



**Strong
Minds
Gentle
Hearts**

2026 **BOARDING** HANDBOOK



BOARDING STAFF KEY CONTACTS

OFFICE INFORMATION

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BOARDING STAFF CONTACTS

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0419 652 278
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HEALTH & WELLBEING CENTRE

College Nurses

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WELCOME



MR 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 sons or daughters feel at home here. Our staff go to great lengths to make this home away from home safe, friendly and caring. Our priority is to ensure that our boarders feel supported and cared for in a nurturing and positive environment. Such an atmosphere enables them to work to their potential, achieve high standards in their academic pursuits and grow into well-rounded human beings.

We are aware of the significant trust you have shown by placing your children in our care. We take this responsibility most seriously and feel privileged to have them with us at Saints. We now need a close working relationship with you in sharing the responsibility for their primary care. We hope this relationship is characterised by good, open communication and a shared set of expectations between you and the boarding staff. This is critical if we are to offer the best possible care involving the consistency that teenagers need to confidently mature.

I encourage you to carefully read this handbook. It will assist with the transition into boarding by providing information about the regular structure of the boarding program and the procedures and expectations that make it successful.

I hope that your association with us will be enriching and satisfying for you and your family.

WELCOME



MR BRETT TOOMBS
Director of Boarding

Dear Parents and Carers

Welcome to the St Augustine's College boarding community, a home away from home to over 170 young men and women. They come to us from many places: Cairns, towns and rural areas across Far North Queensland, the Torres Strait, other states and other countries including Papua New Guinea, Japan, China and Vietnam.

We hope that your children, like hundreds of boarders before them, enjoy their time with us and value forever the wonderful friendships they will make with fellow boarders. We also hope that they will learn from our boarding staff who give a lot of time and energy to creating conditions that allow them to lead safe, purposeful and happy lives.

This handbook has helpful information for boarders and their families. While most of the time our boarders fit into an established routine, occasionally something out of the ordinary comes up. That is when they need to try to understand what is done and why it is done. Ideally, they will check this handbook for explanations of any routines to help them make decisions in keeping with the spirit of these guidelines. Above all, they should ask staff if they are unsure about what to do.

I look forward to meeting you and your family and welcoming you personally into the Saints boarding community.



VISION STATEMENT

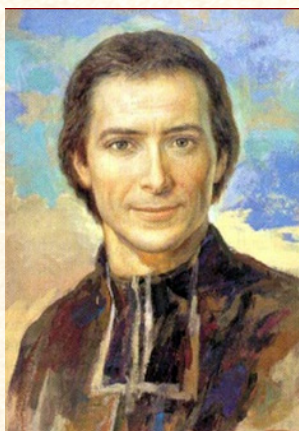
We aspire to cultivate a spirit that bears witness to our Marist tradition, our sense of family and our desire to share our Christian vision with those in our care. Integral to achieving these aspirations, we encourage our boarders to develop:

- self-identity
- self-discipline
- self-reflection
- trust
- integrity
- responsibility
- respect.

These traits should be reflected in the spiritual, cultural, communal, academic and sporting life of the College. To help our young people attain these qualities, our staff are conscious of their privileged position as role models which involves:

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

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



ST AUGUSTINE'S COLLEGE A MARIST SCHOOL

While at Saints, our boarders will learn about the Marist spirit, inspired by the first Marists in France in 1817. Among them were Marcellin Champagnat, founder of the Marist Brothers, and Jeanne-Marie Chavoin, founder of the Marist Sisters.

Moved by the lack of education for rural children, Marcellin and his fellow Brothers began opening schools in remote villages. By his death in 1840, their numbers had grown to nearly 500. At the same time, Jeanne-Marie Chavoin led a group of women who provided education and practical support in towns and villages.

Today, the Marist spirit lives on in 77 countries through the work of thousands of Marist Brothers, Sisters, Priests, and laypeople. The Marist Brothers arrived in Australia in 1872, establishing their first school in Sydney. Now, over 50 Marist schools across the country continue St Marcellin's mission of integrating faith and education.

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

Founded in 1930 as Queensland's second Marist school, St Augustine's College welcomed boarders from day one – initially housed on the verandah of the Brothers' monastery. Since then, boarding has remained central to college life.

Despite early challenges, the first Brothers and students, supported by a generous community, built a strong tradition of academic, cultural and sporting excellence. During World War II, boarders moved to Lake Barrine for safety, moving all essentials up the Gillies Range.

Ongoing campus improvements began with a master plan in the 1970s. Recent developments include

major renovations to the Ambrose residences and the construction of the François Residence in 2015. These upgrades ensure our students live and work on an attractive, safe and up-to-date campus. A modern Health and Wellbeing Centre supports their medical needs.

In 2003, the College and St Monica's opened Chavoin, a girls residence, offering families the option of educating sons and daughters in the same city.





LIFE AT SAINTS

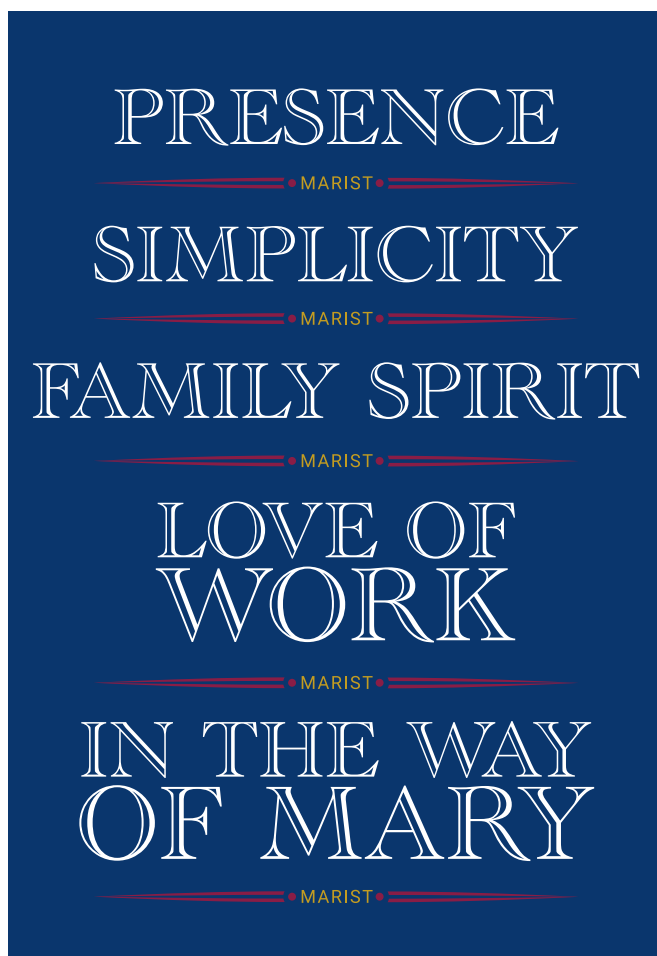
St Augustine's College is a Marist community which values, above all things, its family spirit. We believe that those in this community have rights and responsibilities.

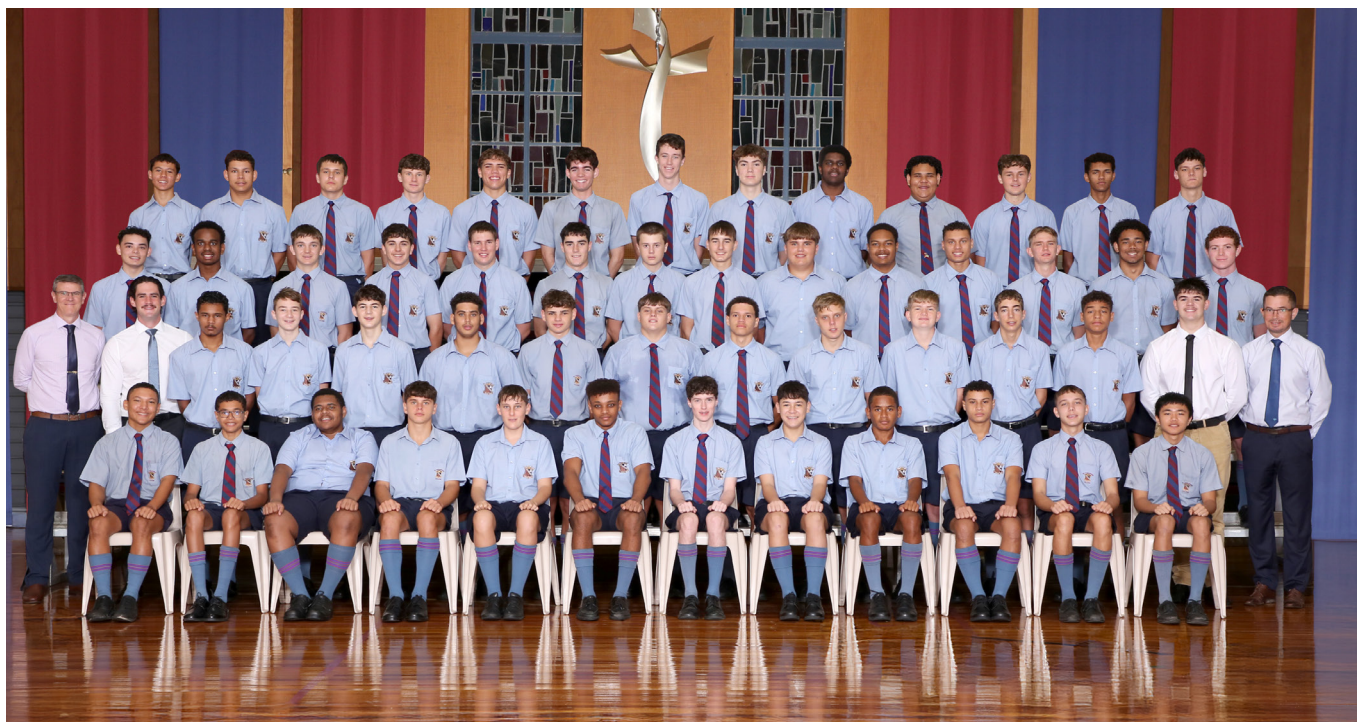
Our boarders have a right to:

- Feel comfortable, safe and secure.
- Be respected by others regardless of cultural background, personal or religious beliefs.
- Enjoy recreation, rest and sleep.
- Work in a quiet atmosphere conducive to study and learning.
- Respectfully express personal ideas and opinions.
- Access the College's facilities to gain maximum educational benefit.
- Enjoy the security of their personal possessions.
- Be free from harassment or bullying.
- Be nurtured in the Catholic faith and challenged by the call of Jesus to love one another.

Our boarders have a responsibility to:

- Uphold the good name of both colleges in character, conduct and appearance.
- Be prepared to learn and grow by using their talents to the best of their ability.
- Accept responsibility for personal decisions and actions.
- Make the most of their opportunities while at the College.
- Act thoughtfully towards others and respect their rights and personal property.





WHO IS RESPONSIBLE FOR BOARDERS

St Augustine's has a single administrative structure with the Principal ultimately responsible for all boarders, boys and girls, while they are at the College. St Monica's Principal is responsible for the girls while they are at school and whenever school-related matters arise. The daily care and management of boarders, however, is largely delegated to others: to the Director of Boarding, to the Heads of Residence and to boarding supervisors.

DIRECTOR OF BOARDING

St Augustine's Principal delegates the daily administration of the Boarding Program to the Director of Boarding. He is accountable to both principals for setting and maintaining boarding standards and for ensuring that boarding students and staff uphold these standards as well as those of both colleges. He works closely with both Principals during the process of selecting and interviewing prospective boarders and keeps them informed about boarding matters.

HEADS OF RESIDENCE

Our four Heads of Residence oversee the daily care of boarders and are the main point of contact for parents and carers. They:

- Communicate with parents and carers about leave, travel, illness, academic progress, sport and significant disciplinary matters.
- Act as guardians during illness or emergencies.
- Approve excursions and camps (most permissions are also sent via Parent Slips).

- Consult parents or carers on key decisions such as subject changes or special trips.
- Liaise with teachers and coaches to stay informed about each boarder's academic, social and behavioural needs.
- Foster a community of acceptance, tolerance, forgiveness and respect.

If parents or carers have any concerns about their children, or have information that would assist staff, then they should contact the respective Head of Residence. Parents are encouraged to get to know their children's Head of Residence well, and to work with them in a supportive and collaborative manner so that the care of their sons or daughters is consistent, fair and thorough.

RESIDENTIAL SUPERVISORS

We employ part-time supervisors who live in or near boarding residences. They 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

We pride ourselves on the quality of the service we provide for our boarders and staff. The Director of Boarding liaises with the Boarding Services Manager who oversees our kitchen and domestic staff to maintain high standards in nutrition, preparation of food and cleanliness of residences.

COLLEGE NURSE

Our nurse liaises with the Director of Boarding and Heads of Residence about boarders' health matters and does the following:

- Closely monitors the administration of medication.
- Is responsible for informing parents and carers about their children's health needs and circumstances.
- Ensures health records are kept up to date and coordinates medical appointments.
- Is on call to give medical advice to staff after hours.

A GP attends the College every Wednesday morning.

AFTER-HOURS CARE OF UNWELL BOARDERS

Under the direction of the Director of Boarding and alongside the nurse, a boarding staff member takes responsibility for the wellbeing of those in the Health and

Wellbeing Centre when the nurse is absent, particularly at night. This staff member liaises with supervisors about the location and discharge of patients and is on call to respond to any emergencies.

WEEKEND ACTIVITIES COORDINATOR

This coordinator liaises with the Director of Boarding in the planning of boarding activities and transport. Their duties include:

- Helping organise equipment and camp sites.
- Educating boarders about safety and practical procedures while on camp.
- Liaising with kitchen staff about menus for camps and activities.
- Organising and attending Saturday activities.

Our boarding staff are due the respect and cooperation that is afforded to all other members of St Augustine's staff.





THE RESIDENCE

The residence is our boarders' home during term and should be treated as such.

PERSONAL AREA AND ITS CARE

Each boarder has their own area containing a bed, lockable wardrobe, desk, chair, power points and shelving. The residence is air-conditioned and contains either semi-divided rooms or single rooms. Heads of Residence allocate these areas at the start of the year, and they may be changed at their discretion.

Boarders store most of their possessions here and others should not remove or interfere with them. A boarder may only enter another person's area when the occupant is present or with permission from a staff member who will accompany the visitor.

These spaces are only for sleeping, relaxing, study, reading and other forms of passive recreation. Loud music, rowdy behaviour and games – especially ball games – are not allowed anywhere in the residence. Boarders are financially responsible for any damage.

Boarders must keep their areas clean and tidy and complete the following tasks each morning before breakfast:

- Make the bed.
- Tidy the desk and arrange books neatly on the desk or on the shelf above it.
- Empty bin.
- Lock all valuables, including wallets and purses, in the wardrobe and neatly store clothes.

- Place shoes and other items at the bottom of the wardrobe or in the drawers under the bed.
- Keep floor clean.
- Place dirty clothes in their laundry basket or bag and put undergarments and socks into a net wash bag.
- Store all bags in an allocated storage space.

COMBINATION LOCKS AND SECURITY

Wardrobes must be fitted with combination locks on sale at the Saints Shop. Boys also need a second lock for their school locker. If lost, new ones can be purchased from the Saints Shop. Access codes must remain private.

PERSONAL PROPERTY INSURANCE

Boarders are responsible for the care and security of their possessions. Parents and carers should insure these items as neither the College nor our insurers will take responsibility for their loss or damage. Expensive





items such as watches, phones, Bluetooth speakers and iPads should be engraved before being brought into boarding.

MUSIC

When listening to music in the residence, boarders must use headphones or earbuds. Any form of digital media containing offensive language or images will be confiscated and parents notified. Tolle's is always a music-free zone.

DECORATING

Boarders are encouraged to bring photos and decorations from home to personalise their areas. They are also welcome to hang posters (with Blue Tack only), that have been chosen with a sense of maturity and ethical standards in mind. Those that are offensive, undignified or contrary to the Christian ethos of the College are unsuitable.

DUTIES ROSTER

Each day, boarders help clean the residence kitchen and common room. The Head of Residence draws up a roster at the start of each term.

FURNITURE AND CONTROLS

Furniture and fittings may only be moved with permission of the Head of Residence. All lights and air conditioning controls are near or in the office and are controlled by staff. Boarders may only operate controls with permission.

STAFF APARTMENTS & RESIDENCE

Boarders must respect the privacy of residential staff, especially those living near student areas. Living areas are private, and entry to the residence office is by invitation only. Boarders should not try to contact off-duty staff but may leave messages with the duty supervisor.

VISITING OTHER RESIDENCES

Boarders need permission from staff to visit boarders in another residence. Upon entering, it is important and courteous to ask the supervisor for permission to visit. Normally older students may visit younger students, but not vice versa. The girls residences, verandahs and stairs are out of bounds to boys

FOOD

Eating is not permitted in personal areas. Boarders' food must be stored in air-tight containers in wardrobes, and food kept in the common room fridge must be labelled with its owners' names. Anything that is not sealed or stored correctly will be confiscated. Milk is delivered daily. Chewing gum and sports supplements, such as but not limited to pre-workout stimulants, energy drinks and creatine, are not permitted.

POCKET MONEY

A debit card is preferred for security and convenience. Boarders should only keep small amounts of cash in their locked wardrobes, and the College takes no responsibility for money stored in student areas. Parents should avoid giving younger children too much cash and ensure they have enough funds for the term. Contact the Head of Residence with any money-related concerns.

CCTV

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

SECURITY ALARMS

Supervisors activate residence alarms at night and when locked and deactivate them in the morning for swimming and gym. Emergency exit doors are always alarmed; opening them triggers a continuous alarm and a blue flashing light until reset by staff.



FIRE ALARMS

Each residence has fire alarms linked to the Cairns Fire Department. Steam, water or appliances can trigger false alarms. If a boarder causes an avoidable alarm, they must cover the fire brigade's call-out cost.

FIRE FIGHTING EQUIPMENT

Tampering with extinguishers, hose reels or fire blankets is an offence, and boarders will be charged for any misuse or damage.

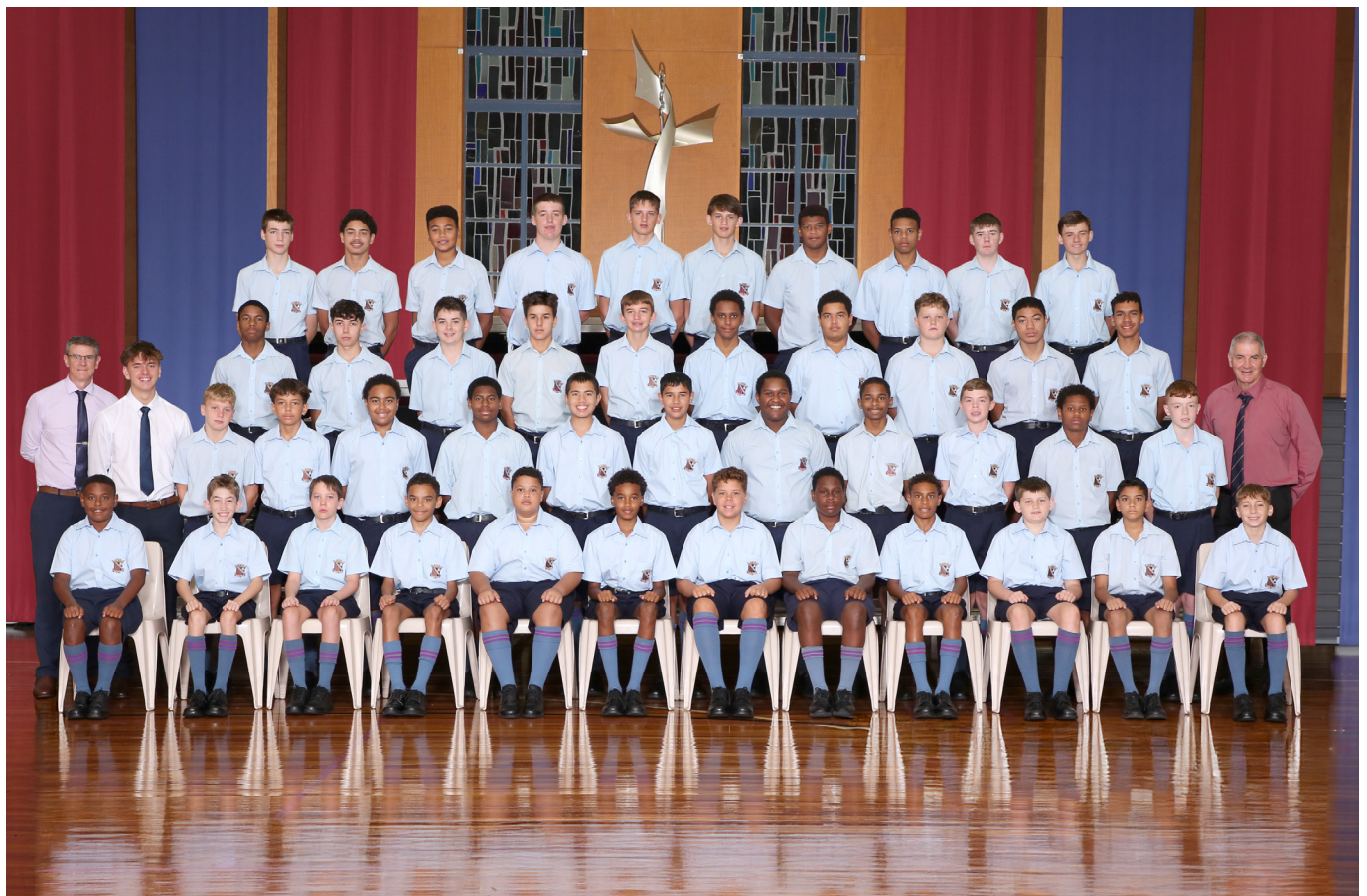
PERSONAL HEALTH & HYGIENE

Boarders must maintain a high level of personal health and hygiene; therefore, they need to:

- Shower daily with soap.
- Regularly shampoo hair and be well groomed in keeping with college guidelines.
- Use deodorant (pump spray or roll-on only) daily. This is compulsory.
- Brush teeth before school and before bedtime.
- Be clean-shaven unless an exemption has been granted by the Principal.

- Never store wet clothes in wardrobes, or wear football boots, cricket shoes or spiked running shoes in the residence.

Staff will talk to boarders who are struggling with personal hygiene. Toiletries can be purchased locally. Girls residences have sanitary disposal units.





DRESS

Boarders must always dress appropriately in residences and on college grounds. During school hours, the correct, clean college uniform is to be worn. School shoes should be polished regularly.

GROOMING AND GENERAL APPEARANCE

Each college has clear guidelines about acceptable hairstyles, the wearing of jewellery and body piercing. These rules also apply in the residence or while participating in activities and camps. As mentioned above, boys are to be clean-shaven unless an exemption has been granted by the Principal.

HAIR CLIPPERS

These are banned and will be confiscated. Boarders are not allowed to cut their own or others' hair.

JEWELLERY

Boys are not allowed earrings or other forms of body piercing. Simple jewellery, such as plain neck chains, religious medallions and signet rings, is acceptable when out of uniform. Other forms of jewellery or body adornment are banned as are visible tattoos.

Girls are not allowed bracelets, zodiac signs, body piercings, fake eyelashes or tattoos. At school no nail polish or makeup is allowed. Simple jewellery such as two small sleepers or studs for earrings and a plain neck chain are permitted. Single plain rings without bulky raised stones are also allowed.

LABELLING CLOTHING & TOWELS

All clothes and other items must be clearly labelled to make sorting in the laundry easier and to ensure they are returned. Cash's name labels displaying a boarder's laundry number and name (e.g. 101 J. Smith) can be bought through the Saints Shop. Please allow up to two weeks for delivery. We recommend ordering a minimum of 12 dozen and they should be sewn on securely as iron-on name tags fall off.

If clothes are not clearly labelled they end up in the unclaimed laundry pile. To help reduce this problem, remove old or confusing labels and correctly label everything.

Please tag all items as follows:

- Jumpers, singlets, pyjamas, jackets – on inside, back of collar.
- Pants, shorts, jeans, underwear, swimming costumes – on inside, centre of waistband.
- Belts – on buckle end.
- Towels – on both ends.
- Socks – under arch.

The Saints Shop is at the College so boarders can easily buy uniforms and stationery.

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

Phone: 07 4052 9137

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

St Monica's College has its own uniform shop.

Phone: 07 4042 4838

Email: uniform@stmonicas.qld.edu.au



LAUNDRY

Our laundry is done off-site with a 48-hour turnaround. The laundry room is open every weekday morning from 6:30-7:45am and at other times with permission and when a staff member is present.

Each boarder is given two net bags displaying their laundry number and name for underwear and socks. Extra net bags can be purchased. Please return all net bags upon leaving the College.

All clothes are washed in hot water and tumble dried. Some fabrics, particularly 'cold wash only', wool or wool blends, will shrink in a commercial laundry. Clothing containing rubber transfers or board shorts with plastic buckles may also be damaged. Wash-and-wear clothing is recommended.

Although laundry is done regularly, it is important that boarders have enough clothing to last a week.

WASHING MACHINES

Residences have washing machines, but they may only be used in emergencies with the permission of the Head of Residence. Therefore, boarders must rely on the main laundry to have their washing done.

LINEN

All linen is laundered on Wednesday mornings, when boarders receive two clean sheets and a pillowslip.

UNCLAIMED LAUNDRY

Each term unclaimed clothing stockpiles in the laundry, most without clear labels. Boarders who are missing clothes may check with laundry staff every weekday morning, and on Wednesdays they can check through the stockpile and claim unmarked clothing.



BOYS RECOMMENDED CLOTHING LIST

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

All boarders are allocated a unique laundry number after confirmation of enrolment. Name labels can be ordered through the Saints Shop.

SCHOOL UNIFORM - YEARS 7 – 9

- ☐ 4 x College dress shorts
- ☐ 1 x black belt
- ☐ 4 x College junior shirts
- ☐ 4 x College socks
- ☐ 1 x College jacket (optional)
- ☐ Black school shoes
 - polished leather upper and laces
- ☐ College cap or bucket hat
- ☐ College backpack
- ☐ College laptop bag (Years 8 & 9)
- ☐ College sports bag
- ☐ Garters (optional)

SPORTS UNIFORM

- ☐ 2 x College sports polo
- ☐ 2 x College sports shorts
- ☐ 2 x College sports socks
- ☐ Sports shoes/joggers
 - check Saints Shop for style
- ☐ College sports bag
- ☐ Football shorts and socks
 - (if playing for a Saints team)

OTHER REQUIREMENTS

- ☐ 10 x underwear
- ☐ 2 x pyjamas
- ☐ 3 x towels (2 x bath, 1 x beach)
- ☐ Tissues
- ☐ Good casual clothes
 - including a good shirt for Sunday Chapel
- ☐ Playwork clothes
- ☐ Swimmers/board shorts
- ☐ Shoe polish and brush
- ☐ Doona
- ☐ Pillows

SCHOOL UNIFORM - YEARS 10 – 12

- ☐ 4 x College senior shirts
- ☐ 1 x College tie (Years 11 & 12 only)
- Other items as per Years 7 – 9

TOILETRIES

- ☐ 2 x toothbrushes
- ☐ Toothpaste
- ☐ Pump pack or roll-on only deodorant
- ☐ Soap/body wash
- ☐ Shampoo & conditioner
- ☐ Comb
- ☐ Face washer
- ☐ Toiletries bag - for toothbrush, soap etc

- ☐ Water bottle and spare
- ☐ Torch
- ☐ Alarm clock
- ☐ Sunscreen
- ☐ Hat rack (similar to door rack style)
- ☐ Blu Tack for posters/information
- ☐ Sleeping bag
- ☐ Coat hangers
- ☐ 2 sealed plastic containers for food storage
- ☐ Laundry basket

Clothing with offensive or inappropriate slogans, images or sayings is unacceptable and may not be worn.

GIRLS RECOMMENDED CLOTHING LIST

All college uniform requirements are only available through the St Monica's College uniform shop.

All boarders are allocated a unique laundry number after confirmation of enrolment. Name labels can be ordered through the Saints Shop.

COMPULSORY STANDARD ITEMS REQUIRED

- ☐ 10 x underwear
- ☐ 4 x uniforms (blouses & skirts)
- ☐ 2 x sets of sport uniforms (3 if studying sport as an elective)
- ☐ Black leather school shoes
- ☐ White sport shoes
- ☐ 2 x casual shoes (rubber thongs are not appropriate for Sunday Chapel)
- ☐ 1 x thongs for shower
- ☐ Socks (5 x school, 3 x casual)
- ☐ Hats (1 x school, 1 x casual hat/cap)
- ☐ 7 x casual shirts (strappy/midriff tops - singlets are not appropriate for the dining hall or Sunday Chapel)
- ☐ 7 x casual shorts/skirts/pants/jeans (no unhemmed or short shorts)
- ☐ 2 x swimmers (1 set for school/PE, 1 for weekend)
- ☐ 2 x good casual clothes (for Sunday Mass/special occasions)
- ☐ 2 x pyjamas
- ☐ 1 x bathrobe

TOILETRIES

- | | |
|--|--|
| <input type="checkbox"/> 2 x toothbrushes | <input type="checkbox"/> Face washer |
| <input type="checkbox"/> Toothpaste | <input type="checkbox"/> Hair accessories (elastics, clips etc) |
| <input type="checkbox"/> Pump pack or roll-on only deodorant | <input type="checkbox"/> Sanitary items as required |
| <input type="checkbox"/> Soap/body wash | <input type="checkbox"/> Toiletries bag - for toothbrush, soap etc |
| <input type="checkbox"/> Shampoo & conditioner | |
| <input type="checkbox"/> Hairbrush/comb | |

OTHER REQUIREMENTS

- | | |
|---|---|
| <input type="checkbox"/> Tissues | <input type="checkbox"/> Cup |
| <input type="checkbox"/> Shoe polish and brush | <input type="checkbox"/> Blu Tack for posters/information |
| <input type="checkbox"/> Water bottle and spare | <input type="checkbox"/> Coat hangers |
| <input type="checkbox"/> Torch | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Alarm clock | <input type="checkbox"/> Sleeping bag |
| <input type="checkbox"/> Pillows (sheets - optional but need to be labelled) | <input type="checkbox"/> 2 sealed plastic containers for food storage |
| <input type="checkbox"/> Doona | <input type="checkbox"/> Laundry basket |
| <input type="checkbox"/> Washing powder/liquid (cold wash suitable, front wash for seniors) | |

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

DAILY PROGRAM

MONDAY/TUESDAY/THURSDAY PROGRAM

6:30-6:45am	Rise and showers
7-8:10am	Breakfast
7:45am	Residences close
8:15am	Girls bused to St Monica's College
8:35am	Classes commence
11am	Morning tea in Tolle's
1:15pm	Lunch in Tolle's
3:10pm	Girls bused from St Monica's
3:20pm	Residences open, roll call, change for activities, afternoon tea in Tolle's. The library is open until 4:45pm
5pm	Roll call, showers and relaxation followed by study for Years 7, 8 and 9.
5:30pm	Study for Years 10, 11 and 12
5:45pm	Junior dinner
6:15pm	Senior dinner
6:25pm	Junior study resumes
7pm	Senior study resumes
9pm	Junior residences lights out
9:45pm	Years 10 and 11 lights out
10:30pm	Year 12 lights out

WEDNESDAY PROGRAM

6:30-6:45am	Rise and showers
7-8:10am	Breakfast
7:45am	Residences close
8:15am	Girls bused to St Monica's
8:35am	Classes commence
10:50am	Morning tea in Tolle's
12:15pm	Lunch in Tolle's
12:45pm	Boys sport
2:30pm	Boys residences open, roll call and afternoon activities
3:10pm	Girls bused from St Monica's. Their residences open and afternoon tea in Tolle's
4:45pm-5:40pm	Roll call, junior study
5:30pm	Senior study begins
5:45pm	Junior dinner
6:15pm	Senior dinner
6:25-7:25pm	Junior recreation time
7pm	Senior study resumes
9pm	Junior residences lights out
9:45pm	Years 10 & 11 lights out
10:30pm	Year 12 lights out

WEEKEND PROGRAM

FRIDAY AFTERNOON PROGRAM

3:10pm	Girls bused from St Monica's
3:20pm	Residences open and weekly boarders sign out via REACH, roll call and change for recreation
4pm	Free time or outside recreation
5:15pm	Roll call
6:10pm	Dinner
6:45-7:45pm	Outside recreation
8:30pm	Outside recreation
9:30pm	Junior residences lights out
10:30pm	Senior residences lights out

SATURDAY PROGRAM

8:30am	Rise
9am	Breakfast
10am	Saturday outing
4pm	Residences open and showers
6:10pm	Dinner
7pm	Residences open and outside recreation
8:30pm	Return to residences, roll call, movies and activities
9:30pm	Junior residences lights out
10:30pm	Senior residences lights out

SUNDAY PROGRAM

8:30am	Rise and showers
9am	Breakfast
9:45-10:45am	Study
10:50-11:15am	Residences open. Prepare uniform, polish shoes and clean and tidy personal areas in residences
Noon-2pm	Lunch and visit to Cairns Central with supervisors' permission
2pm	Return from Cairns Central, residences reopen, roll call
4-5:30pm	Weekly boarders return
6:10pm	Dinner for all boarders
7pm	Sunday Chapel.
9pm	Junior residences lights out
10pm	Senior residences lights out



TOLLE'S AND MEALS

When in residence, boarders must attend all meals unless they are in the Health & Wellbeing Centre or have permission from their Head of Residence to be absent.

Boarders must always come to Tolle's washed, properly groomed and neatly dressed. Hats, singlets or other sleeveless tops are not to be worn. On school days, boarders wear their school uniform to breakfast and lunch. At other times neat, clean clothing is to be worn. Footwear must always be worn.

GOOD MANNERS

Good manners must be shown towards kitchen staff, supervisors and other boarders. Boarders are expected to use cutlery properly and follow good dining etiquette including the clearing of tables after meals. Loud conversation or talking between tables and across the cafeteria is not tolerated.

MEALS AT ST MONICA'S

Girls take a packed morning tea to school each day. Hot meals are prepared for lunch, twice a week in Terms 1 and 4 and three times a week in Terms 2 and 3. They are delivered to the College. On other days the girls take their own lunches to school which can be stored in a fridge.

EARLY AND LATE MEALS

Boarders who need early or late meals, due to excursions, band practice, tuition or sporting commitments, request them through REACH. This is done at breakfast on the day they're required.

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



COMMUNICATION

Boarders receive information and instructions in various ways:

- Mealtime announcements.
- Weekly meetings in the residence.
- At occasional full boarding community meetings.
- On residences' noticeboards and through email and Teams.
- REACH notifications.

Parents and carers receive information in the following ways:

- Emails, phone calls and letters from school and boarding staff.
- Parent Portal.
- Boarding letters home.
- Boarding Facebook page www.facebook.com/groups/145337315916743/
- College newsletter, Saints News, which is emailed three times a term or accessed on the Parent Portal and the College website. We ask parents and carers to stay informed about college activities involving their children.

Both colleges hold Parent-Teacher-Student interviews, which we encourage parents and carers to attend. If this is not possible, alternative arrangements may be made by contacting their son's or daughter's homeroom teacher or daughter's Head of Residence. Parents are welcome to contact their child's teachers at any time, but it's best to avoid the last days of term as staff are typically involved in marking and report writing.

PHONES

Boarders may use the phone in each residence but are asked to keep their calls short. Most boarders use their mobile phones to call home.

LAPTOPS

Each boarder has a college laptop with a camera as well as an email account and may use the residence Wi-Fi to call parents or carers..

MOBILE PHONES & DEVICES

Parents and carers must declare their children's devices – mobile phones, iPad, tablets etc. Boarders must also sign a Mobile Device Agreement and obey the following rules:

- Phones and other electronic devices must be left in residences while boarders are at school, unless their Heads of Residence give them permission to do otherwise.
- Girls comply with St Monica's and St Augustine's mobile phone policies.
- The College is not responsible for phones that are not handed in.
- Phones may only be used during free time and turned off at all other times including during study and quiet time.
- At bedtime, phones are turned off, handed in and locked away.
- Phones are not to be lent.

- Staff may review phone use and confiscate those being used inappropriately or in breach of these guidelines.

MAIL AND PARCELS

Staff collect mail each afternoon. When writing, please use the following format to help with sorting:

Boarder's name & residence

St Augustine's College

251 Draper Street, Cairns QLD 4870

BOARDING REPORTS

Heads of Residence write reports at the end of each term and upload them to the Parent Portal. They cover the following areas:

- Application to study.
- Response to boarding routines.
- Manners and politeness.
- Tidiness.
- Personal care and appearance.
- Relationships.
- Ability to take direction.
- Initiative and leadership.





HEALTH AND MEDICAL CARE

When we accept a new boarder, parents and carers must provide us with:

- A comprehensive health and medical report.
- A completed health and medical information sheet.
- A Medicare card number and Health Care Card number (if relevant).
- information about medications their child is prescribed.

Our registered nurse is authorised by the Principal to give directions to boarders about their health and hygiene. Boarders must always cooperate with and show them respect. The nurse conducts a clinic at least once a day, usually before school. Boarders who feel unwell in the morning see their supervisor who will issue a blue slip and notify the Health & Wellbeing Centre. The nurse and the Head of Residence will communicate regularly during the care or treatment of an ill boarder.

If unwell at school, boys speak to their teacher who sends them to the Student Office for a red slip to report to the HWBC. A health slip is always required except in an emergency. If girls are unwell at school, they speak to their teacher and go to the sick bay. Ill students should not phone their parents or carers. Staff will do this.

IN CASES OF ACCIDENTS AND ILLNESS

- An assessment is made and appropriate action taken. The boarder may spend a day or part of the day resting in the Health & Wellbeing Centre and a doctor's appointment may be made.

- If the boarder needs several days' rest, or is contagious or infectious, parents or carers will be contacted. Arrangements will be made for them to go home unless they live a long way from Cairns.
- If the boarder needs an overnight stay, there is a staff member on site at all times in a unit next to the Health & Wellbeing Centre. They care for them until the nurse arrives in the morning.
- Parents or carers will be notified of their child's condition.

If a boarder is unwell and the nurse is absent, they should see their supervisor. The Director of Boarding or the Head of Residence will be contacted and appropriate action taken. If necessary, the boarder will be taken to a medical centre or hospital.

MEDICATION

Boarders are not permitted to keep personal supplies of medications and should not return to the College with Paracetamol or hay fever tablets which are available from the nurse.

There are dangers in boarders self-medicating and passing such medicines on to their friends who have headaches. Despite evidence about how unwise it is to take Paracetamol or similar products for minor discomfort, young people can take medication too readily.

Parents, please avoid diagnosing over the phone. If your son or daughter complains of a headache or another problem, tell them to talk to staff. If you have concerns

about whether your child is ill or needs medical treatment, contact their Head of Residence or Director of Boarding. Children can exaggerate or understate situations over the phone. Boys particularly tend to do the latter.

ADMINISTERING PARACETAMOL

Where parental consent has been given in a boarder's medical information, staff are permitted to administer a one-off dose of Paracetamol or equivalent medication. This is noted in end-of-shift reports and recorded in REACH. If symptoms persist, the residential supervisor contacts the nurse or Health & Wellbeing Centre supervisor.

MEDICAL APPOINTMENTS

The nurse makes appointments for boarders to see doctors, either at the College or at a medical centre, and a doctor visits Saints each Wednesday morning. If an appointment has been made by a parent or boarder to attend a dentist or another allied health professional such as a physiotherapist, orthodontist, optometrist, etc, the nurse must be notified. Transport is normally arranged for such appointments which, ideally, occur outside school hours. Permission for appointments in school time must be cleared with Heads of Year.

The nurse oversees the administration of any prescribed medication for which parents are invoiced.

If a medical doctor diagnosis a serious illness, broken bones or recommends surgery, every effort is made to contact parents or carers before treatment. If unable to be reached within a reasonable period, a boarder will receive the necessary treatment (including anaesthetic)

with permission given and forms signed by the Director of Boarding, or his appointed representative, acting in place of a parent or carer.

PERSONAL ACCIDENT INSURANCE

Boarders are covered while participating in school-related activities i.e. camps, excursions or similar activities. The cover applies to death or total disability following an accident. Under the National Health Act, it is illegal for any insurer, other than Medicare or other authorised health funds, to pay medical expenses, therefore, neither the College nor its insurers will cover medical or dental expenses. These must be covered by a boarding family's health fund.

COUNSELLING

Counselling support is available for all boarders. Boys can see Ms Keller, and girls can meet with the St Monica's College counselling staff. This service is free and confidential.

Heads of Residence and Heads of Year also provide pastoral counselling for day-to-day issues. In some circumstances, parents or carers might prefer to engage external private counsellors and/or Headspace which is a free, federally funded service for young people. The Cairns Headspace office is close to the College and transport can be arranged. External support is usually organised in conjunction with the Heads of Residence.

SUN SAFE POLICY

Boarders must use 30+ sunscreen, wear hats and dress appropriately for all outdoor activities. Staff remind boarders of the importance of being SunSmart.





SPIRITUAL DEVELOPMENT

In the Marist tradition, Saints is committed to helping our young people to become good Christians and good citizens. To this end, we encourage each boarder 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.

CHAPEL OF THE MAGNIFICAT

This is a sacred place and should be treated with reverence. It is customary to make the sign of the cross when entering and to spend a few moments in private prayer before any liturgy begins.

PRAYER

Members of each residence regularly gather 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 CHAPEL

Boarding students and staff gather for Chapel at 7pm on Sunday except on free and exeat weekends. Parents, carers and other family members are always welcome. A tradition of our worship at Saints is our strong singing. New boarders are encouraged to learn the hymns and join in.

Chapel attendance is compulsory for all boarders, unless prior approval has come from the Director of Boarding.

Full-time boarders will occasionally attend St Joseph's Parish on weekends.

DRESS FOR CHAPEL

Boarders are expected to wear the following:

BOYS

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

GIRLS

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

The following clothing is not to be worn:

- Sport uniform or PE uniform of any description.
- T-shirts and shirts with logos.
- Jeans, board shorts or football shorts.
- Thongs



RELATIONSHIPS

Boy-girl friendships in boarding can be positive and enriching. However, we are mindful of behaviours that may render such relationships unhealthy or inappropriate. Our response is guided by the Christian ethos of St Augustine's and St Monica's colleges, and by our duty of care to young people still at school.

We are particularly alert to:

- Age-inappropriate relationships.
- Excessive displays of affection.
- Overly exclusive friendships that isolate students from peers.
- Secretive behaviour or time spent in unsupervised areas.
- Relationships that become overly intense, affecting students' judgement, routines or commitments.

Students may not share our adult perspective and may view our concern as intrusive. Nonetheless, we are responsible to parents and carers, students and the broader boarding community. Exclusive relationships can unsettle others and affect the tone of the Boarding Program.

We encourage boarders to inform their parents or carers about close friendships. If staff believe a relationship is too intense or inappropriate, the Head of Residence will be informed and parents or carers notified. Persistent issues may require a meeting with the couple and their families.

We reserve the right to assess the appropriateness of student relationships and respond according to Catholic moral principles and professional judgement.





HOMework AND STUDY

All boarders follow the same study expectations set by supervisors. Study consolidates classroom learning, reinforces understanding and extends knowledge. A strong daily study routine is essential for academic success.

STUDY SCHEDULE & EXPECTATIONS

Times

Supervised study runs Monday to Thursday (5–8:30pm, varying by year level) and on Sunday mornings.

Location

Designated study areas are determined annually.

Preparation

Boarders must bring all necessary materials and be seated five minutes before study starts.

Routine

- Diaries must be open with homework recorded.
- Desks should be organised; missing items can wait until the next break.
- Silence is a must for effective study.
- No eating is allowed.
- Written work is prioritised before reading.
- Only school-related reading material is permitted.
- Supervisors monitor attendance and behaviour.
- Tutors are available.

Library Access

The Gildas Centre is open during study and at the following times: Monday, Tuesday and Thursday from 3:30–4:45pm, on Wednesday from 2:30–4:45pm, and every weekday morning from 7:30am for extra study.

Study Structure

- The first session is silent, independent study.
- Collaborative work and group study may be allowed in second study at the supervisor's discretion.
- Mobile phones are prohibited during study; urgent matters must go through the Head of Residence.
- Laptops are for schoolwork only.
- Students must always have work or reading material.

Years 11 and 12 boarders who are ATAR-eligible are expected to do additional study on weekends. Excellence is about consistent effort, regardless of academic level – no student should ever say, “I have no work to do.”

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



SPORT AND EXTRACURRICULAR ACTIVITIES

St Augustine's and St Monica's colleges value the role of extracurricular activities in supporting student development. Boarders are encouraged to participate in these opportunities, with the following expectations:

- Academic balance: Participation must be balanced with academic responsibilities, including year-level expectations and homework demands.
- Eligibility: Continued involvement is dependent on acceptable behaviour and academic progress. If concerns arise, participation may be reviewed or suspended. Parents or carers will be informed of any changes.
- Sport Participation: Sport is a key element of the boarding experience. Each junior boarder is encouraged to participate in at least one approved club-based sport per year. The College may nominate preferred clubs.

Application Process

Any boarder wishing to engage in an extracurricular activity, either within the school or externally, must:

- Complete an Extracurricular Activity application and adhere to its guidelines.
- Gain permission from a parent or carer.
- Receive approval from the Head of Residence and/or the Director of Boarding.

This process ensures

- Parents and boarding staff are aware of a student's commitments.

- Registration, insurance and transport arrangements are in place.

Available Sports

- Boys may participate in rugby league, rugby union, football (soccer), AFL, cricket, athletics, swimming, basketball, tennis, volleyball, hockey, baseball, water polo and more.
- Girls may also participate in these sports in addition to netball, gymnastics, dance and other approved activities.

WEEKEND COMMITMENTS

Boarders must notify their coaches of upcoming exeat or free weekend dates. These weekends are intended for family time, and students are expected to prioritise time at home over sporting commitments in Cairns.

TRANSPORT

Boarders are driven to and from activities within a 15-minute radius of the College. Transport requests through REACH should be made at least 24 hours beforehand. If late meals are needed, requests should also be submitted via REACH. These meals are labelled and collected when boarders return. The driver has a mobile phone, and all students meet at a designated point for their lift. Boarders are asked to choose the closest venue possible for their sport or activity.

If parents wish to arrange alternative transport with a coach, relative, family friend or team member, this must be noted on the Extracurricular Activity application and

will only be approved if the increased travel time does not affect study commitments.

CLUB SPORT REGISTRATION

Boarders who play club sports must have paid registration for insurance coverage. As parents or carers are often remote, it's recommended that the Head of Residence be nominated as the primary point of contact during registration. This ensures proper management of notifications regarding weekly draws, cancellations, training changes and injuries, allowing staff to fulfill their guardian responsibilities and provide parents with a local contact for coordination with team officials.

Please note: Where there is a conflict between club and college sports, the Saints' sporting commitment always takes precedence.

REPRESENTATIVE SPORT

Boarders are encouraged to trial for selection to represent Peninsula, North Queensland or state teams with college support where possible. Completing an Extracurricular Activity application, as mentioned above, ensures that parents, carers and staff are aware of training schedules and associated costs. A Request for Student Absence form is also submitted to the respective college if school will be missed. Their Head of Residence should be consulted in the first instance so all these considerations can be discussed and the College notified.

Staff can only drive boarders involved in representative sport to training or matches at venues within a 15-minute radius of the College. When selected, boarders should inform team officials of this.

The table below sets out the number of sports boarders may play each term.

EXTRACURRICULAR MUSIC - MUSIC ENSEMBLES

Music ensembles rehearse every week of term before school at St Augustine's in combination with girls from St Monica's. Combined colleges ensembles are the Wind Ensemble, Concert Band and String Orchestra. Boys-only ensembles are the Big Band, Percussion Ensemble and College Choir. Performances and tours are regularly scheduled. Any boarder interested in the music program should contact our Head of Music.

MUSIC ROOMS

Music students are encouraged to regularly practise, and our music rooms are available, with permission, after school on most afternoons.



YEAR LEVEL	CLUB SPORT	COLLEGE SPORT
Years 7-9	<p>Play only 1 club or team sport with a maximum of 2 training sessions a week and miss no more than 2 study sessions a week.</p> <p>Students must complete homework in a designated session to make up for missed study.</p>	Play only 1 school sport with before- and after-school training.
Years 10-12	Play only 1 club or team sport with a maximum of 2 training sessions a week. Study missed due to training must be made up following a discussion with the Head of Residence.	Play only 1 school sport with before- and after-school training.



AFTER-SCHOOL ACTIVITIES PROGRAM

All Years 7–10 boarders must participate in this program every Tuesday and Thursday from 3:40-4:40pm. The program, involving sport and other activities, aims to promote healthy minds and bodies as well as gratitude, resilience, persistence and empathy in a caring atmosphere. Boarders who have staff approval to participate in an extracurricular activity outside the College are exempt if it conflicts with this program.

Students in Years 10-12 may use the gym and all boarders may use the pool under supervision. Anyone who misbehaves or uses equipment improperly will be excluded from the gym or pool for a period.

RECREATION AND FREE TIME

Boarders can watch TV, read, play computer games, etc. When listening to music, the volume should be kept low in individual student areas or headphones or earbuds worn. Noise is to be kept to a minimum to ensure that others who wish to study, rest or sleep are not disturbed.

TV

All residences have TVs with Netflix access. The recreation room opposite the door to Lower Ambrose is for the exclusive use of Lower Ambrose boarders during the week.

TVs cannot be watched before school or on Saturday and Sunday mornings after breakfast until duties have been done. TV can only be watched with a supervisor’s

permission during evening recreation or weekends at specified times. Permission will not be given to view or record unsuitable programs or movies. MA or R rated movies or materials are not allowed.

We use the following ratings guide:

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

Other activities include swimming, cricket, table tennis, basketball, handball, touch football, etc. Boarders can also use the gym and pool at various times. Correct clothing and footwear must be worn including enclosed shoes when playing court sports.

FREE TIME

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

During evening free time (Friday and Saturday) and recreation, boarders must stay in one of four places:

- In the residence.
- Under Ambrose for handball.
- In the main courtyard, oval and basketball court.
- The pool (when supervised).

DAY	TIMES
Monday and Wednesday	3:45-5pm
Friday	6:30-8pm
Saturday	6:30-8pm
Sunday	2-4pm

BICYCLES & E-SCOOTERS

A boarder may bring their bicycle or e-scooter to the College after talking to their Head of Residence. Safety helmets must be worn. Boarders may not use another person’s bike or scooter. There is to be no doubling on bikes or e-scooters. Those who breach the guidelines will lose bike or e-scooter privileges.

CASUAL WORK

Boarders are generally not allowed to have casual or part-time jobs during term time because of issues around providing transport and, most importantly, the loss of study time which makes casual work untenable. Furthermore, parents or carers are making a significant investment to provide the best opportunities academically for their children, and casual work may impinge on this. Requests for students who wish to undertake casual work should be made in writing to the Director of Boarding.

SOCIALS

Boarders attend functions, supervised by adults, organised by St Augustine’s, St Monica’s and other local colleges. Naturally, they are expected to be well behaved. Generally, boarders do not attend social functions midweek apart from those organised by the College. However, students in Years 11 and 12 may request permission from the Head of Residence to attend official college formals if they occur midweek, but significant notice is required.

CAMPS

Boarding camps normally take place at Lake Tinaroo. Their purpose is to help boarders to bond and to enjoy one another’s company for a weekend away. Staff conduct a variety of outdoor and water activities.

These camps are attended by full-time boarders and, on occasion by invitation, weekly boarders. Sleeping bags, hats, sun protection and swimwear are essential.





LEAVE

Boarders must inform staff when arriving or leaving their residence and log all movements in REACH. Leave is a privilege, not a right, and is granted based on trust – trust that boarders will go where they say and trust that they will behave responsibly. If this trust is broken, future leave may be refused.

Leave with anyone other than a boarder's own parents or carers requires approval and may be declined at the discretion of the Director of Boarding. As the legal guardian during term time, he may refuse leave even with parental consent. In such cases, the Director will discuss his decision with parents or carers. Leave is not granted if a boarder has an outstanding school or boarding detention.

All leave requests must be entered through REACH and include a discussion about it with the Head of Residence.

SUNDAY VISITS

Boarders may visit family or friends on Sundays after study, returning by 6pm for dinner or in time for Mass at 7pm if dining with family. Sunday leave is to be confirmed by 6pm Thursday. Boarders must be collected by the person they're visiting, with pick-up from the residence at the Head of Residence's discretion.

FREE WEEKENDS

Free weekends occur twice a term and are listed on the College calendar. Boarders and their parents or carers are responsible for organising these weekends and plans should be in place by midweek. Where possible, free weekends align with public holidays giving boarders

time to visit family or relatives outside Cairns. Boarders without local connections are encouraged to arrange homestays with day students or weekly boarders.

Boarders must honour weekend sport commitments and inform coaches of any absences by the week prior.

If not going home, permission is required from parents or carers and host families, and arrangements must be made through REACH. Parents should contact the Head of Residence at least three days in advance.

Free weekends begin at 3:30pm Friday. Please avoid early departures or late returns, as they disrupt school and co-curricular activities. Any school leave requests must go to the relevant Principal – **boarding staff cannot approve absences from class.**

Boarders must return by 8pm Sunday or Monday morning with prior approval. Early returns should be reported to staff and permission may be given to visit Cairns Central.

STAYING IN FOR FREE WEEKENDS

Boarders are welcome to remain at the College on free weekends when some variations to the normal weekend program may occur.

EXEAT WEEKENDS

Exeat weekends occur midterm and are listed on the College calendar. Unlike free weekends, all boarders must leave, as residences close from 4pm Friday to 4pm Sunday or Monday. These weekends are another opportunity for boarders to visit family or relatives

outside Cairns or to stay with day students or weekly boarders. Early returns may stay at the College unsupervised or may be permitted to visit Cairns Central.

OVERNIGHT LEAVE

Overnight leave is only granted to allow boarders to spend time with their parents or carers when visiting Cairns. Such permission is normally restricted to Friday and/or Saturday nights but may be considered at other times if parents or carers are in Cairns only midweek. They should speak to their children's Head of Residence to arrange overnight leave and enter the request into REACH. Such leave requests are generally not considered for students in Years 7 to 11 on the weekends of the Year

12 Formal and Year 12 Valedictory Day, or when special college events are occurring.

SPECIAL LEAVE

When a boarder is going to be absent from the day school and boarding for a day or more (i.e. for medical or personal reasons or representative sporting commitments), such leave has to be approved by the relevant Principal. A Request for Student Absence form, which is available on the Parent Portal, must be submitted. Once approved, the boarder and their parents need to submit a REACH application and advise the Head of Residence.



BOARDING MANAGEMENT SYSTEM

We use the REACH boarding software program to track boarders, manage leave, take roll calls, complete end-of-shift reports, communicate with parents and carers and keep safe records.

REACH is available at: <http://staugustines.reachboarding.com.au>.

New parents, carers and students receive an email from REACH with a unique password to access their REACH account.

REACH makes applying for leave simpler. Boarders or their parents or carers must complete a leave request through the program between 72 and 24 hours before it's needed. This gives staff and parents time to approve the request. REACH also allows parents to control hosts for their sons or daughters. Being able to create regular hosts gives parents greater visibility.

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.

Parents or carers are responsible for ensuring that the host family has been approved and entered into REACH. Leave may be entered at any time, preferably at least three days before it is needed to ensure all information is processed. Notes for submitting leave requests

1. Parents must select "Host Pick Up/Drop Off at Residence" when approving a leave request. Students are not allowed to wait at the front gate to be picked up.
2. We recommend that parents or carers nominate all host(s) that their children will stay with while on leave.

Anyone having difficulty accessing REACH should contact the Director of Boarding.

PARENTAL RESPONSIBILITY FOR LEAVE

It is important that parents, carers and other adults support our policies and expectations for free and exeat weekends and other leave, especially when caring for boarders other than their own children.

Peer pressure and peer expectations can be powerful. Parents, or adults to whom they entrust their sons

and daughters, must ensure those in their care are well supervised and not allowed freedoms that are likely to be abused. When boarders are not adequately supervised there can be fallout back at the College. A boarder who has had an inadequately supervised weekend can arouse unreasonable expectations among fellow boarders which can have an unsettling effect.



LEAVE OVERVIEW

LEAVE TYPE	APPLICATION TIMELINE	LEAVE CONDITION
Free weekend	Submit through REACH at least 48 hours before intended departure.	Must honour departure and return dates unless prior arrangements have been made with the Head of Residence.
Exeat weekend	Submit through REACH at least 72 hours before intended departure.	All boarders must depart by 4pm on the first day of the exeat and return by 8pm on the last day of the exeat.
Overnight	Submit through REACH at least 48 hours before intended departure.	The Head of Residence must approve leave after reason for request has been outlined.
Special leave due to medical or personal reasons or sporting commitments etc.	Submit through REACH at least 24 hours before intended departure.	The day school must approve a completed Request for Student Absence form. A REACH request can then be lodged, which the Head of Residence must approve.
After-school activity to allow boarders to participate in club or representative sport, extracurricular activities, Cadet Corps etc.	Submit through REACH at least 48 hours before intended commitment.	The Director of Boarding must approve a completed Request for Extracurricular Activity application. A REACH request can then be lodged, which the Head of Residence must approve.

Notes for submitting leave requests

1. Parents must select "Host Pick Up/Drop Off at Residence" when approving a leave request. **Students are not allowed to wait at the front gate to be picked up.**
2. We recommend that parents or carers nominate all host(s) that their children will stay with while on leave.

PERMISSION TO VISIT CAIRNS CENTRAL

Permission to visit the shopping centre is a privilege, not a right. Downtown days are Wednesdays for 60-75 minutes after school and on Sundays between midday and 2pm.

The dress code is neat casual or the full college uniform; wearing bits and pieces of the uniform is not permitted. Students must go downtown in pairs, have their mobile phones and give their current numbers to their Head of Residence. No backpacks are allowed unless authorised by the Head of Residence.

Permissions will not be given when sport or club activities are organised, and boarders may be refused permission to go downtown if they are dressed incorrectly.

MOTOR VEHICLES

Boarders permitted to drive to school must submit a transport form and hand their keys to their Head of Residence as soon as they arrive. Vehicles may only be used during the week with permission.

Driving licence tests should be taken during holidays. Boarders may be allowed to take driving lessons with registered driving schools after 3.20pm and on weekends when they have no commitments.

VISITORS

An important aim of our Boarding Program is to create a family and home-like atmosphere for our students and staff. As such, it is essential that we ensure everyone's privacy and the security of their possessions as well as avoid embarrassment to residents and visitors.

On arrival, boarders must, as a courtesy, introduce all visitors to their supervisors. Visitors are not permitted into boarders' personal areas; the only exception is parents or family members. Parents and carers are asked to check with staff before moving through residences. Suitable areas to entertain visitors include common rooms and seating in the main quad.



TRAVEL ARRANGEMENTS

End-of-term and weekends

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 and carers are asked to respect the published dates for the beginning and end of term. Early departures and missing classes during the term are discouraged. 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.

Bookings for travel at midsemester and end of semester are normally arranged by boarders and their parents. 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. Transport for weekly boarders to connect with coaches and planes can be arranged, but the College is not responsible for transporting weekly boarders home.





BOARDING EXPECTATIONS AND RESPONSIBILITIES: A GUIDE TO COMMUNITY LIVING

All boarders must follow St Augustine's College regulations, along with additional boarding expectations. Failure to meet these may, in some circumstances, jeopardise a student's place in the boarding community.

RIGHT PLACE, RIGHT TIME

We owe a duty of care to our boarders and as such it is imperative that they are always where they are supposed to be according to the Boarding Program. Failing to do so is a serious breach of trust and may result in disciplinary action, including suspension or risk to a boarder's enrolment.

OUT-OF-BOUNDS AREAS

Boarders are reminded that 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 gym when unsupervised.
- All classrooms unless with permission.
- Lavalla building.
- All verandas outside classrooms.
- Year 7 Quad.

- McLaughlin Theatre.
- Draper, Scott and Severin Street footpaths.

ABSENT WITHOUT LEAVE

A boarder who leaves the College at any time without permission, or misleads staff about their whereabouts, commits a serious breach of trust. This would jeopardise that student's place in boarding.

LIGHTS OUT

After lights out, boarders must remain in bed and may only leave to use the bathroom, returning directly afterward. Any disturbances will result in an internal suspension; repeated or ongoing breaches may lead to suspension or removal from the Boarding Program.

USING THE INTERNET RESPONSIBLY

All boarders are issued with a laptop and must use the College Wi-Fi for internet access. Only the College network may be used; external broadband connections are not permitted. All internet use, regardless of connection, is subject to college guidelines. Devices may be inspected by the Head of Residence if misuse is suspected.

SOCIAL MEDIA AGE RESTRICTIONS

New Australian legislation requires social media platforms to restrict access for users under 16.

We expect all boarders to comply with these laws and to use social media safely, responsibly, and only when age-appropriate. Boarders under 16 are not to hold or operate accounts on restricted social-media platforms.

Parents and carers are encouraged to support their children by monitoring social-media use, discussing online safety, and setting healthy digital habits. Boarding staff can assist families with any questions or support regarding compliance and wellbeing.

We ask all boarders and their families to familiarise themselves with these guidelines and acknowledge that compliance with both the law and our boarding expectations is a key part of responsible digital citizenship at Saints. Boarders who do not follow the new social media age restriction rules will have their online use reviewed under the College's Technology Management Guidelines.

For more information, visit the eSafety Commissioner website at www.esafety.gov.au. [Social media age restrictions webinars - esaf_ety](#).

PORNOGRAPHY

Possessing or sharing pornographic or inappropriate material is not permitted. Such content undermines personal dignity and Christian values. Accessing it online or storing it on the College network will result in loss of network access; distributing it may lead to suspension.

DRUGS

The College has zero tolerance for illegal or non-prescribed drugs. Sale, use, possession or involvement with such drugs at school, during travel or at school events will usually lead to enrolment termination and may involve police. Continued enrolment may require parental consent for drug testing of their child.

ALCOHOL

The purchase, possession and consumption of alcohol, being under its influence, or being on licensed premises is prohibited and will typically result in suspension. Repeated offences will normally lead to termination of enrolment. The College may conduct breath tests if alcohol use is reasonably suspected.

SMOKING & VAPING

Students are not permitted to buy, sell, possess or use tobacco or vaping products in any form while at the College, travelling to or from the College, or during college-organised activities. Boarders who breach this rule outside of school hours will be reported to the Director of Boarding, who will notify parents or carers. Repeated offences will result in increased penalties, and ongoing breaches may lead to removal from the Boarding Program.

THEFT

Respect for others and their property is vital in a shared living environment. Boarders should only enter another's space or borrow items with permission. Trust is key to a strong community, and taking things without consent can seriously harm that trust. Any incident will require the student to make things right and may affect their place in the Boarding Program. In some cases, the matter may be referred to the police.

WEAPONS

Possessing any item that could be used as a weapon is prohibited and will typically result in suspension. Repeated offences will normally lead to termination of enrolment. The College reserves the right to search a boarder's area if there is reasonable suspicion of weapon possession.

CONTACTING PARENTS OR CARERS

Whenever a boarder seriously misbehaves, their parents or carers are contacted by the Head of Residence or Director of Boarding and a meeting, in person or electronically, is arranged.

COUNSELLING AND/OR EDUCATION

If a boarder retains their place in the Boarding Program after serious misconduct they may, in addition to other actions, such as a suspension, have to undergo counselling or education.

BULLYING AND HARASSMENT

Bullying and harassment are contrary to the values of Catholic and Marist education. Any behaviour that offends, upsets, or intimidates others is not tolerated. This includes actions based on gender, race, age, disability, sexuality, religion or political beliefs. Harassment often involves misuse of power and can happen unintentionally, even if the behaviour seems trivial to some.

Bullying and harassment can occur among students, staff, parents and visitors, regardless of age or gender. The College follows the Cairns Diocese Harassment, Bullying & Discrimination Policy for addressing complaints. We have copies of this policy, and Student Protection officers are available to offer support to students.



WHAT TO DO IF...

This section is intended to help parents and carers handle difficulties which may arise when parenting from a distance:

Your child is suffering serious homesickness:

- Phone or email their Head of Residence, a college counsellor or the Director of Boarding.
- Be loving, understanding and supportive, but also firm by limiting contact with your child. Remember that their difficulty is making the break from you and home, and it cannot be resolved by holding on to the same links as before. Do not allow yourself to be emotionally blackmailed; homesickness is something your child has to learn to overcome with us.

You are concerned about poor results, emails from teachers or your child is finding the work difficult:

- Phone or email your son's homeroom teacher or daughter's Homeroom Teacher.
- Phone or email the teacher concerned. There is no right time as schedules vary. However, the Head of Residence can arrange for the teacher to phone you if you wish.
- Arrange to meet the teacher when you're in Cairns.
- Support your child as long as they are trying hard, and let them know the level of effort you expect.
- 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 about things at school which you dislike or do not understand:

- Phone the Head of Residence or the Director of Boarding if 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 Cairns unexpectedly and wish to take your child out for a meal or overnight:

- Ask your child to take it up with the Head of Residence who will readily give permission. You can phone yourself, but it is better training for your child to manage these things for themselves.

Your child wants permission to go out with someone you're unsure about:

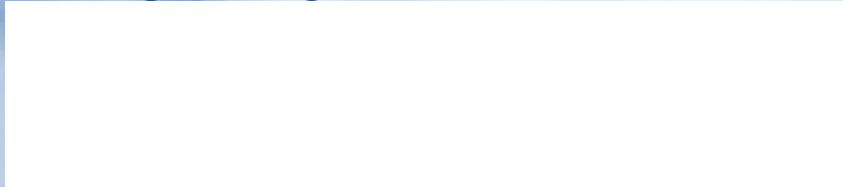
- Phone the Head of Residence. They can inquire about the nature of the proposed arrangements and advise you accordingly.

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

- Phone the Director of Boarding or relevant staff members. It is important that someone is with your child when they receive 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 your child over the phone, they should be with an adult in private. 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 between you and the Director of Boarding.
- The same goes for the death of a family pet – don't tell your child over the phone.

We hope this handbook is helpful. Be assured of our care for your sons and daughters and please contact us if we can help you in any way. We hope that your experience, and that of your children, in the boarding community is enjoyable and rewarding.

STRONG



STRONG



STRONG



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

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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