Name Tags or similar tags are best and may be ordered through the Saints Shop. Please contact the Saints Shop. Allow one to two weeks for delivery.
- > Suggested format when ordering tags is:- Laundry number first, then initial of Christian Name and then Surname. (example) 103 J. SMITH
- > Iron-on tags are definitely NOT recommended.
- > The tags should be sewn on very securely, and not just with a few threads. It is best if they are stitched all round.



The Saints Shop is located within the College grounds so boarders can purchase uniforms and stationery.

Please go to www.sac.qld.edu.au

T: 4052 9137

Email sac.saintsshop@cns.catholic.edu.au

St Monica's College has their own uniform shop for the girls. The Saints Shop is available seven days a week online.

St Monica's College Uniform Shop

T: 4042 4838

Email uniform@stmonicas.qld.edu.au





BOYS RECOMMENDED CLOTHING LIST

All College uniform requirements are only available through the Saints Shop.

All boarders need a laundry number and name tags for marking clothing.

Name tag labels can be ordered through the Saints Shop.

Your laundry number is:

SCHOOL FORMAL UNIFORM

- Navy dress shorts x 4
- Black belt (no logos) x 1
- College formal shirts (Junior/Senior) x 4
- College formal socks x 4
- College tie (Years 11 and 12 only)
- Black polishable lace up leather shoes
- College jacket (optional)
- College cap/bucket hat
- College backpack
- Garters (optional)

OTHER REQUIREMENTS

- Underwear x 10
- Pyjamas or boxer shorts x 2
- Towels x 3 (2 x bath, 1 x beach)
- Play/work clothes (5 sets)
- Good casual clothes x 2 (including collared shirt for Mass)
- Swimmers/board shorts
- Casual cap/hat
- Casual shoes x 2
- Thongs for shower area (not appropriate for Chapel)
- Shoe polish and brush
- Doona
- Pillows (Sheets - optional but need to be labelled)
- Water bottle x 2
- Torch
- Alarm clock
- Sunscreen
- Hat rack (similar to door rack style)
- Blu tac for posters/information
- Sleeping bag
- Coat hangers (dozen)
- 2 sealed plastic containers for food storage
- Washing powder/liquid (cold wash front load for seniors)

SPORT UNIFORM

- College sport shorts x 2
- College sport polo x 2
- College sport socks x 2
- Sports shoes (refer Parent Information Handbook)
- College duffle bag (Wednesday sport bag)
- Football shorts & socks (if playing in Saints team)

TOILETRIES

- Toothbrushes x 2
- Toothpaste x 1
- Deodorant x 1 (pump spray or roll on)
- Soap
- Shampoo/conditioner
- Comb/hairbrush
- Face washer
- Tissues
- Razor/shaving cream (if applicable)
- Toiletry bag - for toothbrush, soap etc

Clothing with offensive or inappropriate slogans/pictures or sayings are not acceptable and will not be allowed to be worn.



GIRLS RECOMMENDED CLOTHING LIST

All College uniform requirements are only available through the St Monica's College Uniform Shop.

All boarders need a laundry number and name tags for marking clothing. Name tag labels can be ordered through the Saints Shop.

Your laundry number is:

SCHOOL FORMAL UNIFORM

- College formal skirt (Junior/Senior) x 4
- College formal blouse x 4
- College tie x 2
- Black polishable lace up leather shoes
- College white socks x 5
- Formal hat x 1
- College jumper (optional)
- College backpack

OTHER REQUIREMENTS

- Underwear x 10
- Pyjamas x 2
- Towels x 3 (2 x bath, 1 x beach)
- Casual shirts x 7 (strappy/midriff/singlet tops not appropriate for dining room or Chapel)
- Casual shorts/skirts/pants/jeans x 7 (no unhemmed or short shorts)
- Good casual clothes x 2 (for Mass/special occasions)
- Casual swimmers
- Casual cap/hat
- Casual shoes x 2
- Thongs for shower area (not appropriate for Chapel)
- Shoe polish and brush
- Doona
- Pillows (Sheets - optional but need to be labelled)
- Cup
- Water bottle x 2
- Torch
- Alarm clock
- Sunscreen
- Hat rack (similar to door rack style)
- Blu tac for posters/information
- Sleeping bag
- Coat hangers (dozen)
- 2 sealed plastic containers for food storage
- Washing powder/liquid (cold wash front load for seniors)

SPORT UNIFORM

- College sport shorts x 2 (3 sets if studying elective)
- College sport polo x 2 (3 sets if studying elective)
- College sport socks x 2 (no logos)
- Sports shoes
- College duffle bag (optional)
- College swimmers
- College sport hat
-

TOILETRIES

- Toothbrushes x 2
- Toothpaste x 1
- Deodorant x 1 (pump spray or roll on)
- Soap
- Shampoo/conditioner
- Comb/hairbrush
- Face washer
- Tissues
- Razor (if applicable)
- Toiletry bag - for toothbrush, soap etc
- Hair accessories (elastics, clips etc)
- Sanitary items (as required)

Clothing with offensive or inappropriate slogans/pictures or sayings are not acceptable and will not be allowed to be worn. The above suggestions for casual clothing is a guide. There is limited space for clothes and shoes so the amount brought should be reasonable. The girls are asked to take all their clothing home at the end of term to reassess their needs.



LAUNDRY

Laundry is carried out by an off-site commercial laundry with a 48 hour turnaround from pickup to drop-off. Laundry is available every weekday morning (6:30am-7:45am) and by arrangement with the Head of Residence or Director of Boarding at other times. These are the only times for collection. Boarders may not go to the Laundry at other times without permission. No boarder is to enter the laundry without a Supervisor present.

A wash net bag (jocks and socks bag) is provided to each boarder for the purpose of washing socks and underwear. The student's laundry number is written on this bag. Extra net bags are available if required at a cost to the boarder.

Parents need to be aware that all clothes which are laundered through the commercial laundry are washed in warm to hot water and are dried in a tumble dryer. Therefore, careful consideration needs to be given to the type of fabric boarders' clothes are made from. Some fabrics (particularly wool or wool blends, or ones that specify 'cold wash only') will shrink in a tumble dryer. Wash and wear clothing is the most suitable. Clothing such as t-shirts containing rubber transfers or board shorts containing plastic buckles risk damage.

Note: Although laundry is carried out several times per week, it is important to stress that each boarder should bring sufficient clothing to last up to seven full days.

RESIDENCE WASHING MACHINES

Washing machines are located in each residence and are only to be used with the permission of the Head of Residence and in the case of emergency. There is an expectation that all boarders will put their washing into the main laundry system.

LINEN

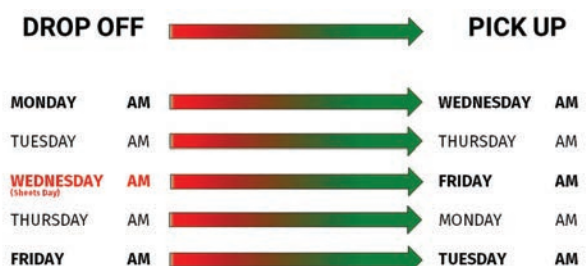
All linen goes into the laundry on Wednesday morning in the normal wash. Two clean sheets and a pillowslip will be distributed every Wednesday morning from the laundry.

LOST PROPERTY AND UNCLAIMED LAUNDRY

Boarders who have clothes missing may check with the Laundry staff every weekday morning. During each term a large amount of unclaimed clothing stockpiles in the laundry. Most have no labels or names. Every Wednesday boarders are able to check and claim clothing that has not been marked.



LAUNDRY RESIDENT SERVICE RETURN CHART



A GUIDE TO THE DAILY PROGRAM FOR BOARDERS

MONDAY/TUESDAY/THURSDAY/FRIDAY PROGRAM

6:15am – 6:45am	Rise, showers
7:00am – 8:10am	Breakfast
7:45am	All Residences closed
8:10am	Girls transported by bus to St Monica's College
8:35am	Classes commence
11:00am	Morning tea in Tolle's - boys
1:15pm	Lunch in Tolle's - boys
3:20pm	Residence open – roll call, change for activities, afternoon tea in Tolle's; library open until 4:45pm
3:35pm	Bus from St Monica's; residence open, roll call, change for activities & afternoon tea in Tolle's
5:15pm	Roll call – residence showers/relax
5:30pm	Years 10, 11 & 12 study begins (Year 9 - 5:15pm)
5:45pm	Junior dinner
6:15pm	Senior dinner
6:30pm	Years 7 & 8 study begins
7:00pm	Years 9, 10 11 & 12 study resumes
9:00pm	Lights out Years 7 & 8
9:30pm	Lights out Year 9
10:00pm	Lights out Years 10 & 11
10:30pm	Lights out Year 12

WEDNESDAY PROGRAM

6:15am – 6:45am	Rise, showers
7:00am – 8:10am	Breakfast
7:45am	All Residences closed
8:10am	Girls transported by bus to St Monica's College
8:35am	Classes commence
10:50am	Morning tea in Tolle's - boys
12:15pm	Lunch in Tolle's - boys
12:45pm	Sport - boys
2:30pm	Boys' Residence open – roll call and afternoon activities
3:10pm	Bus from St Monica's College ; residence open & afternoon tea in Tolle's
5:15pm	Roll call – residence showers/relax
5:30pm	Years 10, 11 & 12 study begins (Year 9 - 5:15pm)
5:15pm - 6:15pm	Years 7 & 8 study begins
6:00pm	Senior dinner
6:15pm	Junior dinner
6:30pm - 7:30pm	Junior recreation time
7:00pm	Years 9, 10 11 & 12 study resumes
9:00pm	Lights out Years 7 & 8
9:30pm	Lights out Year 9
10:00pm	Lights out Years 10 & 11
10:30pm	Lights out Year 12

WEEKEND PROGRAM - FULL TIME BOARDERS ONLY

FRIDAY AFTERNOON

3:20pm	Weekly boarders sign out via REACH Residences open - Roll Call - change for recreation/afternoon tea in Tolle's
4:00pm	Afternoon Tea
5:15pm	Roll Call
6:10pm	Dinner
7:00pm	Study session for all boarders
8:30pm	Yard time
9:00pm	Lights out for Years 7 & 8
9:30pm	Lights out for Year 9
10:30pm	Lights out for Years 10, 11 & 12

SATURDAY PROGRAM

8:30am	Rise
9:00am	Breakfast
10:00am	Saturday outing
4:00pm	Residences open and showers
6:10pm	Dinner
7:00pm	Residences open/outside recreation
8:30pm	Return to Residence - Roll Call - Movies/Activities
9:00pm	Lights out for Years 7 & 8
9:30pm	Lights out for Year 9
10:30pm	Lights out for Years 10, 11 & 12

SUNDAY PROGRAM

8:30am	Rise
9:00am	Breakfast
9:45am	Study
11:15am	Residence open
12:30pm	Lunch
1:00pm	Residence re-open/yard time/pimple open – boys only
1:00pm	Downtown (with permission from Supervisor and entered in REACH)
4:00pm	Return from Downtown/Roll call – Residence re-open; weekly Boarders return
6:10pm	Dinner for all Boarders
7:00pm	Mass in College Chapel/Free and Exeat weekends study
9:00pm	Lights out for Year 7 & 8
9:30pm	Lights out for Year 9
10:00pm	Lights out for Years 10 & 11
10:30pm	Lights out for Year 12



A GUIDE TO TOLLE'S AND DAILY MEALS

Tolle's (the College cafeteria) is the central point of contact for boarders during the day, and as such is a significant place for community gatherings. Meal times are a time for relaxation, sharing stories, discussing the day and enjoying the company of friends. Ample time is allowed for meals and boarders are encouraged to take suitable time at their table.

When in residence, boarders are required to attend all meals unless they are in the Health & Well-being Centre, or they have been given permission not to attend by their Head of Residence.

Whenever a boarder comes to Tolle's he/she must be washed, properly groomed and neatly dressed. Hats, singlets or other sleeveless tops are not to be worn in Tolle's. On school days boarders are to come to Tolle's dressed in their school uniform for breakfast and lunch. At other times neat and clean clothing is to be worn. No boarder may enter Tolle's with bare feet.

GOOD MANNERS

Good manners are always expected, to the kitchen staff, supervisors and to other boarders. All boarders are expected to know how to use cutlery properly and to follow the rules of dining etiquette including the clearing of the table after meals. Loud conversation, talking between tables or across the cafeteria are all examples of unacceptable behaviour at any meal and will not be tolerated.

MEAL TIMES

St Monica's boarders take a packed morning tea to school each morning. When a hot meal is served for lunch, it is delivered to St Monica's College where boarders collect from the Common Room. On days when cold lunch is served, the girls will take their own lunch to St Monica's.

EARLY AND LATE MEALS

Some boarders will require early or late meals due to excursions, band practice, tuition, or sporting commitments. Boarders involved are to fill out a *Late Meal Request* form at breakfast on the morning they require a late meal.

	BREAKFAST	LUNCH - WEEK DAYS	DINNER
WEEK DAYS	7:00am – 8:10am	Boys Only 1:15pm – 1:50pm 12:15pm - 12:40pm (Wednesday)	5:45pm – 6:15pm (Years 7 & 8) 6:15pm – 6:45pm (Years 9-12)
WEEKENDS	9:00am – 9:45am	12:00pm - 1:00pm	6:10pm – 7:00pm



COMMUNICATION

Students are given information and instructions in a variety of ways:

- > announcements at meal times
- > at residence meetings held weekly
- > at occasional full Boarding community meetings
- > notices placed on Residence noticeboards and electronic notice systems
- > REACH notifications.

Information is communicated to parents via the following sources:

- > emails, telephone calls and letters from various members of College staff
- > Parent Portal
- > Boarding Facebook page <https://www.facebook.com/groups/145337315916743/>
- > College newsletter Saints News (emailed every three weeks or accessed on Parent Portal & College website)
- > Boarding community letters to parents.

Parent/Teacher/Student nights are set by St Augustine's and St Monica's and we would hope that parents could be in Cairns for these occasions. We do understand, however, that it is often not possible for parents of boarders to attend such meetings, and we encourage parents to make other arrangements as below.

All parents are welcome to contact their son/daughter's teachers at any time. If you are unable to attend a Parent/Teacher/Student night, there may be some other occasion when you are in Cairns that you may be able to meet with some of their teachers. If you contact your son's Homeroom

teacher (in the case of the boys) or the Head of Girls Residence (in the case of girls), they will be happy to advise you what might be possible at any given time. The last days of any term are not usually suitable to try to contact teachers as they are often involved in examinations and marking.

TELEPHONES

There are telephones in each Residence for use by boarders if necessary. Boarders are urged to keep their calls on these phones short. Most boarders use their personal mobile phones to contact home.

LAPTOPS

Each student is issued with a College laptop which is equipped with a camera. As such, boarders may wish to Zoom their parents using the College Wi-Fi available in each residence. Each boarder also has a College email account that may be used for communication with friends and family.



MOBILE PHONES & DEVICES

Parents may wish their son/daughter to have a mobile phone at the College. Parents must declare all technology devices when students enter Boarding - mobile phones, Ipads, tablets etc. If students choose to have a device while in Boarding, they will need to sign the **Mobile Device Agreement** and adhere to the following guidelines that exist for sensible use. Failure to abide by these guidelines may result in the loss of this privilege and confiscation of the phone.

- > Boys in Boarding have no reason to bring a mobile device to school; phones and other electronic devices are to be left in the Boarding residence during the school day, unless they have prior authorisation from their Head of Residence.
- > Girls in Boarding adhere to both St Monica's College and St Augustine's College mobile phone policies.
- > The College takes no responsibility for the security of the mobile phone that is not handed in to a Boarding Supervisor.
- > Mobile phones can be used for both texting and voice/ facetime calls only during free time, i.e. when boarders normally have access to phones.
- > Mobile phones are to be turned off at all other times including study, quiet time, and after lights out.
- > Mobile phones are handed in and locked away at lights out in all residences.
- > Mobile phones are not to be lent to any other person. It is for the sole use of the owner.
- > The College reserves the right to review and check the use of mobile phones by boarders and to confiscate phones being used inappropriately.

MAIL AND PARCELS

Boarders' mail is delivered to the College each day and can be collected from Reception each afternoon at the end of the school day. When relatives and friends are writing, please use the following format to help with sorting:

Boarder's Name & Residence
St Augustine's College, 251 Draper Street, CAIRNS QLD 4870

The College newsletter, *Saints News*, is emailed home to parents every three weeks. Parents are asked to ensure that they keep informed about College activities, some of which involve their son or daughter. The Saints News may also be viewed on the Parent Portal and College website.

BOARDING REPORT

A Boarding Report is written by the Head of Residence and uploaded to the Parent Portal at the end of each term. The report deals with the boarder's general progress in the Boarding program for that term. The Head of Residence comments on aspects of the boarder's personal and social development as well as their study habits and academic progress. These things are considered under the following categories:

- > Application to study
- > Positive response to boarding routines
- > Manners and politeness
- > Tidiness
- > Personal care and appearance
- > Relationships with others
- > Ability to take direction
- > Initiative and leadership.





HEALTH AND MEDICAL CARE

When a boarder joins the Boarding program, his/her parents are to supply the College with:

- (a) a comprehensive health and medical report
- (b) a health and medical information sheet
- (c) a Medicare card number, and Health Care Card number (if appropriate)
- (d) information regarding any medication the child has in his/her possession.

Our College Nurse has authority from the Principal to give directions to boarders in matters of health and hygiene. The College Nurse is always given full respect and co-operation by the boarders. The Nurse conducts a clinic at least once each day, usually before school. Boarders who feel unwell in the morning notify their Supervisor who notifies the Health & Well-being Centre. The College Nurse and the Head of Residence will communicate regularly throughout the whole of the care/treatment for a boarder who is unwell.

During class, if unwell, boarders are to report to the Health & Well-being Centre after having sought permission from their teacher and a health slip from the Student Office. They must have a health slip from the Student Office except in the event of an emergency. Students should not phone their parent/guardian.

IN THE CASE OF ACCIDENTS AND SICK BOARDERS

An assessment will be made, and an appropriate response made. The boarder may spend a day or part of the day resting in the Health & Well-being Centre if this is warranted.

- > An appointment may be made for the boarder to see a doctor.
- > If the boarder has a condition which will require several days of rest, or which might prove contagious or infectious in a community living situation, parents will be contacted and arrangements will be made for the boarder to go home (excluding students who live some considerable distance away).
- > If the boarder requires an overnight stay, a staff member will sleep-over in a unit next to the Health & Well-being Centre and takes responsibility for the duty of care of the boarder through the night until they are relieved by the College Nurse in the morning.
- > Parents will be notified of their child's condition.

If a boarder is unwell when the College Nurse is not in attendance, then he or she contacts their Residential Supervisor in the first instance. The Director of Boarding or a Head of Residence will become involved and an appropriate response made in accordance with the same guidelines. A nurse is always on call. If deemed necessary, the boarder will be taken by a member of staff to a medical centre, the Cairns Hospital or Cairns Private Hospital for further treatment.

MEDICATION

Boarders are not permitted to keep medications in their possession. Boarders should not return to College with supplies of medication such as paracetamol or hayfever tablets. These are available from the College Nurse.

There are dangers in boarders self-medicating and passing such medicines on to their friends when they complain of a headache. The College does its best to discourage what is sometimes called “the ‘Panadol’ syndrome”. Despite evidence about the inadvisability of taking paracetamol or similar products to deal with some minor level of discomfort, young people can take medication too readily.

Parents are requested to avoid diagnosing over the telephone. If their son/daughter complains of a headache or some other problem, parents are urged to direct their son/daughter to their Head of Residence, Supervisor, or the Director of Boarding. If parents have concerns about whether their child is ill, then contact the Head of Residence. Children have been known to either exaggerate or understate situations over the telephone.

Boys particularly, tend to understate the case. If parents suspect that their son or daughter is ill or is in need of medical treatment, contact the College Nurse, Head of Residence or Director of Boarding.

ADMINISTERING OF PARACETAMOL

Where parental consent has been given in a boarder’s medical information, Boarding staff are permitted to administer a one-off dose of paracetamol or other equivalent medication. The Head of Residence will check medical information records to determine parental permission to administer paracetamol. The administration of such medication is indicated in End of Shift Reports and recorded in REACH. If symptoms persist, the Supervisor is required to contact the Nurse or Supervisor for the Health & Well-being Centre.



DOCTOR

The College Nurse makes appointments for students to see a doctor if necessary, either at the College or at a local surgery. A doctor visits the College each Wednesday morning during the term. If an appointment has been made by a parent or a boarder to attend a medical specialist, eg. physiotherapist, dentist, orthodontist, optometrist, etc, the College Nurse needs to be notified of such an appointment. Transport is normally arranged for boarders when attending an appointment outside the College. While appointments outside of school hours are preferred, permission for appointments in school time must be cleared with the Head of Year.

The College Nurse will oversee the administration of any prescribed medication where it is considered necessary. Parents will be invoiced for any prescription medicines.

If a doctor advises of a serious illness, broken bones or the need for surgery, every effort will be made to contact the parents before treatment is prescribed. In the event of serious illness or accident, where it has not been possible to communicate this information with the parents within a reasonable period of time, a boarder will receive such medical and surgical treatment (including anaesthetic) as may be deemed necessary by a qualified medical practitioner. In such cases the Director of Boarding, or his appointed representative, will act in the place of the parents to sign forms and provide the necessary permissions.



PERSONAL ACCIDENT INSURANCE

Boarders are covered whilst participating in school-related activities outside the College, ie. camps, excursions, or any similar activity. The cover applies in the event of death or total disability following an accident. Because the National Health Act has made it illegal for any insurer, other than Medicare or other authorised health funds to pay medical expenses, neither the College nor its insurers will cover any medical or dental expenses. Parents are to make arrangements for their child’s medical and dental expenses with their own health fund.

COUNSELLING

The services of the St Augustine’s College Counsellors, Br Roger Vallance and Mrs Marijke Keller (pictured right), are available to both male and female boarders. College counselling services are both free and confidential. Girls also have access to a Counsellor at St Monica’s College.



College Heads of Residence and Heads of Year also provide pastoral counselling for day-to-day issues. In some circumstances, families might prefer to engage with an external private counsellor and/or headspace which is a free, federally funded service for young people. The Cairns headspace office is within walking distance of the College. External support is usually arranged in conjunction with the Head of Residence.





SPIRITUAL DEVELOPMENT

In the Marist tradition, St Augustine's College is committed to developing its young people to become good Christians as well as good citizens. To this end the College encourages and fosters boarders to develop a personal relationship with Jesus so that they may become 'people for others', men and women of prayer and of hope, who can celebrate and think critically about their faith.

PERSONAL PRAYER

Each boarder is encouraged to take some time out of his/her day to spend in quiet prayer and reflection. The College Chapel is open each weekday for students to make personal visits for quiet meditation and reflection.

COMMUNAL PRAYER

Regularly each residence gathers as a group for prayer. This is time to pray for their own needs, the needs of others, to pray with thanks and to reflect upon how they have been 'people for others'.

SUNDAY MASS

On Sunday evenings the boarders gather for the weekly Mass/Liturgy, except on Free Weekends and Exeat Weekends. Mass is normally at 7:00pm. Parents and friends are always welcome to join our celebration. A tradition of our worship at Saints is our strong singing. New boarders are encouraged to learn the hymns and join in right from the start.

Attendance at Sunday Mass is compulsory for all boarders, unless prior approval from the Director of Boarding has been given.

COLLEGE CHAPEL

As this is our sacred place in the College, and as such is God's house, the Chapel should be treated with respect and reverence. It is customary to make the sign of the cross when entering the Chapel and to spend a few moments in quiet individual prayer before the Liturgy begins.

DRESS FOR CHAPEL

For Sunday evening Mass in the Chapel, there is an expectation that all boarders' dress standards conform to the following:

BOYS

- > Smart button up or polo style collared shirt
- > Dress shorts and/or trousers, and
- > Closed in shoes (canvas loafers with socks).

GIRLS

- > Conservative style dressing is expected. This includes skirts and dresses that are close to the knees.
- > Midriff tops, denim or excessively short skirts/pants are not permitted.
- > Appropriate footwear is expected to be worn.

Clothing that is considered not appropriate and should not be worn is as follows:

- > Sport uniform or school PE uniform of any description
- > T-shirts and shirts with logos
- > Denim jeans, boardshorts or football shorts
- > Thongs



RELATIONSHIPS

Boy/girl friendships can develop in the Boarding environment. This is viewed as potentially healthy and rewarding. However, we are also very much aware of some issues, which can make such relationships unhealthy or inappropriate. Our responses to such situations are guided both by the Christian ethos of St Augustine's and St Monica's Colleges, and by our understanding of what is appropriate for young people still at school with a variety of commitments.

In particular, we are on alert to:

- > age inappropriate relationships
- > excessive displays of affection
- > the degree of exclusivity – whether the couple have other friends, and spend an appropriate amount of time with their other friends
- > furtive behaviour – being alone in areas which are out of bounds, or where supervision is made difficult
- > relationships which become too intense and begin to colour every facet of the student's life, compromising their judgement, their sense of perspective, their routine and work commitments.

It is recognised that the individual students concerned may not always see the adult point of view in these matters, and they may regard our vigilance as being interfering or excessively zealous. Nonetheless, we have a responsibility to their parents; to the boarders concerned; to other younger students who may regard the relationship as a model for their own behaviour; and to the tone of the Boarding program in general. Young people in exclusive relationships

sometimes fail to realise that they are making others in the community uncomfortable.

It is hoped that boarders would advise parents if they have formed a close friendship with another student. However, if staff are concerned that the attachment is a strong one or that aspects of the friendship are inappropriate, then the Head of Residence is to be informed. Parents will then be advised of this. If there are recurring difficulties, it is suggested that a meeting of the parties together with their parents take place.

The College reserves the right to judge for itself the appropriateness of any relationship between students within the College, as well as any actions or activities which result from such a relationship. The College will be guided in its response by Catholic moral principles, as well as its professional judgement about the appropriateness of such relationships or the actions of young people in a mixed boarding setting.





MUSIC AT SAINTS

MUSIC TUITION

A number of specialist music teachers visit the College weekly to give individual music lessons on piano, percussion, guitar, woodwind (flute, clarinet, saxophone), brass (trumpet, trombone, tuba) and strings (violin, viola, cello and double bass) to students. Individual lessons are given in the Lavalla teaching rooms and are a half-hour duration, delivered on a rotating timetable during the school day. Students are encouraged to be members of a College Music Ensemble when they reach an appropriate playing standard. Enrolment and information booklets are available on the Parent Portal. Enrolments for Music tuition can be made anytime.

Girl boarders should access Music tuition during the day through St Monica's College.

MUSIC ENSEMBLES

A number of Music Ensembles rehearse every week of the school year before school at St Augustine's in combination with girls from St Monica's College. Combined Colleges Ensembles are Wind Ensemble, Concert Band and String Orchestra. Ensembles with boys only membership are the Big Band, Percussion Ensemble and College Choir. Performances and tours are regularly scheduled. Any boarder interested in any aspect of the Music program should contact the Head of Music, Mrs Cherie Spanenburg, at the College.

MUSIC ROOM

Boarders learning musical instruments have access to Music practice rooms after school on most weekday afternoons. Students are highly encouraged to utilise the rooms for regular practice to aid progression in their chosen instrument. Permission is given by the Head of Residence to use these rooms under fixed guidelines.





HOMWORK AND STUDY

All boarders study under the same set of expectations by all Boarding Supervisors. These are listed below and a copy is given to each boarder.

The classroom is the place where much of the student's formal learning takes place. However, their understanding is enhanced when, outside the classroom and sometime later, students review the work introduced in class, test their understanding, and extend their reading.

The primary function of homework and study is to consolidate the knowledge, skills and concepts introduced in class, to test understanding and to extend their reading and research of the subject area. Homework and study are important to each student's progress and become steadily more so as he/she progresses through school. Unless a boarder develops a sound pattern of daily homework and study, academic success will be very difficult to achieve.

As with so much community living, times of homework and study require each boarder to consider the needs of others. All boarders are to ensure that they have the necessary equipment before the commencement of homework and study time. Study takes place for all boarders in designated areas determined each year by the Boarding Leadership team.

Supervised homework and study is conducted for all boarders from Monday to Thursday between 5:15pm and 8:30pm (depending on year level). Times for each year level vary as per daily timetable. Two more sessions of supervised study occur for full-time boarders on Friday evening and Sunday morning.

It is vital to developing good study habits to be well organised and to think ahead before homework and study time. There are special tutorial classes for some boarders. These may be held in the residence or a designated classroom. Normal study expectations apply at all times.

The Student Diary is signed each night by boarding staff and checked for teacher comments. The Diary is used as a means of communication between the Heads of Residence and teachers. The following guidelines for study are given to the boarders.

The aim of homework and study is to:

- > complete all homework and assignments
- > revise (go over work that you learnt in class)
- > prepare for exams
- > help you get the best possible result in your subjects.



STUDY ROUTINE & TIMES

YEAR LEVEL	STRUCTURED STUDY TIME
Years 7 & 8	1.25 hours
Years 9 & 10	1.5 to 2 hours
Years 11 & 12	2+ hours

Boarders must be seated and ready to work five minutes before study commences. If not, this causes disruption for those boarders wishing to get on with their work.

- > Diary open - information should be written down about homework in each subject area.
- > Desk organised - books and pens should be ready at the start of each study session. Forgotten items can wait until the next study break. Work on another subject.
- > Do not move around - remain in study area. A supervisor will be moving around constantly.
- > Silence is the best sound for effective thinking and study.
- > Food is not to be eaten during study. Food around books and on the desk provides an unhealthy climate and distraction from homework and study.
- > All written homework is to be completed before reading of novels.
- > All written work (ie. Maths, assignment work) should be completed in the first session of study.
- > Reading is an important part of study. Boarders may read - but only set novels, articles or material relevant to school assignments. Complete all written work first.
- > Supervisors keep an attendance check and a behaviour check. These checks are to ensure that an effective study routine is maintained.
- > Library Times - The Gildas Centre is open for research Monday, Tuesday and Thursday from 3:30pm-4:45pm, on Wednesday from 2:30pm-4:45pm, and every weekday morning from 7:30am for extra study. Boarders are welcome to use the Gildas Centre during these hours subject to Head of Residence approval.

For most, the evening study program is divided into two distinct sections. The first is devoted to silent and individual study. It is essential that all students learn the skill of working alone and in silence. This is how examinations are conducted. However, the principle reason for this approach is that students have a right to uninterrupted study time. Our insistence on silent study is simply protecting the individual student's valuable study time. On occasion the second section of the evening program provides an opportunity for students to work together on some projects, assignment, or a common piece of work. As examinations approach, common revision tasks may be undertaken at the discretion of the supervisor.

For this program to work effectively there needs to be clear guidelines with respect to both the first and the second study periods. These guidelines are:

- > Use of mobile phones is forbidden during any study period. Parents and caregivers are especially requested to respect the study program by not telephoning boarders during study times. No student should be "expecting" a call from his/her parents during study. Mobile phones are to be turned off. If an urgent matter arises, then the parent or caregiver should contact the Head of Residence. Use of a mobile phone during study time will usually lead to confiscation of the phone for a period of time.
- > College laptops are only to be used for schoolwork. During study time, they are not to be used for emails, games, or private research into things like ring tones and the latest music. There are plenty of opportunities for this during scheduled free time.
- > Requests for opportunities to work with another student or students must be made through the Supervisor. It should not be assumed that such requests will be automatically granted. Students with a history of time wasting, non-compliance and interfering with the study patterns of others may find it difficult to access this privilege.
- > Any other requirement imposed by the Heads of Residence which may take into account factors which are not covered by other guidelines.

Students who have light workloads, or who, for some other reason, do not have suitable work to complete in the second period of study, must have some reading material with which they can occupy themselves. However, it should also be understood clearly that excellence is not an approach which is confined to high achieving academic students who have tertiary study in mind. Excellence is a lifelong commitment to doing one's best in whatever one undertakes – whether it is a vocational subject for the non-academic student or higher level mathematics. With that in mind, no student should ever say, "I haven't got any work to do." A varied Boarding routine for Year 11 and Year 12 students may occur from time to time to accommodate extra study needs. Year 11 and 12 boarders are expected to put extra time aside every weekend for study outside the normal study times.





SPORT AND RECREATION

Sport is an important aspect of College co-curricular life. St Augustine's and St Monica's have a long history of sporting success, largely due to the outstanding contribution of staff, parents and the participation of boarders. As part of the Boarding program, each junior student should participate in at least one approved club-based sport during the year. For most sports, a number of nominated clubs may be selected by the College. Transport may be arranged for training and games with prior approval from the Head of Residence.

Each day a driver is available to drive boarders to and from activities (sporting, recreational and cultural). The night before the boarder should complete a *Transport Request* through the REACH system and a *Late Dinner Request* if these are required. These requests are then collated and displayed, with the kitchen being notified of all late meals. These meals are prepared and labelled to be collected upon a boarder's return to the College. The driver has a mobile phone and all students meet at the designated point for their transport. The College requests that all boarders choose the closest venue possible for their sport or activity.

Sports for boys include Rugby League, Rugby Union, Football, AFL, Cricket, Swimming, Athletics, Basketball, Tennis, Volleyball, Hockey, Baseball, Water Polo and a number of other limited choices. Girls can also play most of these sports, as well as netball, gymnastics, dance etc. Boarders need to notify their club coach of dates for boarders' Exeat and Free Weekends. It is important for boarders to give priority to spending Exeat and Free Weekends with their families rather than staying in Cairns just to play sport.

Permission must be obtained from parents and/or Heads of Residence and Director of Boarding before commitments may proceed. An *Extracurricular Activity Application* needs to be submitted for any boarder wishing to participate in sports and activities internally or outside of the College. This application needs to be lodged prior to participation and on the understanding that all Boarding guidelines and expectations are adhered to by the boarder if they are granted permission to participate. The guidelines and expectations can be found on the application form.





EXTRACURRICULAR ACTIVITIES

The benefits and involvement in extracurricular activities are well documented and for this reason a boarder's involvement is both encouraged and supported. However, these extracurricular activities need to be balanced against an individual's academics studies, their current year level and associated homework load. These considerations are so as to not adversely impact on a boarder's progress and avoid a boarder over committing to excessive extracurricular activities. Where there is a conflict between a Club and College sports, the College sporting commitment will always take precedence over a boarders' participation.

All requests for a boarder to participate in extracurricular activity is to be initiated through the completion of a **Boarding Extracurricular Activity Application** form and submitted through the residents HOR for consideration and approval. This process ensures that both parents and boarding have visibility of a boarder's intentions to participate in outside sport, and that relevant club registration/insurance cover has been completed and activity with operating parameters for Boarding Transport.

It should be noted that participation in extracurricular activities is dependent on a boarder's conduct and behaviour and their current academic progress. Where it becomes evident that there are concerns with a students progress at school or discipline issues with boarding, continued participation will be reviewed and possibly the activity suspended and/or revoked until any concerns have been rectified by the boarder. Parents will be advised where this action is warranted.

For all extracurricular activities that a boarder has chosen to be involved in, it is a requirement that a **Boarding Extracurricular Activity Application** form is submitted to the

respective Head of Residence. This includes both external community activities, as well as school based activities.

The table on the next page details the Extracurricular activities a boarder may participate in any given term based on workload associated with year levels and academic workloads.

REPRESENTATIVE SPORT

Boarders are actively encouraged to pursue their sporting interests and trial for selection to represent Peninsula, North Queensland or State teams in a range of sports. On such occasions the College will assist as much as possible.

All requests for a boarder to participate in representative activity is to be initiated through the completion of a **Boarding Extracurricular Activity Application** form and submitted through the boarder's Head of Residence for consideration and approval. This process ensures that both parents and boarding have visibility of a boarder's training regime, financial expenses associated with activity and that a **Request for Student Absence** form is submitted to the student's respective College. The boarder's Head of Residence should be consulted in the first instance so all of these considerations can be discussed, and the College notified. The College applauds the efforts of these boarders in achieving representative status, but also observes that responsibility comes with such an opportunity.

It is not the responsibility of Boarding to provide Boarding transport for boarders attending representative sport, if the location falls outside the transport parameters, in terms of distance and location. Boarders would be expected to communicate with the team manager and coach when selected to notify them of the boarder's circumstances.

CLUB SPORT REGISTRATION

It is a mandatory requirement that boarders who are participating in club sport are correctly registered and financial, which includes that they have the appropriate insurance cover associated with their chosen sport and its risks. Acknowledging that in most instances parents will be remote to these arrangements, it is recommended that the boarder's Head of Residence is nominated at registration as a primary point of contact. This ensures that routine notifications regarding weekly draws, cancellations, changes to training commitments, and injuries are properly managed and forwarded to their Head of Residence. This allows Boarding to maintain effective guidance of the boarder while they are external to the college and satisfy "in loco parentis" responsibilities as their nominated guardian. In addition, this provides parents with a local point of contact to coordinate and manage any changes with team officials (coaches, managers etc).

TRANSPORT TO EXTRACURRICULAR ACTIVITIES

The benefits of involvement in extracurricular activities are well documented and for this reason a boarder's involvement is both encouraged and supported. However, while a driver is available each day to drive boarders to and from activities, transport will only be provided to venues within a 15 minute radius of the College.

If parents wish to arrange alternative transport with a coach, relative, family friend or team member, this will only be approved (via a *Boarding Extracurricular Activity Application*) on the provision that the increased travel time does not impact on a boarder's academic commitments (i.e. study).

YEAR LEVEL	CLUB SPORT EXTERNAL TO THE COLLEGE	COLLEGE SPORT
Years 7-9	<p>Participate in no more than one (1) club/team sport that does not exceed more than two (2) training sessions per week and not exceed missing more than two (2) designated Boarding study sessions in any given week.</p> <p>Year 9 students would be expected to independently complete homework in a designated session if missing two homework sessions.</p>	Nominate and participate in one (1) school sport that includes before and after school training commitments.
Years 10-12	<p>Participate in one (1) club/team sport that does not exceed no more than 2 training sessions per week. Any absences from a designated Boarding study session associated with the activity will require the boarder to recover the missed study sessions absent in consultation with their Head of Residence.</p>	Nominate and participate in one (1) school sport that includes before and after school training commitments.



AFTER SCHOOL ACTIVITIES

All Year 7–10 boarders are required to participate in the Boarding After School Activities Program every Tuesday and Thursday (4:00pm–5:00pm). These activities are designed to provide our boys and girls with recreational activities that promote wellness of mind and body whilst in boarding. The activities offered are age and gender appropriate (sport, art and life skills such as cooking etc) and vary each term in order to provide the boys and girls exposure to sport and activities they would not normally attempt. A key objective of the program is to promote the qualities of Gratitude, Resilience, Persistence and Empathy towards each other in a supportive and caring atmosphere. Residents who have Head of Residence approval to participate in an extra-curricular activity outside the College are exempt if their timings conflict with the After School Activities Program.

GYM/POOL

The gym is available for use by Years 10, 11 and 12 students; while the pool is available for the use of all boarders under supervision. Opening times for the gym and pool are listed in the table below. Any improper conduct or misbehaviour with any equipment will result in the boarder concerned being excluded from the gym or pool for a period of time.



VENUE	DAYS	TIME
Gym	Monday - Thursday	As per program
Swimming Pool	Friday - Sunday	Weekend program and supervision permitting





FREE TIME & RECREATIONAL ACTIVITIES

Indoor activities within the College include television, Netflix, reading, computer games, etc. Loud music, rowdy behaviour and ball games are not suitable indoor activities. Boarders are required to keep the volume of music low in individual student areas or to use headphones so as not to disturb others. Out of consideration for others, noise is to be kept to a minimum. These directions are to ensure that others who may wish to study, rest or sleep are not disturbed.

Outdoor activities in the College include Swimming, Cricket, Table Tennis, Basketball, Handball, Touch Football, etc. Boarders have access to the gym and pool at various times. Correct attire is required when using all the facilities, i.e. appropriate bathing attire in the pool and footwear in the gym. Students must have enclosed shoes when doing court sports.

FREE TIME

Free Time for outdoor activities is generally as follows:

DAY	TIMES
Monday & Wednesday	3:45pm – 5:00pm
Friday	Session 1 - 3:45pm – 4:45pm Session 2 – 6:30pm – 8:00pm
Saturday	6:30pm – 8:00pm
Sunday	2:00pm – 4:00pm

Club and sporting activities will occur Monday to Friday between 3:50pm and 7:00pm.

During evening free time (Friday and Saturday) and recreation, boarders are to remain in one of four places:

- > in the Residence
- > under Ambrose for handball
- > in the main courtyard, oval and basketball court
- > the pool (when supervised).

BICYCLES

Boarders may bring their own bicycle to the College, only for a set purpose and after consultation with their Head of Residence. Safety helmets must be worn when riding. Boarders may not use another person's bike. There is to be no doubling on bikes. Those who do not conform to the guidelines will lose the privilege to use their bikes.

USE OF TV AND NETFLIX

Each residence has televisions with Netflix access for boarders to use. The Pimple (TV/lounge area located opposite the door to Lower Ambrose) is for the exclusive use of Lower Ambrose boarders during the week.

Televisions are not available for use before school on weekdays or on Saturday and Sunday mornings (after breakfast) until the residence duties have been completed. Viewing of TV programs and movies is permitted but only with permission of the supervisor. Viewing may only take place during evening recreation or weekends in specified times.

The following rating guide is used in boarding. (MA) or (R) rated movies or materials are not to be at the College. The supervisor will not give permission to view or record programs or movies if considered to be unsuitable for viewing.

YEAR	RATING
Years 7 & 8	General Exhibition (G) or Parental Guidance (PG)
Years 9 & 10	Parental Guidance (PG) or Mature audience (M) with adult supervision
Years 11 & 12	Mature audience (M) with adult supervision

BOARDING CAMPS

Boarding camps normally take place at Lake Tinaroo. The purpose of the camps is to allow the boarders in the residences to bond together as a boarding group and to enjoy each other's company for a weekend away. There are a variety of outdoor and water activities conducted by staff. Full-time and occasionally by invitation, weekly boarders attend Boarding camps during the term. Sleeping bags, hats, sun protection and swimmers are the essential for camp weekends.



SOCIALS

Boarders attend functions, supervised by adults, organised by St Augustine's College, St Monica's College and other local schools. Naturally, they are expected to be well behaved so as not to embarrass themselves or others.

Generally, boarders do not attend social functions midweek apart from those organised by the College. Boarders in Years 11 and 12 may request the permission of the Head of Residence to attend official School/College formals if they occur mid-week. Each request will be given appropriate consideration. A significant period of notice is required.

CASUAL WORK

Boarders are not permitted to have a casual or part-time job during term time. While there are certainly benefits in a young person having casual employment, unfortunately this presents numerous challenges in the operation of a Boarding school. Historically, issues around provision of transport and most importantly loss of study time have made it untenable. Further, as a College, we are very conscious of the fact that parents are making a significant investment to provide the best opportunities academically for their son(s)/daughter(s) and casual work has the potential to impinge on this. Requests for students who wish to undertake casual work should be made in writing to the Director of Boarding.





LEAVE FROM THE COLLEGE

Boarders are to inform their Residential Supervisor on arrival and departure from their Residence and log their movements into REACH. Weekend (overnight) leave is only with parents unless it is a Free or Exeat Weekend, or other approved weekend leave.

Leave from the College is a privilege, and not a right which is automatically granted upon application. The whole leave system operates on trust – trust that the boarder will go where he or she says and trust that they will behave in a manner which would cause no other person offence or anxiety. Each boarder must realise that if the trust is broken the Director of Boarding might reasonably refuse the approval of future leave.

Parents and boarders are asked to be aware that a request to organise leave from the College with anyone other than the boarder's parents is something which the Director of Boarding reserves the right to decline. The Director of Boarding is responsible by law for boarder welfare. Whilst we do not normally have any difficulty with this, there may arise a situation where the Director of Boarding declines permission for a student to leave the College with someone other than his or her parents, despite a desire from the boarder's parents to organise this leave. The Director of Boarding will always discuss the reasons for such a decision with parents. Leave will not be granted when a boarder has an outstanding detention in either the College or Boarding.

All leave requests need to be entered through REACH and a conversation with the Head of Residence regarding the leave request is expected.

SUNDAY VISITING

On Sundays, full-time boarders are allowed and encouraged to leave the College after study on approved visits to family and friends. Boys and girls must return to the College by 6:00pm for the evening meal or in time for Mass if having dinner with the family. Requests for Sunday visiting should be finalised no later than Thursday 6:00pm prior to the visit. Boarders are to be collected from the residence by the people/host with whom they are going out with. Collection of boarders from the residence will occur at the Head of Residence's discretion.

FREE WEEKENDS

Free Weekends normally occur two times per term and are announced in the calendar at the start of the year and parents should be aware of these dates and ensure that their son or daughter has detailed arrangements in place by mid-week prior to the Free Weekend. Where possible, Free Weekends coincide with long weekends on the calendar. This allows boarders to see their families and/or visit relatives living outside of Cairns. For those boys and girls who do not have relatives or family friends in Cairns, homestays with day students or weekly boarders are encouraged.

Boarders are reminded of their commitments to weekend club sporting fixtures. If they are going to be absent from their weekend games, it is the boarders' responsibility to notify their coaches of this at training no later than in the week prior to a Free Weekend.

It is the responsibility of the boarder and his/her parents to organise the Free Weekend. If boarders are going somewhere other than home (eg. to another boarder's family), permission must be sought from both the boarder's parents and the host family. Contact by parents should be made with the Head of Residence at least three days in advance. Permission is to be organised through REACH and a conversation must take place with the Head of Residence.

On a Free Weekend or Exeat Weekend when a boarder stays with another student, the arrangement is made between the parents (of both parties). Free Weekends commence at 3:30pm on the Friday afternoon. Parents are asked to respect this time as early departures and late arrivals seriously disrupt the teaching and co-curricular programs in which the boarders are involved. Any request for leave from school must be directed to the Principal. The Director of Boarding will not grant leave from the day school. Following a Free or Exeat Weekend all Boarders are to be back in residence by 8:00pm on the Sunday evening or on the Monday morning by arrangement with their Head of Residence. If boarders who have been out for the weekend return early, they are to remain at the College and inform a Boarding staff member. Permission may be granted in such a case to go to Cairns Central to watch a movie or to go shopping. All boarders are expected to complete their homework during Free Weekends.

BOARDERS STAYING IN FOR FREE WEEKENDS

All boarders are encouraged to go out for Free Weekends; however, they are free to remain at the College. Some variations to the normal weekend program may occur.

EXEAT WEEKENDS

Boarders' Exeat weekends occur at mid-term and are announced on the calendar at the start of the year. These are the same as Free Weekends except that all boarders must make arrangements to leave for the weekend. The College will be closed from 4:00pm Friday and not reopen until 4:00pm Sunday. This weekend is an opportunity for all boarders and the staff who care for them to have a mid-term break. Again, this allows boarders to see their families and/or visit relatives living outside of Cairns. If boarders who have been out for the Exeat weekend return early, they may remain at the College without supervision. Permission may be granted by parents in such a case to go to Cairns Central to watch a movie or to go shopping. All boarders are expected to complete their homework during Exeat weekends.

OVERNIGHT LEAVE

Overnight leave may be granted for the sole purpose of allowing boarders to spend time with their parents. This is granted if a boarder's parents are in Cairns for a visit. A request to be out overnight with a person who is not the boarder's parent is not normally considered. The availability of overnight leave may not be used as a means of engaging in activities which are either impossible for other boarders or are incompatible with the normally accepted standards

of behaviour required of boarders. The permission to be absent overnight is normally restricted to Friday and/or Saturday nights, but would be considered at other times if a parent is in Cairns only mid-week. A request for overnight leave may only be made directly by the parents of the boarder. Such a request is to be entered into REACH and a conversation with the Head of Residence is expected. Requests for overnight leave are generally not considered for students in Years 7 to 11 on the weekends of the Year 12 Formal and the Year 12 Graduation or when special College events are occurring.

SPECIAL LEAVE

When a boarder is going to be absent from both the day school and boarding for a day or more (i.e. medical, representative sporting commitments, personal nature), this leave needs to be approved by the Principal through the submission of the *Request for Student Absence* form (which can be accessed via the Forms and Documents tab on the Parent Portal). Once approval has been granted, it is the responsibility of the boarder and his/her parents to submit a REACH application and advise the Head of Residence accordingly.

PARENTAL RESPONSIBILITY FOR LEAVE

Parents' and other adults' support of College policies and expectations for Free Weekends, Exeat Weekends and leave for their son/daughter is important, especially when they have care of boarders other than their own sons or daughters.

Peer pressure and peer expectations can be very powerful. Parents, or those adults to whom they entrust their sons and daughters, must ensure boarders in their care during leave from the College are not unsupervised or allowed freedoms that they are likely to abuse.

Parents can appreciate that when they are not thorough in supervision during leave times there can be fallout back at the College, generating work for boarding staff and other parents. A boarder who has had an unsupervised or lightly supervised weekend can arouse unreasonable expectations among other boarders and have an unsettling effect among other members of the boarding community.



LEAVE OVERVIEW

LEAVE TYPE	DESCRIPTION OF LEAVE TYPE(S)	APPLICATION TIMELINE	LEAVE CONDITION CRITERIA
SUNDAY	Available to all full-time boarders on a Sunday.	Must be submitted through REACH a minimum 48 hours prior to intended departure date.	Request for Sunday Leave must be forwarded to Head of Residence for approval outlining circumstances of request.
FREE WEEKEND	Available to all full-time boarders on designated Free Weekends listed in College Calendar.	Must be submitted through REACH a minimum 48 hours prior to intended departure date.	Optional to all full-time boarders. Must depart and return on commencement and return date unless prior arrangement has been made and agreed with Head of Residence.
EXEAT WEEKEND	Available to all full-time boarders on designated Exeat Weekends listed in College Calendar.	Must be submitted through REACH a minimum 72 hours prior to intended departure date.	Compulsory for all boarders. Must depart prior to 4:00pm and return no later than 4:00pm on return date.
OVERNIGHT	Overnight leave is available to full-time and weekly boarders for short term family contact/visits.	Must be submitted through REACH a minimum 48 hours prior to intended departure date.	Requests for Overnight Leave must be forwarded to Head of Residence for approval outlining circumstances of request.
SPECIAL LEAVE/HOST REQUIRED	Available to weekly and full-time boarders for any leave request outside designated Free and Exeat Weekends (i.e. medical, representative sporting commitments, personal nature)	To be submitted through REACH following notification that a <i>Request for Student Absence</i> form has been approved for day school. Minimum 24 hours notice to Head of Residence of intended departure date.	<i>Request for Student Absence</i> form must be submitted and approved by College Principal prior to lodging REACH request. Subject to Head of Residence approval.
AFTER SCHOOL ACTIVITY	After School Activity leave is available to full-time and weekly boarders for After School Activities including outside sport, representative sport, extracurricular activities, Cadet Corps etc.	To be submitted through REACH following notification that <i>Extracurricular Activity Application</i> form has been approved. Minimum 48 hours notice to Head of Residence of intended commitment date.	Request for <i>Extracurricular Activity Application</i> form must be submitted and approved by Director of Boarding prior to lodging request in REACH. Subject to Head of Residence approval.

Notes for submitting leave requests in REACH:

1. Parents must select "Host Pick Up/Drop Off at Residence" when approving a REACH leave request. Boarding staff will not allow students to wait at the front gate for pickup.
2. It is recommended that parents/guardians nominate all Host(s) that their son/daughter will regularly access for leave types.

REACH BOARDING MANAGEMENT SYSTEM

REACH Boarding software is the program St Augustine's uses to track boarders, manage leave, take roll calls, complete end of shift reports, communicate with parents and keep safe records.

REACH is available at

<http://staugustines.reachboarding.com.au>

New parents and students will receive an email from REACH with a unique password to access their REACH account. Our REACH boarding system makes applications for leave simpler. It is expected that all boarders or their parents complete a 'leave request' through the REACH program at least three days before leave commences. This gives time for the Head of Residence and parent to approve each leave request. Another excellent function of the REACH system is that parents can control the host for their son or daughter. Being able to create regular hosts for your son or daughter will enable greater visibility for you as a parent.

To create a host, please follow the directions below:

1. Log on to REACH, click your name in the upper right-hand corner.
2. From this screen, click the "Hosts" tab
3. Click "Add Host"
4. Fill out new host form.
5. On the upper right of the Host Details section click "Save Host".
6. Finish by saving your account by clicking "Save" just above the "personal" tab.

Please remember that it is the parent's responsibility to ensure that the host family has been approved and entered into REACH. Leave may be entered at any time, preferably at least three days before the event to ensure all information is processed. If parents have any difficulty accessing REACH, they should contact the Director of Boarding.

TRAVEL ARRANGEMENTS

END OF TERM & WEEKEND

Boarders may leave the College at the appropriate time of dismissal for the holidays, or if a weekly boarder, when classes finish for the week.

Parents are asked to respect the published dates for the beginning and end of term. Early departure and the missing of classes during the term are not encouraged or looked on favourably. All such requests are to be submitted in writing to the Principal well ahead of time by using the *Request for Student Absence* form available on the Parent Portal. Girl Boarders' parents/guardians are to address requests for leave from school to the St Monica's College Principal.

Bookings for travel at mid-semester and end-of-semester are normally arranged by boarders and their parents. Overseas bookings made by parents need to be made well in advance. A good idea is to book for the year. Passports are kept in a safe in the residence office and are handed to the Head of Residence upon a boarder's return to the College.

Transport to Cairns Domestic and International Airports will be arranged by the College where this is possible. It can be more difficult to collect students on their return because of different arrival times, but we do try to accommodate requests for return transport if they are made in advance. Transport for weekly boarders to connect with coaches and planes can be arranged but it is not the College's responsibility to transport weekly boarders home.

VISITORS TO THE BOARDING RESIDENCE

One of the main aims of St Augustine's College is to create a family and home-like atmosphere for the boarders and staff who reside in the Boarding Residence. As such it is essential to ensure the privacy of the boarders and staff and the security of their possessions, and to avoid any possible embarrassment to boarders, staff and visitors.

On arrival, all visitors are required to report firstly to the Duty Residential Supervisor. It is the responsibility of each boarder to ensure that his/her visitor has done this. As a matter of courtesy, all boarders are expected to introduce their visitors to their Residential Supervisor at that time.

Visitors are not permitted into personal student areas. The only exception to this is parents or family who may need, from time to time, to go to a boarder's area. Parents are asked to check with a member of staff before moving through the residence. Areas which are suitable to entertain visitors include the Residence common room and seating in the main quad.

There are toilets available downstairs for visitor use; however, if these are closed, boarders may see the Supervisor to access a toilet.

'DOWNTOWN' PERMISSIONS

In Boarding, the use of the expression 'downtown' refers to the Cairns Central shopping centre only. Permission to go downtown is seen as a privilege and not as a right. With this in mind, the following times are set out for each Year group. Downtown days as below from 3:30pm-5:00pm. The exception to this is 3:00pm on a Wednesday.

Downtown permissions will not be given when sport or club activities are organised. The dress standard for downtown in all years is neat casual. Students are not permitted to wear bits and pieces of their College uniform when they go downtown. Whenever the uniform is worn, it is worn completely. Students must go downtown in pairs and must have their mobile phone with a current number given to their Head of Residence. No backpacks are allowed unless authorised by the Head of Residence.

A boarder may be refused permission to go downtown if he/she is not properly attired. Boarders will lose the privilege of going downtown if they cannot accept this responsibility. All boarders in residence are permitted to go downtown on Sunday for two hours between 12:00pm and 2:00pm.

YEAR	DOWNTOWN PERMISSION DAYS / TIMES
Years 7-11	Monday or Wednesday (only once)
Year 12	Monday, Tuesday, Wednesday, Thursday (twice per week only)
Years 7-12	Sunday 12:00pm - 2:00pm (two hour limit)

POCKET MONEY

An ATM card is the preferred option for boarder's pocket money as it is secure and convenient when 'downtown', and parents can deposit money at times of their choice. Parents are asked to be cautious of giving their children, especially younger children, too much disposable cash.

ATM cards may be confiscated by the Head of Residence if the boarder is seen to be using it inappropriately or excessively. If you are in doubt about anything relating to money for your child, please contact the Head of Residence.

Only small amounts of money should be kept in a boarder's personal area at any one time. The College takes no responsibility for any monies kept in a boarder's area.

Wallets and money should be secured in the boarder's lockable cupboard. At the start of each term, parents are asked to check their son's/daughter's bank balance to ensure that they have sufficient money for the term.

OTHER INFORMATION

USE OF COMPUTERS AND INTERNET

All students in Years 7–12 are issued with a laptop and are able to connect to the College wifi to enable student access to school work and the internet.

A boarder found using the internet as a means of accessing any unsavoury material such as pornography or possessing pornographic files on their laptop will be banned from all access to the College's network for a period of time. A boarder found distributing pornographic material to others via the internet, mobile phone or personal computers or in possession of such material may be suspended. A student should access the Internet through the College wireless network only. Wireless connection to an external or commercially available broadband network is not condoned. Boarders accessing the internet via external sources are subject to the same guidelines and restrictions pertaining to internal access via the College network. Use of computers, phones and all mobile devices is on the understanding that the devices can be inspected by the Head of Residence at the direction of the Principal if inappropriate use is suspected or detected.

BROTHERS' RESIDENCE/STAFF APARTMENTS

Boarders are to respect the privacy of the Brothers' Community and of all resident staff and their families, particularly staff whose flats adjoin the student residences. The living areas of these places are private. Boarders may not enter the Residence Office unless invited by a Supervisor. Boarders should not request to contact staff who are not rostered on supervision. They may leave a message for the staff member with the Duty Supervisor.

MOTOR VEHICLES

Driving licences are normally obtained during holiday time and permission is not normally given to miss classes for this purpose. However, permission may be given for driving lessons from registered driving schools after school when there are no other commitments.

If students are permitted to drive their vehicle to school, they must hand in their keys to their Head of Residence and they will receive the keys back when leaving for the week. Boarders will not be permitted to use their vehicle during the week for private purposes, unless approval has been granted. A transport form will need to be submitted.

RESIDENCE SECURITY ALARMS

All residences are fitted with an alarm system which is activated by the Residential Supervisor at the end of the evening and at other times when the residences are locked. The alarm is disengaged in the morning to allow for swimming and gym. The emergency exit doors at the end of each residence are permanently alarmed, and if opened, the alarm and blue flashing light will continue until it is reset by the Supervisor.

RESIDENCE FIRE ALARMS

Each residence is fitted with a fire alarm system that is connected to the Cairns Fire Department. A false alarm can happen at any time due to water, appliances, and steam from showers. If a boarder causes a fire alarm that is avoidable, the cost of the fire brigade service to the residence will be paid by the boarder/s involved.

FIRE FIGHTING EQUIPMENT

Extinguishers, hose reels and fire blankets are in place at the College. It is an offence to tamper with safety equipment. If such equipment is misused and repair costs are involved, the boarders responsible will be expected to pay the account.

SUN SAFE POLICY

The College requires the daily use of 30+ sunscreen, hats and appropriate clothing by every boarder in situations where boarding activities take place outdoors, i.e. sports games, camps, etc. Instructions to adhere to this requirement will be given by Boarding staff where and when necessary.

OUT-OF-BOUNDS ON CAMPUS

Boarders are expected to keep within the confines of the College grounds during recreational periods. The following areas are out of bounds during school time:

- > residences and adjacent verandahs
- > St Joseph's Church and surrounding area
- > driveway between pool and St Joseph's Primary School
- > Severin Street - behind the swimming pool
- > Draper Street and Scott Street footpaths.

The following areas are out of bounds after school:

- > Lennon Hall, unless with permission

- > St Joseph's Church and surrounding area
- > St Joseph's Primary School and playground
- > driveway between pool and St Joseph's Primary School
- > the pool and gymnasium when unsupervised
- > all classrooms unless with permission
- > Lavalla building
- > all verandahs outside classrooms
- > Year 7 Quad
- > McLaughlin Theatre
- > Draper, Scott and Severin Street footpaths.



DISCIPLINARY MATTERS

The normal regulations of St Augustine's College apply to all boarders. In addition to these, there are extra expectations of boarders. Failure to meet these expectations can bring into question the advisability or suitability of a student to be a member of the Boarding community.

RIGHT PLACE, RIGHT TIME

An important aspect of being a boarder is the responsibility to be in the 'right place at the right time'. As a boarding school, we assume the duty of care for all our boarders and as such it is imperative that a boarder is always at the designated place at the predetermined time as prescribed in the Boarding program. Failure to adhere to this essential requirement is a serious breach of trust and appropriate consequences will be given for any occurrence. However, regular indiscretions would result in a suspension and also jeopardise a boarder's continuation in the Boarding program.

LIGHTS OUT

Upon the commencement of 'lights out' in each residence and to ensure the safety of all residents, there is an expectation as a boarder that they are not to be out of their bed and there is no movement around the residence. The only exception to this would be the requirement to use the bathroom throughout the night. If this is necessary, movement should only be from the boarder's bedroom to the bathroom and then straight back to their bedroom again. Failure to comply with this important expectation will result initially in an internal suspension. A repetition will normally result in a suspension, while a recurring problem would result in the discontinuance in the Boarding program.

BULLYING OR HARASSMENT

The College has a responsibility to ensure a physically, emotionally and morally safe environment. Bullying, harassment or violence, whether it be physical, emotional or sexual, are totally unacceptable. A student who is guilty of this kind of behaviour would at least be suspended from boarding and may have his or her enrolment terminated.

ABSENT WITHOUT LEAVE

A student who leaves the College at night or on weekends without permission, or misleads the College authorities about his or her whereabouts, commits a serious breach of trust. This would immediately jeopardise that student's continuation as a boarder.

DRUGS

The College has a zero tolerance of illegal and non-prescribed drugs. Sale of, use of, possession of, or knowing involvement with such drugs at school, travelling to and from school, or on a school-organised activity will normally result in termination of enrolment. In addition, it may become a police matter. As a condition of continued enrolment, the College may require parental permission to drug test a student.

WEAPONS

The possession of any item that may be used as a weapon is prohibited. This will normally result in suspension. A repetition will normally result in termination of enrolment. The College reserves the right to search a boarder's area if there is reasonable suspicion that a boarder may possess a weapon.

ALCOHOL

The procurement, possession or consumption of alcohol, being under its influence, or being on licensed premises is not permitted. This will normally result in suspension. A repetition will normally result in termination of enrolment. The College reserves the right to breath-test if there is reasonable suspicion of alcohol use.

SMOKING/VAPING

Students are prohibited from procuring, selling, possessing or smoking/vaping in any form while at the College, travelling to and from the College, or on any College organised activity. Boarders who contravene this regulation in out-of-day-school hours need to be reported to the Director of Boarding who would contact parents. The repetition would incur a heavier penalty and will lead to suspension. A recurring problem would result in discontinuance in the Boarding program.

THEFT

Respect for others and their property is essential where boarders live in close proximity. A boarder may never enter another boarder's personal area unless the resident is present or express permission has been given. Boarders may not remove anything from another boarder's area without permission. All members of the Boarding community have a right to expect that their possessions are secure and that others would not steal from them. Nothing can be more destructive or confidence breaking in a community than a person who steals. A boarder found guilty of theft will be required to make restitution and would also jeopardise his/her continuation in the Boarding program. Police may be called in to assist in matters of theft.

PORNOGRAPHY

The possession of unsuitable or pornographic material including magazines, USBs, MP3s, DVDs are not allowed if they contain this material. Pornography is degrading and demeaning to the dignity of people and goes directly against Christian morality. A boarder found accessing a pornographic website on the internet or possessing pornographic files in his or her area on the fileserver will be banned from all access to the College's network for a significant period of time. A boarder found distributing pornographic material of any nature risks suspension.

COMMUNICATION WITH PARENTS

In the event of any of these serious behaviours occurring, parents would normally be contacted. In these circumstances, the initial contact will be made by the Head of Residence or Director of Boarding. A meeting with parents, either by teleconference or in person, would then be arranged at a mutually suitable time.

COUNSELLING/EDUCATION

When the consequence of a boarder's serious misbehaviour does not result in termination of enrolment or termination from the Boarding program, the boarder may, in addition to other actions, be required to undergo counselling or education to address the issues that led to the behaviour.

BULLYING AND HARASSMENT

Bullying or harassment of any person in Catholic schools is contrary to the Gospels and the spirit of Marist schools. Harassment of persons will not be tolerated and is subject to guidelines developed for all schools in the Catholic Church, Diocese of Cairns.

Bullying or harassment is any particular or general behaviour which is sustained over time, which is not invited and not welcomed, and which may occur because of a person's sex, race, age, marital status, disability, sexuality, religious beliefs or political persuasion. It offends, upsets, humiliates or scares another person. It makes the College uncomfortable and unpleasant. One common factor is the inappropriate use of power in interpersonal relationships. Harassment is not always intended – acts or behaviour which some see as amusing or trivial may hurt or offend another.

Harassment and bullying may occur between all members of the College community, across age and gender, between groups or individuals. All members of the College community include staff, students, parents and visitors.



The College chooses to follow the guidelines for resolving complaints of harassment that are contained in the 'Cairns Diocese Harassment, Bullying & Discrimination Policy'. Copies are available from the College.

The College has a number of Harassment Contact Officers who can provide information to staff, students and parents and provide initial and ongoing support to staff or students.

WHAT TO DO IF?

This section for parents is intended to give them a ready guide as to how to handle difficulties which may arise when parenting at a distance with a child in the Boarding community.

Your daughter or son is suffering very badly from homesickness.

- > Phone or email your child's Head of Residence, the College Counsellor, or the Director of Boarding.
- > Be loving, understanding and supportive, but also firm in keeping your contact with your child at a limited level. Remember that their difficulty is making the break from you and home, and the difficulty cannot be resolved by holding on to the same links as before. Do not allow yourself to be emotionally blackmailed; homesickness is something your daughter or son has to learn to resolve with us.

You are concerned about academic matters such as poor results, emails from teachers, or your child is finding the work difficult.

- > Phone or email your son's Homeroom teacher (boys), or girls' Head of Residence.
- > Phone or email the individual teacher concerned. There is no right time – schedules vary. However, the Head of Residence can arrange for the teacher to phone you if you wish.
- > Arrange to meet the teachers if you are in Cairns.
- > Be supportive of your child as long as they are trying hard. Let your son or daughter know the level of effort you expect from them.
- > Consider that the difficulty with schoolwork may be a symptom of something else. Discuss the matter with the Head of Residence.

Your child tells you stories of things at school which you do not like or do not understand.

- > Phone the Head of Residence (or the Director of Boarding if that is more appropriate). Whether the story is true or not, we want to know about it, and you need to be reassured that things are satisfactory or that action has been taken.

You are coming to St Augustine's College unexpectedly and you wish to take your child out for a meal or overnight.

- > Ask your child to take it up with the Head of Residence – he/she will readily give permission. You can phone yourself, but it is better training for your child to manage these things for himself or herself.

Your child wants permission to go out with someone whom you are not sure about.

- > Phone the Head of Residence. He/she can make inquiries about the nature of the proposed arrangements and can advise you accordingly.

There is a death, a serious illness, or a crisis in the family.

- > Phone the Director of Boarding. It is important that someone is with the young person when he/she receives such news, so that the response to it can be gauged. **Unless there are exceptional circumstances, the Principal, Director of Boarding or someone they delegate, should tell your child. There are too many risks with the child finding out accidentally.**
- > If you wish to tell the child over the phone, then the child should be with an adult in a private environment. We advise that you allow a senior Boarding staff member to tell the child, and then have your child speak with you. This however, can be negotiated at the time between parents and the Director of Boarding.
- > The same goes for the death of a family pet – don't tell your child over the phone.

There is a family trauma.

- > If there is some sort of trauma in the home or the district, then please advise us so that we can support your child. They will generally need more support than most families realise whilst they are away from home.
- > You will have noticed that the first step is generally to phone the Director of Boarding or the Principal. This applies to whatever the particular issue might be. Please use the mobile number of the Director of Boarding in such a case.
- > If you phone the Director of Boarding on his mobile phone, please be aware of the level of distraction he may be experiencing. He may be driving in the car, speaking with someone who is demanding a lot of attention, in the middle of supervising dinner, etc. If you want a long conversation, then ask him to phone you back. If you have a simple question or piece of information, keep it simple.

We hope this Information Handbook is helpful to parents. Be assured of our care for your son and/or daughter and please make contact with us, should we be able to support or assist you in any way. We hope your experience in the Boarding community is both enjoyable and rewarding.



St Augustine's
COLLEGE

MARIST

SPIRITUALITY

The personal faith of Marists, their manner of sharing in the mission of the Gospel, and their association with one another are all shaped by the spiritual way introduced into the life of the Church by St Marcellin Champagnat (1789-1841) and developed by successive generations of Marists.

They model their lives on Mary, our Good Mother, imitating her faith response to God and sharing in her work of bringing Christ-life to birth and nurturing its growth in young people.

Their spirituality is marked by a profound experience of God's abiding presence and love, by trust in God, by a deep personal love of Jesus and his Gospel, by community living in a family spirit, and by a humility expressed through simplicity.

Marists take Mary's Magnificat as their manifesto, setting out into the hill country of young people's lives, filled with hope and joy, bringing them news of the justice and mercy and faithfulness of God. Like Mary, the first disciple, their lives are centred on Christ, and their hearts are moved by the young.

Marist
ASSOCIATION OF
ST MARCELLIN CHAMPAGNAT

MARIST

EDUCATION

St Marcellin wanted teachers in Marist schools to experience the same faithful and compelling love of Jesus that he knew deep in his own heart, and to look to share this love with young people, especially those most in need of it. Marist schools define themselves from this hope.

Marist educators strive to mould their school communities as families, where people relate to one another as members of a loving family would intuitively do. They offer a spirituality that is simple and accessible, grounded in practical love and transparent relationships. From this basis, they offer an education that is both integrated and rigorous, aimed at growing men and women who will be compassionate and critical, articulate and aware, faith-filled and hopeful.

The principal purpose of Marist schools is to lead young people to know and love Jesus, in the way of Mary, in the belief that they all can become good Christians and good citizens. Marists have developed a distinctive way of undertaking this evangelising mission through the education of the young. Inspired by St Marcellin Champagnat, Marist educators, before all else, love their students.

Their approach is marked by *simplicity, family spirit, love of work, in the way of Mary* and *presence* in the midst of those they are called to serve. To the extent that their resources, facilities and programs allow, Marist schools are open to all families that may be attracted to their distinctive way of drawing faith, culture and life into harmony through Christian education.

St Augustine's
COLLEGE

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