# TABLE OF CONTENTS

1. WELCOME TO ST AUGUSTINE’S COLLEGE .................................................................3
2. BOARDING VISION STATEMENT .............................................................................3
3. ST AUGUSTINE’S COLLEGE – A MARIST SCHOOL ..............................................4
4. THE DEFINING FEATURES OF A MARIST SCHOOL .............................................4
5. A BRIEF HISTORY OF BOARDING AT ST AUGUSTINE’S ......................................4
6. LIFE AT SAINTS ......................................................................................................5
7. RESPONSIBILITY FOR BOARDERS WHILE AT ST AUGUSTINE’S COLLEGE .............6
8. ROLES OF BOARDING STAFF ...............................................................................6
9. COMMUNICATION ..................................................................................................8
10. SPIRITUAL DEVELOPMENT ..................................................................................9
11. HEALTH AND MEDICAL CARE ..........................................................................10
12. COUNSELLING ....................................................................................................12
13. RELATIONSHIPS ..................................................................................................12
14. SUN-SAFE POLICY ..............................................................................................13
15. THE RESIDENCE ................................................................................................13
16. DRESS ..................................................................................................................15
17. LAUNDRY ............................................................................................................16
18. A GUIDE TO TOLLE’S AND DAILY MEALS ......................................................17
19. USE OF COMPUTERS AND THE INTERNET ......................................................17
20. MUSIC AT SAINTS ...............................................................................................18
21. HOMEWORK AND STUDY ................................................................................18
22. POCKET MONEY ..................................................................................................21
23. SPORT AND RECREATION ................................................................................21
24. FREE TIME AND RECREATIONAL ACTIVITIES ................................................23
25. LEAVE FROM THE COLLEGE ............................................................................24
26. ‘DOWNTOWN’ PERMISSIONS ...........................................................................27
27. VISITORS TO THE BOARDING RESIDENCE ....................................................27
28. A GUIDE TO THE DAILY PROGRAM FOR BOARDERS ....................................28
29. OUT-OF-BOUNDS ON CAMPUS .......................................................................30
30. DISCIPLINARY MATTERS ..................................................................................31
31. BULLYING AND HARASSMENT .........................................................................32
32. BOARDING REPORT ............................................................................................33
33. RESIDENCE ALARMS .......................................................................................33
34. BOARDING EMERGENCY EVACUATION PLAN ...............................................33
35. END-OF-TERM AND WEEKEND TRAVEL ARRANGEMENTS .........................34
36. OTHER INFORMATION .......................................................................................35
37. WHAT TO DO IF … ............................................................................................35
ST AUGUSTINE'S COLLEGE
BOARDING DIRECTORY

Office Hours
8.00am – 4.00pm (Term Time)

Address
251 Draper Street
CAIRNS QLD 4870

College Telephone
(07) 4051 5555
International: 61 7 4051 5555

College Facsimile
(07) 4031 5465
International: 61 7 4031 5465

College Email
admin@sac.qld.edu.au

College Website
www.sac.qld.edu.au

Enrolment Secretary
(07) 4052 9120
Mrs Lesley Willis

Director of Boarding
0419 652 108
Mr Glen Seiver
boarding@sac.qld.edu.au

Francois Residence (Year 12 Boys)
0419 652 401
Mr David Lawrence
francois@sac.qld.edu.au

Ambrose Residence (Year 10 & 11 Boys)
0447 002 552
Mr John Andrich
ambrose@sac.qld.edu.au

Burke Residence (Year 8 & 9 Boys)
0419 652 916
Mr Stephen King
burke@sac.qld.edu.au

Geaney Residence (Year 7 Boys)
0408 306 460
Mr Mathew Osmond
geaney@sac.qld.edu.au

Chavoin Residence (Girls)
0419 652 278
Mrs Jane Keilar
chavoin@sac.qld.edu.au

Health Clinic:
(07) 4052 9112
Sr Cheryl McEwan (Mon-Thu)
0438 119 467
Sr Toni Ford (Fri)
nurse@sac.qld.edu.au
A MESSAGE FROM THE PRINCIPAL

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

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

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

By entrusting your child to our care we know that we now have a close working relationship with you in sharing the responsibilities for the primary care of him/her. This relationship will enable a smooth and consistent approach for the growth of your child. We hope this relationship is characterised by good, open communication and a common set of expectations shared between boarding supervisors and parents. This is critical if we are going to offer the best possible care. This will result in the consistency that a teenager needs in order to grow and develop with confidence.

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

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

With best wishes

BR DARREN BURGE FMS
PRINCIPAL
1. Welcome to St Augustine’s College

Welcome to St Augustine’s College boarding community. Around 200 young men and women are part of this community and they come to us from a wide range of areas including Cairns itself, towns and rural areas across Far North Queensland, Torres Strait, Papua New Guinea, and other overseas countries.

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

The boarding community extends over five buildings. Year 7 boys are located in Geaney Residence. The Years 8 and 9 boys are in Burke. Year 10 and 11 are located in Ambrose Residence and Year 12 boys are located in Francois Residence. All girl boarders (Years 7 to 12) are housed in Chavoin Residence which is on the top floor above Burke Residence.

This booklet is intended as a guide to living in the boarding community and has information which is helpful to both boarders and their families. One thing that boarders find is that while most of the time they fit into an established routine, every now and then something will come up which is out of the ordinary. That is when they need to try to understand why things are done, as well as what is done. It is a good idea for them to read explanations of any routines; this will help them to make decisions for themselves which are in keeping with the spirit of any guidelines. Above all, they should be prepared to ask if they are not sure of what to do.

2. Boarding Vision Statement

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

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

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

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

We respond to the needs and yearnings of young people of today. We accompany them with care and practical concern, empowering them to take responsibility for their own lives, and, in their turn, to take up the mission of Jesus.
3. **St Augustine’s College – a Marist school**

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

With his Marist co-founders, Marcellin was moved to action by the situation of the country children of France. Due to their isolation, many children lacked educational opportunity. Marcellin recruited a team of teaching Brothers to begin schools in remote villages, and, by the time of his death in 1840, saw his small band of men grow to nearly 500 Brothers. At the same time, Jeanne-Marie Chavoin became the first Marist Sister and gathered a group of young women around her who began to teach and to offer practical assistance in the villages and towns of the region. Today the Marist spirit extends throughout the world with thousands of Marist Brothers, Marist Sisters, Marist Priests and Marist Laity working in 75 countries.

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

4. **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 - family spirit, presence, simplicity, love of work, and the way of Mary - give St Augustine’s College and its boarding program its distinctive values and culture.

5. **A Brief History of Boarding at St Augustine’s**

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

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

A master building plan was begun in the 1970s and has continued for over 20 years to ensure the most modern and up-to-date educational and residential facilities. Boarders at St Augustine’s enjoy recently refurbished accommodation in five separate residences, each fully air-conditioned and semi-private.
A fully equipped and professionally staffed Health and Well-being Centre is available to cater for students’ medical needs. St Augustine’s is continually upgrading its grounds and facilities to ensure its students have an attractive, safe and up-to-date campus on which to live and work. The College is currently undertaking a five-year capital development program.

In 2003 the College, in partnership with its sister school St Monica’s, opened the first girls’ residence. The girls’ boarding program has proved to be hugely popular, soon to reach its capacity enrolment.

6. **Life at Saints**

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

The RIGHTS of boarders at Saints to:

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

The RESPONSIBILITIES of boarders at Saints to:

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

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

However, the day-to-day management and care of boarders is largely delegated to others; to the Director of Boarding, the Head of Residence and a team of Supervisors in each residence.

Parents are invited to contact the person in charge of their son’s or daughter’s residence on any occasion when they want to ask about general progress, and for simple permissions.

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

8. **Roles of Boarding Staff**

**Director of Boarding**

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

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

**Heads of Residence**

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

Heads of Residence communicate with parents on such matters as weekend leave, overnight leave, travel arrangements, sickness, progress in school, extraordinary sporting commitments, and disciplinary matters of significant concern. Likewise, if parents have any concerns about their son/daughter, or any information which would assist the staff, then they should feel free to contact the Heads of Residence. Parents are encouraged to get to know their son’s/daughter’s Head of Residence well, and to work with them in a supportive and collaborative manner so that the care of their son/daughter can be undertaken in a consistent, fair and thorough way.

Please note that all requests for leave from Boarding must be directed to the Director of Boarding through the Head of Residence. Requests for leave from the day school of both Colleges should be directed to the Principal. Request for Leave forms are available from the office or can be accessed via the website.

Heads of Residence act as 'guardians' to their respective boarders. The aspect of this role is usually exercised when teachers require permission for a boarder to leave the College grounds to take part in an excursion, camp, etc. Most of the consent forms which are sent home by teachers are signed by the Head of Residence on behalf of the parents. On some occasions Heads of Residence will contact parents before signing the form, eg. subject changes or extraordinary sports trips. They also exercise this authority in the event of illness or accident.
The primary role of each Head of Residence is the pastoral concern of every boarder. Given the necessary constraints of institutional living, they try to make the boarding residence as homely an environment as is possible, while at the same time acknowledging that ‘there is no place like home’. The Head of Residence encourages acceptance, tolerance and forgiveness among boarders and other staff so as to create a harmonious boarding community.

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

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

**Residence Supervisors**

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

**Boarding Services Manager**

Food, clothing and shelter are three basic human needs. At St Augustine's we pride ourselves on the quality of the service we try to maintain with the boarders. The Director of Boarding liaises with the Boarding Services Manager who oversees all kitchen and domestic staff and ensures that high standards in nutrition, preparation of food and cleanliness of residences are maintained at all times.

**College Nurse**

The College Nurse liaises with the Director of Boarding and Heads of Residence with regard to all health matters of boarders. The College Nurse is responsible for contacting and updating parents regarding their son’s/daughter’s health needs and circumstances. She ensures all health records are kept up-to-date and co-ordinates visits to the doctor’s clinic. If school is missed parents will always be notified.

**Health and Well-being Centre Staff**

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

**Activities Coordinator**

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

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

- announcements at meal times
- at Residence meetings held weekly
- at occasional full boarding community meetings
- notices placed on Residence notice boards and electronic notice systems

Information will come to parents from three main sources

- College newsletter Saints News (posted fortnightly or accessed on College website)
- Boarding community letters to parents
- Emails, telephone calls and letters from various members of College staff

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

All parents are welcome to contact their children’s teachers at any time, and this applies especially to parents of boarders. If you are unable to attend a Parent/Teacher/Student night, there may be some other occasion when you are in Cairns that you may be able to meet with some of your children’s teachers. If you contact your son’s Homeroom teacher (in the case of the boys) or the Head of Chavoin (in the case of girls) they will be happy to advise you what might be possible at any given time. The last days of any term are not usually good times to try to catch teachers as they are often involved in examinations and report writing.

Telephones

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

Email Facilities

As a cost saving device, Boarders can send and receive electronic mail via the College email system accessible within the Residences. This is done outside of study time. Each boarder has an email account free-of-charge that may be used for communication.

Boarders may, from time to time, need to send information home for parents to read and sign. The College allows boarders to send faxes from the main office if absolutely necessary.

Mobile Phones

For ease of access, parents may wish their son/daughter to have a mobile phone at the College. The following guidelines exist for sensible use. Failure to abide by these guidelines may result in the loss of this privilege and confiscation of the phone.

- The College takes no responsibility for the security of the mobile phone that is not handed in to a Boarding Supervisor.
- Mobile phones can be used for both texting and voice-calls only during free time, ie when boarders normally have access to phones.
- Mobile phones are to be turned off at all other times including study, quiet time, and after lights out. This includes text messaging outside of free time.
Mobile phones are handed in and locked in the residence office at lights out in all junior residences and the discretion to apply this procedure to other groups is given to the Head of Residence in consultation with the Director of Boarding.

Mobile phones are not to be lent to any other person. It is for the sole use of the owner.

The College reserves the right to review and check the use of mobile phones by boarders and to confiscate phones being used inappropriately.

**Mail and Parcels**

Boarders’ mail is collected each weekday and distributed each afternoon at the end of school. Some larger parcels can be collected from the College Reception. When relatives and friends are writing, please use the following format to help with sorting:

**Boarder’s Name**  
**Name of Residence**  
**St Augustine’s College**  
**251 Draper Street**  
**CAIRNS QLD 4870**

The College newsletters are emailed home to parents every fortnight. Parents are asked to ensure that they receive these publications regularly so they are kept well informed about College activities, some of which involve their son or daughter. The Saints News may also be viewed on the internet from the day of publication at: [www.sac.qld.edu.au/Home/SaintsNews](http://www.sac.qld.edu.au/Home/SaintsNews).

Boarders are encouraged to contact parents by writing home or emailing regularly. This is a less expensive form of communication and an excellent way of developing their writing and communication skills. Boarders know that they have a better chance of receiving letters or emails if they send mail themselves. It is each boy's and girl’s responsibility to post his/her own mail. Stamps may be purchased from the College Reception.

### 10. Spiritual Development

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

**Personal Prayer**

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

**Communal Prayer**

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

**Sunday Mass**

On Sunday evenings the boarders gather for the weekly Mass, except on Free Weekends and Exeat Weekends. This is celebrated by our College Chaplain, Fr Laurie Timms. Mass is normally at 7.15pm. Parents and friends are always welcome to join our celebration. Attendance at Sunday Mass is compulsory for all boarders, unless prior approval from the Director of Boarding has been approved.

A tradition of our worship at Saints is our strong singing. New boarders are encouraged to learn the hymns and join in right from the start. Singing practice is held in the Chapel during the week prior to each Sunday Mass.
College Chapel
As this is our sacred place in the College, and as such is God's house, the Chapel should be treated with respect and reverence. It is customary to make the sign of the cross when entering the Chapel and to spend a few moments in quiet individual prayer before the liturgy begins.

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

Boys
- Smart button up collared shirt;
- Dress shorts and/or trousers; and
- Closed in shoes (canvas loafers with socks);

Dress that is considered not appropriate and should not be worn are as follows:-
- Sports uniform or school PE uniform of any description;
- Tshirts and shirts with logos;
- Denim jeans, board shorts;
- Sandshoes and thongs;

For girls, midriff tops, denim or excessively short skirts/pants are not permitted. Appropriate footwear is expected to be worn.

11. Health and Medical Care
When a boarder joins the boarding program, his/her parents are to supply the College with:

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

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

During class, if unwell, boarders are to report to the Health & Well-being Centre after having sought permission from their Head of Year or Student Office. They must have a note from a staff member except in the event of an emergency.

In the Case of Accidents and Sick Boarders
An assessment will be made and an appropriate response made.

- The boarder may spend a day or part of the day resting in the Health & Well-being Centre if this is warranted.
- An appointment may be made for the boarder to see a doctor.
- If the boarder has a condition which will require several days of rest, or which might prove contagious or infectious in a community living situation, parents will be contacted and arrangements will be
generally made for the boarder to go home (excluding students who live some considerable distance away).

- If the boarder requires an overnight stay a staff member will sleep-over in a unit next to the Health & Well-being Centre and takes responsibility for the duty of care of the boarder through the night until the following morning.
- Parents will be notified of their child’s condition.

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

**Medication**

Boarders are generally not permitted to keep medications in their possession. However, there are instances where this does not pose a problem and with the knowledge and consent of the College Nurse and Head of Residence, this may occur.

Boarders should not return to College with supplies of medication such as paracetamol or hay fever tablets. These are available from the College Nurse. There are dangers in boarders self-medicating and passing such medicines on to their friends when they complain of a headache.

The College does its best to discourage what is sometimes called “the ‘Panadol’ syndrome”. Despite evidence about the inadvisability of taking paracetamol or similar products to deal with some minor level of discomfort, young people can take medication too readily.

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

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

**Administering of Paracetamol**

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

**Doctor**

The College Nurse will make appointments for students to see a doctor if necessary, either at the College or at a local surgery. A doctor visits the College each Wednesday morning during the term. If an appointment has been made by a parent or a boarder to attend a medical specialist, eg. physiotherapist, dentist, orthodontist, chiropractor, optometrist, etc., the College Nurse needs to be notified of such an appointment. Transport is normally arranged for boarders when attending an appointment outside the College. Permission for appointments in school time must be cleared with the Head of Year. Prescriptions, which have been issued by the College Doctor, will be delivered to the Health & Well-being Centre where the College Nurse will oversee the administration of the prescribed medication where it is considered necessary.
If a doctor advises of a serious illness, broken bones or the need for surgery, every effort will be made to contact the parents before treatment is prescribed. In the event of serious illness or accident, where it has not been possible to communicate this information with the parents within a reasonable period of time, a boarder will receive such medical and surgical treatment (including the administering of an anaesthetic) as may be deemed necessary by a qualified medical practitioner. In such cases the Director of Boarding, or his appointed representative, will act in the place of the parents to sign forms and provide the necessary permissions.

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

### 12. Counselling

The services of the St Augustine’s College Counsellor is available to both male and female boarders. Girls also have access to the Counsellor at St Monica’s College. Members of the College staff, such as the Heads of Residence and Heads of Year, can also provide pastoral counselling for day-to-day issues.

### 13. Relationships

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

In particular, we are on the alert to:

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

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

It is hoped that boarders would advise parents if they have formed a close friendship with another student. However, if staff are concerned that the attachment is a strong one or that aspects of the friendship are inappropriate, then the Head of Residence is to be informed. Parents will then be advised of this. If there are recurring difficulties, it is suggested that a meeting of the parties together with their parents take place.
The College reserves the right to judge for itself the appropriateness of any relationship between students within the College, as well as any actions or activities which result from such a relationship. The College will be guided in its response by Catholic moral principles, as well as its professional judgement about the appropriateness of such relationships or the actions of young people in a mixed boarding setting.

14. **Sun-Safe Policy**

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

When on camp or day outings boarders should be and are encouraged to wear hats, sunscreen, appropriate clothing and sunglasses when outdoors.

Boarding staff are expected to act as appropriate role models for boarders in the matter of sun safety.

15. **The Residence**

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

**Students’ Personal Area**

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

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

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

**Combination Locks and Security**

Each boarder is expected to have a lock and these may be purchased (either new or second hand) for a reasonable price from the Saints Shop at the beginning of each year to secure his/her press area and personal possessions. Under no circumstances is the access number to be given to another boarder. If a boarder loses their lock they will be required to pay the cost of a new one.

**Personal Property Insurance**

Each boarder is responsible for the care and security of his/her own possessions. Parents are advised to arrange their own insurance on their child’s property to cover loss or damage as neither the College nor its insurers will take responsibility for the loss or damage of any personal property. It is desirable that expensive items (e.g. watches, phones, CD players, laptops, iPods) be engraved prior to coming into boarding. Boy boarders also have access to lockers at school to secure textbooks and sporting apparel.
Care of Bed Area
It is the responsibility of all boarders to keep their individual areas clean and tidy. Boarders are required to do the following tasks each morning before breakfast:

- bed is made
- desk is tidied and ready for study each evening
- books are neatly arranged on desk or on the shelf above the desk
- all valuables (eg. iPods, CD players, laptops) are locked away in the cupboard
- all bags and suitcases are stored in the luggage rooms provided at the end of the Residence
- clothes are folded and hung neatly in the wardrobe
- dirty clothes are placed in the personal laundry basket/bag and use of the “jocks and socks” bag is encouraged
- shoes and any other items are stored in the bottom of the wardrobe or in the drawers under the bed.

Boarders are not permitted to engage in boisterous behaviour or games in the Residence. They are financially responsible for any breakages or damages that occur in the Residence.

Music
Boarders are welcome to bring their own music players to the Boarding Residence. They need, however, to bear in mind that space is sometimes needed for other things, so whatever is compact and portable is good. Base speakers, for example, are not appropriate in a Boarding Residence. A set of earphones is essential. CDs, DVD’s, iPods or any other forms of digital media containing offensive language or images will be confiscated and parents notified. Also, music with or without headphones is not permitted in the Dining Room (Tolle’s).

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

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

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

The ‘Pimple’
This recreation room on the first floor is for the exclusive use of Lower Ambrose boy boarders.

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

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

**Food in the Residence**

All personal food items are to be stored in plastic containers in a boarder’s locker. If storing food in the Common Room fridge, Boarders need to place their names on the item.

Milk, tea and coffee supplies are normally delivered daily to Residences by kitchen staff.

NB: Any sports supplements such as, but not confined to, pre-work out stimulants and creatine are not permitted in the Residence.

**Personal Health and Hygiene in the Residence**

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

- all boarders shower daily with soap
- hair is shampooed regularly
- deodorant (pump spray or roll on) is encouraged
- teeth should be brushed before school and before bed time
- hair should be well groomed and in keeping with College guidelines
- wet clothes must not be stored in cupboards

Boarders can expect to be challenged on matters of personal hygiene. Toiletry items can be purchased from the Saints Shop, from local stores after school, or on the weekends.

Boys who need to shave are expected to present themselves each day as clean-shaven.

Sanitary disposal units are available in the Chavoin Residence.

Football boots, cricket shoes, spiked running shoes, roller blades and skates are not to be worn or used in the Residences.

16. **Dress**

Students are led to understand that dress is an important expression of one’s personality and that good taste in clothing is expressed by good sense in dress design and by a practical knowledge of the right clothes for every occasion.

Correct and clean College uniform is to be worn during school hours.

School shoes are required to be kept clean and polished regularly.

**Grooming and General Appearance**

Each College has clear guidelines regarding acceptable hairstyles, the wearing of jewellery, and body-piercing. These rules apply also while in the Boarding Residence or participating in activities and camps.
Hair Clippers
No boarder is to be in possession of hair clippers. These will be confiscated if found. For similar reasons, no boarders are to cut their own hair or assist another boarder in the cutting of their hair.

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

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

17. Laundry
Laundry is carried out by an off-site commercial laundry. Laundry is available every weekday morning (7.00am-7.45am) and by arrangement with Head of Residence or Director of Boarding at other times.

These are the only times for collection. Boarders may not go to the Laundry at other times without permission. No boarder is to enter the laundry without a Supervisor present.

Two wash net bags (‘jocks and socks bags”) are provided to each boarder for the purpose of washing socks and underwear. Laundry numbers are written on these bags. Extra net bags are available if required at a cost to the boarder.

Parents need to be aware that all clothes which are laundered through the commercial laundry are washed in warm to hot water and are dried in a tumble dryer. Therefore, careful consideration needs to be given to the type of fabric boarders’ clothes are made from. Some fabrics (particularly wool or wool blends, or ones that specify 'cold wash only’) will shrink in a tumble dryer. Wash and wear clothing is the most suitable. Clothing such as T-shirts containing rubber transfers or board shorts containing plastic buckles risk damage. Note: Although laundry is carried out several times per week, it is important to stress that each boarder should bring sufficient clothing to last up to seven full days.

Residence Washing Machines
These are only to be used with the permission of the Head of Residence. There is an expectation that all boarders will put their washing into the main laundry system.

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

Name Tags on Clothing
All items of clothing and other items must be clearly marked. For ease of sorting in the Laundry, parents are asked to attach name tags inside the necks of shirts and T-shirts, and on the waistbands of shorts and trousers. Socks and underwear do not require name tags as they are placed in wash (jocks ‘n’ socks) bags. Woven name tags can be ordered through the Saints Shop. Iron-on name tags don’t last! The responsibility for ensuring that all clothes are named and marked is that of the parents, not the Heads of Residence.

Lost Property and Unclaimed Laundry
Boarders who have clothes missing may check with the Laundry staff every weekday morning. During each term a large amount of unclaimed clothing stockpiles in the Laundry. Most have no labels or names. Every Wednesday boarders are able to check and claim clothing that has not been marked.
18. **A Guide to Tolle’s and Daily Meals**

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

When in residence, boarders are required to attend all meals unless they are in the Health & Well-being Centre, or they have been given permission not to attend by their Head of Residence. Whenever a boarder comes to Tolle’s he/she must be washed, properly groomed and neatly dressed. Singlets or other sleeveless tops are not worn in Tolle’s. On school days boarders are to come to the Tolle’s dressed in their school uniform for breakfast and lunch. At other times neat and clean clothing is to be worn. No boarder may enter Tolle’s with bare feet.

**Meal Times**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch (week days for boys)</th>
<th>Dinner (two sittings)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekdays</strong></td>
<td>7.00am – 8.15am</td>
<td>1.15pm – 1.50pm</td>
<td>5.40pm – 7.00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12.15pm – 12.40pm (Wed)</td>
<td></td>
</tr>
<tr>
<td><strong>Saturday</strong></td>
<td>9.00am – 9.30am</td>
<td>12.30pm – 1.00pm</td>
<td>6.10pm – 7.00pm</td>
</tr>
<tr>
<td><strong>Sunday</strong></td>
<td>9.00am – 9.30am</td>
<td>12.30pm – 1.00pm</td>
<td>6.10pm – 7.00pm</td>
</tr>
</tbody>
</table>

St Monica’s boarders take a packed morning tea to school each morning. Lunch is delivered to the College where boarders may collect this from the common room. On some occasions the girls will take their own lunch to St Monica’s. The evening meal operates the same way as breakfast; i.e. boarders may commence their meal from 6:10pm. A time of prayer and communication of notices will occur at the end of the meal.

**Good Manners**

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

**Early and Late Meals**

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

19. **Use of Computers and the Internet**

All students in Years 7 – 11 have been issued with a laptop. Wireless facilities have been extended into the boarding areas to enable student access to their school work and the internet.

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

20. Music at Saints

Music Tuition
A number of specialist music teachers visit the College weekly to give individual music lessons on keyboard, piano, drums, percussion, guitar, woodwind (flute, clarinet, saxophone), brass (trumpet, trombone, French horn, tuba) and strings (violin, viola, cello and bass) to boys. Individual lessons are given in the B Block teaching rooms and are of a half-hour duration, delivered on a rotating timetable during the school day. Students are encouraged to be members of a College music ensemble when they reach an appropriate playing standard. Enrolment and information booklets are available from the Arts office and Reception. Enrolments for music tuition can be made in Week 1 of Term 1. Girls should access music tuition during the day through St Monica’s but may, by arrangement, access after school lessons at St Augustine’s.

Music Ensembles
A number of music ensembles rehearse every week of the school year at SAC. Performances and tours are regularly scheduled with a Performing Arts Camp being run in the Easter break. Any boarder interested in any aspect of the music program should contact the Head of Arts, Dr Malcolm Cole, at the College.

Music Room
Boarders learning musical instruments have access to music tuition rooms after school on most weekday afternoons. Permission is given by the Head of Residence to use these rooms under fixed guidelines.

21. Homework and Study

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

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

The primary function of homework and study is to consolidate the knowledge, skills and concepts introduced in class, to test understanding and to extend their reading and research of the subject area.

Homework and study are important to each student’s progress and become steadily more so as he/she progresses through school. Unless a boarder develops a sound pattern of daily homework and study, academic success will be very difficult to achieve.

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

Supervised homework and study is conducted for all boarders from Monday to Thursday between 6.30pm and 8.15pm (depending on year level) with a further session of study commencing at 8.30pm. Times for each year level vary as per daily timetable. Two more sessions of supervised study occur for full-time boarders on Friday evening and Sunday morning. It is vital to developing good study habits to be well organised and to think ahead before Homework and Study time. There are special tutorial classes for some boarders. These may be held in the Residence or a designated classroom. Normal study expectations apply at all times.
School diaries are signed at least once a week by boarding staff and checked for teacher comments. The diary is used as a means of communication between the Heads of Residence and teachers.

These guidelines for study are given to the boarders:

**A Guide to Study Routines for Boarders**

**The aim of homework and study is to:**
- complete all homework and assignments
- revise (go over work that you learnt in class)
- prepare for exams
- help you get the best possible result in your subjects

**Study enables you to:**
- be a more organised person
- challenge yourself to stick at difficult tasks and not just give up
- help yourself to use time carefully in planning your work

**Study Routine**

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Structured Study Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7 &amp; 8</td>
<td>1.25 hours</td>
</tr>
<tr>
<td>Years 9 &amp; 10</td>
<td>1.5 to 2 hours</td>
</tr>
<tr>
<td>Years 11 &amp; 12</td>
<td>2.25 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.30pm – 8.15pm</td>
<td>Study for all boarders (depending on year level)</td>
</tr>
<tr>
<td>8.15pm – 8.30pm</td>
<td>Study break</td>
</tr>
<tr>
<td>8.30pm – 9.00pm</td>
<td>Study/Quiet time for Years 9-10; bed preparation for Years 7-8</td>
</tr>
<tr>
<td>8.30pm – 9.30pm</td>
<td>Study for Years 11-12</td>
</tr>
</tbody>
</table>

You must be seated and ready to work by the second bell. If not, this causes disruption for those boarders wishing to get on with their work.

- Have your diary opened - you should have information written down about what you have for homework in each subject area.
- Have your desk organised - books and pens should be ready at the start of each study session. If you have forgotten things, wait until the next study break. Work on another subject.
- Do not move around - remain in your study area. A Supervisor will be moving around constantly.
- Silence is the best sound for effective thinking and study.
- Food is not to be eaten during study. Food around books and on the desk provides an unhealthy climate and distraction from your homework and study.
- All written homework is to be completed before reading of novels.
- All written work (ie. Maths, assignment work) should be completed in the first session of study.
- Reading is an important part of study. You may read - but only set novels, articles or material relevant to school assignments. Complete all written work first.
Supervisors keep an attendance check and a behaviour check. These checks are to ensure that an effective study routine is maintained in the Residences for the sake of all boarders.

Computers are to be used for schoolwork and only with permission of the Supervisor.

Library Times - The Gildas Centre is open for research Monday, Tuesday and Thursday from 3.30pm-5.00pm, on Wednesday from 2.30pm-5.00pm, and every weekday morning from 7.30am for extra study.

For most, the evening study program is divided into two distinct sections. The first is devoted to silent and individual study. It is essential that all students learn the skill of working alone and in silence. This is how examinations are conducted. However, the principal reason for this approach is that students have a right to uninterrupted study time. Our insistence on silent study is simply protecting the individual student’s valuable study time.

On occasion the second section of the evening program provides an opportunity for students to work together on some projects, assignment, or a common piece of work. As examinations approach, common revision tasks may be undertaken at the discretion of the Supervisor.

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

These guidelines are:

- Use of mobile phones is forbidden during any study period. Parents and caregivers are especially requested to respect the study program by not telephoning boarders during study times. No student should be “expecting” a call from his/her parents during study. Mobile phones are to be turned off. If an urgent matter arises, then the parent or caregiver should contact the Head of Residence. Use of a mobile phone during study time will usually lead to confiscation of the phone for a period of time.

- College computers and personal computers are only to be used for schoolwork. They are not to be used for emails, games, or private research into things like ring tones and the latest music. There are plenty of opportunities for this during scheduled free time.

- Requests for opportunities to work with another student or students must be made through the Supervisor. It should not be assumed that such requests will be automatically granted. Students with a history of time wasting, non-compliance and interfering with the study patterns of others may find it difficult to access this privilege.

- Any other requirement imposed by the Heads of Residence which may take into account factors which are not covered by other guidelines.

Students who have light workloads, or who, for some other reason, do not have suitable work to complete in the second period of study, must have some reading material with which they can occupy themselves. However, it should also be understood clearly that excellence is not an approach which is confined to high achieving academic students who have tertiary study in mind. Excellence is a lifelong commitment to doing one’s best in whatever one undertakes – whether it is a vocational subject for the non-academic student or higher level mathematics. With that in mind, no student should ever say, “I haven’t got any work to do.”

A varied boarding routine for Year 11 and 12 students may occur from time to time to accommodate extra study needs. Boarders in Years 11 and 12 are expected to put extra time aside every weekend for study outside the normal study times.
22. **Pocket Money**

An ATM card is the preferred option for boarder’s pocket money as it is secure and convenient when ‘downtown’, and parents can deposit money at times of their choice. If necessary the Head of Residence will operate a ‘bank’ where boarders can place their money for security. Boarders can access the ‘bank’ at times determined by the Head of Residence.

Boarders who use the bank are expected to deposit all monies with their Head of Residence upon their return from weekends or holidays. This is kept safely in a strong box in the office. A transaction booklet details the individual’s deposits, withdrawals and balance. Parents are asked to be cautious of giving their children, especially younger children, much disposable cash. If you are in doubt about anything relating to money for your child, please contact the Head of Residence.

Only small amounts of money should be kept in a boarder’s personal area at any one time. The College takes no responsibility for any monies kept in a boarder’s area. Wallets and money should be secured in the boarder’s lockable cupboard. At the start of each term, parents are asked to check their son’s/daughter’s bank balance to ensure that they have sufficient money for the term.

23. **Sport and Recreation**

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

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

Sport for boys include rugby league, rugby union, soccer, AFL, cricket, swimming, athletics, basketball, tennis, volleyball, hockey, baseball, water polo, karate, rowing, and a number of other limited choices. Girls can also play most of these sports, as well as netball, gymnastics, dance etc.

Boarders need to notify their club Coach of dates for boarders’ Exeat and Free Weekends. It is important for boarders to give priority to spending Exeat and Free Weekends with their families rather than staying in Cairns just to play sport.

Permission must be obtained from parents and/or Heads of Residence and Director of Boarding before commitments may proceed. A permission form, available in Tolle’s needs to be filled out by any boarder wishing to participate in sports and activities outside of the College. This form needs to be signed by a parent/Head of Residence and the Director of Boarding prior to participation and on the understanding that all Boarding guidelines and expectations are adhered to by the boarder if they are to be allowed continued participation. The guidelines and expectations can be found in the small print at the bottom of the permission form.
Transport to Sporting Fixtures
Transport to a sporting fixture is the responsibility of the College except on Free Weekends (unless in residence) and Exeat Weekends. On these weekends it is usual to arrange transport with the coach, a relative, a family friend or another player’s parents. If transport cannot be arranged through these options, the Head of Residence is to be consulted. Travelling by car with a student driver is the last option to be explored. Permission to do so is rarely given and may only be granted by the Director of Boarding in consultation with parents.

Team Selection
From time to time coaches consider that a boarder in a junior team ought to be given the opportunity to train and/or play with a senior team. In such a case the Director of Boarding is the person from the College who makes contact with the boarder’s parents to discuss the matter. This discussion gives consideration to the benefits and/or drawbacks such a move would have on the individual as well as his/her life as a boarder. This occurs after consultation with the Principal and the relevant coach and before any approach is made to the boarder concerned.

Representative Sport
On occasions some boarders may try out for and be selected to represent Peninsula, North Queensland or State teams in a range of sports. On such occasions the College will assist as much as possible. However, as the representation is outside the College’s boundaries, parents need to be aware that much of the responsibility for training, transport and other areas will fall upon the boarder concerned. The College applauds the efforts of these boarders in achieving representative status, but is also observes that responsibility comes with such an opportunity.

Holiday Sport Activities
When the College approves training camps and sporting fixtures during term holidays, the Director of Boarding will be involved in the consultation and planning phase so that special needs of the boarders are given appropriate consideration. These special needs include the disruption to the time spent at home with family, accommodation arrangements and the expense involved in an extra (and unbudgeted) trip to and/or from Cairns.

Gym/Pool
The gym and pool are available for the use of all boarders under supervision. The gym and pool will normally be open at the following times during the week.

<table>
<thead>
<tr>
<th>Gym</th>
<th>Monday/Wednesday/Friday</th>
<th>6.00am – 7.00am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym</td>
<td>Tuesday/Thursday</td>
<td>6.00am – 7.00am (Girls only)</td>
</tr>
<tr>
<td>Pool</td>
<td>Monday/Wednesday/Friday</td>
<td>6.00am – 7.00am</td>
</tr>
<tr>
<td></td>
<td>Tuesday/Thursday</td>
<td>3.45pm – 4.15pm (for lap swimming only)</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>2.45pm – 4.15pm (for lap swimming only)</td>
</tr>
</tbody>
</table>

Any improper conduct or misbehaviour with any equipment will result in the boarder concerned being excluded from the gym or pool for a period of time.
24. **Free Time and Recreational Activities**

Indoor activities within the College include TV, DVD’s, reading, computer games, etc. Loud music, rowdy behaviour and ball games are not suitable indoor activities.

Boarders are required to keep the volume of music low in individual student areas or to use headphones so as not to disturb others. Out of consideration for others noise is to be kept to a minimum. These directions are to ensure that others who may wish to study, rest or sleep are not disturbed.

Outdoor activities in the College include swimming, cricket, table tennis, basketball, handball, skateboarding and roller blading, touch football, etc. Boarders have access to the gym and pool at various times.

Correct attire is required when using all the facilities, ie appropriate bathing attire in the pool and footwear in the gym.

**Free Time for outdoor activities is generally as follows:**

Club and sporting activities will occur each Tuesday and Thursday between 3.50 pm and 5.00pm.

- **Monday and Wednesday**
  - 3.30pm – 5.15pm

- **Friday**
  - 3.30pm – 5.15pm, 8.30pm – 9.15pm

- **Saturday**
  - 9.30am – 12.30pm, 7.00pm – 8.30pm

- **Sunday**
  - 11:30am (following Study) – 5:00pm

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

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

**Bicycles**

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

**Skateboards, Roller Blades and Scooters**

- students must wear a helmet (plus leg and arm guards for roller blades)
- can be used during free time
- can only be used in areas determined by the Director of Boarding.
- not to be used in walkways, on verandahs, steps, seats or tables
- out of bounds in B and D Blocks and outside the College property
- common sense is to be observed at all times
- any Supervisor will confiscate equipment being used out of bounds or in a dangerous manner

**Use of TV and DVD players**

Each residence has televisions with Foxtel and DVD players for boarders to use. The Pimple (TV/lounge area located opposite the door to Lower Ambrose) is for the exclusive use of Lower Ambrose boy boarders during the week.
Televisions are not available for use before school on weekdays or on Saturday and Sunday mornings (after breakfast) until the residence duties have been completed.

Recording and viewing of pre-recorded TV programs and movies is permitted but only with permission of the Supervisor. Viewing may only take place during evening recreation or weekends in specified times.

The following rating guide is used in boarding:

- **Years 7 & 8**: General Exhibition (G) or Parental Guidance (PG)
- **Years 9 & 10**: Parental Guidance or Mature Audience (M) with adult supervision
- **Years 11 & 12**: Mature Audience (M) with adult supervision

(MA) or (R) rated movies or materials are not to be at College. The Supervisor will not give permission to view or record programs or movies if considered to be unsuitable for viewing.

**Dances**

The College allows students to attend approved dances organised by the Colleges or other local schools. Such functions give the boarders an opportunity to learn how to mix together socially in a sensible and dignified manner with adult supervision. All boarders are expected to be polite, courteous and well mannered and well behaved at socials. It is also expected that boarders will not engage in any inappropriate conduct, which would cause embarrassment to themselves or others.

As a general rule, boarders do not attend any social functions mid-week. College organised mid-week functions are given due consideration. Boarders in Years 11 and 12 may request the permission of the Head of Residence to attend official School/College balls if they occur mid-week. Each request will be given appropriate consideration. A significant period of notice is required.

**Boarding Camps**

Boarding camps are normally to Lake Tinaroo. The purpose of the camps is to allow the boarders in the Residences to bond together as a boarding group and to enjoy each other’s company for a weekend away. There is a variety of outdoor and water activities conducted by staff.

Full-time and occasionally by invitation, weekly boarders attend boarding camps during the term. Sleeping bags, hats, sun protection and swimmers are the essential items required by boarders on camp weekends.

**25. Leave from the College**

Whenever a boarder leaves the College he/she is required to let the Supervisor on duty know who will enter it in the roll. Upon their return the boarder is required to report to the Supervisor on duty who will again enter it in the roll. Weekend (overnight) leave is only with parents unless it is a Free or Exeat Weekend, or other approved weekend leave.

Leave from the College is a privilege, and not a right which is automatically granted upon application. The whole leave system operates on trust – trust that the boarder will go where he or she says and trust that they will behave in a manner which would cause no other person offence or anxiety. Each boarder must realise that if the trust is broken the Director of Boarding might reasonably refuse the approval of future leave.
Parents and boarders are asked to be aware that a request to organise leave from the College with anyone other than the boarder’s parents is something which the Director of Boarding reserves the right to decline. The Director of Boarding is responsible by law for boarder welfare. Whilst we do not normally have any difficulty with this, there may arise a situation where the Director of Boarding declines permission for a student to leave the College with someone other than his or her parents, despite a desire from the boarder’s parents to organise this leave. The Director of Boarding will always discuss the reasons for such a decision with parents.

Leave will not be granted when a boarder has an outstanding detention in either the College or Boarding.

Preferably leave requests need to be either faxed, posted, emailed or texted to the Head of Residence. Permission may be granted via the phone if none of the above methods is available. On each occasion, both the parent and host will be involved in finalising of leave arrangements.

Please note when considering leave of a day or more, requests for leave from day school need to be approved by the Principal. Request for Student Absence form can be accessed via the College website or the office.

Sunday Visiting
On Sundays, full-time boarders are allowed and encouraged to leave the College after study on approved visits to family and friends. Boys and girls must return to the College by 6.00pm for the evening meal or in time for Mass if having dinner with the family. Requests for Sunday visiting should be finalised no later than Friday evening prior to the visit.

It is preferable that boarders are collected from the Residence by the people with whom they are going out for the day and to make contact with the Supervisor.

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

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

It is the responsibility of the boarder and his/her parents to organise the Free Weekend in consultation with the Head of Residence. If boarders are going somewhere other than home (eg. to another boarder’s family), permission must be sought from both the boarder’s parents and the visiting parents. Contact by parents should be made with Head of Residence at least a week in advance. Permission can be emailed to the Head of Residence or faxed to the College office.

On a Free Weekend or Exeat Weekend when a boarder stays with another student, the arrangement is made between the parents (of both parties). The Head of Residence’s role is to help facilitate in the organising of this arrangement.
Free Weekends commence at 3.30pm on the Friday afternoon. Parents are asked to respect this time as early departures and late arrivals seriously disrupt the teaching and co-curricular programs in which the boarders are involved. Any request for leave from school must be directed to the Principal. The Director of Boarding will not grant leave from the day school. Following a Free or Exeat Weekend all Boarders are to be back in Residence by 8.00pm on the Sunday evening or on the Monday morning by arrangement with their Head of Residence.

If Boarders who have been out for the weekend return early, they are to remain at the College and inform a boarding staff member. Permission may be granted in such a case to go to Cairns Central to watch a movie or to go shopping.

All boarders are expected to complete their homework during Free Weekends.

**Boarders staying in for Free Weekends**

All boarders are encouraged to go out for Free Weekends; however, they are free to remain at the College. Some variations to the normal weekend program may occur. Normal name checks will take place by the Supervisor/s.

**Exeat Weekends**

Boarders' Exeat Weekends occur at mid-term and are announced on the Calendar at the start of the year. These are the same as Free Weekends except that all boarders must make arrangements to leave for the weekend. The College will be closed from **4.00pm Friday and not reopen until 4:30pm Sunday**. This weekend is an opportunity for all boarders and the staff who care for them to have a mid-term break. Again, this allows boarders to see their families and/or visit relatives living outside of Cairns. If boarders who have been out for the exeat weekend return early, they are to remain at the College and inform a boarding staff member. Permission may be granted in such a case to go to Cairns Central to watch a movie or to go shopping.

All boarders are expected to complete their homework during Exeat Weekends.

**Overnight Leave (extraordinary circumstances)**

Overnight Leave is granted for the sole purpose of allowing boarders to spend time with their parents. This is granted if a boarder's parents are in Cairns for a visit.

A request to be out overnight with a person who is not the boarder's parent is not normally considered. The availability of an overnight leave may not be used as a means of engaging in activities which are either impossible for other boarders or are incompatible with the normally accepted standards of behaviour required of boarders.

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

**Parental Responsibility for Free and Exeat Weekends**

Parents' and other adults' support of College policies and expectations for Free Weekends, Exeat Weekends and leave for their son/daughter is important, especially when they have care of boarders other than their own sons or daughters.
Peer pressure and peer expectations can be very powerful. Parents, or those adults to whom they entrust their sons and daughters, must ensure that boarders in their care during leave from the College are not unsupervised or allowed freedoms that they are likely to abuse.

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

26. ‘Downtown’ Permissions

In boarding, the use of the expression ‘downtown’ refers to the Cairns Central shopping centre only. Permission to go downtown is seen as a privilege and not as a right. With this in mind, the following times are set out for each Year group.

Downtown days as below from 3:30pm-5:15pm.

<table>
<thead>
<tr>
<th>Year</th>
<th>Days</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7 – 10</td>
<td>Monday and Wednesday (once only)</td>
<td>Monday and Wednesday (once only)</td>
</tr>
<tr>
<td>Year 11</td>
<td>Monday, Tuesday, Wednesday, Thursday (once only)</td>
<td>Monday, Tuesday, Wednesday, Thursday (once only)</td>
</tr>
<tr>
<td>Year 12</td>
<td>Monday, Tuesday, Wednesday, Thursday (as needed)</td>
<td>Monday, Tuesday, Wednesday, Thursday (as needed)</td>
</tr>
</tbody>
</table>

Downtown permissions will not be given when sport or club activities are organised. The dress standard for downtown in all years is neat casuals. Students are not permitted to wear bits and pieces of their College uniform when they go downtown. Whenever the uniform is worn, it is worn completely.

A boarder may be refused permission to go downtown if he/she is not properly attired. Boarders will lose the privilege of going downtown if they cannot accept this responsibility. All boarders in residence are permitted to go downtown on Sunday for two hours between 12.30pm – 4.30pm.

27. Visitors to the Boarding Residence

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

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

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

There are toilets available downstairs for visitor use; however, if these are closed boarders may see the Supervisor to access a toilet.
### 28. A Guide to the Daily Program for Boarders

#### MONDAY PROGRAM

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.40am-7.00am</td>
<td>Rise, showers</td>
</tr>
<tr>
<td>7.00am-8.15am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7.40am</td>
<td>All Residences closed</td>
</tr>
<tr>
<td>8.20am</td>
<td>Girls transported by bus to St Monica’s</td>
</tr>
<tr>
<td>8.15am</td>
<td>Free time (Gildas open from 7.30am)</td>
</tr>
<tr>
<td>8.40am</td>
<td>School</td>
</tr>
<tr>
<td>11.00am</td>
<td>Morning Tea - boys to Tolle’s</td>
</tr>
<tr>
<td>1.15pm</td>
<td>Lunch - boys to Tolle’s</td>
</tr>
<tr>
<td>3.25pm</td>
<td>Residences opened – Roll Call - change for recreation / afternoon tea in Tolle’s (Library open until 4.45pm)</td>
</tr>
<tr>
<td>3.35pm</td>
<td>Bus from St Monica’s</td>
</tr>
<tr>
<td>5.15pm</td>
<td>Roll Call</td>
</tr>
<tr>
<td>5.45pm</td>
<td>Junior Dinner</td>
</tr>
<tr>
<td>6.15pm</td>
<td>Senior Dinner</td>
</tr>
<tr>
<td>6.30pm</td>
<td>Years 7, 8 &amp; 9 Study begins</td>
</tr>
<tr>
<td>7.00pm</td>
<td>Years 10, 11 &amp; 12 Study Session 1 begins</td>
</tr>
<tr>
<td>8.15pm</td>
<td>Study Break</td>
</tr>
<tr>
<td>8.30pm</td>
<td>Study Session 2 begins for Years 10, 11 and 12</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Lights out for Years 7 &amp; 8</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Lights out for Years 9 &amp; 10</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Lights out for Years 11 &amp; 12</td>
</tr>
</tbody>
</table>

#### TUESDAY & THURSDAY PROGRAM

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.00am</td>
<td>Rise, showers</td>
</tr>
<tr>
<td>7.20-8.25am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7.45am</td>
<td>All Residences closed</td>
</tr>
<tr>
<td>8.00am</td>
<td>Girls transported by bus to St Monica’s</td>
</tr>
<tr>
<td>8.15am</td>
<td>Free time (Gildas opened from 7.30am)</td>
</tr>
<tr>
<td>8.40am</td>
<td>School</td>
</tr>
<tr>
<td>11.00am</td>
<td>Morning Tea - boys to Tolle’s</td>
</tr>
<tr>
<td>1.15pm</td>
<td>Lunch - boys to Tolle’s</td>
</tr>
<tr>
<td>3.25pm</td>
<td>Residences opened – Roll Call - change for recreation / afternoon tea in Tolle’s</td>
</tr>
<tr>
<td>3.25pm</td>
<td>Bus from St Monica’s</td>
</tr>
<tr>
<td>3.45pm-5.15pm</td>
<td>Sport or club activities</td>
</tr>
<tr>
<td>5.15pm</td>
<td>Roll Call – Residences - showers / relax</td>
</tr>
<tr>
<td>5.45pm</td>
<td>Junior Dinner</td>
</tr>
<tr>
<td>6.15pm</td>
<td>Senior Dinner</td>
</tr>
<tr>
<td>6.30pm</td>
<td>Years 7, 8 &amp; 9 Study begins</td>
</tr>
<tr>
<td>7.00pm</td>
<td>Years 10, 11 &amp; 12 Study Session 1 begins</td>
</tr>
<tr>
<td>8.15pm</td>
<td>Study Break</td>
</tr>
<tr>
<td>8.30pm</td>
<td>Study Session 2 begins for Years 10, 11 and 12</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Lights out for Years 7 &amp; 8</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Lights out for Years 9 &amp; 10</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Lights out for Years 11 &amp; 12</td>
</tr>
</tbody>
</table>
WEDNESDAY PROGRAM

7.00am Rise, showers
7.20-8.25am Breakfast
7.45am All Residences closed
8.00am Girls transported by bus to St Monica’s
8.15am Free time (Gildas opened from 7.30am)
8.40am School
10.50am Morning tea - boys to Tolle’s
12.15pm Lunch - boys to Tolle’s
12.45-2.30pm Sport for boys
2.30pm Boys’ Residences opened – Roll Call
   Afternoon activities, as organised by Residence Coordinator
3.10pm Bus from St Monica’s - Chavoin Residence opened
   Afternoon tea in Tolle’s
5.15pm Roll Call – Residences - showers / relax
5.35pm Singing Practice (If Mass on that Sunday)
5.45pm Junior Dinner
6.15pm Senior Dinner
6.30pm Years 7, 8 & 9 Study begins
7.00pm Years 10, 11 & 12 Study Session begins
8.15pm Study Break
9.00pm Lights out for Years 7 & 8
9.30pm Lights out for Years 9 & 10
10.30pm Lights out for Years 11 & 12

FRIDAY PROGRAM

7.00am Rise, showers
7.20-8.25am Breakfast
7.45am All Residences closed
8.00am Girls transported by bus to St Monica’s
8.15am Free time. (Gildas opened from 7.30am)
8.40am School
11.00am Morning Tea - boys to Tolle’s
1.15pm Lunch - boys to Tolle’s
3.25pm Bus from St Monica’s
3.25pm Residences opened - Roll Call - change for recreation / afternoon tea in Tolle’s
   Weekly boarders sign out via roll by supervisor and depart
5.15pm Roll Call
5.45pm Junior Dinner
6.15pm Senior Dinner
7.00pm Study Session for all boarders
8.00pm Yard time
10.30pm All lights out
**SATURDAY PROGRAM**

8.30am  Rising  
9.00am  Breakfast  
9.30am  Optional Study/quiet time/activities in residence and yard  
11.45am Prepare for Lunch and sport/outing  
12.30pm Lunch  
12.45pm-4.30pm Sport/Outing  
5.00pm Residences opened and Showers.  
5.45pm Junior Dinner  
6.15pm Senior Dinner  
7.00pm Residences opened / outside recreation  
8.30pm Residence - Roll Call - DVDs/Activities  
10.30pm All lights out  

**SUNDAY PROGRAM**

8.30am  Rising  
9.00am  Breakfast  
9.30am  Study  
11.00am Visiting - boarders leave Residences open  
12.30pm Lunch  
1.00pm Residences re-open/yard time/Pimple open - boys only  
2.30pm Downtown (with permission from supervisor and entered in the roll)  
4.30pm Return from Downtown and Roll Call - Residences re-open; weekly boarders return  
6.15pm Dinner for all boarders  
7.15pm Mass in College Chapel / Free and Exeat Weekends Study  
9.00pm Lights out for Years 7 & 8  
9.30pm Lights out for Years 9 & 10  
10.15pm Lights out for Years 11 & 12  

29. **Out-of-Bounds on campus**

Boarders are expected to keep within the confines of the College grounds during recreational periods.

The following areas are out of Bounds *during School time*:  
- Residences and adjacent verandahs  
- St Joseph’s Church and surrounding area  
- Driveway between pool/compactor and St Joseph’s Primary School  
- behind the swimming pool  
- Draper Street and Scott Street footpaths
The following areas are out of Bounds after School
• Lennon Hall, unless with permission
• St Joseph’s Church and surrounding area
• St Joseph’s Primary School and playground
• driveway between pool / compactor and St Joseph’s Primary School
• the pool and gymnasium when there is no Supervisor
• behind the swimming pool
• all classrooms unless with permission
• verandahs in the teaching wings
• Year 7 Quad
• around or inside McLaughlin Theatre
• Draper Street and Scott Street footpaths

30. Disciplinary Matters

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

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

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

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

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

Smoking
Students are prohibited from procuring, selling, possessing or smoking tobacco in any form while at the College, travelling to and from the College, or on any College organised activity. Boarders who contravene this regulation in out-of-day-school hours need to be reported to the Director of Boarding who would contact parents. The repetition would incur a heavier penalty and may lead to suspension. A recurring problem would result in discontinuance in the boarding program.
Theft
Respect for others and their property is essential where boarders live in close proximity. A boarder may never enter another boarder’s personal area unless the resident is present or express permission has been given. Boarders may not remove anything from another boarder’s area without permission. All members of the boarding community have a right to expect that their possessions are secure and that others would not steal from them. Nothing can be more destructive or confidence breaking in a community than a person who steals. A boarder found guilty of theft will be required to make restitution, and would also jeopardise his/her continuation in the boarding program. Police may be called in to assist in matters of theft.

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

Communication with Parents
In the event of any these serious behaviours occurring, parents would normally be contacted. As part of the learning required in these circumstances, the initial contact is often made by the boarder by telephone. A meeting with parents, either by teleconference or in person, would then be arranged at a mutually suitable time.

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

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

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

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

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

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

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

- application to study
- cooperation with boarding routine
- tidiness
- manners and politeness
- personal appearance
- relationship with peers
- relationship with adults
- readiness to accept correction
- punctuality

33. **Residence Alarms**

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

34. **Boarding Emergency Evacuation Plan**

**The Alarm**

The College alarm system (which is different from the residence alarms with their distinct sound) will sound continuously if/when emergency procedures are implemented.

**The Evacuation Plan**

Copies of the Evacuation Plan are on display on the exit doors of every residence.

**Evacuation Procedures**

When the College fire alarm is activated (outside school hours) boarders, supervisors and all personnel, on the College campus at that time follow these procedures:

(a) The Supervisor or staff who live in the residence and are on overnight call, will immediately alert the boarders.
(b) All boarders will leave any building they may be occupying by the nearest and safest exit.
(c) The Supervisor will check that all boarders, and any other staff have vacated the building they are occupying.
(d) The Supervisor should note if the source of the fire is in their area and alert the Fire Chief immediately after leaving the building.
(e) All boarders and staff and personnel are to assemble on the basketball court. All boarders are to sit in their residence group, in alphabetical order.
(f) Once assembled, the Supervisor will conduct a name-check of the residence using the study roll from the Residence office. Any absentees should be accounted for. (ie. if a boarder is on an overnight exit with parents).
(g) Any boarders unaccounted for are notified to the Director of Boarding or his designated senior staff supervisor and the Fire Chief as soon as possible.
(h) All persons are to remain in the assembled state until the Fire Chief gives the ‘all clear’.
(i) On being advised by the Fire Chief that ‘all is clear’, all persons may return to their residence or building they are occupying.
**Fire Alarms**
Each residence is fitted with a fire alarm system that is connected to the Cairns Fire Department. A false alarm can happen at any time due to water, appliances, steam from shower or even aerosol cans. Aerosol deodorant cans are to be used sensibly. This also prevents boarders with asthma or allergies from having to suffer unnecessarily. If a boarder causes a fire alarm that is avoidable the cost of the fire brigade service to the residence will be paid by the boarder/s involved.

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

---

**Evacuation Assembly Area**
(Basketball Courts)

---

## 35. End-of-term and Weekend Travel Arrangements
Boarders may leave the College at the appropriate time of dismissal for the holidays, or if a weekly boarder, when classes finish for the week.

Parents are asked to respect the published dates for the beginning and end of term. Early departure and the missing of classes during the term are not encouraged or looked on favourably. All such requests are to be submitted in writing by using the “request for student absence” form available on the College website to the Principal well ahead of time. Girl Boarders’ parents/guardians are to address requests for leave from school to the St Monica’s Principal.

Bookings for travel at mid-semester and end-of-semester are normally arranged by boarders and their parents. For overseas students, airline bookings may be made through the College. Overseas bookings made by parents need to be made well in advance. A good idea is to book for the year. Passports are kept in a safe in the Reception Office and are handed in by the Head of Residence upon a boarder’s return to the College.
Transport to Cairns Domestic and International Airports will be arranged by the College where this is possible. It can be more difficult to collect students on their return because of different arrival times, but we do try to accommodate requests for return transport if they are made in advance. Transport for weekly boarders to connect with coaches and planes can be arranged but it is not the College’s responsibility to transport weekly boarders home.

36. Other Information

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

Saints Shop
There is a shop located within the College grounds where Boarders can purchase uniforms, stationery and some toiletries. St Monica’s have their own uniform shop for the girls.

Laundry numbers need to be ordered in advance.
Please contact Mrs Helen Petre at the Saints Shop – Telephone 07 4052 9137.

The Saints Shop is available seven days a week online. Please visit the College website www.sac.qld.edu.au or go to http://shop.sac.qld.edu.au/

Motor Vehicles
Driving licences are normally obtained during holiday time and permissions are not normally given to miss classes for this purpose. However, permissions may be given for driving lessons from registered driving schools after school when there are no other commitments. As a rule, boarders are not permitted to drive to school. Special permissions may be given by the Principal in certain circumstances.

37. What to do if …

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

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

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

3. Your child tells you stories of things at school which you do not like or do not understand.
   - Phone the Head of Residence (or the Director of Boarding if that is more appropriate). Whether the story is true or not, we want to know about it, and you need to be reassured that things are satisfactory or that action has been taken.

4. You are coming to St Augustine’s College unexpectedly and you wish to take your child out for a meal or overnight.
   - Ask your child to take it up with the Head of Residence – she/he will readily give permission. You can phone yourself, but it is better training for your child to manage these things for himself or herself.

5. You child wants permission to go out with someone whom you are not sure about.
   - Phone the Head of Residence. He/she can make inquiries about the nature of the proposed arrangements and can advise you accordingly.

6. There is a death, a serious illness, or a crisis in the family.
   - Phone the Director of Boarding. It is important that someone is with the young person when he/she receives such news, so that the response to it can be gauged. UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES THE PRINCIPAL, DIRECTOR OF BOARDING OR SOMEONE THEY DELEGATE TO SHOULD TELL YOUR CHILD. THERE ARE TOO MANY RISKS WITH THE CHILD FINDING OUT ACCIDENTALLY.
   - If you wish to tell the child over the phone, then the child should be with an adult in a private environment. We advise that you allow a senior boarding staff member to tell the child, and then have your child speak with you. This however, can be negotiated at the time between parents and the Director of Boarding.
   - The same goes for the death of a family pet – don’t tell your child over the public telephone.

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

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