

# THE CATHEDRAL COLLEGE



# BOARDING GUIDELINES

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## WELCOME FROM THE PRINCIPAL

### WELCOME FROM THE PRINCIPAL

*Welcome to The Cathedral College Community. Since the College's foundation in 1991, we have endeavoured to work in partnership with staff, parents/care givers and the wider community for the development of the students we serve.*

*Our College community caters for boys and girls in their secondary school education – Year 7 to 12. Importantly, our College is the only Catholic Boarding school operated by the Catholic Education Office in the Rockhampton Diocese. Our boarders come from all over Queensland, interstate and overseas.*

*At The Cathedral College, we base all that we do on the Gospel values of Jesus Christ which are enshrined in our College Mission Statement and we treasure the opportunity that we have in joining together as a community to pray, work and play in the shadow of St Joseph's Cathedral.*

*The Cathedral College was founded in 1991. The establishment of The Cathedral College saw the union of the work of two Religious Congregations, the Sisters of Mercy and the Christian Brothers. The College acknowledges gratefully the heritage it has received from both these pioneering educationists in Catholic Education and we work to build on the traditions with which they have endowed us.*

*The College is especially proud of its close association with the worshipping community of the Cathedral Parish of St Joseph, the many other worshipping communities and Parishes throughout Central Queensland and the school communities of St Joseph's Wandal, St Peter's Allenstown and St Paul's Gracemere.*

*It may assist in the reading of these Boarding Guidelines to remember that the Boarding Campuses are an integral and indivisible part of The Cathedral College.*

*Although the Girls' Boarding Campus is located a short distance away from the Day Campus, The Cathedral College is a Boarding College in every sense of the word, that is, two Campuses but one centrally administered Boarding College. College life is never better than when the Day Campus and Boarding Campuses operate with a whole College focus – each one truly complementing the other.*

*Consideration of the special requirements of our boarders permeates every aspect of the College's decision-making process and there is no doubt that the real sense of family we experience here at TCC is nourished by the special blessings that accrue to the College from the presence of its boarders.*

*In formulating these Boarding Guidelines, every effort has been made to ensure each student has the opportunity to grow and develop in a caring, supportive and disciplined environment.*

**Mr Rob Alexander      B.A., Grad Dip Teach, B.Ed.St, M.Ed.St, M.Ed.Lead**  
**Principal**

## WELCOME FROM ASSISTANT PRINCIPAL: BOARDING

*It is with great pleasure that I extend a warm welcome to Boarding Life from The Cathedral College and the College Boarding community to you and your family. Our two campuses work as a united College to provide excellent quality care, guidance and development for your child, in partnership with our staff, our students, our parent/care giver families and our community.*

*Our boarding facilities cater for boys and girls in their secondary schooling years and proudly continues the traditions of our origins through the Religious Congregations of the Sisters of Mercy and the Christian Brothers. Our very name implies our integral faith and connection with St Joseph's Cathedral (our College "Chapel" as it is lovingly referred to) an iconic part of our daily College experience.*

*We are very proud of our boarding facilities and the boarding students as they contribute to The Cathedral College "experience" and add an extra dimension not available in many schools and Colleges. The inclusion of our boarders in the College community gives incredible depth and breadth to the experience of all in our community. It is our boarders who contribute their experiences and backgrounds to the diversity already present in our College community, enriching the experience for all.*

*Our "Boutique-style" boarding provides another positive experience for our boarding students and families alike. Only through the careful control of intake can we offer a smaller and more intimate boarding experience for our boarders and their families. Our level of care is enhanced by the limited number of placements offered and the size of our facilities. Our Girls' Boarding, located in historic Agnes Street on the site of the former Range College for girls, is partially heritage listed and offers limited places as does our modern and newly built Boys' Boarding, located on Derby Street, within the College precinct. This re-assures our boarding students and their families that their child will be known individually and cared for accordingly by our boarding staff.*

*I would encourage you to visit, by appointment, any or all of our campuses and undertake the "TCC Experience".*

**Mr Ron Armstrong      B.A. Grad. Dip. Teaching (Secondary)**  
**Assistant Principal: Boarding**

# THE CATHEDRAL COLLEGE

## VISION STATEMENT

The Cathedral College Community will strive by word and action to respond to Christ's call to "***Come, live life in all its fullness.***" (John 10:10).

## MISSION STATEMENT

- To embody the core values of gratitude, respect and compassion as lived by Christ
- To share in the evangelising role of the Church and to promote leadership as service
- To provide a quality curriculum that encourages excellence, engages with the beliefs and values of a Catholic worldview and prepares young people to embrace their future with confidence and resilience
- To accept, support and encourage the unique giftedness of each member of the community in a spirit of respectful collaboration
- To value the traditions of the past by which the ethos of the College is influenced, particularly the charisms of Blessed Edmund Rice and Venerable Catherine McAuley
- To celebrate the gifts that the boarding community brings to the College and support their particular needs
- To provide opportunities for growth of the whole person - spiritually, academically, personally, socially, culturally and physically
- To create an environment of outreach, particularly to the marginalised, through just and peaceful actions

## CORE VALUES

We practise **GRATITUDE** by:

- choosing each day to be grateful and see life as a gift
- acknowledging, praising and thanking God for God's unconditional love for us and all that God has given us
- appreciating and expressing our thanks in word and deed for what we receive from others
- allowing others to show their appreciation of us.

We practise **RESPECT** by:

- thinking and acting in a positive way about ourselves and others because we are all made in the image of God
- recognising and appreciating that each person is unique with their own skills and talents
- reeking to create an environment where discussion, constructive feedback and new ideas are valued
- valuing and caring for the earth, all creation and all that we use.

We practise **COMPASSION** by:

- recognising that compassion was at the heart of the ministry of Jesus
- forgiving ourselves when we fail in some way in order that we can also forgive others
- being deeply aware of others in their pain and fears and doing what we can to ease their suffering
- acknowledging the interdependence of all living beings who are all part of one another and all involved in one another.



## GENERAL INFORMATION FOR BOARDING STUDENTS

### LIVING AWAY FROM HOME AND HOMESICKNESS

It is common for new students to experience some difficulties in adapting and coping with their new environment. However, there are many ways in which these difficulties can be minimised for the student. Understanding that personal hygiene is essential and the importance of showering daily, changing underwear and socks regularly, using clean linen and using shampoo, soap and deodorant is one basic example of making the transition into community living easier for a student. While boarding staff give guidance and support, it is much easier if basic preparation such as this is given at home prior to students arriving at the College.

It is also not unusual during the early stages of a student's transition into life at boarding for them to experience a degree of homesickness. This is a perfectly natural response to the emotional support that home life represents for most young people. Parents/Care Givers also often experience a degree of emotional upset that results from the absence of their child. As students develop friendships and become familiar with the surroundings and routines of College life, this feeling of insecurity and emotional confusion passes. In some cases, it will reoccur, particularly if the student is concerned or worried about circumstances at home.

During the early stage of adjustments, keeping busy at study or sport or any of the activities that are available to students, can be helpful. Talking with boarding staff and the College Counsellor(s) often helps students. We encourage parents/care givers who are concerned about their children to contact staff to discuss their welfare.

Sometimes contact with home can make matters more difficult for some students. While they need to be reassured of parental love and support, excessive contact with home can often be counter-productive.

Therefore we encourage parents/care givers to:

- limit contact to that which will be the normal pattern of contact during your child's stay at the College
- be supportive (when contact is made) and listen but direct your child to increased participation in College/boarding activities. Encourage them to seek support from boarding staff or the College Counsellor
- expect that homesickness is a passing phase of your child's adjustment to boarding life
- contact the boarding staff if you are concerned about anything regarding your child - don't hesitate!

## VALUES FOR COMMUNITY LIVING

### \* Respect for Others

### \* Honesty

### \* Co-Operation

*Whenever there are large numbers of people living together, there are bound to be times when some of its members will find life challenging. It is necessary that all community members (students, parents/care givers and staff) contribute to the building of a genuine and caring community.*

Students are encouraged to be responsible for all of their belongings – clothing, sports equipment, books and personal items - and to respect the fact that other people are trying to do the same. It is important that each student develops a respect for the privacy of others and the right of each individual. No student is to enter another student's room/area without that student being present. Students are not to borrow another person's belongings without first obtaining permission. However, borrowing is strongly discouraged. No expensive jewellery or treasured possessions of a non-essential nature are to be brought into the Boarding Community.

Living in a large community can be a challenge to the honesty of any person. While it may be easy to pick up something belonging to someone else, it does not contribute to personal growth in honesty and responsibility. This applies not only to items that belong to other individuals, but also to property that belongs to the whole community – eg cutlery, equipment, library books etc. For a large community to operate effectively and happily, we depend on the co-operation of each member

of the community. Such co-operation often calls for courage and thoughtfulness for others. Sometimes it demands that the needs of others are put first. Only with such co-operation and mutual respect can we build that atmosphere of community and trust which we try to emphasise here at The Cathedral College.

*As a member of The Cathedral College boarding community, you will become a vital part of our TCC community. The spirit of the community depends very much on the contribution of each member. Your personal experience of community life will depend largely on your contribution. The personal gifts that you take with you when you leave TCC will depend on the contribution that you have made.*

## **PASTORAL CARE**

The Cathedral College Boarding Houses are caring communities. There is a sense of belonging where community spirit and positive behaviour and effort are consistently recognised. Our behaviour management policies and procedures have their basis in areas of student responsibility that are the cornerstone for acceptable behaviour.

All boarders at The Cathedral College are encouraged to:

- take responsibility for their actions, and learn self-discipline
- accept that suitable behaviour will be based on common sense and respect for the dignity of others
- accept and respect the rights of all members of the College community, including self
- accept the right of each student to attend the College in safety and security
- respect the property of other students and members of staff and the College
- attend all allocated lessons and respond positively to directions given by staff members
- use appropriate language and refrain from swearing or being abusive - every student is bound by the HANDS-OFF RULE – pushing, wrestling, shoving, fighting, intimidation or close physical contact is unacceptable. It also means “hands-off” other people’s property, no vandalism and no close physical contact of an amorous nature. When repeated concerns in regard to a student’s behaviour are expressed or if a serious breach of discipline occurs, parents/care givers will be contacted by email or telephone to arrange a meeting to discuss the specific concerns in relation to the student’s behaviour.

## **BEHAVIOUR EXPECTATIONS**

### **Boarding Behaviour expectations**

The Cathedral College is committed to providing quality educational experiences in a safe, supportive and disciplined learning environment and boarding facilities.

The management of student behaviour at the College is the responsibility of all staff. Students are called to account for their behaviour in a fair and consistent manner with the intention that they develop their own self-discipline strategies as they mature and grow. It is important that staff, students and parents/care givers have the same understanding of the importance of appropriate student behaviour.

At The Cathedral College the following conditions are to be respected:

- students have the right to learn
- Teachers have the right to teach and Staff have the right to be treated respectfully and their directions followed
- Everyone has the right to be safe

*What does this mean at TCC?*

In applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of the College community will be considered at all times.

The Boarding Houses and staff use a range of consequences which include:

- loss of privileges
- restrictions to leave and outings
- loss of access to phones and technology
- internal suspensions at boarding and in the Day school as a result of contravention of rules
- external suspensions where a boarder is sent home BUT may still attend school as a day student
- external suspensions where the student may not attend school
- termination of boarding enrolment BUT remaining as a day student at the College
- termination of enrolment at the College

### **Responsibilities**

#### **Students:**

- Be respectful, considerate and polite members of the College and boarding communities
- Attend to charges, duties and tasks in boarding and be on time and attentive to routines
- Cooperate with all members of staff and follow instructions
- Complete all required homework and assignments and/or seek assistance if this is problematic
- Respect and care for the College and Boarding facilities, buildings, equipment, environment, processes, fellow boarders and staff
- Respect other people's property and do not "borrow" or take things that do not belong to you
- Take responsibility for your own actions and decisions and comply with boarding expectations

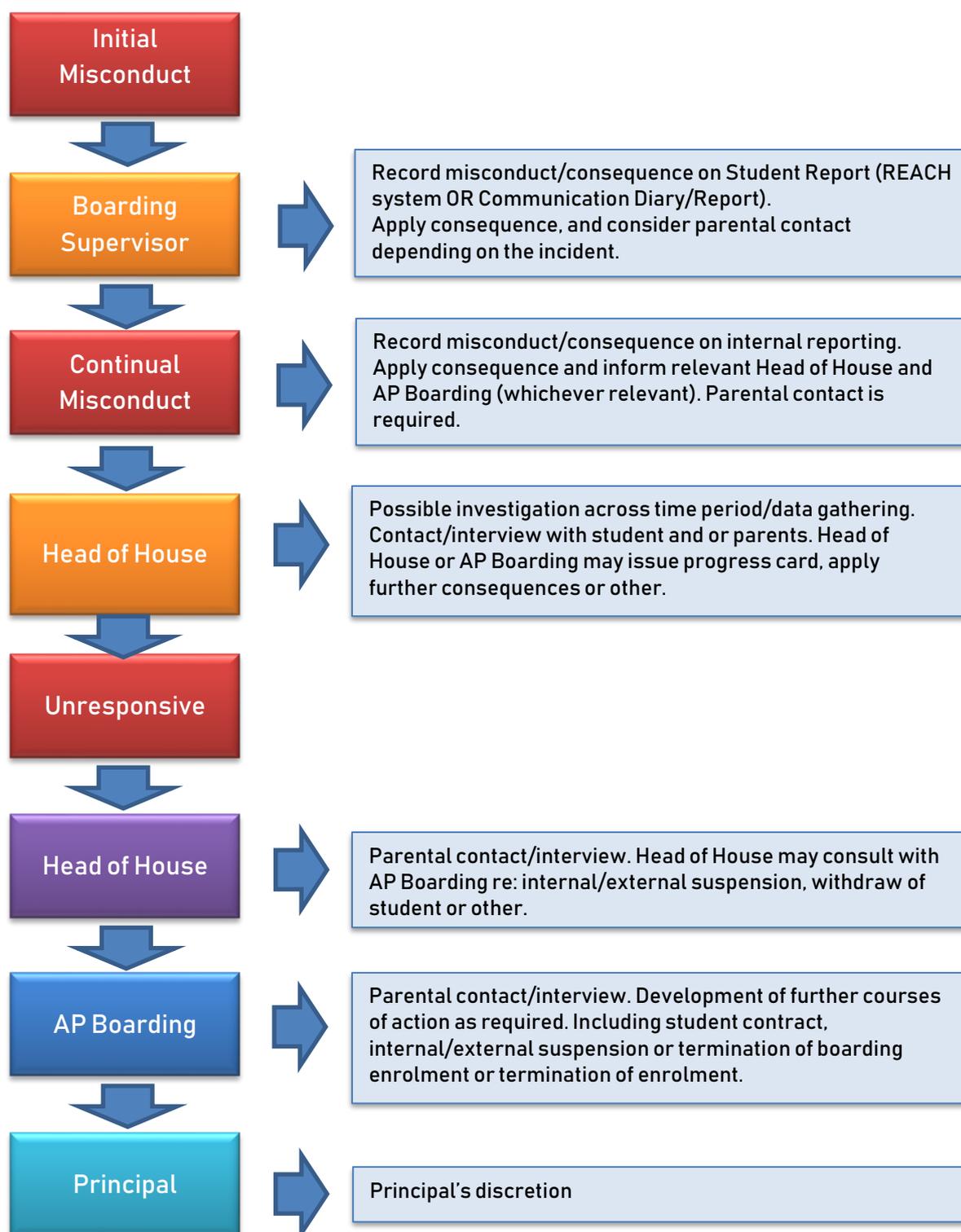
#### **Parents:**

- Cooperate with Boarding management and staff of the College to achieve the best outcomes for their child
- Contribute positively to behaviour support and consequences that concern their child
- Show an active interest in their child's education in both boarding and scholastically via the classroom
- Ensure communication with Boarding and College staff is supportive, appropriate, respectful and timely

#### **Boarding Staff:**

- Ensure timely and relevant communication with parents/care givers
- Conduct themselves in a professional, safe and responsible manner
- Recognise and respect the rights of others and support boarding students as they grow and journey through our boarding College
- Implement consequences for unacceptable behaviour within the expectations of the College and Boarding Behaviour Management guidelines while respecting the rights and dignity of every child.

## *BEHAVIOUR MANAGEMENT FLOWCHART*



**Notes:**

- *Circumstances that involve misconduct that is dangerous or of a malicious nature would be referred directly to the Head of House or AP Boarding. These include: abuse of a staff member, stealing, fighting/assault, damage to property, serious Workplace Health and Safety issues, possession of prohibited/illicit substances, and major safety breaches.*

## STUDY

The Cathedral College Boarding Houses have a regular study routine and as such, study forms the basis of our evening activities during the week. For students joining our community in Year 7, you will possibly be in for a change in your nightly routine. You will sometimes receive a great deal of homework and other times very little. When you have a small amount of homework, study time needs to be used for revision and assignment work. We endeavour to provide an environment in which you can work towards doing the best that you can academically. However, your efforts will determine how successful your study time is spent. When study and assignment loads are significant, you may need to use some of your free time to achieve academic success and personal satisfaction with your work ethic. TCC has an active and well-developed Reading program and all students participate in this at school and in boarding. We encourage Reading Groups and Mentored reading as we strongly believe that students who read regularly experience greater academic development and success.

At the beginning of the year, both Day and boarding staff outline for the students the best way to plan their study.

Effective study can only take place in an atmosphere of silence. Students are expected to respect the study requirement of other students.

Students will be provided with guidelines outlining the times of study appropriate to their relevant year levels. Before study begins, students need to be prepared with all of the needs for the study session at hand and ready at their desk at the beginning of study. There is to be no movement at all during one study block each day while during the other study session, students may study in pairs or small groups provided that this is pre-arranged with supervisory staff and that noise is minimal. Quiet periods (usually of one hour in duration) are also scheduled as part of the students' weekend program to enable an optimum environment for those students wanting to study. **If students are on leave for the weekend, it is their responsibility to ensure that homework and assignments are attended to during their leave.**

Year 12 students are expected to organise themselves in relation to their study after 9.30pm. The option of a "late study" is offered only following negotiation with the Supervisors on duty. Year 12 students, even though they may be given permission for "late study," are still expected to be in bed by 10.30pm. According to leading Psychologist, Dr Michael Carr-Gregg, adolescents of their age need to have 9.25 hours sleep each day to be able to work effectively. **All Year 11 and 12 students are to be in their own rooms after 9:30pm** either sleeping, reading or studying. It is expected that the students will treat this extension of privileges sensibly. All Year 11 students are to hand in their mobile phone by **9.30pm**.

At exam times, Year 7 to 11 students, after consultation with their Supervisor, may be given extended study times to suit their requirements. However, to be granted extended study time, the students need to have demonstrated that they have been organised and used some of their own free time and worked well during their usual study time.

## TUTORS

A student wishing to have academic tutoring is welcome to do so at the Boarding Campuses. There are rooms set aside for that purpose and we would welcome the students having their tutoring at the boarding houses as opposed to having to leave the premises. Please discuss any tutoring requirements you may have with your child's teacher, Supervisor, the Head of House or Assistant Principal: Boarding.

## PART-TIME WORK

Students in Year 10, 11 and 12 are free to pursue a part-time job with their parents'/care givers' written permission. This is not to disturb the normal routine of the boarding community and arrangements would need to be discussed with the Assistant Principal: Boarding or Head of House prior to the arrangements coming into force. Transport to and from a part-time job would normally fall to the student concerned. However, if members of staff are available students will be taken to work on the southside of Rockhampton for a small fee which is able to be charged to your account. This "fee-based" service (a small fee charged to your account) shall also apply to any "non-school-related activities" that students may choose to engage in eg. private tutoring off-campus; private sporting activities etc and any other activities not related to the school, school cultural or school sporting activities. Students undertaking part-time work are expected to be back in the boarding houses before 9.30pm.

## DAMAGES

All damages are to be reported immediately. **Students will be held responsible for damage caused by irregular activity, and repair charges will be billed directly. Students are expected to exercise reasonable care when using College**

**equipment and furniture.** This applies both to the Boarding facilities and the Day Campus.

## **PROHIBITED ITEMS**

There is a very strict **NO SMOKING** policy in place and all members of staff are expected to enforce this at all times. Any student/s found smoking on the premises will be reported to the Assistant Principal: Boarding or Head of House.

Students found to be consuming alcohol must be reported to the Assistant Principal: Boarding.

Cigarettes, alcohol, chewing gum, aerosol cans of any kind, inappropriate literature or digital imaging – pornography, illegal drugs and weapons are not permitted at any Campus of The Cathedral College. Possession of some of the above is illegal and, as such, is a matter for Police. Due to fire risk, oil burners, candles, matches/lighters, heaters, bar refrigerators, electric blankets and incense are not permitted within the Boarding Houses.

## **SECURITY**

To protect your personal property, we advise all students to lock valuables in their cupboard/drawer when they are not in their room. Students are to take responsibility for their possessions. Please hand in the spare key or lock number to a Supervisor for safe keeping in case you lose your key or forget your combination. For added security, hand in valuables to staff to be placed in the safe. When going on leave, ensure all belongings have been secured and request that your room be locked.

Sporting equipment, radios, CD players, Gameboys, (Xboxes and Playstations are only permitted with special permission and the possession of these in boarding is discouraged), mobile phones and chargers, laptops, Ipads, Ipods, MP3s and other valuable items must be clearly named. Engraving is recommended and encouraged for some items. However, other forms of identification can be used providing they cannot be easily removed. Students are not able to have their own personal television set. There are TVs/DVDs/Pay TV decoders etc in common areas which are accessible at appropriate times for all students.

All rooms/areas have either a lockable cupboard or a cupboard where a small padlock can be attached. Students should ensure that all valuables are locked in a lockable cupboard/drawer or in the safe. All boarders need to provide locks for their cupboards.

We encourage students NOT to lend money, clothing, Ipads, Ipods, laptops, mobile phones etc.

Both Boarding Campuses have security systems which are activated in the evenings.

**Please note that student accommodation is not private property. It may be inspected as necessary and some circumstances may require a search.** If a room search is to be carried out, two staff must be present for the duration. These staff will include the Assistant Principal: Boarding, Head of House or staff delegated by the Assistant Principal: Boarding or Principal only. When a room search is completed while students are in-house, students should wait outside the entrance to their general area so as to be present when their area is being inspected.

## **COMPUTER ACCESS**

All students have their College-issued laptop for use at any time and boarding houses have WiFi available to access the College server. At the Day Campus, students are able to access computers during the lunch break and after school when members of staff are prepared to help students. All boarding students are advised to take advantage of this opportunity. Many of the current social networking sites are restricted by our College server policy and cannot be accessed via the school connections. Internet and email are not able to be used during main study by boarding students. The use of wireless internet connections (dongles/USB wireless broadband and such like) is strongly discouraged as this poses a security issue where students may access inappropriate materials from the internet or expose themselves, inadvertently, to cyber bullying or internet predators. Any USB wireless devices will be treated as mobile phones and are expected to be handed in at night by all year levels.

## **CATHEDRAL PARISH OF ST JOSEPH**

As we are a part of the Cathedral Parish of St Joseph, it is our practice to join the worshipping community of St Joseph's Cathedral for Saturday evening Mass. On occasions, especially when the College is responsible for the ministries of the Saturday evening Mass, students volunteer for these ministries. The Parish is very grateful for this support and it also increases our students' awareness of the need to be community minded.

Appropriate clothing for Mass is outlined later in these guidelines. Students are expected to conduct themselves in a respectful manner during Mass.

- Speaking, other than that which is required by the Liturgy, is unacceptable.
- Chewing gum is prohibited and water bottles are not to be taken into the Cathedral.
- Mobile phones are not to be taken to Mass. If they are needed ie for a student going on leave from Mass, they are to be handed to a Supervisor prior to Mass.
- Students are to kneel, sit, stand without slouching. Leaning on walls or putting feet on the seat in front of them is not acceptable.

## TRAVEL

Some students at the beginning and end of terms and on free weekends use public transport when going on leave. We are happy to help parents/care givers by making the bookings from Boarding. However, we ask you to arrange with your child that this be done in advance. At least three days' notice is required for train travel for weekend leave and at least a week for end of term leave. If parents/care givers book train travel through the Boarding Administration Assistant/Secretary and later need to change these arrangements, it is the responsibility of the parent/care giver to call the transport authority and cancel the booking. Failure to do this may result in the loss of free travel arrangements.

**Staff at the Boarding Houses need to know where every student is at all times.** It is the students' responsibility to ensure that this is the case. They must have permission to leave the Boarding Campuses, personally be signed out (noting the time) before leaving the premises and be signed back in as soon as they return.

Students who leave the Day Campus for any approved reason must also have their host adult sign them out and sign them back in on the Boarding fax at the Day Campus Student Counter.

## LEAVE GUIDELINES

If special leave is to be requested, it is the responsibility of the student to ensure that assessment is up-to-date prior to the leave. Our students' education is our priority hence we ask that parents/care givers support the withdrawal of leave permission if a student fails to submit assignments or at times for issues pertaining to behaviour management. "Early Leave" at the end of each term can only be approved by **or** is at the discretion of the Assistant Principal: Boarding or the Principal of the College only.

## WEEKEND GUIDELINES

There is no specific limit on how many weekend outings a term each student may have with their immediate family or approved hosts. However, we expect that **all** students are in the Boarding Houses on the Community (closed) weekend. This 'closed weekend' is the **first weekend of Term One when community activities will be organised for students**.

**Year 11s have their Year 11 Boarding Leadership Day (following the Year 11 Leadership Camp) at a date to be announced. All Year 11 students are expected to attend this day.**

Students wishing to go out on weekend leave at any other time must submit their leave requests through our electronic REACH Boarding Leave Management system no later than **Thursday 8am** prior to the leave commencing. The REACH system will exclude late leave submissions after that time and leave requests will then have to be submitted manually and a "late leave" request be made directly to the Assistant Principal: Boarding.

## LEAVE WITH PARENTS/CARE GIVERS

To have "Leave with Parents/Care Givers" approved the boarder needs to apply for leave via the REACH Leave Management system, have their parent electronically "Approve" the leave and then receive an "Approved" status from the Boarding Administrative Assistant/Leave Approver staff member. Unless there is an exceptional circumstance, leave with parents/care givers would always be approved. If the leave is with a host the same process applies and the student need only submit the leave request by the due cut-off, the parent "Approve" the leave and the Staff Leave Approver/Administrative Assistant approve the leave electronically via the REACH system. Any 'Host' can be approved by the parent/care giver during the leave submission process therefore "Host Lists" are no longer required as each Leave request stands alone for approval by the parent who has access to the boarder's submission and can approve or decline their son's/daughter's request for leave with that host. Our responsibility and Duty of Care is to the students so having leave pre-approved would save embarrassment for

the host. If you have any queries regarding leave, please contact the Assistant Principal: Boarding or the Head of House to have leave procedures clarified further.

**Hosts may be asked for photo identification when collecting students for leave.**

***Students are expected to ensure that their room is clean and tidy before commencing leave.***

***Weekend leave concludes at 6pm on the Sunday evening for Year 7 to 11 students and 8pm for Year 12 students or, by prior arrangement with the Assistant Principal: Boarding or Head of House, students may return to school by 8am Monday morning. (Any changes to these rules would need to be discussed with the Assistant Principal: Boarding or with the Principal.) If for unexpected reasons your child is going to be delayed on their return, please phone the relevant Boarding House and inform them to avoid them initiating checks to see where the boarder is.***

## **DAY LEAVE**

**Saturday** - leave can take place between the hours of 9.30am and 5pm (unless otherwise arranged). **As all staff and students are at Mass from 5.30pm to 7pm, students are unable to depart or return from leave during this time. There may be variation to Mass times and students will be advised of these changes during the week prior to the change.**

**Sunday** - leave is between 9am and 6pm (8pm for Year 12)

Should a student be invited to go out for day leave with friends or family, parents/care givers approve the leave via the REACH Leave Approval process. Time for return to the Boarding House will depend on the event but in most cases would not be later than **9pm on Friday and Saturday evenings, 6pm Sunday (8pm Year 12s) and 9pm on weekdays**. It is recommended that this sort of activity be kept to a minimum during the week so as not to impinge on study time.

When going out on weekend leave, each student must have a completed and approved leave notice and must be signed out by the adult taking the student as per the REACH Approved Leave Application. While the student is on leave, their safety and behaviour is the responsibility of the adult who signed the Leave Register. **If arrangements have been made for students to be collected from the Day Campus, the host needs to sign out the student from the Day Campus (or, in some pre-arranged instances, can pre-sign the student out through the day whilst the student is still at school)**. We ask that parents/care givers ensure that the people they have organised to take students out are aware of this responsibility.

Permission will not be given for students to go out with drivers who under the age of eighteen (unless the person is a sibling and parental consent has been obtained).

Students are welcome to have visitors. However, in order to provide optimum study and relaxation environments for all students, some guidelines need to be followed. Visitors coming to see the students at the Boarding Houses are asked to report to the **Duty Office**. The student(s) will then be called. Should the visitor be staying in the grounds for any length of time they will also be asked to sign the Visitors' Log Book. Girls are welcome to entertain their visitors in the Recreation room or on the front verandas, but not on the front footpath or sitting in vehicles. Boys are welcome to entertain their visitors in the Reception area or the large courtyard area. Male visitors who come for study purposes to the Girls' Boarding need to study in the Recreation Room.

**Times when it is not practical to have visitors:** study times, quiet times and meal times (except Sunday when returning with students).

Visitors at the Boarding Houses (other than parents/care givers) are asked to visit between the following times:

Monday to Thursday: 4.00 – 5.00pm (Friday 3.30 to 5.30pm)

Saturday: 1pm to 4.30pm

Sunday: 1pm to 5.00pm

These visiting hours are also subject to student "Quiet Time" and visitors will not be permitted during "Quiet Time".

## DINING ROOM

The Dining Room is a place in which students are able to enjoy each other's company in a friendly, respectful atmosphere providing a real opportunity for sharing community living. To do this, we attempt to keep an ordered situation, with appropriate standards of behaviour, dress and table manners. Students are expected to be present at all meals, except breakfast on Sunday, which is optional. Students will, however, be expected to be available for roll marking to ensure that supervisory staff have sighted the student. Meal times are one of the roll marking times when students must/need to be in attendance.

Please read these guidelines, including the dress code, in detail. Should you have any concerns or there are any areas you do not understand, please discuss these with a Supervisor. Every student is allocated a seat in the Dining Room each term. It is expected that they occupy this seat for all dinners from Monday evening to Thursday evening unless directed otherwise by a Supervisor.

Seniors have responsibility for the conduct of students at their tables. They are to inform Supervisors of any concerns that they may have. Any students who are found to be consistently not eating at dinner will have their parents/care givers contacted by staff.

Parents/care givers and/or family members are welcome to join us for a meal when visiting and we ask that this is arranged prior to arrival.

### GENERAL RULES FOR DINING ROOM

- Before each meal all students should have hands washed, hair and dress tidy. (This means no bra straps or midriff showing for girls and no singlets for boys).
- Appropriate behaviour is expected at all times, particularly with regard to movement within the Dining Room, manners, etc.
- No rubber thongs or slippers are permitted in the Dining Room.
- Students are not to eat from plates with fingers before they return to their table - they are to wait until seated and then use cutlery.
- No books, iPods, iPads, mobile phones are to be taken into the Dining Room.

**Students who are not able to attend dinner due to sporting, cultural or school commitments are to indicate via their 'Daily Activities' section on REACH the previous night if they want dinner kept for them.**

### BREAKFAST WEEKDAYS

Breakfast is available in the morning for students from 6.45am – 7.15am where a roll will also be marked. However, no student is to enter the Dining Room after 7.15am and all students must leave the Dining Room by 7.15am – unless there are extenuating circumstances (ie having been to a sport).

No student is to enter the Dining Room for breakfast on a school day unless they are fully dressed for school in a uniform that is ironed (shirts/blouses and shorts/skirts) and are wearing all of the uniform correctly – College socks, shoes cleaned, tie for Term 2 & 3 for boys. Hair brushed also.

All students are to make sure that they clear from the table any cutlery and crockery that they use and that they rinse it properly before stacking in the dishwasher trays.

A rostered group will be responsible for Dining Room duty.

**WEEKEND LUNCH – Boys' & Girls' Boarding:** A rostered year level group will be responsible for Dining Room duty. Students may, at times, be able to eat outside under the trees.

**WEEKDAY DINNER CALL – Girls' Boarding:** 6.20pm - table on duty reports to the Dining Room; 6.25pm - students leave study, wash hands and move straight to the Dining Room. All students are to be dressed in a tidy manner. Students need to be seated quietly and ready for Grace before Meals. Students are to line up in an orderly fashion for this meal which is served cafeteria style.

**Boys' Boarding:** Boys are called to dinner at 6.20pm. All boys are to wash their hands and be dressed appropriately with their hair combed. After Grace has been offered, the boys line up to be served. Boys are assigned to Dining Room duty.

**Both Boarding Houses:** Students at the table on duty are to stack dishes and cutlery in trays in readiness to go through the dishwasher. Plates from the dishwasher are to go to the table at the end of the Dining Room. Sinks are to be left clean and benches and tables wiped.

Rubbish is to be taken out and all windows checked. The Supervisor will check that the area is locked and secure before leaving the Dining Room.

The evening meal is also an appropriate time for supervisory staff to talk to the boarders about events, prayer rosters, practices and any other information needed to be shared and therefore students will be dismissed only when staff have completed the notices.

Students are to speak in a normal tone to others at their table. They may not call out from one table to another. Any student who causes disruption may be asked to help with kitchen duties.

Other expectations for the Dining Room:

- ◆ all meals except breakfast on Sunday are compulsory
- ◆ students rostered on wash-up and other duties are expected to report for duty without needing to be prompted
- ◆ noise levels are to be kept to a minimum, not extending beyond each table group.

## **AFTERNOON TEA**

### **Girls' Boarding:**

- no student is to enter the Dining Room without a supervisor present
- students need to change out of their uniform before afternoon tea
- students in Sick Bay will have food kept and taken to them.

### **Boys' Boarding:**

- boys are to line up in an orderly fashion and be respectful to staff and other students
- food is not to be taken away from the Afternoon Tea area.

## **MEALS/CATERING**

Our Boarding Houses are very well serviced by our own TCC Catering. Mr Grant Ewings is our Executive Chef/Catering Manager and develops a varied and nutritionally appropriate diet for our Boarding students.

Students with specific dietary requirements can be catered for and assisted in meeting their specific needs. Parents/Care Givers need to ensure that they provide all relevant information if their child requires a special diet or suffers from food allergies.

Students have the opportunity to express their views on the food offered through the Student Representative Council and via the *Catering Feedback* booklets in each Boarding House. The Student Representative Council consists of two representatives from each year level (the two Year 12 students - one boy and one girl chair the meetings), Assistant Principal: Boarding and a member of the boarding staff.

## **VEGETARIANS or SPECIAL DIETS**

Our Chef is happy to provide meals for students with special dietary needs. Parents/Care Givers may request vegetarian meals or special dietary needs for their daughters or sons but must understand that once a student is on this diet list, she/he will not be able to decide on a particular day to have the "standard" option instead.

It is important for students to realise the importance of a healthy varied diet. Particularly when changing from meat to vegetarian, students must be careful to have an adequate intake of iron and other essential nutrients.

### **Steps to take:**

1. parent/care giver makes a request in writing to the Assistant Principal: Boarding or Head of House
2. Assistant Principal: Boarding or Head of House informs the Year Level Supervisor and the Catering Manager

3. the name of the student is added to the list of vegetarians/special dietary requirements which is kept by the Catering Manager
4. the student is asked to collect leaflets about Nutrition from the Catering Manager.

**All members of the kitchen staff are to be treated with the utmost respect at all times.**

### **ADDITIONAL FOOD**

Students sometimes bring other favourite food to the Boarding Houses. To avoid the spread of vermin, they are asked to keep additional food such as noodles or chips in a sealed plastic storage box. The supper areas and verandas as well as the Recreation Room provide adequate places for the consumption of food. **No food is to be consumed in bedrooms.** The packaging of all personal food must be clearly named.

## **DRESS CODE**

*Items of clothing must not have advertising or slogans that would be inconsistent with the College ethos (eg advertising of tobacco products, alcohol, immorality, unacceptable music or drugs).*

### **DRESS CODE FOR MASS AND DINING ROOM:**

#### **MASS**

**Girls – ALL CLOTHING NEEDS TO BE NEAT, TIDY AND IN GOOD REPAIR**

TOPS	No strapless/one shoulder/off the shoulder/shoe string straps; midriff or low cut tops or singlets (Bonds included)
SHORTS/PANTS	No short shorts (Senior shorts and similar); if on the hip – no midriff showing. Must be reasonable length and not tight fitting.
SKIRT/DRESS	No short dresses or skirts; tops of dresses need to fit the above categories.
SHOES:	No rubber thongs, sports slides or masseurs. Dress thongs are allowed only if girls are not on a Dining Room duty ie serving/washing up or on community service in the Dining Room. (Students are not to wear rubber thongs in the Dining Room).

**Boys - ALL CLOTHING NEEDS TO BE NEAT, TIDY AND IN GOOD REPAIR WITHOUT OFFENSIVE OR INAPPROPRIATE SLOGANS WRITTEN ON THEM.**

Neat, ironed shirt and shorts or long pants. No torn or stained clothing or singlets or football style shorts. Shoes – no rubber thongs, sports slides or masseurs.

**Students who fail to adhere to this will be asked to go and change, to make sure they are in appropriate, clean and ironed clothes. Repeated reminders to a particular student will result in community service and being asked to wear their uniform or their Boarding shirt to Mass.**

**DINING ROOM - WEEKDAYS:** Students must be in full uniform at weekday breakfast.

As outlined for Mass for both boys and girls except that, for Workplace, Health and Safety reasons, thongs or sandals with narrow straps are not permitted to be worn in the Dining Room. **Students who are on Dining Room duty must have closed-in shoes.**

Students arriving for meals should be suitably dressed. Singlet tops and Boxer shorts are not appropriate clothing for dinner. Boxer shorts are not acceptable for boarding except to be worn for sleeping. Rubber thongs and slippers are not permitted in the Dining Room at any time.

**DINING ROOM: WEEKEND:** While weekends are more relaxed students should still be dressed neatly and appropriately.

## CLOTHING & LAUNDRY

All belongings brought to the Boarding House must be clearly marked with **SEW-ON/IRON-ON LABELS** with the student's name. No responsibility will be taken for the return of unmarked clothing from the Laundry. Information on the purchasing of suitable laundry tags is available from Boarding.

The main Laundry operates Monday to Friday. Girls take their washing to the Laundry before school on their allocated days and boys need to have their washing at the designated collection point before school on their wash days. Students' access to the Laundry is prohibited unless supervising Staff are present. Special and delicate clothing needs to be washed in the washing machine provided for personal use at each Boarding House or hand washed by students.

Clothing not collected at the end of each term will be given to charity.

### Laundry Days are as follows:

Monday, Thursday

Boys' general washing

Tuesday, Friday

Girls' general washing

Wednesday

Bedding and towels – boys and girls.

- **Underwear Bags:** Students must have an underwear bag. If the bag is overfilled, there is a risk of the garments not being washed properly. Female students will need to use a hosiery laundry bag to prevent underwire bras causing damage to the washing machines.
- Clothing and linen sent to the Laundry must be colour fast and be able to be tumble dried.
- Students are responsible for emptying all pockets.
- **EVERY ARTICLE OF CLOTHING AND LINEN MUST BE NAMED.** If this is not done, students risk losing their belongings.
- Washing machines can be found in the Boarding Houses for everyone's use. These machines are available for student use after school, until study time and on weekends. **Because we have had incidents of tubs overflowing in the Junior areas, we ask students to notify staff when they are using the Laundry in that area.**
- Laundry can be collected on allocated afternoons between 4:00 to 4:15pm or, for students who are away during this time, after dinner when a Supervisor will be in attendance.

**It is important for students to change and wash their sheets once a week** and other clothing on a regular basis.

**All** students are expected to have showered and changed from sporting activities prior to the evening meal for boys and girls. If returning after dinner, showers/changing should be limited in time to ensure that disruption to study is minimal.

When outside of the building, footwear is to be worn at all times. **Footwear is to be worn at all times when students are in the Dining Room. Students are not to wear togs, boxers or ½ uniforms in and around the Duty Office.**

## ORGANISATION AND BELONGINGS

The importance of organising and maintaining personal belongings in a neat and tidy manner cannot be stressed enough. Students need to be able to keep their drawers, shelves and wardrobes tidy and therefore need skills such as folding clothes and arranging underwear, socks and toiletries. It is important that students, before entering boarding, be taught the correct method of making their beds and of ironing.

It is important that students don't try to bring too many belongings with them to the Boarding Houses as it makes it difficult to keep their room tidy if they can't fit their clothes and personal items into their cupboard. Students may be asked to take some belongings home if they can't be neatly organised in the cupboard space provided.

Students are permitted to keep a small fish tank in their room, provided that it is well maintained. No other pets are to be brought into boarding. Room decorations and posters are to be of suitable content and to be adhered only with Blu-tac (the use of drawing pins etc on walls is not permitted). Students have a pinboard in their room where they may use drawing tacks to fasten photographs etc but posters on walls should be kept neat and tidy and Supervisors reserve the right to confiscate or ask students to remove inappropriate pictures/posters and those where Supervisors feel that they detract from the neatness and presentation of the student's room. Boarding furniture should not be moved without consent from staff. Students are NOT permitted to dye their hair, eyebrows, or eyelashes on either of the Boarding Campuses. Personal heaters, refrigeration devices and electric blankets are prohibited due to fire and safety regulations.

## HYGIENE

In the interests of hygiene students need to be responsible for

- making sure that their beds have a full mattress protector and two sheets on their beds at all times and that they are changed every week (sheets are washed on Wednesdays)
- showering every day and after sports
- having and using deodorant (**non-aerosol**). **Aerosol packs are prohibited in the Boarding Houses due to the sensitive nature of our fire/smoke detection system.** “Call-outs” or false alarms via alarm detector activation are extremely expensive.
- washing their hands before coming to the Dining Room
- not sharing drink bottles etc with other students
- take appropriate precautions when they are sick (ie covering mouth when coughing, disposing of tissues appropriately)
- covering their mattress with a mattress protector and taking this protector to the Laundry at the end of term.

## IPODS, IPADS AND PORTABLE SPEAKERS etc

Most students like to bring iPods/iPads and portable speakers and the like into boarding. While this is acceptable and can be useful in helping alleviate some homesickness, the following rules apply:

- noise levels within each Boarding House/Pod/Floor must be kept reasonable so as not to annoy others, especially when students are studying or sleeping. Music is not to be listened to during the main study period and **headphones MUST be worn if listening to music during other study periods as well as during quiet times and after lights out.**
- the College will not take responsibility for items that are stolen or lost. We encourage students to engrave valuable items, mark them with their name or leave them at home.
- music must be suitable for use in a Christian community, ie no lyrics that contain offensive or coarse language, condone the use of illegal drugs, alcohol abuse or go against other Christian principles.

Any member of the Boarding staff has the right to confiscate material which they consider unsuitable. Confiscated items will be returned at the end of each term.

Most Pods and floor levels have “Pay TV” decoders and can access a paid streaming service with some restrictions. Boarders in Year 7 and 8 do not have these streamed services in their Recreational room and need to move to the common recreation room to access the paid television stations.

**Students in Year 7-10 are able to watch PG rated movies while students in Year 11-12 may watch M rated movies.**

## CARS

Students are not permitted to ride in cars with other students. Bicycles are not permitted at the Boarding campuses due to safety and maintenance requirements.

**STUDENT DRIVER INFORMATION – see our Motor Vehicle Usage Contract Policy for details.**

## SHOPPING

**SHOPPING LEAVE:** Each Boarding House will try to allocate time for boarders to attend local shops during the week. No other times will be set aside for shopping. It is the responsibility of each student to arrange purchases for the shopping day so that they do not request shopping at any other times, except in extenuating circumstances.

Year 7 – 11 will attend local shopping centres under supervision. Year 12s may request to walk to local shopping centres, in pairs, after arrival back at the boarding house on the College bus. This must be governed by the Head of House or the Assistant Principal: Boarding.

<b>Shopping Days:</b> Year 7 -11	One or two afternoons a week (depending upon availability of staff and the driving responsibilities that day) (new students accompanied by a Senior in Term 1)
Year 12	Any afternoon

Students are free to go shopping on Saturday after charges are finished. Year 7 students are to be accompanied by a Senior in Term 1 as well as the usual Boarding Staff Supervisor. Year 7-11 students will be driven and picked up by a Supervisor. On most Saturdays, they will be taken to Stocklands Shopping Centre, North Rockhampton.

**MOVIES:** Senior students (Year 12) are able to attend a movie at the Cinema on a weekend evening upon negotiation with supervisory staff. Movie times will be organised from time to time so that Year 7-11 are able to go in a group – usually on a Sunday afternoon. A Supervisor must escort all Junior groups.

Attending the movies is a trust situation for all students but especially for older students, and any student breaking this trust arrangement will place in jeopardy the entire movie situation.

Students must wear appropriate neat, tidy clothing when going shopping or attending the movies and wear a hat if they are walking to the shops.

### **POCKET MONEY**

Parents/Care Givers are able to leave a specified amount of money in the care of the Boarding Houses for distribution to their daughter/son as pocket money. This is only necessary if the student does not have their own “cash card” or savings account accessibility. It is recommended that parents/care givers leave approximately \$100 with Boarding Staff for students for boarding and recreational activities. This money is for organised boarding activities and will not be given to students for frivolous uses. Any monies left for student use must be signed for by the adult depositing it and all withdrawals/deposits made by the student will be signed for by the student and countersigned by the Supervisor on duty.

**ATM:** an ATM machine has been installed at Girls’ Boarding. This machine is linked to the Bank of Queensland. A minimum of \$20 is able to be withdrawn at any one time. Boys will have the opportunity to use this machine as well. Boarding installed the ATM as a convenience for students and to avoid the need of running students to get money from ATMs.

**Change and stationery (limited)** are available at the Boarding Offices upon request at appropriate times.

**Activity Money:** we recommend that parents leave \$100 with office staff at the beginning of the year to be used for school and boarding activities. While most students wouldn’t use this in a term, we recommend checking each term to find how much is left.

## **HEALTH CARE**

### **CHEMIST**

**Students (families) must have an account opened at one of the south Rockhampton chemists for medication and personal items** (preferably a Pharmacy that delivers prescriptions). Parents/Care Givers are welcome to access any southside Pharmacy.

Each student is encouraged to have his/her own supply of Panadol (or similar), cough medicine and other non-prescribed medication. **However, all medication must be labelled and handed in to staff to be stored in our locked medication room. Students have their medication administered by staff so that they are able to medicate while being supervised, at appropriate times.** Students then sign a “Medication Sheet” which has a record of their medication and times that they are to take such medication.

### **SICK BAY**

A Sick Bay is established on the first floor of Genazzano building at Girls’ Boarding and is for both boys and girls. **Any student who is not well enough to attend school, is to report to their Supervisor in the morning prior to breakfast and he/she will be asked to move to the Sick Bay so that he/she is closer to adult supervision during the day.** Boys who are sick are to stay at the Boys’ sickbay at Girls’ Boarding. They will be driven back to the Boys’ Boarding at 4.30pm when students are able to return to their dormitories. Students have to bring a water bottle before going to Sick Bay. Lunch and afternoon tea will be provided for students in Sick Bay. If a student has been in Sick Bay during the day they will not be able to attend sporting

and social activities in the afternoon. This allows students to receive adequate rest. For health reasons, students are not permitted to visit in Sick Bay. Boys and girls are to stay in their own Sick Bay area. Laptops, mobile phones and iPods are not permitted in the Sick Bay.

### **MEDICAL INFORMATION**

Each year a medical form and consent form for the administration of certain non-prescription medications is to be completed for each student by parents/care givers. If this form is not completed, Panadol and other analgesics cannot be administered. Please ensure that boarding staff is informed of new medical conditions that may have emerged through holiday periods or weekends at home. All medication found in students' rooms (other than EpiPens and Ventolin inhalers) will be confiscated.

### **MEDICAL AND DENTAL APPOINTMENTS**

While members of the boarding staff have Senior First Aid Certificates, they will seek qualified medical help for anything other than minor injuries. When treatment is required, appointments are made with doctors, dentists etc

Boarding staff transport students to medical and dental appointments on the South side of Rockhampton. They will also organise having prescriptions dispensed through a pharmacist and take responsibility in administering the medication accordingly. We will also stay with younger students (Senior students are sometimes responsible enough to go on their own) at the appointment if we believe that they are anxious or need support. Because boarding staff are driving students to appointments, it is helpful if we are able to make the appointments for the students. However, we do understand that there will be times when parents/care givers will need to make appointments for their children. Parents/Care Givers are strongly urged to make appointments in consultation with the Boarding Administration Assistant/Secretary or supervisory staff and try to ensure appointments are after school. Urgent appointments may be made in the morning or during school time but this will need to be liaised with boarding and school staff.

Parents/Care Givers will be called when students in Year 7-10 have appointments with the doctor. In line with our view of assisting students to become more independent and responsible as they get older, we ask students in Year 11 & 12 to make contact with their parents/care givers after they have been to an appointment. We will check that they have done this. In an emergency or serious situation or if we have concerns, we will always contact parents/care givers.

**All medication brought from home or purchased during the term must be handed in to staff upon arrival at the Boarding Houses.**

## **CONTACTING YOUR SON/DAUGHTER & BOARDING STAFF**

### **TELEPHONE**

Boys' Boarding Campus Office	(07) 4999 1380
Girls' Boarding Campus Office	(07) 4999 1390
Day Campus Office	(07) 4999 1300

### **FAX**

Fax Boys' Boarding	(07) 4999 1389
Fax Girls' Boarding	(07) 4999 9299
Day Campus Fax	(07) 4927 8694

***NB: On some occasions, the Boarding phone will be redirected to the Day Campus when Boarding Staff are not on duty.***

Girls – Parent Line Numbers:	(07) 4999 1395	(07) 4999 1396
Boys – Parent Line Numbers:	(07) 4999 1385	(07) 4999 1386

**Assistant Principal: Boarding – Mr Ron Armstrong**

**Mobile number:** 0418 157 498

**Email address:** [ron.armstrong@tccr.com.au](mailto:ron.armstrong@tccr.com.au)

**Head of House: Boys' Boarding – Mr Chris Lyons**

**Mobile number:** 0418 780 456

**Email address:** [chris.lyons@tccr.com.au](mailto:chris.lyons@tccr.com.au)

**Head of House: Girls' Boarding - Mrs Maxene Armstrong**

**Mobile number:** 0418 780 498

**Email address:** [maxene.armstrong@tccr.com.au](mailto:maxene.armstrong@tccr.com.au)

**Administration Assistant/Secretary – Mrs Vicki Doolan**

**Email address:** [vicki.doolan@tccr.com.au](mailto:vicki.doolan@tccr.com.au)

All students are asked to consider others in the length and frequency of their telephone calls. Times for receiving and making calls are:

**Girls**

**Each morning** between 6:30am and 7.00am.

**After school** from 3:30 - 5:20pm

Year 8 and 9 from 8:15 - 8:45pm

Year 10 from 8:30 – 9:00pm.

Year 11 and 12 from 9 - 9:30pm.

**Boys**

**Each morning** between 6:30am and 7.00am.

**After school** from 3:30 - 5:20pm

Year 8 and 9 from 8:15 - 8:45pm

Year 10 from 8:30 – 9:00pm.

Year 11 and 12 from 9 - 9:30pm.

Telephone usage over the weekend is not restricted until after 9pm of an evening. However, on a Friday evening, the girls may watch a video in the same room as the telephones at the Girls' Boarding and it is requested that the Seniors respect this after 8pm with regards to the use of mobile phones. Where possible, please limit phone calls to 15 minutes to enable as many students as possible to make their calls.

**MAIL** is collected daily and is left in the Duty Office for the students to collect on their return from school. Stamps are available for purchase from the Administration Assistant/Secretary or Supervisor on duty. Students who wish to have their mail posted for them during the day may leave it ready for postage in the Duty Office and the Administration Assistant/Secretary or Supervisor on duty will post it for them.

The address for staff and students at both Campuses receiving mail is:

Student/Staff Name  
The Cathedral College Boarding  
P O Box 8211  
Allenstown Q 4700

**MOBILE PHONES** are permitted at the Boarding Houses. However, a Mobile Phone Contract must be completed by a student and their parent/care giver. The guidelines stated on the form must be followed. ***Students are only to have one mobile phone each. Any additional mobile phones found will be confiscated.***

## **SOCIAL AND EXTRA CURRICULAR ACTIVITIES**

### **ACTIVITIES**

Outside College hours, there are numerous activities in which students can be involved. The College offers a wide range of sports at competition level as well as for recreational purposes. We encourage all students to be involved in sporting activities through the College or in the community to maintain physical fitness. Students are able to participate in choir, music and oratory. Our students are also provided with many social opportunities including youth group activities, games nights and movie nights. We believe that there is something to keep all students happy and involved in the Boarding community.

If the activity has a cost involved, eg Ten Pin Bowling, participation would be on a voluntary basis. If an activity such as a picnic at the Botanical Gardens has been arranged, all students in boarding on the day would be invited to attend. A number of our students are actively involved in private sporting interests in the city and, **if on the south side of Rockhampton**, we take them to and from these activities for a small transportation fee. If the activity is not available on the southside of Rockhampton, parents/care givers or students would need to discuss with the Assistant Principal: Boarding whether transport would be available. Usually, boarding will only transport students to activities on the north side of Rockhampton only if that activity/sport cannot be sourced on the south side of the city. Boarding will not transport any student to work on the north side of the city as the time involved in transportation to and from incurs the loss of a Supervisor from their duties in boarding for inordinate amounts of time (there is some transport provided to the northside of Rockhampton for sporting activities but not for work purposes and other).

If students require transport on Saturday mornings before 8am, they must make arrangements with the Supervisor on duty on the Friday afternoon to see if this is possible, otherwise they may need to organise a host to transport them to their venue. Students need to add their activity to the Daily Activity input of their REACH Boarding Leave Management system the night before the activity. Students who continually do not add their name to the Daily Activities will not be permitted to attend the activity. The Running Sheet is displayed on the whiteboard and students are expected to check this each afternoon/day and be punctual.

If a student has an activity during afternoon tea or a mealtime, they may ask to have afternoon tea or a meal saved for them.

## **RECREATIONAL FACILITIES**

### **SWIMMING POOL**

The swimming pool at the Girls' Boarding is often opened (and supervised) during the afternoons in the summer months. Students need to request this via their Supervisors. No student is to enter the swimming pool area without a Supervisor present. The College swimming pool will be accessed for Boys' Boarding after school when the pool is unused.

On hot evenings, permission will sometimes be given for students to swim after dinner or after study. Students must ALWAYS ask for permission before going to the pool to ensure that a Supervisor is able to supervise students in the pool.

**Unauthorised use of the pool will be regarded as a serious breach of discipline.**

All students should be suitably attired when walking to and from the pool, eg wear a shirt over togs. Some form of footwear should also be worn. Girls are to wear one piece togs when the boys are at the pool.

While the pool is not usually opened between 11am and 2pm because of our very hot temperatures, students are advised to wear a shirt in the pool to protect their skin from sun damage until the shade covers the pool area. Sun block is provided at the pool for student use. Students with very sensitive skin should also wear a hat when at the pool.

**No student is to be near or in the Duty Office or the Recreation Room wearing pool attire.**

JUMPING, RUNNING, & DIVE BOMBING are not acceptable in the pool.

**STUDENTS WHO FIND IT DIFFICULT TO COMPLY WITH THESE RULES WILL HAVE THEIR SWIMMING POOL PRIVILEGES REVOKED.**

**Once a student is in the water, they stay in the water.**

### **WALKING/JOGGING/WALKS**

Students may walk for fitness, in pairs for Seniors and groups of three or more for Year 10 and 11. There is a plan of the designated walking areas available for boarders upon request. Students must keep to the streets within that plan. Students in Year 11 or 12 may walk outside the College grounds in small groups before breakfast.

Students must always ask a Supervisor for permission before they go walking. In the case of **early morning fitness walks, students should record that they have left the Boarding House in the relevant register** and have a Supervisor check them out of the Boarding House.

### **Permitted Walking Areas**

- A map of the permitted walking areas is in the Duty Office at both Boys' & Girls' Boarding.
- Students are not to walk to Allenstown of a morning. Students are not to ask the bus driver to stop to let them off at Allenstown.
- Students must always inform staff if they are leaving the building (ie going to the Oval at Girls' Boarding and at Boys Boarding)

### **TELEVISION AND DVDs**

Students have limited time to watch television during the week. TV is allowed in the afternoons after 4:00pm and before study and between first and second study. Study and homework take precedence over television. At the weekends, these times are relaxed and the Supervisors on duty would have more control over TV viewing.

Magazines with inappropriate content will be confiscated by staff.

### **COMPUTER USE**

As the College has a 1-1 laptop programme, all students will have access to their laptops for study purposes and during study. Students also have access to the College Network via Wi-fi throughout the Boarding Houses.

No games or emails are to be accessed on the computer during study or quiet times.

### **CHARGES & ROOMS**

Charges (chores/duties) are allocated at the beginning of term and are done on a daily basis. **Students must have completed their charge, tidied their own room and had it checked before their allocated bedtime or departure from the Boarding House.** On Saturday, extra care is taken with charges and a more detailed 'clean up' is undertaken prior to any boarders attending shopping at Stocklands Shopping Centre.

## **PARENT/CARE GIVER FLATS**

We have two modern, two-bedroom, air-conditioned parent/care giver flats available at Girls' Boarding suitable for parents/care givers to stay for short periods when they visit the city. We welcome parents/care givers taking up this opportunity to stay with us for the duration of their stay. In that way, you can visit your son/daughter and become more aware of the life they lead in their time away from you. Please ring in advance and book and please limit the duration of your stay as other parents/care givers may also wish to access the facilities.

Any stays of more than three nights would be discouraged (unless exceptional circumstances prevail) and parents/care givers are asked to contribute a small fee per night for any stays.

As these facilities are a valuable asset to our Boarding Community and are fully furnished, we request that parents/care givers/families utilising them undertake a quick clean-up upon exiting and that all used beds be stripped of their linen and the linen placed in the laundry basket provided for laundering. Thank you.