



ST STANISLAUS' COLLEGE

220 Bentinck Street (PO Box 97) Bathurst NSW 2795
Telephone: 02 6331 4177 Fax: 02 6334 4285
www.stannies.com

BOARDING HOUSE POLICIES, PROCEDURES & OPERATING GUIDELINES

Intended Audience: College Employees, Boarding Families, Boarding Students

NESA Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.11

Distribution: *College Policies and Procedures Manual*, College Website, Boarding Family Induction, Boarding Staff Induction

Responsibility for Policy:	Head of College
Previous Revision Date:	January 2018
Policy Revision Due:	January 2019

Boarding House Policies, Procedures and Operating Guidelines are regularly reviewed and updated. As changes occur, an updated version is posted on the College website at www.stannies.com and updated in the Policies and Practices Manual. It will also be emailed to Staff and Boarding families and students.

Copies of this document are issued to all Boarding families at the commencement of the new school year or on enrolment.

Boarding House – Policies, Procedures and Operating Guidelines

1. Introduction

Boarding House policies, procedures and operating guidelines are developed and reviewed to provide clear understandings and directions to ensure that all boarders experience a safe and supportive environment in which to live.

Student routines, rules, rewards and consequences support boarding students to develop a sense of community. Boarding House policies, procedures and operating guidelines support boarding students to build initiative, self-discipline and self-respect.

Roles and responsibilities for all staff are clearly established and communicated in order that all boarders are well-cared for and treated with respect.

Policies, procedures and operating guidelines ensure that the physical, educational and social environment of the boarding house provides healthy, safe and supportive living, social, academic and recreational areas for all students.

2. Aims & Guiding Principles

St Stanislaus College has been caring for Boarding students and their families since 1867. The College currently caters for full time and weekly boarders. Boarding and Day School staff work with young men entering the Boarding House to ensure that this experience is a rewarding, supportive and memorable one where boarders are provided with many opportunities to use their skills, gifts and initiative in a supportive and structured environment. Boarding at the College provides the opportunity for a balanced academic, spiritual, sporting, co-curricular and social experience and the opportunity to make friends for life.

2.1 Enrolment policy

The College is committed to providing enrolment to students of all backgrounds and faith traditions. Families can access enrolment information by contacting the College Office or visiting the College website.

Enrolment of boarding students is in accordance with the College Enrolment Policy.

2.2 New Boarders' Orientation Program

Boarders' Orientation program commences in Term 4 of the year prior to arrival.

From time to time new boarders will arrive at the College throughout the school year after the initial intake at the beginning of the year. Under the direction of the Head of Boarding, these new boarders will participate in the New Student Orientation Program to ensure they are fully informed of their new surroundings and are supported in their induction to both boarding and the day school.

2.3 Weekly Boarding

The College provides the option for students to board on a weekly basis. This can be weekly five nights (Sunday to Friday) or weekly four nights (Monday to Friday). This arrangement is generally encouraged for students who live within 100km of the College (eg: Cowra, Orange, Lithgow, Mudgee).

Students can also board on a casual basis (eg: when parents are away due to work commitments or student sporting commitments require an early start).

2.4 Facilities and Support Services Provided to Students

Boarding Centre

The Boarding Centre is located at the front of the College near the main Administration area. It is operational throughout Boarding House hours and acts as the main contact point for the College during weekends and after usual school hours.

The Boarding Centre also administers student banking, sign-out and leave procedures, laundry, repairs and transport needs. The College Sick Bay is located within the Boarding Centre.

Boarding Centre Hours of Operation

Monday to Friday: 3.25pm – 11.30pm

Saturday: 7.00am – 11.30pm

Sunday: 8.00am – 11.30pm

If the Boarding Centre is closed during these times, the Duty Houseparent can be contacted by utilising the phone at the front window and pressing the button that corresponds with the Duty Houseparent.

Student Services Times

These publicised times are when students may collect money from their Student Services Accounts.

Monday – Friday: 3.30pm – 4.00pm

Weekends as convenient or required.

Refectory

Students eat all meals in the Boarding House Refectory. All meals are cooked on site by the catering staff in the commercial kitchen adjacent to the Refectory. The menu is planned following nutritional guidelines and caters to the likes and needs of teenage boys. The menu is a four week menu and is publicised on the College Website. In addition to the hot meal served each evening, an extensive salad bar is provided. Fruit is available at all times.

The College Catering Department adheres to the *Australian Dietary Guidelines* and the *NSW Food Act 2003*. Annual reviews and inspections are carried out by appropriate authorities to ensure a high standard of catering is maintained.

Students receive breakfast, morning tea, lunch, afternoon tea and dinner. Although the meals are held in a relaxed, communal atmosphere, there are standards expected to be followed in terms of punctuality, courtesy, table manners, respect and attire. Closed in shoes and appropriate clothing must be worn in the refectory. Thongs, football boots, slippers, Ugg boots, singlets or sleeveless shirts, hats, caps and beanies are not permitted in the Refectory.

Under normal circumstances, if a boarding student is attending an excursion, meals such as lunch are provided by the Refectory. In the event that a packed meal is not appropriate, the Staff member in charge of the excursion will make arrangements with the Business Office to secure funds for the purchase of an appropriate meal.

Recreation Facilities

During the week, students can participate in sport, co-curricular programs and training generally occurs on a Tuesday and Thursday afternoons. Sports include (depending on the season) athletics, basketball, cricket, rugby, tennis, touch football and swimming. There are also opportunities for students to engage in other co-curricular opportunities including Public Speaking and Debating, Creative and Performing Arts, Chess, Agriculture and Equestrian clubs. Students also have the opportunity to participate in their own recreational activities in the afternoons. Students participate in co-curricular sport fixtures against other schools which are part of the ISA (Independent Sporting Association) on Saturdays. On Sundays students have free time to go out with friends and family, participate in their own recreational activities, use the College pool (under supervision), study or go to town. Arrangements are made occasionally for boarders to be involved in activities such as the Bathurst Golf Club and Driving Range, Ten Pin Bowling, lawn bowls, trampolining, kayaking at Chifley Dam and other such activities.

Boarders have many opportunities to engage in recreational activities both formal and informal and have access to the following College facilities:

- Indoor Recreational Centre (IRC) – senior gym and indoor basketball courts
- Outdoor Gym
- College Pool
- Ovals
- Outdoor Tennis Courts
- Outdoor Basketball Courts
- Cricket Practice Nets
- Performing Arts Centre (PAC)

Chapel

The Boarding community joins together for the celebration of Mass every weekend. This will take place either in the College Chapel, celebrated by the Vincentian Priest in residence or at the Cathedral of St Michael and St John in Bathurst. Students are requested to dress appropriately for Mass attendance and as such are expected to have at least one good set of clothes to wear to Mass.

The Boarding community also comes together for particular prayers and liturgies. Over five Wednesday evenings in Term 4, the boarding community comes together for the Miraculous Medal Novena. Local parishioners join the community in the Chapel led by one of the local priests for prayer, reflection and Benediction.

It is a Boarding House tradition that boarders form the nucleus of the College Cantor group and often lead the singing at College Masses and Liturgies.

2.5 Parent Communication and Contact

Parents are encouraged to maintain regular contact with their son, as well as with their son's House Parent, Head of Boarding and Tutor. The College Website is an important source of information on College events and important news. The College utilises the facility of the secure web based program Edumate. It contains a record of student's timetable, the work he is doing in any given period of the day and his homework connected with that class as well upcoming assessments and marks for completed assessments. It also records his attendance at class and excursions as well as his marks for work completed. Parents can access all this information relating to their son through secured password identification.

Parents should email edumate@stannies.com for further details regarding access and to request a user name and password. The College also makes available student email accounts through the Stannies server providing for a safe and secure manner for information to be passed onto students from the College.

During the hours of operation of the Boarding House, the Duty Houseparent is available via mobile phone. The number is made available to parents on the website.

At the beginning of each year and as new students and parents arrive, a contact number for the Houseparent is also made available to parents. The mobile phone number of the Head of Boarding is also provided to parents. After hours emergency contact is via the Duty House phone (0417 425 321).

Other forms of communication available to boarding students and their families include the Head of College Weekly Newsletter as well as the “What’s New” section of the website. There is also the Head of College Report which is sent out each term and is available for viewing on the website. The Head of Boarding will also send updated information via email. Staff email addresses are readily available to parents and students as another form of communication.

Parents or indeed students who have concerns are encouraged to contact the appropriate staff member either via phone, email or in person. Matters raised will always be dealt with in a timely and efficient manner.

3. Provision of Accommodation that Complies with Legislative Requirements

3.1 Boarding House Accommodation

Junior Boarders

- The student boarding community is organised across year group lines. Junior Year Groups (Years 7-9) are assigned a private cubicle within the Year group dormitory. All students have their own private bed/workspace area.
- Each Junior Dormitory is equipped to comfortably accommodate the students allocated to the area. Each student is allocated to a particular area that becomes his specific responsibility and his own private space.
- Each student’s area has a bed with ample rack storage and a lockable box underneath it. There is also a desk with shelf as well as a large press with hanging space and shelves. This press is also lockable. There is a maximum space for storage in the press and under the bed. It is requested that students do not store unnecessary clothing, equipment or other items at school. It makes it very difficult to keep presses and rooms/areas clean when students have excessive amounts of clothing and other items.
- Students are issued with a padlock for their press and a key. There are spare keys available through the Boarding Centre, however, students are encouraged to secure both their belongings and the key (in their safe) to assist in this process. There is a replacement charge for lost keys and locks however the College accepts responsibility for normal wear and tear and maintenance.
- Junior students are also supplied with a small hotel safe in which to store valuables such as phones, iPods, wallets and the keys to the padlocks on their press etc. Senior Staff have a master code and each student can program his safe to his own pin up to 6 digits. Students are advised to not share their code and are asked to change it regularly to ensure security.

- In each dormitory, there is a kitchenette containing sink, fridge and microwave. There is also a recreation area fitted with lounges, chairs and cushions as well as a flat panel colour television. Students share tidiness and cleanliness responsibilities for these general areas of the Dormitory.
- Students from other year groups are not permitted to enter the dormitories without express permission of the Duty Houseparent, Head of Boarding or Head of College.
- Junior boarders are required to hand in their mobile devices each evening at lights out and to collect them the following morning prior to commencement of the school day. A lockable cupboard with internal charging capacity is located in each of the Years 7 to 9 dormitories for this purpose.

Senior Students

- Students in Years 10, 11 & 12 reside in single rooms. Each has its own individual lock and students are issued with one key.
- The door to these rooms is to remain open apart from when students are changing clothes, after lights out, before wake up or when not in the room.
- On each senior wing there is a kitchenette containing sink, fridge and microwave as well as seminar rooms. There is also a recreation area fitted with lounges, chairs and cushions as well as a flat panel colour television. Students share tidiness and cleanliness responsibilities for these general areas.

3.2 Residential Staff Procedures Regarding Students Living in Single Rooms

These procedures apply for wake-up, evening study, lights out time and any other time staff need to open the door of student single room accommodation. Any time that a student is in his room, the door is to be left open with the exception of getting changed, before wake up and after lights out.

In extreme emergencies and where a student's wellbeing is of particular concern, residential staff should take every precaution to protect themselves and the student. As a minimum requirement in these circumstances, other students should be present.

The following procedure is to be followed:

1. Staff are to knock on the door and seek a response from the student who belongs in the room by calling their name. Example: knock, knock, knock, "Peter, this is Mr/Ms/Mrs ..., are you awake?"
2. If a student acknowledges you, there should not be a need to open the door.
3. If the student does not acknowledge you, you should repeat the process in one above. You should ask other students who may be in the corridor if they have seen the student in question. You should do this whenever you see another student in the area.
4. If there is still no response, you should knock three times again and announce your intention to open the door with an announcement similar to "Peter, this is Mr/MS/Mrs ... and I am now going to open your door to make sure you are alright."
5. If there is no response, you should insert the key in the door and open the door about 15-20 centimetres and knock on the door again and announce in a reasonably loud tone "Peter, this is Mr/Ms/Mrs ... and I need you to let me know you are here and are alright."
6. If there is still no response you should open the door and remain in the corridor. If the room is empty, you must re-lock the door. If the student is there, you should ask for his attention and ascertain the reason for his lack of response previously.

- 7. Staff must never enter a student's single room accommodation while the student is present, unless accompanied by another staff member.**

Rarely should you need to get to point six above as the student will either be absent, will have acknowledged you or someone else will have informed you of his whereabouts.

Students who do not comply with the reasonable directions of staff in relation to acknowledging their presence in their rooms and subsequently place a staff member in an increasingly difficult situation will be referred to the Head of Boarding.

If staff have any questions regarding this procedure, they must clarify details with either the Head of Boarding, Duty Houseparent or the Head of College.

3.3 Dormitories - Senior and Junior - General

- Wireless Internet Access is available throughout the Dormitories. The use of this facility is monitored by the College ICT Department as well as by residential staff who are on duty when students are in their Dormitories. Access to the wireless system is restricted after 10.00pm for junior students and 11.00pm for senior students. Under special arrangements and for academic purposes, senior students may be granted later access from time to time. Students are not permitted to have their own wireless "dongles" through outside providers.
- Ball games and wrestling are prohibited in all dormitories, corridors, passages and rooms in the Boarding House.
- As part of the formation of boarding students, a sense of responsibility for the cleanliness of one's own area is instilled in the students. Students need to ensure that they make their bed daily and keep their presses and dormitory/room clean and tidy. Clothes must be left neatly at all times and no clothes may be left lying on the floor. Dirty clothing needs to be placed in a washing bag. It is the responsibility of each student to ensure that his dormitory/room is kept clean and tidy.
- Students are rostered to perform specific cleaning duties. For example, students are placed on a Refectory roster for stacking the dishwasher after each meal as well as the cleaning of the refectory. In the dormitory, different groups ensure the general cleanliness of the whole area, the removal of garbage and the vacuuming of the Dormitory.
- Footwear must be worn around the College at all times. Hats/caps are not permitted to be worn inside. Beanies are acceptable in winter, however, not in the refectory or chapel.

3.4 Out of Bounds after Lights Out

- Students found out of their areas after lights out will be referred to the Head of Boarding. It is the responsibility of all boarders to remain in their area after lights out. Misbehaviour after lights out will only disturb fellow students and possibly place students at risk.
- If support is needed after lights out, students are firstly to contact their Dormitory Prefect (juniors) or the Duty Houseparent. All boarders have the mobile number of Duty House in their mobile phones. Junior students have access to Duty House through the Dorm Prefect and residential staff living on site. The Duty Houseparent phone should only be used in emergencies.

3.5 Other Items

Televisions, bar fridges, heaters, and cooking devices are not permitted. Heated blankets are however permitted for students to use during winter and fans during summer.

Students are not permitted to engage in the selling of drinks and other food items throughout the Boarding House.

3.6 Padlock System

When Boarders initially commence at the College, they will be provided with a padlock. Each padlock will have three (3) spare keys that will be kept secured in the Boarding Centre.

In the event that a student loses a key, he may obtain a replacement and his account will be charged the replacement cost of the key.

If a student loses all three replacement keys, for security reasons, he will be given a replacement set of locks and the cost of this replacement will be charged to his account. This procedure is in place to ensure students take responsibility for the security of their possessions. If there are a total of four (4) keys lost, this security is considered breached and the new locks are required to re-establish maximum security. At the end of each year, students are required to hand in their locks and keys to the Boarding Centre for maintenance and safe keeping. They are reissued at the start of the next year.

NO VISITOR IS PERMITTED IN ANY DORMITORY WITHOUT THE PERMISSION OF THE HEAD OF BOARDING OR THE HEAD OF COLLEGE.

AS A RULE, PARENTS AND STUDENTS PARTICIPATING IN AN ENROLMENT OR ORIENTATION PROCESS WILL ONLY BE TAKEN TO A DORMITORY DURING A TIME WHEN THERE IS NO STUDENT PRESENT (EG SCHOOL HOLIDAYS, DURING A SCHOOL DAY).

NO STUDENT IS PERMITTED TO ENTER THE VINCENTIAN CORRIDORS ON THE FIRST FLOOR OF THE BUILDING. AS A RULE THE ENTRANCE DOORS TO BOTH FLOORS ARE LOCKED AND THE SIGN ENGRAVED ON BOTH DOORS STATES CLEARLY "PRIVATE RESIDENCE. STRICTLY NO STUDENT ACCESS".

3.7 Staff Residential Areas Protocols

Care of the students and staff at the College is of paramount importance to all at St Stanislaus' College. The following regulations have been implemented as direct measures to keep all members of the College community safe.

- NO Student is to enter a Staff Member's Residence: - alternative venues need to be organised, for example, the Interview Room in the Boarding Centre, if discussion is required between a member of staff and student(s). Ideally, the staff member should have a colleague assisting with any formal interview.
- NO Staff Member is to enter a student's Room. In respect to Senior Student Rooms and Dormitory Prefect Rooms, it is a clear direction by the College that no staff member is to enter a student's room. All directions to that student should be made from the entrance to the room. If it is necessary to enter the room it is required that a staff member follows **Residential Staff Procedures Regarding Students Living in Single Rooms.**

- Staff are not permitted to sign out boarding students for overnight stays without the direct permission of the Head of College or Head of Boarding or Duty Houseparent.
- Staff organising alternative activities not held at the College for boarding students should seek permission through the Head of Boarding before the activity proceeds. If this requires travel away from Bathurst and variation to staffing roster or implementation of Excursion Policy Protocols, this will require a Variation to Routine (VTR) application to be submitted to the Planning Committee. This will then be considered by members of the Committee and the decision communicated to the Boarding House.

3.8 Policy on Girls Visiting the College

- Girls may normally only visit students on **Saturday and Sunday afternoons between 1.00pm and 5.00pm. Under no circumstances are girls to enter the residential areas of the College.**
- On arrival at the College girls are to report to the Boarding Centre.
- Boarders being visited will be paged from the Boarding Centre and on arrival they are normally to remain in the Quadrangle during the period of the visit.
- Normal courtesies and good manners are expected to be observed by both boys and girls. Girls are to be introduced to College Staff when the latter are present. Behaviour should be appropriate and must be within the College regulations at all times.
- The toilets off the Administration corridor are available for use by the girls.
- As a matter of courtesy the girls as well as the boys they are visiting are expected to inform the supervisor in the Boarding Office when they are leaving the College.

3.9 Female Visitors at Rugby and other Sporting and Cultural Events

Girls are permitted to visit the College for the purposes of watching sport or cultural events. Students and/or their visitors who do not co-operate are to be referred to the Head of Boarding.

4. Rights & Responsibilities of Boarders

4.1 Student Leadership

Many opportunities are available for the boarders to become involved in student leadership. Students can offer to lead College Liturgical functions through altar serving, reading and singing roles at Mass and Liturgies. Some senior students are offered the opportunity to undertake formation as Special Ministers of Holy Communion.

Through the Boarders' St Vincent de Paul Conference, students can exercise leadership through formal membership and meeting attendance and/or by participating in social justice outreach:

- Tutoring at Teach the Tech classes
- Visiting residents at St Catherine's Aged Care Facility
- Visiting local residents and engaging in gardening support through the Green Team
- Leading Fundraising efforts for specific appeals
 - Support for the Vincentian school and parish community in Natovi, Fiji
 - Project Compassion Lenten Appeal
 - St Vincent de Paul Winter Appeal
 - Australian Catholic Mission Annual Sock it to October Appeal
 - Christmas Appeal for Matthew Talbot Hostel

Some senior boarding students are College Prefects. There is also a Boarders' Committee with representatives from each year group that meets regularly with the Head of Boarding and sometimes with the Head of College.

Some senior students are also given the responsibility to act as Dormitory Prefects (Appendix A) for the junior year groups.

4.2 Student Behaviour Expectations

Boarding Student Rules and Expectations

In the Boarding House it is essential that there is an environment of trust and respect where everyone feels safe and supported. The following rules and expectations have been established so that all boarding students know and understand their responsibilities and the boundaries that should not be broken.

These rules and expectations are specific to the Boarding House and are in addition to all rules and expectations to be followed by all College students, boarding and day.

Essential Rules

NB Formal consequences will follow if a student breaks any of the following:

- NO alcohol consumption
- NO illegal drugs – this includes use, possession or distribution or selling of such
- NO smoking
- NO being in any area of the College that is out of bounds, in particular after lights out
- NO inviting any visitor into dormitories.

Essential Expectations

- Boarders are to be punctual as per the daily timetable
- Boarders must follow the directions of boarding staff
- Staff, visitors and fellow boarders are to be treated with respect
- Boarders' private dormitory spaces and their possessions are to be treated with respect
- Study is a priority and study expectations and responsibilities must be adhered to
- Boarders must follow formal sign out and sign in procedures so that their whereabouts are known
- Boarders must fulfil their specific clean up and rostered responsibilities including in the dormitory areas shared with fellow boarders.

Uniform and Grooming

It is expected that boarders return after school holidays ready to commence the new school term. This means they arrive at the Boarding Centre well-groomed and with an appropriate haircut, clean shaven and without jewellery. It is expected that they have all College uniform items.

Boarding Student Detentions

- Boarding House Detentions - These must be submitted into Edumate by the Duty Houseparent.
- Demerits – These can be submitted by boarding staff into Edumate.
- Positives – **All** boarding staff are encouraged to use the College Positive System to acknowledge and affirm boarders' positive behaviours. These can be submitted by boarding staff into Edumate.

Corporal punishment is not permitted under any circumstances.
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Disciplinary matters referred to the Boarding Student Behavioural Committee (BSBC) will be dealt with in accordance with College Policy (refer Disciplinary Policy).

Suspension of a boarding student will be made as a temporary measure so that the student can have time to reflect on his behaviour and what has led to the suspension. Suspension of a student is for a set period of time (eg: usually no more than one week). Formal notification to parents will be through an initial phone conversation and formalised through completion and signature by the Head of College of the Notice of Suspension (Appendix B). Refer College Suspension Policy.

4.3 Uniform and Dress

When travelling to and from the College

Each Boarder must conduct himself in an orderly and well-behaved manner whilst travelling on public transport and when in uniform.

Upon return to the College at the end of holidays the following policy applies:

- Students arriving earlier than the main body of students will be expected to check-in to members of the Boarding House Staff, upon their arrival at either the Boarding Centre or Business Office.

After Class Dress – Monday to Friday

Students have access to their Dormitories each weekday afternoon between 3:25pm and 3:45pm to change into casual clothes for the remainder of the day. The following guidelines should be adhered to:

- Casual clothing should be neat and tidy - no ripped items.
- Footwear must be worn at ALL times.
- Neatness and cleanliness are to be immediately obvious in the dress of the particular student.
- Students need to ensure that appropriate clothing is worn to Chapel. Hoodies, singlets, rugby shorts, board shorts, tracksuit pants, thongs, slippers and Ugg boots are not acceptable dress.
- Closed in shoes and appropriate clothing must be worn in the refectory. Thongs, football boots, slippers, Ugg boots or singlets are not permitted.
- Hats/caps are not permitted to be worn inside. Beanies are acceptable in winter, however, not in the refectory or Chapel.

When Hosting Home Rugby Fixtures

When hosting home rugby fixtures no student has permission to leave school or absent himself from the 1st XV fixture or the main fixture on that day. Boarding students must adhere to the following procedures:

1. When students leave their dormitory in the morning after breakfast they must be dressed in the following way:-
 - i. Option 1: Full College Uniform - white shirt, tie, long grey trousers, grey socks, black shoes and blazer.
 - ii. Option 2: College Tracksuit & Joggers with approved College Cap/Beanie. A white shirt or College footy jumper may be worn under the tracksuit top.
2. After students finish their fixture (or if they have no fixture that day and are not wearing the Full College Uniform) they must return to the boarding house and get changed into the Full College Uniform and return to the ovals where they can watch other fixtures being played.

3. Immediately prior to the 1st XV fixture (or main game), students are to be seated in the designated area on the side of the No 1 Oval in Full School Uniform. Students are to remain in this area until the conclusion of the 1st XV fixture - including half time. No students are to be on the sideline, bank, basketball courts or any other area. ALL students are to be seated in the designated area for the 1st XV fixture.

5. Child Protection and Mandatory Reporting

Refer to College *Child Protection Policy and Procedures*

Staff in the Boarding House have significant legal and moral obligations to safeguard and protect the interests of young people in their care. Every staff member should be thoroughly conversant with the College Child Protection Policy. All staff are provided with a copy of this Policy at commencement of employment and then annually at the commencement of the new school year.

All staff complete the annual Self Administered Legal Training (SALT) in the modules Child Protection and Discrimination Bullying and Harassment.

All staff are required to have a current Working With Children Check Clearance which has been validated by the College prior to commencing employment.

5.1 Student Notifications/Disclosures

- College policies and procedures for student notification processes extend to the Boarding House.

5.2 Disclosure of Abuse

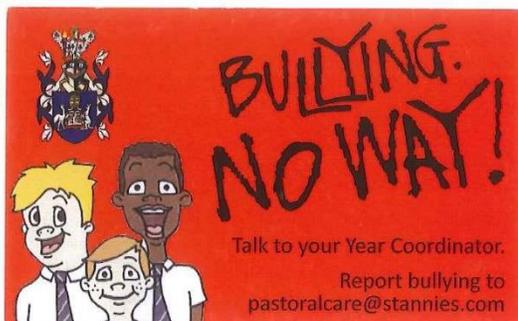
- Students are advised that they have a right to feel safe. If a student has experienced any form of abuse by a fellow student, staff member, visitor or family member he should tell someone about it immediately. This can be the School Counsellor, House Parent, Head of Boarding, Year Coordinator, Tutor, Parents or Head of College. If a student has disclosed this information to another student, that student is encouraged to report this immediately. Head of College is responsible for following up this allegation swiftly and confidentially using published College processes.

5.3 Complaints/Grievances/Bullying

The above procedure applies for any student who needs to report a situation where he feels unsafe for any reason.

The message to all Boarding students is very clear:

If you are being hurt or harmed in any way, tell someone!



If you see or know of someone being bullied:

- *Speak up and let the person doing the bullying know that they are being a bully. Don't be a passive bystander*
- *Ask a teacher for help*
- *Talk to your Year Coordinator*
- *Report bullying to pastoralcare@stannies.com*
- *Everyone has the responsibility to make Stannies a safe place*

6. Minimisation of the risk of harm and supervision of students

6.1 Staff Roles and Responsibilities

All Staff working in the Boarding House play an important role in the development, wellbeing and supervision of boarding students. Staff are required to undertake regular professional development and to participate in regular Boarding staff meetings and briefings relating to legislative and College policies and procedures related to their roles as supervisors and specifically to their obligations in relation to Child Protection legislation.

Head of Boarding (refer Appendix C)

The Head of Boarding is responsible for the direction and oversight of the Boarding House. The Head of Boarding reports directly to the Head of College.

The Head of Boarding resides at the end of Seymour Street, just outside the College grounds.

The Head of Boarding is a member of the College Pastoral Care Leadership Team.

Houseparent (refer Appendix D)

The House Parent is the first point of contact point for boarding students, parents, carers and staff about all matters related to a student's Year Group in the Boarding House. The role has a specific pastoral care/wellbeing focus.

Duty Houseparent

The Duty Houseparent is the Senior Boarding Staff Member on duty who can meet the immediate needs of parents, carers, students and staff when a Houseparent is not available. Duty Houseparent is responsible for the effective running of the Boarding House at a particular time. Duty Houseparent is also the after hours boarding house contact (0417 425 321).

Boarding House Supervisors (refer Appendix E)

Boarding House Supervisors provide care and supervision after school hours. They work on a normal supervision roster. Some Boarding House Supervisors live on site.

College Counsellor

The College Counsellor is a registered Psychologist and works closely with students and staff. The College Pastoral Care Program focuses on the educational, physical, social, emotional and spiritual wellbeing of all members of the College community.

The College Counsellor attends the Boarding House two evenings per week. The College Counsellor is also available at the discretion of the Head of College to assist with a range of pastoral care/wellbeing matters. On occasions this could be for emergency response. The Counsellor has links with a broad range of local services.

College Nurse

The College Nurse is a Registered Nurses and is rostered to attend the Clinic during set times. College Nurses also organise the regular Doctor's Clinic three times per week, as required, as well as appointments with other Health Services and Professionals.

Volunteer Study Tutor

Volunteer study tutors, generally students from Charles Sturt University, Bathurst, assist junior students with study support under the supervision and direction of Head of Boarding and College Counsellor.

Dormitory Prefects

Senior students (usually Year 11 students) are appointed as Dormitory Prefects for Years 7-9 students. They reside adjacent to the specific Year group dormitory. They are expected to act as a 'big brother' to the younger students in their dormitory and to ensure that they know each of these students well. Dorm prefects will assist with before school routines and evening routines. Dorm Prefects will work closely with the Houseparent and take advice and direction as well as offer ideas and show initiative in responding to the wellbeing of the younger students in their dormitory. Dorm Prefects are positive role models for the younger boarders. They also have specific responsibilities during an emergency procedure. Regular meetings between Dormitory Prefects, Houseparents and the Head of Boarding ensure that relevant information of a pastoral nature is communicated.

6.2 Pastoral Care, Safety and Wellbeing

- Day School Pastoral Care Policies, Procedures and Role Responsibilities apply to all Boarding House students.
- It is expected that College Child Protection Policies, Processes and Procedures are adhered to at all times within the Boarding House.

The Head of Boarding, Counsellor and Head of College regularly review Boarding House operations to ensure that student wellbeing is maintained within a safe and supportive environment.

6.3 Leave/Supervision Arrangements

24 Hour Care and Supervision

The Duty Houseparent is available at all times during the operation of the Boarding House. The Duty Houseparent's mobile number is also made available to students so they can make contact via their own mobile phone if an urgent matter arises.

Staff living on site are also available to assist students in urgent need and senior students located in each junior dormitory are supplied with the contact details of the Duty Houseparent and other "on-call" staff. Head of College is on-call 24/7. Boarding staff are required to contact Head of College (or Acting Head of College) in the event of any serious concern or emergency.

In the event of the serious illness of a student, the Duty Houseparent or other appointed staff will arrange for the student(s) to be transported to Bathurst Base Hospital.

From time to time and on a regular basis, the Head of Boarding will conduct or organise to be conducted, random checks of students during the night. Accurate rolls will be taken at these times. Students are regularly made aware of the College Policy with regards to behaviour and out of bounds after lights out.

At 10.30pm, all external doors to the building are locked. Gates on the main entrances are also closed at this time to prevent unauthorised access to College grounds. Throughout the evening, regular checks of external doors are carried out by Staff. All external doors are able to be opened from the inside in the case of an emergency.

The College has appointed a staff member to be responsible for after-hours security. This staff member lives on site and is responsible for every lock up and 'after hours' security issues.

Boarders' Leave

There are a variety of leave options available to Boarding Students. On all occasions when a Boarder leaves the College premises, the "Sign-Out" procedure must be followed. This procedure varies depending on the type of leave and parents and students should note the particular conditions of each type of leave.

In all cases of leave, where a boarder is to be hosted with another family, it is the expectation of the College that parents liaise with each other prior to the occasion to become informed of the details of proposed activities, level of supervision and arrangements in place to ensure the safety of their son.

Day Leave Permission Procedures

Day Leave includes all types of 'social' leave and does not include Overnight Leave, which can only be authorised by the Head of College. Examples of Day Leave include having dinner with Parents/Family/Friends, visits to the homes of Day Boys or other family, outings with friends or relatives.

In order for a Boarder to obtain Day Leave Permissions, the following Procedure is to be followed:

1. The appropriate current parental permission note is on file with the College. The fact that this permission note is on file does not automatically allow the student to sign out as he may wish.
2. The individual student's Houseparent or the Duty Houseparent has given verbal permission for the leave to take place and it is noted on the Day Leave Sign Out Register.
3. The people who are taking the student out on leave must be adults (over 18) and must sign the Day Leave Sign Out Register, both when taking the student from the College and when returning the student to the College, noting the date and time of both departure and return.
4. The student is signed out in the presence of the Duty Houseparent or member of boarding staff.
5. If Mass is held in the morning, the student may not leave before Mass has concluded.
6. When the student returns, he must report to the Duty Houseparent or member of boarding staff and inform him/her of his return.
7. All students on weekend leave must return to the College by 5.15pm on Sunday unless permission for a later time has been granted by the Head of College
8. Students will **NOT** be permitted on Day Leave during study time, sporting commitments or Boarding Community activities. When Leave extends into the evening (Friday or Saturday), permission must be obtained by the student from the Duty Houseparent and this leave will extend no later than 10.30pm.

Overnight Leave Permission Procedures

Permission for any form of leave that involves being away from the College overnight can only be given by the Head of College.

In order for a Boarder to obtain overnight Leave Permission, the following procedure is to be followed:

1. Parents forward their request (refer Appendix F) for the leave to the Administration Office outlining the arrangements involved i.e. with whom, where, for what period of time and travel arrangements, on the set form which may be downloaded from the website
2. This request must be received no later than 3:30pm on the Wednesday prior to the leave taking place.
3. When leave is requested to be taken in the company of other families, a note as above needs to accompany the parental request.
4. If the student is staying with someone other than his parents/carers, a note must also be received from the host family.
5. Host making the request MUST be adult (over 18) and MUST sign the Overnight Leave Sign Out Register, both when taking the student from the College and when returning the student to the College, noting the date and time of both departure and return.
6. The student MUST be signed out in the presence of the Duty Houseparent or member of boarding staff.
7. The student MUST report to the Duty Houseparent or member of boarding staff and inform him/her of his return.
8. Unless with the permission of the Head of College, all students on weekend leave must return by 5.15pm Sunday.

Grounds for which leave may not be granted:

1. Relevant Parental Permission notes are not on file in the Boarding Centre
2. Recent unacceptable behaviour in the Boarding House
3. A clash with Boarding House activities or routine
4. Co-curricular commitments
5. Late submission of request for leave

NB: the Head of College reserves the right to decline permission for overnight or weekend leave.

The only time a Parental Permission note is not required for day leave, is when a student is going on leave with his parents. In these cases, it is the student's responsibility to seek permission from the Duty Houseparent or Head of Boarding or Boarding House staff. In normal circumstances, this permission can be expected, however the Duty Houseparent or Boarding House staff must always be informed and parents must use the Day Leave Sign Out Register when leave commences and ends.

'At College Weekend' Leave

The rationale behind an At College Weekend is to encourage parents of Boarding Students to visit Bathurst and the College for the weekend and be involved in the special activities of that weekend. These activities include: Opening Mass Weekend and Boarding Families Dinner held in Term 1, specific sporting events, Parent/Student/Teacher interviews, Parent Information sessions, Year 12 Dinner, Performing Arts Nights and Parent specific functions.

An integral part of an At College Weekend is the celebration of Mass which normally would be scheduled at 10.00 am Sunday in the College Chapel or PAC. It is an expectation that students would attend this Mass with their families. The specific time for Mass will be confirmed in the Weekly Newsletter.

Downtown Leave

Students have the opportunity to go downtown in the afternoon after school between 3.30pm and 5.00pm. They are required to be in College uniform, must sign out and in at the Boarding Centre and must leave from the front gate of the College.

Year 7, 8 & 9: Once per week and on a Sunday morning

Year 10, 11 & 12: Twice per week (though not on consecutive days) and on a Sunday

Sunday Morning Leave

At the discretion of the Head of Boarding and Duty Houseparent, students have the permission to go downtown on Sunday mornings from 9:30am – 12:00pm. This time will vary if Mass is to be celebrated at 10.00am. Seniors have permission to go downtown on Sunday afternoons for a limited period of time between 1:00pm – 4:00pm subject to the conditions and consent of their Houseparent or Head of Boarding. They are to be dressed in neat casuals and must check out and in at the Boarding Centre.

Any time that a student leaves the College premises he MUST be signed out and signed back in on returning by the Duty Houseparent or member of boarding staff., noting the date and time of both departure and return. If the Duty Houseparent or member of boarding staff are not in the Boarding Centre, the student must pick up the phone informing him/her of their return.

Movie Theatre Leave

Students may only go to the movies under the following conditions and at the discretion of the Head of Boarding or Duty Houseparent.

1. Their level of behaviour has been appropriate
2. Attendance at the movies does not interfere with any organised Boarding activity
3. Permission is not given for Friday Nights
4. Permission may be granted to Year 12 on a Saturday Night
5. Special Permission may be given on Sundays for students to see an afternoon movie and this assumes the students will have returned to the College by 5.15pm
6. Students must sign out at the Boarding Centre
7. Upon their return to the College to check in, students must present the ticket stub of the movie they attended showing the date and session time
8. Students must move to and from the Theatre by the most direct route available. The permission is not granted for students to be in any other location.

The Sign In/Out Register

The Sign In/Sign Out Register is a formal Document which enables the Boarding House to manage Boarders' Leave. It is the document that records when and with whom a Boarder leaves the College and returns. This record is kept as an ongoing formal document at the College.

The Register can be used to track the pattern of student leave, it can serve as a means to monitor excessive time away from school or the reverse, so that Boarding staff can follow up any pastoral or safety concern.

The Register is the means by which to check attendance during Fire Safety, Emergency Evacuation or Lockdown drills.

The Register is to be the reference document whenever there is a concern about the whereabouts of a student.

Boarding House staff must:

- Ensure the Register is completed each time a boarder leaves the premises and returns. This must be signed by a Boarding House staff member.
- Ensure that the Register is completed.
- Ensure that the Register is complete.
- Follow up with consequences when students are late on return (without valid reason).
- Conduct daily checks to ensure that students have been signed back in (particularly after overnight or weekend leave).
- Conduct regular checks regarding parental permission for the visitor signing out a student.
- Follow up when a student has not been signed in (after 30 minutes of due return time). If not able to contact parent/visitor who signed out the student, Duty House must be alerted for immediate follow up, including contact with Head of College if still no contact with parents/visitor.

All families and students must be informed that Duty House be contacted by personal Mobile Phone or Duty House Phone at the Boarding House Window if there is no one in the Boarding House Office when a student is to be signed out or on a student's Return.

NB: A copy of the week's fully completed Register Sheets must be emailed to Head and Deputy Head of College by Duty House at the end of shift each Sunday evening.

NB: Fully completed Sign in/out Register forms are to be submitted to Head of College PA at the conclusion of each term to be bound and archived in secure storage.

CRISIS CONTACT WITH PARENTS/CARERS OF BOARDING STUDENTS.

The Head of College or Deputy Head of College (in the absence of the Head of College) should always be informed as a matter of urgency of any student who is absent without leave or experiencing a Medical emergency requiring hospitalisation and surgery.

Students Absent Without Leave (AWOL)

- **After School Hours:** The Duty Houseparent will endeavour to contact the Parents/Carers of the student as soon as it is substantiated that the student is not where he is expected to be at a particular time and that all reasonable attempts to locate him have been exhausted. In such instances, the Head of Boarding and Head of College are also to be informed. If a student cannot be located, Police will be informed.
- **During School Hours:** The Year Coordinator will endeavour to contact parents/carers throughout the day. The Year Coordinator will advise the appropriate Duty Houseparent when contact has been made and the Parents/Carers informed as to the status of the student. If contact has not been made during school hours, the Duty Houseparent will then endeavour to make contact. The Duty Houseparent will advise the Houseparent of the status of the student. In these instances, Head of College must be informed.

Travel

All travel arrangements including end of term travel are made through the College Administration Office. The staff member responsible for Boarders' Leave emails leave forms to families prior to the end of term and any long weekend during term time to confirm appropriate travel arrangements.

7. Boarders' Physical Wellbeing and Development

7.1 Student Medical Care

College Nurse and the Sick Bay

The College employs three Registered Nurses. The Sick Bay is located within the Boarding Centre in the Administration area of the College.

Hours of operation are:

Weekdays: 7:30am to 6:30pm

Saturdays: 7:30am to 6:30pm (changed times during Away sport fixtures)

Sundays: 5:00pm to 7:00pm

The Sick Bay is fully equipped to care for students who are unwell. The Doctors from OCHRE Health Medical Centre attend a clinic in the Sick Bay every Monday, Wednesday and Friday and are "on call" for emergencies. Appointments can also be organised outside these times.

The College Nurse is responsible for the distribution and storage of all medications. The College Nurse is also responsible for organising specialist medical appointments such as Orthodontist, Physiotherapy and Pathology. The College Nurse liaises with local health authorities in relation to immunisations, screenings and Mental Health Teams.

Medical Emergency

The College Nurse would normally be informed and would endeavour to contact the parents/carers during Sick Bay duty hours. After Sick Bay duty hours but within school hours, the Year Coordinator will continue to endeavour to make contact if the College Nurse is unsuccessful. After school hours, this responsibility will pass to the Duty Houseparent.

Admittance to Hospital: In the event that a student is required to be admitted to Hospital after normal hours, for example in the middle of the night, the following will occur:-

1. Boarding House staff member transports student to Bathurst Base Hospital Accident and Emergency or an Ambulance will be called to render immediate first aid.
2. Under most circumstances, the student's Medical Record Card or summary thereof, from the Sick Bay should go to hospital with him. *This card has the student's personal details and medical history and should be returned to the Sick Bay.*
3. The parents/carers of the student should be informed as soon as possible. Depending on the seriousness of the case, Medical Staff at the Hospital may take on this role however contact from Boarding Staff should occur as soon as reasonably possible.
4. The Head of College, Head of Boarding and Houseparent should be informed as a matter of urgency.
5. The College Nurse should be informed immediately upon her arrival at the College the following day.

Permission to Perform a Surgical Procedure

Under normal circumstances, the Head of College or Deputy Head of College (in the absence of the Head of College) will be informed of the need for a surgical procedure. Where the parents/carers cannot be contacted, the Head of College or Deputy Head of College will be responsible for authorisation. In the event where the Head of College or Deputy are not contactable, the Head of Barding will provide authorisation.

8. Boarders' Personal Development and Emotional Wellbeing

8.1 Identification of and Support of students with special needs

Students with special needs are supported in the Boarding House through:

- The College Counsellor
- The College Nurse
- Head of Boarding
- Head of College
- Houseparent
- Year Coordinator
- Aboriginal Education Officer

8.2 Boarding House Routines

Year 7/8 Week Day Routine

Time	Description
7:00 – 7:30 am	Wake up/Shower/ Dress into Full School Uniform
7:30 – 8:10 am	Move to the Refectory for Breakfast
8:10 – 8:40am	Return to the dorm, Clean your room and make your bed, Pack school bag, Complete dorm duties
8:40 – 8:50am	Collect Technology from the Secured Storage Facility in the Dorms and leave Dorm to go to School
8:50 – 8:55am	Quadrangle before School
8:55am – 3:25pm	School Day
3:25 – 3:45pm	Dorms open for boarders to be organised for afternoon activities. (Sports Training or Free time outside weather permitting).
3:45 – 5:00pm	Sports Training/Downtown Leave on Wed or Friday only or Free time outside weather permitting.
5:00 – 5:45pm	Return to the dorm, Shower and get changed, relax before dinner.
6:00– 6:40pm	Dinner in the Refectory.
6:40 – 6:45pm	Return to the Dorm and prepare your homework for study and move to the study room.
6:45 – 7:30pm	Study 1 - Study Room is to be silent during this time and boarders are expected to be completing their homework.
7:30 – 7:45pm	Study Break – Free time for the boarders to stretch and relax.
7:45 – 8:30pm	Study 2 – Study Room is to be silent during this time and boarders are expected to be completing their homework.
8:30 – 8:50pm	Free time in dorm – Good time to make a phone call home, have a snack.
8:50 – 9:00pm	Hand in Technology in the Purpose Built Storage Facilities secured in their respective Dormitories
9:00 – 9:15pm	Brush Teeth, go to the toilet and get into bed.
9:15pm	Lights Out – Dorm to be quiet.

Year 9 Week Day Routine

Time	Description
7:00 – 7:30 am	Wake up/Shower/ Dress into Full School Uniform
7:30 – 8:10 am	Move to the Refectory for Breakfast
8:10 – 8:40am	Return to the dorm, Clean your room and make your bed, Pack school bag, Complete dorm duties
8:40 – 8:50am	Collect Technology from the Secured Storage Facility in the Dorms and leave Dorm to go to School
8:50 – 8:55am	Quadrangle before School
8:55am – 3:25pm	School Day
3:25 – 3:45pm	Dorms open for boarders to be organised for afternoon activities. (Sports Training, Downtown Leave or Free time outside weather permitting).
3:45 – 5:00pm	Sports Training / Downtown Leave on Wed or Friday's Only or Free time outside weather permitting.
5:00 – 5:45pm	Return to the dorm, Shower and get changed, relax before dinner.
6:00 – 6:40pm	Dinner in the Refectory.
6:40 – 6:45pm	Return to the dorm and prepare your home work for study and move to the study room
6:45 – 7:30pm	Study 1 - Study Room is to be silent during this time and boarders are expected to be completing their homework
7:30 – 7:45pm	Study Break – Free time for the boarders to stretch and relax.
7:45 – 8:30pm	Study 2 - Study Room is to be silent during this time and boarders are expected to be completing their homework.
8:30 – 9:10pm	Free time in dorm – Good time to make a phone call home, have a snack.
9:10 – 9:15pm	Hand in Technology in the Purpose Built Storage Facilities secured in their respective Dormitories
9:15 – 9:20pm	Brush Teeth and get into bed
9:30pm	Lights Out – Dorm to be quiet

Year 10 Week Day Routine

Time	Description
7:00 – 7:30 am	Wake up/Shower/ Dress into Full School Uniform
7:30 – 8:00 am	Move to the Refectory for Breakfast
8:00 – 8:40am	Return to the dorm, Clean your room and make your bed, Pack school bag, Complete dorm duties
8:40am	Leave Dorm for the day
8:40 – 8:55am	Quadrangle before School
8:55am – 3:25pm	School Day
3:25pm	Dorms open for boarders to get organised for afternoon activities. (Sports Training, Downtown Leave or Free time outside weather permitting). Senior Dorms stay open during this time.
3:45 – 5:00pm	Sports Training, Downtown Leave and Free time outside or in the dorm.
5:00 – 5:30pm	Return to the dorm, Shower and get changed.
5:30 – 6:00pm	Study 1 – Boarders are to be in their room at their desk with their doors open.
6:00 – 6:45pm	Dinner in Refectory
6:45 – 7:00pm	Return to the dorm and get organised for study.
7:00 – 8:00pm	Study 2 – Boarders are to be in their room at their desk with their doors open. Boarders can also access the library during this time.
8:00 – 8:15pm	Study Break – Free time for the boarders to stretch and relax.
8:15 – 9:15pm	Study 3 - Boarders are to be in their room at their desk with their doors open. Boarders can also access the library during this time.
9:15 – 9:50pm	Free time in dorm – Good time to make a phone call home, have a snack and watch TV.
9:50 – 10:00pm	Brush Teeth and get organised for bed.
10:00pm	Lights Out – Dorm to be quiet all boarders are to be in their rooms.

Year 11/12 Week Day Routine

Time	Event
7:00am	Wake Up, Roll Call and Showers
7:00 - 8:10am	Breakfast
8:10 – 8:30am	Cleaning Areas and Packing for school
8:30am	Dorm Closes
8:30 – 8:50am	Move to Quadrangle before school
8:50 – 3:25pm	School Day
3:25pm	Dorms Open
3:30 – 3:45pm	Organised for the Afternoon (Training/Downtown Leave/Activities outside)
3:30 – 5:00pm	Free time, Training, Downtown Leave
5:00 – 5:30pm	Return to Dorms, Roll Call and Showers
5:30 – 6:00pm	Study 1 (Roll Call)
6:00 – 6:45pm	Dinner
7:00 – 8:00pm	Study 2 (Roll Call)
8:00 – 8:15pm	Study Break
8:15 – 9:30pm	Study 3 (Roll Call)
9:30 – 10:15pm	Further Study / Free Time
10:15 - 10:30pm	Get Organised for Bed (Brush Teeth etc)
10:30pm	Bedtime/Roll Call/Lights Out

YEAR 7 SATURDAY ROUTINE

7:00 am	Wake Up <ul style="list-style-type: none"> – Lights on – Roll Call – Showered
7:30 am	Breakfast
8:20 am	Breakfast Closed <ul style="list-style-type: none"> – All students out – Refectory duty starts
9:00 am	Sport/Activities/Free time/ Dormitory locked
11:30 am	Dormitory Unlock
11:55 am	Dormitory Locked
12:00 pm	Lunch
12:30 pm	<ul style="list-style-type: none"> – Lunch Closed – Sport/Activities/Free time
5:00 pm	Dormitory and bathroom unlocked for students
5:00 pm	<ul style="list-style-type: none"> – Dinner – Dormitory Locked
6:30 pm	End of Dinner (NO EARLIER) <ul style="list-style-type: none"> – Students have table checked before leaving – Free time – Ref duty starts at 6:25pm
8:15 pm	Supper
8:45 pm	Take devices to Boarding Centre
9:00 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) <ul style="list-style-type: none"> – Roll Check – Reading – Sleeping – No going to the bathroom
9:15 pm	Lights Out (SILENCE) <ul style="list-style-type: none"> – Sleeping – No going to the bathroom

YEAR 8 SATURDAY ROUTINE

7:00 am	Wake Up <ul style="list-style-type: none"> – Lights on – Roll Call – Showered
7:30 am	Breakfast
8:20 am	Breakfast Closed <ul style="list-style-type: none"> – All students out – Refectory duty starts
9:00 am	Sport/Activities/Free time/ Dormitory locked
11:30 am	Dormitory Unlock
11:55 am	Dormitory Locked
12:00 pm	Lunch
12:30 pm	<ul style="list-style-type: none"> – Lunch Closed – Sport/Activities/Free time
5:00 pm	Dormitory and bathroom unlocked for students
6:00 pm	<ul style="list-style-type: none"> – Dinner – Dormitory Locked
6:30 pm	End of Dinner (NO EARLIER) <ul style="list-style-type: none"> – Students have table checked before leaving – Free time – Ref duty starts at 6:25pm
8:30 pm	Supper
9:00 pm	Take devices to Boarding Centre
9:15 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) <ul style="list-style-type: none"> – Roll Check – Reading – Sleeping – No going to the bathroom
9:30 pm	Lights Out (SILENCE) <ul style="list-style-type: none"> – Sleeping – No going to the bathroom

YEAR 9 SATURDAY ROUTINE

7:00 am	Wake Up <ul style="list-style-type: none"> – Lights on – Roll Call – Showered
7:30 am	Breakfast
8:20 am	Breakfast Closed <ul style="list-style-type: none"> – All students out – Refectory duty starts
9:00 am	Sport/Activities/Free time/ Dormitory locked
11:30 am	Dormitory Unlock
11:55 am	Dormitory Locked
12:00 pm	Lunch
12:30 pm	<ul style="list-style-type: none"> – Lunch Closed – Sport/Activities/Free time
5:00 pm	Dormitory and bathroom unlocked for students
6:00 pm	<ul style="list-style-type: none"> – Dinner – Dormitory Locked
6:30 pm	End of Dinner (NO EARLIER) <ul style="list-style-type: none"> – Students have table checked before leaving – Free time – Ref duty starts at 6:25pm
8:30 pm	Supper
9:00 pm	Take devices to Boarding Centre
9:15 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) <ul style="list-style-type: none"> – Roll Check – Reading – Sleeping – No going to the bathroom
9:30 pm	Lights Out (SILENCE) <ul style="list-style-type: none"> – Sleeping – No going to the bathroom

SENIORS SATURDAY ROUTINE

7:00 am	Wake Up <ul style="list-style-type: none"> – Lights on – Roll Call – Showered
7:30 am	Breakfast
8:20 am	Breakfast Closed <ul style="list-style-type: none"> – All students out – Refectory duty starts
9:00 am	Sport/Activities/Free time
12:00 pm	Lunch
12:30 pm	<ul style="list-style-type: none"> – Lunch Closed – Sport/Activities/Free time
6:00 pm	Dinner
6:30 pm	End of Dinner (NO EARLIER) <ul style="list-style-type: none"> – Students have table checked before leaving – Free time/Study
9:15 pm	Supper
10:15 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) <ul style="list-style-type: none"> – Roll Check – Reading – Sleeping – No going to the bathroom
10:30 pm	Lights Out (SILENCE) <ul style="list-style-type: none"> – Sleeping – No going to the bathroom – No technology

YEAR 7 SUNDAY ROUTINE

8:00 am	Wake Up – Lights on – Roll Call – Showered
8:30 am	Breakfast
9:00 am	Breakfast Closed – All students out – Refectory duty starts
10:00 am	Mass at the Cathedral/Chapel (Either morning or evening Mass)
11:00 am	Dormitory Unlock
11:55 am	Dormitory Locked
12:00 pm	Lunch
12:30 pm	– Lunch Closed – Activities/Free time
4:00 pm	Dormitory and bathroom unlocked for students
4:45 pm	Dormitory Locked
4:50 pm	Mass in the Chapel (Either morning or evening Mass)
6:00 pm	Dinner
6:30 pm	End of Dinner (NO EARLIER) – Students have table checked before leaving – Study – Ref duty starts at 6:20pm
8:15 pm	Supper
8:45 pm	Store devices in Purpose Built Storage Facility – Clean teeth and go to toilet
9:00 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) – Roll Check – Reading – Sleeping – No going to the bathroom
9:15 pm	Lights Out (SILENCE) – Sleeping – No going to the bathroom

YEAR 8 SUNDAY ROUTINE

8:00 am	Wake Up <ul style="list-style-type: none"> – Lights on – Roll Call – Showered
8:30 am	Breakfast
9:00 am	Breakfast Closed <ul style="list-style-type: none"> – All students out – Refectory duty starts
10:00 am	Mass at the Cathedral/Chapel (Either morning or evening Mass)
11:00 am	Dormitory Unlock
11:55 am	Dormitory Locked
12:00 pm	Lunch
12:30 pm	<ul style="list-style-type: none"> – Lunch Closed – Activities/Free time
4:00 pm	Dormitory and bathroom unlocked for students
4:45 pm	Dormitory Locked
4:50 pm	Mass in the Chapel (Either morning or evening Mass)
6:00 pm	Dinner
6:30 pm	End of Dinner (NO EARLIER) <ul style="list-style-type: none"> – Students have table checked before leaving – Study – Ref duty starts at 6:25pm
8:30 pm	Supper
9:00 pm	Store devices in Purpose Built Storage Facility <ul style="list-style-type: none"> – Clean teeth and go to toilet
9:15 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) <ul style="list-style-type: none"> – Roll Check – Reading – Sleeping – No going to the bathroom
9:30 pm	Lights Out (SILENCE) <ul style="list-style-type: none"> – Sleeping – No going to the bathroom

YEAR 9 SUNDAY ROUTINE

8:00 am	Wake Up <ul style="list-style-type: none"> – Lights on – Roll Call – Showered
8:30 am	Breakfast
9:00 am	Breakfast Closed <ul style="list-style-type: none"> – All students out – Refectory duty starts
10:00 am	Mass at the Cathedral/Chapel (Either morning or evening Mass)
11:00 am	Dormitory Unlock
11:55 am	Dormitory Locked
12:00 pm	Lunch
12:30 pm	<ul style="list-style-type: none"> – Lunch Closed – Activities/Free time
4:00 pm	Dormitory and bathroom unlocked for students
4:45 pm	Dormitory Locked
4:50 pm	Mass in the Chapel (Either morning or evening Mass)
6:00 pm	Dinner
6:30 pm	End of Dinner (NO EARLIER) <ul style="list-style-type: none"> – Students have table checked before leaving – Study – Ref duty starts at 6:25pm
8:30 pm	Supper
9:00 pm	Store devices in Purpose Built Storage Facility <ul style="list-style-type: none"> – Clean teeth and go to toilet
9:15 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) <ul style="list-style-type: none"> – Roll Check – Reading – Sleeping – No going to the bathroom
9:30 pm	Lights Out (SILENCE) <ul style="list-style-type: none"> – Sleeping – No going to the bathroom

SENIORS SUNDAY ROUTINE

8:00 am	Wake Up – Lights on – Roll Call – Showered
8:30 am	Breakfast
9:00 am	Breakfast Closed – All students out – Refectory duty starts
10:00 am	Mass at The Cathedral/Chapel (Either morning or evening Mass)
12:00 pm	Lunch
12:30 pm	– Lunch Closed – Activities/Free time
4:50 pm	Mass in the Chapel (Either morning or evening Mass)
6:00 pm	Dinner
6:30 pm	End of Dinner (NO EARLIER) – Students have table checked before leaving – Study
9:15 pm	Supper
10:15 pm	In Bed (ALL STUDENTS MUST BE IN BEDS) – Roll Check – Reading – Sleeping – No going to the bathroom
10:30 pm	Lights Out (SILENCE) – Sleeping – No going to the bathroom

8.3 Evening Study Program

Listed in the standard Boarding House Routine above, are the times set aside for the evening study program for Boarders. These study periods are developed to align with and support the College Homework Policy allowing each student sufficient time to complete set homework and also complete other assessment, and assignment work. Students would normally also have enough time to complete comprehensive study, review and revision.

The Boarding House places high expectations on its students with regards to study. Study times are organised in order to ensure an appropriate environment exists for productive academic work to be completed. All students are expected to not only complete set homework but to constantly review previous work and extend themselves academically with the assistance of Boarding House staff. The overall atmosphere and productivity of study is the responsibility of the Duty Houseparent. He or she is assisted by the individual Houseparent and a number of Residential Staff.

Senior students study in their own rooms/dormitory. Junior students are supervised in the Slattery Learning Centre or Library or the Year 7 Dormitory study room. If students have completed all necessary work, they are expected to read a book or other appropriate reading material. The College

Library is also open where students can work in smaller groups under the supervision of boarding staff. During study, computers and iPads may be used for academic purposes only, however, for junior students they may only be used during the second study session. Non-academic purposes include social media sites and applications, YouTube, movies, games, scrolling through images and websites or any use deemed inappropriate by staff.

The study environment is generally silent where individual, independent study is encouraged and supported. Students can also take advantage of support and advice from boarding staff as well as exploring other study options when appropriate, including peer group work and assistance from a friend in the same year group or older students. There are study spaces available for this work. Boarding staff will facilitate these options when appropriate.

Mobile phones must be turned off during study times. Students are not permitted to make or receive phone calls during study. Parents are asked not to call their sons during designated study times. In the case of emergencies, parents can contact the Duty Houseparent (0417 425 321).

The failure to adhere to these conditions for whatever reason will result in the immediate confiscation of the device/s.

To assist students in their study program, staff are rostered to each area of study in order to ensure an environment that is conducive to study and to also assist students with their academic work. Students identified as having learning difficulties will from time to time be given assistance through a tutor. At times throughout the year, volunteer Tutors, usually students from Charles Sturt University, attend study one night per week to provide additional study support to junior students.

8.4 Student Study Rights, Responsibilities and Expectations

During study all students have the right to be able to:

1. Study free of noise and any other disturbance.
2. Study free of interruptions.
3. Complete all homework set by teachers.
4. Use study time to work towards accomplishing personal goals as outlined in their Personal Learning Plan.
5. Work with other students where appropriate in responding to specific group work assignments.
6. Seek advice/assistance from staff.
7. Utilise other College study areas for specific homework/study requirements.
8. Learn how to use study time effectively.

Student Responsibilities	College Expectations
<ul style="list-style-type: none"> Students are ready on time and prepared for study. 	<p>Students are expected to:</p> <ul style="list-style-type: none"> Listen to the staff directions to start study. Exercise self-regulation – students know the expectations and follow them. Ensure that their Student Record Book is on the desk throughout each study period. Have all homework and assignment work recorded in their Student Record Books. Have all their books and material to use during study. Bring a wide range of reading materials (i.e. fiction or non-fiction book) to study so that reading can take place when homework/study requirements are completed.
<ul style="list-style-type: none"> Study atmosphere is one that reflects an appropriate study environment. 	<p>Students are expected to comply with the following rules:</p> <ul style="list-style-type: none"> Study is a place of silence. No mobile phones are allowed in study. The use of iPods and earphones is not permitted to junior students. Laptops and iPads may only be used during the second study session (junior students only) for actual homework /study/ research/ assignment work. No games, movies or social media is permitted for any students.
<ul style="list-style-type: none"> Respect for others in study. 	<p>Students are expected to:</p> <ul style="list-style-type: none"> Study in silence. Ensure that they do not engage in behaviour that disturbs the learning experience of others.
<ul style="list-style-type: none"> Respect for Supervisors. 	<p>Students are expected to:</p> <ul style="list-style-type: none"> Follow the reasonable directions of the supervisors.
<ul style="list-style-type: none"> Make appropriate use of the study time and facilities available. 	<p>Students are expected to:</p> <ul style="list-style-type: none"> Seek the appropriate permission to use other College facilities. Seek permission to work with peers on collaborative learning experiences. Leave the study area clean and tidy. Follow school policy and reasonable expectations with regards to resources used.

8.5 Library for Study Support

Between 5.30pm and 10.00pm on Mondays - Thursdays, the College Library is open to support students during evening study. During this time the Library is monitored by boarding staff.

8.6 Boarding Staff Study Supervision Responsibilities

During study all boarding staff are expected to be actively engaged in supervising students whilst they complete homework, do revision or complete assignments. Staff should ensure that students are following all study rules, responsibilities and expectations. Students who fail to adhere to these should be reported to the appropriate Houseparent or Duty Houseparent immediately. Boarding

staff are to actively participate in study supervision– it is unacceptable for boarding staff to be engaged in personal work of any kind or in the use of any electronic device for personal use whilst on duty.

8.7 Use of Electronic Devices

The College and staff accept no responsibility for the individual security of mobile phones and electronic devices. Electronic devices include: computers/laptops, iPads, mobile phones, iPods, PSP/Xbox, etc. The College reserves the right to refuse permission for a student to have a mobile phone or any other electronic device. The care of electronic devices is the responsibility of the respective owner.

Electronic devices are not to be taken to and/or used during:

- Meals/refectory
- Mass/Chapel
- After lights out
- Meetings
- Specific functions and outings
- Or at the discretion of staff

Electronic devices are not to be used after lights out. Devices that are used after lights out will be confiscated for a period of time as deemed appropriate by the Head of Boarding and Houseparent. Repeat offences may result in a student losing the privilege of having a mobile phone at school.

The College Policy is quite clear on the misuse of Mobile Phones: *The College will take disciplinary action against any student who photographs or films other individuals without their consent, downloads and displays inappropriate material including pornographic material or who sends harassing or threatening text messages (sms) or multimedia messaging (mms) messaging.'*

Students must adhere to College Policy on use of electronic devices. Students are not permitted to have individual wireless connections such as plug in “doggles”.

9. Fire/Emergency Procedures

Refer to College Lockdown and Lockout Policy.

The College has a fire detection and alarm system throughout all accommodation areas.

In the event of an evacuation for any purpose, the Duty Houseparent assumes responsibility for and control of the procedures. Head of College must be contacted immediately.

When the emergency services arrive, the Duty Houseparent will liaise with them and follow their directions.

9.1 Evacuation Procedure

At the sounding of the Alarm, the following procedure should be followed:-

1. Staff attached to a particular area for supervision, if the students are awake OR residing adjacent to the dormitory or if the students are sleeping, should ensure all students move in a controlled manner from the area to the evacuation point.
2. In the event of a fire in the dormitories the evacuation point is the Quad.

3. In the event of fire elsewhere the evacuation point is the Quad.
4. When appropriate, the evacuation may be moved to the Performing Arts Centre.
5. Students, if sleeping, should collect their doona/blanket and take it with them.
6. At the Evacuation Point, the Duty Houseparent will give further directions to both staff and students.
7. Staff members with mobile phones will take them with them.
8. The Evacuation area will not be vacated until clearance is received from Emergency Services.

9.2 Responsibilities of the Duty Houseparent – Head Safety Officer

1. The Duty Houseparent will organise the evacuation of the Vincentian Area of the College.
2. The Duty Houseparent will nominate a staff member to meet and direct the Emergency Services.
3. The Duty Houseparent will collect the following and take them to the Evacuation Point:-
 - Duty Houseparent Keys
 - Duty Houseparent Phone
 - Duty Houseparent iPad
 - Full Boarding House Roll
4. The Duty Houseparent will supervise the fulfilment of the Evacuation Plan ensuring that all steps are followed in an orderly and organised manner.

9.3 Responsibilities of Boarding House Supervisors

1. Boarding House Supervisors on duty or in residence are required to evacuate dormitories and other areas where students may be present.
2. Boarding House Supervisors will assist Duty Houseparent with roll calls and management of students.
3. Boarding House Supervisors on duty are to ensure they have Boarding House iPads with them for roll checks.

9.4 Step by Step Procedures at the Evacuation Point

The Duty Houseparent will set up the Evacuation Point. This area will be the centre of control and operation of the Evacuation Procedure.

The following procedure is to be followed:-

1. Assemble staff and allocate duties – roll check etc.
2. Inform the College Nurse to proceed to the Evacuation Point with various First Aid equipment e.g. nebulisers. If the College Nurse is unavailable, then this duty should be assigned to a staff member.
3. Unaccounted for students and/or staff: in the event that there are students or staff unaccounted for, the Duty Houseparent or their nominee will where possible, contact relevant College authorities to ascertain if leave has been granted. If the missing people are still believed to be in the building, Emergency Service should be informed immediately.
4. Liaise with Emergency Services and follow their directions

Other Staff who may be on the premises at the time of an evacuation but are not officially “rostered” on duty should follow the directions of the Duty Houseparent to assist in the evacuation procedure.

9.5 Vincentians in Residence

When an alarm is raised, the resident Vincentian Priest will ensure Vincentian visitors (according to the Vincentian Accommodation Log kept in the College Office) have evacuated.

When all in residence are evacuated to the Evacuation Point, the resident Priest will report to the Duty Houseparent the status of those in the Vincentian residences, including any visitors that may be present at the time.

9.6 Student Rooms and Fire Detection and Prevention Material

1. Senior Rooms located in the John Hall Wing, all have smoke detectors installed. Students must be conscious of the sensitivity of these devices to detect smoke. The excessive use of aerosols, especially when sprayed directly at the detector, will normally activate them. In such cases, students will be responsible for any cost incurred in relation to emergency services attending the College or repairs that may need to be carried out.
2. All Residential Areas of the College have smoke detection devices installed. Students must be conscious of the need to protect these devices and any faults or damage caused should be reported to the Duty Houseparent immediately. Failure to do so may mean an appropriate level of safety is not in place.
3. Fire Hoses and Extinguishers installed throughout the Boarding House and College are not to be interfered with. This safety equipment is only to be used in the case of an emergency. If Fire Extinguishers are discharged then this should be reported to the Duty Houseparent immediately, who will inform the Building and Grounds Supervisor.

9.7 Lockdown Procedure

During lockdown the following procedure is to be followed:

NB: Head of College is to be contacted immediately.

1. Duty Houseparent will inform all students and staff including resident Vincentian Priest with instructions
 2. Follow instructions
 3. Students and staff are to find the nearest building
 4. Close and lock the door
 5. Close windows
 6. Lights off
 7. Sit on the floor close to walls
 8. Sit away from doors and windows
 9. Stay out of sight
 10. Sit in silence
 11. Keep calm
- **DO NOT** open the door to anyone
 - Wait for further instruction by the Duty Houseparent
 - At the end of Lockdown the Duty Houseparent will organise for all staff on duty to be informed and rolls will be taken in the quadrangle of the College

10. Private Motor Vehicles

There may be special circumstances when the Head of College approves a Year 12 student having a private motor vehicle at the College. On these occasions, the following procedure must be adhered to:-

1. Parents need to apply in writing to the Head of College to obtain permission for their son to have a vehicle at the College. The application must outline clearly the reasons to be considered and the circumstances arising for the need of a private vehicle (Appendix E).
2. Normally approval is given when the student needs to regularly travel home on approved leave and public transport is not a convenient option.
3. The student may not travel with any other persons as a passenger in the vehicle. If he wishes to do so, his parents and the parents of the passenger will need to apply in writing to the Head of College to obtain permission.
4. If approval is given, the vehicle must remain on College property except when permission is given for the student to use it. The vehicle is to be parked in the area specified by the College.
5. There should only be one set of keys and this is to be handed to the Head of Boarding who will secure it in the Boarding Centre safe and issue when the student has approval to drive home.
6. Students who do not adhere to the procedures noted above or any other conditions put in place by the Head of College may have their permission to keep a vehicle at the College revoked.
7. The College accepts no responsibility for the security of a student vehicle kept at the College and the relevant Personal Motor Vehicle Insurance Policies should be in place.
8. The College holds the right to refuse a student permission to drive the vehicle based on unsafe weather conditions. This decision will be made by Head of College in consultation with Head of Boarding.

Appendices

- Dorm Prefect Role Statement (Appendix A)
- Notice of Suspension Form (Appendix B)
- Head of Boarding Role Statement (Appendix C)
- House Parent Role Statement (Appendix D)
- Boarding House Supervisor Role Statement (Appendix E)
- Overnight Leave Form (Appendix F)
- Driving Application Form (Appendix G)
- Enrolment Application (Appendix H)
- Medical Information Form (Appendix I)



ST STANISLAUS' COLLEGE

Celebrating 150 years 1867 - 2017

220 Bentinck Street (PO Box 97) Bathurst NSW 2795
Telephone: 02 6331 4177 Fax: 02 6334 4285
www.stannies.com

Dorm Prefect Position Description

St Stanislaus College values student leadership. We encourage students to strive to be the best they can be to follow in the footsteps of St Vincent de Paul. To be a Dorm Prefect is a privilege, one that takes dedication and commitment. The Dorm Prefect selected from senior students is seen to be a student who relates well to younger students and can advise, support and care for them as a big brother. It is important to note that this role should be balanced with study and co-curricular commitments.

A Dorm Prefect will:

- Be an overt example of a good student through his application to study, wearing of uniform, general conduct;
- Be aware that his conduct out of school reflects on his role and the College;
- Be a leader who reflects the charisma of St Vincent de Paul by being caring, supportive and active in his Christian witness;
- Be actively involved in his dorm:
 - o Help support residential staff during Study, Lights Out and Free time;
 - o Support Boarders when they are struggling from time to time and pass on any relevant information to the House Parent or Duty House;
 - o Ensure students attend to their Dorm duties;
 - o Assist and support students to prepare for the following school day;
 - o Assist and support students to organise themselves with uniform and all required resources the night before Excursions and Sporting commitments.
- Actively support the boarders and staff in their assigned dorm particularly those new to Stannies;
- Assist in fire evacuation;
- Be involved in any dorm boarding activities;
- Represent the College at community events as required;
 - o Be involved in key boarding events such Boarding Families Dinner, Speech Night;
 - o Be present at important events at the College to welcome visitors or present information (including information nights, boarding parent events and boarding promotions).
- Strongly support and encourage student participation in the SSC Green Team, the iPad Program and St Catherine Nursing Home visits;
- Strongly support and encourage student participation in the co-curricular life of the College.

I have read the description above and will do my best to perform these duties. I understand that the list is not exhaustive and I may be called upon to fulfill other duties at the discretion of the Head of College and Boarding House Staff.

Student Name

Signature

Date



ST STANISLAUS' COLLEGE

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NOTICE OF SUSPENSION

Student Name		Tutor		Year Group	
Parent(s)/Guardian(s)					
Reason for Suspension					
Date of Suspension					
Type of Suspension (In-school/Home/etc)				Duration	
Additional Follow Up/Outcomes:	Parent Interview				
	Student Interview				
	Period of Probationary Enrolment				
	Detention				
	Community Service				
	Behaviour Plan				
	Notification to College Counsellor				
	Other	Student interview required at time of return to school.			
Advice where appropriate:	Year Coordinator				
	Head of Boarding				
	Counsellor				
Parent/Guardian Contacted					
Senior Staff Member in Contact with Parent/Guardian					

Head of College

Authorisation: _____

Date: _____

Office Use Only

Copy 1: To Parent/Guardian

Date:

Copy 2: School File

Date:

Copy 3: Year Coordinator

Date:



ST STANISLAUS' COLLEGE POSITION DESCRIPTION

CLASSIFICATION

HEAD OF BOARDING

AWARD/AGREEMENT

EDUCATIONAL SERVICES (SCHOOLS) GENERAL
STAFF AWARD 2010

GRADE

POSITION HOLDER

SUPERVISOR TITLE

HEAD OF COLLEGE

APPROVED BY HEAD OF COLLEGE

SIGNATURE

APPROVAL DATE / /

SIGHTED AND COPY RECEIVED BY POSITION HOLDER

POSITION HOLDER NAME

SIGNATURE

DATE / /

Introduction

The Head of Boarding has primary responsibility for the leadership, management and administration of the College Boarding House with the wellbeing of the students at the heart of this role.

The Head of Boarding must be a visible presence, reflecting through words, actions and example a commitment to the pastoral care of all those who are part of the boarding community. The Boarding House is to be imbued with a spirit that is warm, welcoming and friendly where each student and his family is known and valued.

Organisational Context

St Stanislaus' College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school, with special emphasis given to the spiritual, intellectual, social and physical growth of each person within and for the larger community.

Role Responsibilities

The Head of Boarding is responsible for reporting to and taking instructions from the Head of College and working within the overall policy and procedural processes of the College. The Head of Boarding works as part of a team and largely works unsupervised or with a minimum of supervision, demonstrating accuracy, honesty, efficiency and thoroughness.

1. College Community and Vincentian Ethos

- Communicates the shared vision of Boarding amongst students, parents and carers, staff and the wider community.
- Ensures that the spiritual and prayer life of the Boarding House is alive and reflective of the Vincentian charism.
- Gives personal witness to the Vincentian charism of the College in carrying out the role responsibilities of Boarding House Supervisor, particularly through interaction with boarding students and members of the College and wider communities.
- Contributes to the provision of a welcoming and caring atmosphere for boarding students.
- Provides support and loyalty to colleagues.
- Adheres to expectations of a high standard of professional, respectful conduct.
- Shows a flexible and enthusiastic attitude towards undertaking a variety of tasks and a demonstrated commitment to the wellbeing of the boarding students.

2. Legislative Requirements

The Head of Boarding is required to act in accordance with:

- St Stanislaus College Policies and Procedures including Code of Conduct and Child Protection.
- Work Health and Safety guidelines.
- Educational Services (Schools) General Staff Award 2010.

3. Role of the Head of Boarding Administration/Organisation

- Reviews and implements Boarding House policies and procedures in line with NESA registration requirements.
- The Head of Boarding works with the Head of College and College Senior staff to ensure that the Boarding House provides an environment supporting the

spiritual, educational, emotional, social, and physical wellbeing of all the students.

- Takes overall responsibility for all Boarding House administrative matters.

Students

- Works with the House Parents in monitoring and responding to the needs of students in each year group.
- Facilitates the Boarding Students Behavioural Committee (BSBC) process and works with Boarding staff on its outcomes for Boarding Students.
- Organises on a term by term basis, a program of social and weekend activities for Boarders to be submitted to the Planning Committee at the end of the preceding term.
- Works with House Parents, Director of Curriculum and teachers to monitor the academic progress of boarding students. Ongoing monitoring of Boarding House study is part of this responsibility.
- Plans, evaluates and responds to social/recreational opportunities for boarding students. This includes the implementation of new programs and initiatives to develop life skills and promote wellbeing.
- Ensures that boarding students are acknowledged through the College Positives system as per College policy.
- Seeks ways to ensure all boarding students are encouraged and supported to participate in co-curricular, social, leadership and other roles in the College.

Staff

- Ensures that all Boarding House staff know, understand and follow all Boarding House policies and processes.
- Organises Induction Program for new Boarding Staff.
- Implements annual professional review process for Boarding Staff.
- Leads and directs the team of boarding staff through personal support and guidance, appropriate challenge, professional development and excellent communication.
- Works with Boarding and Day staff in an open and transparent way where decisions about and directions planned for students are jointly discussed and determined.
- Plans the weekly staff roster and takes regular supervisory shifts including study, bedtimes and recreational time on weekends.

Parents

- Liaises with new boarding families and plans appropriate transition to boarding for their sons.
- Establishes and maintains a good working relationship with all boarding families.
- Ensures that all boarding family communications and requests are responded to promptly.
- Communicates on a regular basis with all Boarding Families.

Facilities and Resources

- Takes responsibility for the Boarding House Budget and works closely with the Head of College and the College Accountant on the management of Boarding House Finances.
- Liaises with the Building and Grounds Supervisor on all matters pertaining to Boarding facilities.
- Ensures that Boarding facilities are clean, safe, comfortable and presentable.
- Ensures regular Evacuation and Lock Down drills are carried out.

- Acts as a member of the College WHS Committee and initiates actions to ensure that health and safety standards are maintained in the Boarding House.

Promotions and Marketing

- Acts as a spokesperson for the Boarding House and actively seeks ways of promoting this.
- Assists the College Marketing and Public Relations Officer in the preparation of marketing and information materials.
- Works closely with the Head of College on all Boarding Enrolment matters.
- Assists with the planning for and attendance at Boarding visits in country areas.

The Head of Boarding will undertake any other duties as determined by the Head of College.

Key Selection Criteria

Essential

- Possesses a clear understanding of and vision for the role of Head of Boarding within a Catholic School context, serving a particular community and founded on the Vincentian Charism.
- Excellent communication and interpersonal skills.
- Ability to lead and manage responses to student behavioural issues.
- Demonstrated ability to lead and work within a team.
- Knowledge and understanding of issues related to boys' education and personal wellbeing.
- Demonstrated organisational and administrative skills.
- Proven ability to communicate, both verbally and in writing, in a clear and concise manner.
- Proven ability to quickly learn new information, processes and procedures.
- Proven ability to meet deadlines and identify and deal with issues as they arise.
- Proven ability to work effectively either as an individual or member of a team and relate effectively with staff, students and families on all levels.
- Commitment to ensuring that the Boarding House serves as a 'home away from home' for every boarding student.

Desirable

- Senior leadership experience in current role.
- Experience working within a School Boarding House, ideally at senior leadership level.

Introduction

The role of College House Parent is a significant pastoral care responsibility at St Stanislaus College. Generally, the College assigns a House Parent to each year group in the Boarding House. The role exists to ensure that there is a specific person who seeks opportunities to know every boy in the Boarding Year Group and thus be able to assist each of them to respond to matters that influence and impact on their wellbeing. Contact and communication with parents is critical in developing the working relationship between House Parent, student and parent.

Other staff are available to assist House Parents including the Head of College, Deputy Head of College, Head of Boarding, other House Parents and Boarding Staff.

Organisational Context

St Stanislaus' College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school, with special emphasis given to the spiritual, intellectual, social, emotional and physical growth of each person within and for the larger community.

Role Responsibilities

The House Parent is responsible for reporting to and taking instructions from the Head of Boarding and working within the overall policy and procedural processes of the College. The House Parent works as part of a team and largely works unsupervised or with a minimum of supervision.

Role Responsibilities

1. College Community and Vincentian Ethos

- Gives personal witness to the Vincentian charism of the College in carrying out the role responsibilities of House Parent, particularly through interaction with boarding students and members of the College and wider community.
- Contributes to the provision of a welcoming and caring atmosphere for boarding students.
- Provides support and loyalty to colleagues.
- Adheres to expectations of a high standard of professional, respectful conduct.
- Shows a flexible and enthusiastic attitude towards undertaking a variety of tasks and a demonstrated commitment to ongoing care of the boarding students.

2. Legislative Requirements

The House Parent is required to act in accordance with:

- St Stanislaus College Policies and Procedures as they apply to this position including *Staff Code of Conduct*, *Child Protection* and *Acceptable Use of Electronic Communication Systems School Issued Devices*.
- Work Health and Safety guidelines.
- *Educational Services (Schools) General Staff Award 2010*

3. House Parents are requested to regularly (weekly at least) meet with the students from their Boarding Year Group. The following are examples of the range of meetings/gatherings involved in the role:

- At the beginning of the school year on the day when Boarders (new and returning) arrive. This allows for initial contact to be made with parents and students that can cement bonds for the year ahead.
- Prepare for, meet and conduct orientation and induction for new students arriving throughout the school year.
- On important weekends eg: Opening School Mass weekend, Parent/Teacher/Student interview weekends, Boarding Families Dinner, etc so that face to face contact can be made with parents and carers.
- Organising and conducting fortnightly meetings with the Boarding Year Group at a time when the majority of students are able to attend eg: during a study period. At times the Head of Boarding may attend.
- Term outings organised in conjunction with the Head of Boarding.
- Joining students at Sunday Mass once per month (either in the College Chapel or at the Cathedral).
- Joining students for an evening meal.
- Organising a 'special meal' gathering at least once per term eg: for junior students with an older brother/senior student or invited teacher; for senior students this could be at a local venue eg: Chinese Restaurant.
- Spending time with the students during recreational/down time.

4. House Parents have a specific role in ensuring the wellbeing of the students in their Boarding Year Group, through:

- Taking time on a regular basis to get to know each student in the Year Group.
- Ensuring, where possible, that all students in the Boarding Year Group are involved in co-curricular activities ie: summer/winter/spring sports. This involves making sure that the appropriate forms supplied by the Head of Sport are completed and returned on time. House Parents also need to be conscious of students being involved in other co-curricular activities such as drama, chess, musicals, band, art, etc where there is a perceived interest.
- Making phone contact with parents of students in the Boarding Year Group at least twice a term. This contact is of a pastoral nature and doesn't include any specific contact made in relation to discipline matters etc. For a new boarding student, initial phone contact should be made within the first two weeks of the student's arrival.
- Regular liaison with the Dormitory Prefect (Years 7 to 9) about 'how things are going' and any perceived issues.
- Liaison with the Year Coordinator, College Counsellor and other members of the Pastoral Care Team on matters of student wellbeing.
- In conjunction with the Head of College, Deputy Head of College and Head of Boarding, the House Parent may be involved in dealing with discipline matters. This may involve interviewing students, providing input to the BSBC process and communicating with parents.
- Liaison with College Nursing Staff regarding the health and wellbeing of students.

5. Dormitory

- Keeping informed of individual student and group care of the Dormitory.
- Work with the Head of Boarding and Buildings and Grounds Supervisor to ensure the good upkeep and family environment of the Dormitory. This involves being conscious of and reporting WHS issues and suggesting initiatives for improvement of the environment.

It is expected that a House Parent would spend a minimum of 10 hours per week responding to the expectations of this role.



ST STANISLAUS' COLLEGE POSITION DESCRIPTION

CLASSIFICATION	BOARDING HOUSE SUPERVISOR
AWARD/AGREEMENT	EDUCATIONAL SERVICES (SCHOOLS) GENERAL STAFF AWARD 2010
GRADE	TBA

POSITION HOLDER	
SUPERVISOR TITLE	HEAD OF BOARDING

APPROVED BY HEAD OF COLLEGE	
SIGNATURE	
APPROVAL DATE	/ /

SIGHTED AND COPY RECEIVED BY POSITION HOLDER	
POSITION HOLDER NAME	
SIGNATURE	DATE / /

Introduction

The Boarding House Supervisor is responsible for the supervision of boarders and ensuring compliance with all Boarding House routines and regulations as set by the College. The Boarding House Supervisor will work to ensure that the students in the care of the College adhere to all College expectations and regulations in terms of personal conduct, academic endeavour and social interaction.

Organisational Context

St Stanislaus' College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school, with special emphasis given to the spiritual, intellectual, social, emotional and physical growth of each person within and for the larger community.

Role Responsibilities

The position is responsible for reporting to and taking instructions from the Head of Boarding and working within the overall policy and procedural processes of the College. The position works as part of a team and largely works unsupervised or with a minimum of supervision.

1. College Community and Vincentian Ethos

- Gives personal witness to the Vincentian charism of the College in carrying out the role responsibilities of Boarding House Supervisor, particularly through interaction with boarding students and members of the College and wider communities.
- Contributes to the provision of a welcoming and caring atmosphere for boarding students.
- Provides support and loyalty to colleagues.
- Adheres to expectations of a high standard of professional, respectful conduct.
- Shows a flexible and enthusiastic attitude towards undertaking a variety of tasks and a demonstrated commitment to ongoing care of the boarding students.

2. Legislative Requirements

The Boarding House Supervisor is required to act in accordance with:

- St Stanislaus College Policies and Procedures including Code of Conduct and Child Protection.
- Work Health and Safety guidelines.
- Educational Services (Schools) General Staff Award 2010.

3. Role of the Boarding House Supervisor

The Boarding House Supervisor will liaise with the Head of Boarding and House Parents on all matters associated with student care and will be aware of and respond to the pastoral needs of boarding students.

Pastoral Care Responsibilities

- Liaise with House Parents on all matters.
- Keep accurate notes and records.
- Respond to Pastoral Care needs of students as a responsible adult, ensuring the development of a respectful and interested relationship with boarding students.

Student Support/Supervision Responsibilities

- Ensure that students respond appropriately to all College expectations regarding:
 - Respectful relationships with fellow students and staff.
 - Uniform and grooming.
 - Refectory procedures.
 - Maintenance and care of individual possessions.
 - Maintenance and care of boarding facilities.
- Supervisors on early morning shift are expected to ensure all students are awake and prepared for the day ahead. This includes ensuring:
 - All students under your supervision are in full, correct College uniform.
 - All students leave their dormitory area on time.
 - All students make their beds and leave their area neat and tidy.
 - Students in junior years (7-9) have been provided with appropriate support/advice in terms of preparing books/materials for the day ahead.

Study Supervision Responsibilities

- Ensure that students are actively engaged during all allocated study periods, following the written Boarding House Policy. Specifically:
 - Ensure all students have College Record Books on desks.
 - Ensure all students are working on set homework / study / research / exam preparation and have appropriate study materials.
 - Maintain zero tolerance for use of mobile phones and iPods in junior study.
 - Ensure iPads / laptop computers / school computers are used only for set work and College research.
 - Ensure that study is conducted in silence.
 - Respond as appropriate to requests for students to participate in group assignment work/group exam preparation.

Social/Sporting/Recreation Events Responsibilities

- When supervising students at such events, active supervision is required at all times.
- Specific policies/duty of care procedures must be followed when supervising at the College:
 - Pool
 - Ovals
 - Indoor Recreation Centre

Prayer/Worship/Mass Responsibilities

- When boarding students are called to Prayer, Liturgies, Mass, the Boarding Supervisor is expected to:
 - Ensure students under his/her supervision are present.
 - Explain to the students what they are about to engage in.
 - When Prayer/Worship/Mass is to be held in the Chapel, Supervisors are to:
 - a) Ensure students use stairs to the Chapel and enter the Chapel quietly.
 - b) Ensure students have switched off mobile phones.
 - c) Sit with the students in their care and model appropriate respectful behaviour.

Overall Expectations

Boarding Supervisors are to:

- Attend each shift on time and appropriately groomed.
- Actively supervise in designated area(s) throughout the shift.
- Maintain respectful, appropriate relationships with students.
- Seek assistance from senior staff when a student or situation is of concern.
- Follow all Boarding House/College procedures.
- Continue to review and respond to College Child Protection policies and seek advice as required.

The Boarding House Supervisor will accompany students to the dining room for meals, liaise with the Infirmary regarding students medical needs, assist students with the maintenance and care of their possessions, escort and supervise students at social and recreational events and report to the Head of Boarding any maintenance issues which may arise in the dormitories.

Boarding House Supervisors must actively supervise throughout their shift. Personal use of mobile phones, iPads, computers is not permitted. Boarding House Supervisors should not as a rule need to be in the Boarding Centre during their shift unless requested to be present by Duty House.

The Boarding House Supervisor will undertake any other duties as required.

ST STANISLAUS' COLLEGE

BOARDERS' OVERNIGHT LEAVE REQUEST FORM

Overnight leave requests are to be submitted for consideration by the Head of College NO LATER THAN 3.30pm the Wednesday before the weekend in question. Requests received after this time WILL NOT be granted.

As a condition of this leave, attendance at sporting commitments are compulsory.

Students must return to the College no later than 5pm Sunday.

Facsimile No: 02 6334 4285
Email: boardersleave@stannies.com

STUDENT DETAILS

Student's Name: _____ Year: _____

Parents Name: _____

Address: _____

Contact Number: _____

Travelling Home

Staying Elsewhere

Sporting Commitment: Yes

No

It is the expectation of the College that your son meets his Saturday co-curricular sporting commitment (if applicable). Please note that overnight leave will not be granted if this commitment cannot be honoured.

HOST FAMILY CONTACT DETAILS

It is the expectation of the College that if your son is staying with another family, that you have made contact with this family regarding the activities your son will be involved in over the course of the weekend. AN EMAIL MUST BE RECEIVED BY THE COLLEGE FROM THE HOST FAMILY via boardersleave@stannies.com

Yes, I have made contact with the people my son is going on leave with.

Host Family Name: _____

Host Family Address: _____

Host Contact Number: _____

LEAVE DETAILS

Date Leaving: _____

Time Leaving: _____

Date Returning: _____

Time Returning: _____

*If later than 5pm please give reason: _____

Mode of Transport: NSW TrainLink Collected Privately Other _____

Nearest NSW TrainLink Pick-Up/Drop-Off Point: _____

(Please specify location to assist with travel bookings)

Reason for Leave: _____

Signed: _____

(Parent/Guardian making the request)

***This form can be filled out electronically but must be printed and signed.
Electronic signatures are NOT accepted.***

Day Leave requests are to be directed to the Director of Boarding or Duty Houseparent.

BOARDERS' OVERNIGHT LEAVE PERMISSION PROCEDURES

In order for a Boarder to obtain Overnight Leave permission, the following procedure is to be followed:

1. If your son is staying with someone other than his parents/guardian, an email must also be received from the host family.
2. The Host signing out the Boarder must be over 18 years of age and MUST sign the Overnight Leave Sign Out register, both when taking the student from the College and upon return, noting the date and time of departure and return.
3. The student MUST be signed out in the presence of the Duty Houseparent or Boarding House Supervisor.
4. The student MUST report to the Duty Houseparent or Boarding House Supervisor and inform them of his return.
5. Day Leave requests are to be directed to the Head of Boarding or Duty Houseparent.

***As a condition of this leave, attendance at sporting commitments are compulsory.
Students must return to the College no later than 5pm Sunday.***



St Stanislaus' College

220 Bentinck Street (PO Box 97) Bathurst NSW 2795

Telephone: 02 6331 4177 Fax: 02 6331 4481

www.stannies.com

Parent Request for Boarding Student Use of Private Vehicle

Student Name:	
Student Year:	
Car Make & Year:	
Car Insured:	
Student Drivers Licence Number:	
Licence Class:	P1 <input type="checkbox"/> P2 <input type="checkbox"/>
Reason for requesting use of private vehicle:	
Other student(s) who have your permission to travel in your son's vehicle:	1.
	2.
Parent(s) Signature:	
Date:	



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Telephone: 02 6331 4177 Fax: 02 6331 4481

www.stannies.com

Parent request for Boarding Student to travel as passenger in private vehicle

Student Name:	
Student Year:	
Name of Student who will be driving private vehicle:	
Departure Date:	
Return Date:	
Reason for request:	
Parent(s) Signature:	
Date:	



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www.stannies.com

Head of College Approval for Student Use of Private Vehicle

Student Name:		
Student Year:		
Car Make & Year:		
Other students given permission to travel as passengers in this vehicle:	1.	
	2.	
Approved/Not Approved:	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Head of College Signature:		
Date:		
Referred to Head of Boarding:	Signed:	Date:



ST STANISLAUS' COLLEGE

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Enrolment Application

Day student Full Boarding Weekly Boarding 4 nights (Mon - Fri) Weekly Boarding 5 nights (Sun - Fri)

Commencement Year (eg 2018, 2019, 2020): _____ Year Group (eg Year 7): _____

Mother / Guardian Name: _____

Father / Guardian Name: _____

STUDENT DETAILS

Surname: _____

Given Names: _____

Student's preferred given name: _____ Date of Birth: _____

Student's residential address: _____

_____ Post Code: _____

Parent's best contact number during school hours: _____

Parent's preferred email: _____

Student's present school: _____

Student's previous schools (if applicable): _____

Student's present year group: _____

NESA student number (Yrs 10, 11 and 12 only). Available from present school: _____

Citizenship/Residency

Is the student an Australian Resident? Yes No

What is the student's citizenship? _____

In which country was the student born? Australia Other, please specify _____

Languages

Does the student speak a language other than English at home?

No, English only Yes, please specify _____

Aboriginal/Torres Strait Islander

Is the student of Aboriginal or Torres Strait Islander origin?

No Yes, Torres Strait Islander
 Yes, Aboriginal Yes, both Aboriginal and Torres Strait Islander

Religion

Catholic Non-Catholic, please specify _____

OFFICE USE ONLY

Accepted: Yes No

Form 01/2018 AC:01510 N/G3

Head of College: Date:

Date Entrance Fee Paid: Receipt #: Amount: \$

Delta-Link Family #: Edumate Student #:

STUDENT DETAILS CONTINUED

Other Details:

Is the student’s father an Old Boy of St Stanislaus’ College No Yes If yes, what years did he attend? _____

Does the student have any brothers associated with the College No Yes

If so, please list below if past, current or future students

Name/s _____ Year _____

_____ Year _____

_____ Year _____

Any other comments: _____

INFORMATION ON DIAGNOSED DISABILITY(IES), SPECIFIC LEARNING NEEDS, MEDICAL CONCERNS OR WELLBEING ISSUES

Does your son have any diagnosed social, emotional or intellectual difficulties or special medical or learning needs which may impact on his being able to take full advantage of the programs offered at the College? Yes No

These MUST be disclosed to ensure that the College is able to meet your son’s education needs. The College endeavours to meet the special education needs of students. The College does not use disclosure of any special needs as a criterion for admission unless the College would suffer unjustifiable hardship in meeting the needs of your son.

Has your son been assessed as:

- ADD (hyperactivity ADHD) Yes No
- ADD (non-hyperactivity) Yes No
- Other behaviour disorder Yes No
- Vision Impairment Yes No
- Hearing Impairment Yes No
- Intellectual disability Yes No
- Speech and language disorder Yes No
- Autism Yes No
- Learning Difficulty (including Dyslexia, Dyspraxia) Yes No
- ESL (English as a Second Language) Yes No
- Medical Concerns Yes No
- Wellbeing Issues Yes No
- Other Yes No

If YES to any of the above, please attach all relevant documentation from Specialists.

If YES, is there any relevant information not reported within the documentation?

SPECIAL CIRCUMSTANCES

Has the Student any history of acting out physically or verbally?

Acting out can include any behaviour that seriously interferes with the physical or psychological health, safety and wellbeing of staff, students or other such as bullying, harassment, intimidation or threatening behaviour.

No Yes If yes, please provide details:

If yes, did this involve being suspended or excluded from any previous schools No Yes

If yes, please provide details:

Are there any circumstances about the student seeking to be enrolled that the school should know prior to enrolment?

No Yes If yes, please provide a brief description of the circumstances:

PARENT/GUARDIAN INFORMATION**Parent/Guardian 1**

Relationship to Student _____

Title: Mr / Mrs / Ms / Miss / Dr

Surname: _____

Given names: _____

Preferred Given name: _____

Residential address: _____

_____ Post code: _____

Postal address: _____

_____ Post code: _____

Home telephone: _____

Business telephone: _____

Mobile: _____

Email address: _____

Religion: _____

Citizenship/ResidencyAre you an Australian Resident: Yes No

What is your Citizenship: _____

In which country were you born: Australia Other, please specify _____**Languages**

Do you speak a language other than English at home?

 No, English only Yes, please specify _____**Aboriginal/Torres Strait Islander**

Are you of Aboriginal or Torres Strait Islander origin?

 No Yes, Torres Strait Islander Yes, Aboriginal Yes, both Aboriginal and
Torres Strait IslanderIf Yes, please state Tribal background
_____Please state if you or your son is a Member of a Land
Council: Not a Member Yes, Member of _____**Parent/Guardian 2**

Relationship to Student _____

Title: Mr / Mrs / Ms / Miss / Dr

Surname: _____

Given names: _____

Preferred Given name: _____

Residential address: _____

_____ Post code: _____

Postal address: _____

_____ Post code: _____

Home telephone: _____

Business telephone: _____

Mobile: _____

Email address: _____

Religion: _____

Citizenship/ResidencyAre you an Australian Resident: Yes No

What is your Citizenship: _____

In which country were you born: Australia Other, please specify _____**Languages**

Do you speak a language other than English at home?

 No, English only Yes, please specify _____**Aboriginal/Torres Strait Islander**

Are you of Aboriginal or Torres Strait Islander origin?

 No Yes, Torres Strait Islander Yes, Aboriginal Yes, both Aboriginal and
Torres Strait IslanderIf Yes, please state Tribal background
_____Please state if you or your son is a Member of a Land
Council: Not a Member Yes, Member of _____

Parent/Guardian 1 continued

Occupation

Current Employer: _____

Occupation: _____

Occupation Group (Write 1, 2, 3, 4 or 8): _____

Please select the appropriate parental occupation group from the list on page 6 of this booklet. If you have not been in paid work or have retired within the last 12 months please write 8.

School Education

What is the highest year of Primary or Secondary School you have completed? For persons who have never attended school mark "Year 9 or equivalent" (Please mark one box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent

Non-School Education

What is the level of the highest qualification you have completed? (Please mark one box only)

- Bachelor Degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including Trade Certificate)
- No Non-School Qualification

Parent/Guardian 2 continued

Occupation

Current Employer: _____

Occupation: _____

Occupation Group (Write 1, 2, 3, 4 or 8): _____

Please select the appropriate parental occupation group from the list on page 6 of this booklet. If you have not been in paid work or have retired within the last 12 months please write 8.

School Education

What is the highest year of Primary or Secondary School you have completed? For persons who have never attended school mark "Year 9 or equivalent" (Please mark one box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent

Non-School Education

What is the level of the highest qualification you have completed? (Please mark one box only)

- Bachelor Degree or above
- Advanced Diploma/Diploma
- Certificate I to IV (including Trade Certificate)
- No Non-School Qualification

The student resides with: Both Parents Mother Father Guardian

IF BIRTH PARENTS ARE NOT LIVING TOGETHER, PLEASE COMPLETE THE SECTION BELOW.

This is important information to help avoid confusion and possible embarrassment.

Please indicate your answer by marking the appropriate box:

- Parents Separated Father Deceased Father remarried
- Parents Divorced Mother Deceased Mother remarried

Who does the College communicate with for day-to-day matters: Mother Father Guardian

Who receives copies of correspondence from the College: Mother Father Guardian

Who will be primarily responsible for the payment of fees: Mother Father Guardian

Email address for school fee invoices: _____

*If there is a change to this email address, please notify the College immediately.

Where relevant, please attach copies of any Family Court or other Court orders.

PARENTAL OCCUPATION GROUPS

(See page 5)

Group 1:

Senior management in large business organisation, government administration and defence, and qualified professionals.

Senior executive/manager/department head in industry, commerce, media or other large organisation.

Public service manager (Section head or above), regional director, health/education/ police/fire services administrator.

Other administrator [school principal, faculty head/ dean, library/ museum/ gallery director, research facility director].

Defence Forces Commissioned Officer.

Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer].

Air/sea transport [aircraft/ship's captain/officer/ pilot, flight officer, flying instructor, air traffic controller]

Group 2:

Other business managers, arts/media/sportspersons and associate professionals.

Owner/ manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.

Specialist manager [finance/ engineering/production/ personnel/ industrial relations/ sales/marketing].

Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer].

Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency].

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official].

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.

Business administration [recruitment/employment/ industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces Senior Non-Commissioned Officer

Group 3:

Tradesmen/women, clerks and skilled office, sales and service staff.

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/ filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/ shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk].

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator].

Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher].

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4:

Machine operators, hospitality staff, assistants, labourers and related workers.

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper].

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant].

Sales [sales assistant, motor vehicle/ caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker].

Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant].

Labourers and related workers. Defence Forces ranks below senior NCO not included above.

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand].

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

ENROLMENT TERMS

1. THE APPLICATION PROCESS

- 1.1 By signing this application I/we request St Stanislaus' College Bathurst (the "College") to accept the student identified in this application (the "student") for enrolment as a student at the College on these terms.
- 1.2 Before the College determines whether or not to accept this application:
 - I/We must provide the College with the following information:
 - 2 recent School reports for the student;
 - the student's most recent NAPLAN report;
 - a copy of the student's birth certificate;
 - the College may require additional information from me/us or meetings with the Head of College or other staff; and
 - the non-refundable enrolment fee to cover the cost of processing this application must be paid to the College.
- 1.3 If the College accepts this application it will notify me/us in writing.
- 1.4 The College has absolute discretion to determine whether or not to accept this application and need not give any reasons for its decision.

2. CONSENT TO ACCESS DOCUMENTS

- 2.1 Medical Treatment:
If the student should require urgent medical treatment, I/we authorise the College staff to seek medical attention and I/we agree to meet all costs.
- 2.2 Use of student information:
I/We consent to the College contacting the student's previous school(s) in order to collect information relevant to this application.
I/We consent to the student being identified (including being named, photographed, recorded in audio, video or other digital media) used to promote the College unless a written direction to the College is included in this application or submitted prior to commencement of enrolment.

3. FEES AND CHARGES

- 3.1 I/We accept that enrolment carries an obligation to pay all school fees and charges in accordance with the Fee Schedule for the relevant year.
- 3.2 I/We also agree to pay for all extra goods and services provided by the College to the Student as invoiced to us.
- 3.3 I/We understand that an inability to pay fees should not prevent me/us from making an enrolment application. I/we are urged to discuss any hardship circumstances with the College Accountant and/or Head of College, as well as complete the required application for fee assistance.

4. ABSENCE, WITHDRAWAL AND EXCLUSION OF A STUDENT

Absence

- 4.1 I/We acknowledge that, if the student is absent from College, I/we are not entitled to any deduction from, or refund of, fees.

Notice of withdrawal

- 4.2 If I/we wish to withdraw the student we must give the Head of College at least one full term's prior notice in writing. If we do not do so we agree to pay the equivalent of a half-term payment as set out in the Fee Schedule for the relevant year.

5. EXPECTATIONS FOR PARENTS

- 5.1 Application for enrolment of your son at St Stanislaus' College, Bathurst means that you are choosing a Catholic education for him. It requires your commitment to support the philosophy, values and aims of the College and a willingness to support their implementation. Specifically it means:
 - religious education is a core subject
 - policies, practices and procedures are developed within a Catholic framework
 - all students participate in the prayer and liturgical life of the College.
- 5.2 Your son is expected to adhere to the high standards of the College for:
 - behaviour and self discipline including adherence to anti-bullying policies
 - compulsory attendance at school
 - application to course work and study
 - participation in College activities
 - commitment to and involvement in the religious life of the College
 - uniform and grooming
 Your support of all College expectations is essential to assist your son to attain these goals.

6. COMMENCEMENT OF ENROLMENT

The official enrolment commences with the completion of an Enrolment Application form, inclusive of the acceptance of the enrolment terms and conditions, the receipt of the entrance fee by the school, and the issue of an acceptance of enrolment letter.

Please provide your reasons for application for enrolment at St Stanislaus' College:

EMERGENCY CONTACT

Please provide name, relationship to student and full contact details:

CHECKLIST

The following items are required to complete your application for enrolment. Please check to ensure that you have included them.

Enrolment fee: \$150 Day student \$300 Boarding student

- A copy of your son's birth certificate
- Student Medical Consent and Procedure form
- Copies of the last two school reports
- Copies of NAPLAN test results
- Learning Needs Specialist documentation (if applicable)
- Medical documentation (if applicable)
- Copies of any Family Court or Court orders (if applicable)
- Fee Assistance Form (if applicable)
- Any other relevant documentation (if applicable)

DECLARATION

I/we _____ have read and agree to the responsibilities stated above in 'Enrolment Terms and Expectations of Parents' and apply for enrolment of my/our son subject to the above conditions. I/we declare that the information provided in this Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/we recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Signature: _____
Mother / Carer

Date: _____

Signature: _____
Father / Carer

Date: _____

STUDENT MEDICAL CONSENT AND PROCEDURE FORM

PLEASE PRINT ALL DETAILS ON THIS FORM

Student Surname: _____ First Names: _____	
Year Group: _____ Date of Birth: _____ Religion: _____	
Mother's Name: _____	Home ph. _____
Address: _____	Work ph. _____
_____	Mobile: _____
_____	Fax: _____
Father's Name: _____	Home ph. _____
Address: _____	Work ph. _____
_____	Mobile: _____
_____	Fax: _____
MEDICARE NUMBER _____	
EXPIRY DATE _____	Position on card _____
Private Health Fund Name: _____	Ambulance Cover <input type="checkbox"/> Yes <input type="checkbox"/> No
Membership No: _____	Physiotherapy Cover <input type="checkbox"/> Yes <input type="checkbox"/> No
Doctor's Name: _____	Dentist/ Orthodontist: _____
Phone: _____	Phone: _____
Who is the emergency contact*? <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian	
*If not Mother/Father/Guardian, please provide name, relationship to student and full contact details:	

Please state briefly any HEALTH ISSUES, MEDICAL ALERTS or SPECIAL NEEDS of which staff need to be aware: _____

Boards: PLEASE ATTACH A PHOTOCOPY OF MEDICARE CARD and (if applicable) PENSIONER HEALTH CARD. Parents are reminded that they are responsible for the costs of prescriptions.

MEDICAL CONSENT FORM - PLEASE PRINT

To The Head of College,

I/We (parent/guardian names) being the parent/guardian of (name of student), consent to the administration of medications specified in Section One (over page) and any others as notified by me/us in writing as required and also provide the information as requested in Section Two of this form.

I/we authorise you in the event of injury to or illness of our son, to follow the procedure(s) set out in Section One (over page) of this consent

I/we undertake to inform you of any changes to the information contained in this form as and when necessary. This consent shall remain valid unless withdrawn and notified by myself/us in writing to the school.

Signed Date.....

Signed..... Date.....
(parents/guardians please sign)

SECTION ONE - SCHOOL PROCEDURES IN THE EVENT OF ACCIDENT OR ILLNESS

MINOR AILMENTS

- # The student will report to the Infirmary where his attendance will be recorded on the daily register.
- # The registered nurse on duty will assess and treat the student as required. If further care is required for boarders they will be referred to appropriate health professionals.

MINOR INJURIES

- # Student to report to the Infirmary where assessment and first aid will be administered.
- # If the student is injured whilst playing sport he should report to his coach/teacher in the first instance and then to the registered nurse on duty.
- # Treatments will be documented in personal medical records and if presented, the student's Record Book will be stamped.

SERIOUS ILLNESS / INJURY REQUIRING DOCTOR OR HOSPITAL

- # The parent/guardian will be contacted if at all possible according to the information available on the medical form.
- # The school nurse will be called to the site of the injury/illness and/or the student transferred to the Infirmary where first aid will be administered.
- # The nurse on duty will assess the student and if required the student will be transported to the doctor/hospital.
- # In an emergency or on the advice of an attending doctor, the student will be taken by ambulance or other suitable vehicle to the nearest available hospital.

MEDICATION PROCEDURES

- # Parents are requested to inform the Infirmary of any medications being taken by the student.
- # All medications taken during the school day should be stored in the Infirmary unless other arrangements are made with the nursing staff.
- # All medications administered by the school nurse will be recorded.

PRESCRIPTION AND RESTRICTED MEDICATIONS

- # Assistance will be given by the school nurse in the administration of prescribed medication, when requested in writing by parents/guardians or as prescribed by the school doctor.
 - # Assistance will be given by the school nurse in the administration of RESTRICTED medication (such as Ritalin, Dexamphetamine) after receiving documentation from the doctor and parent.
- Instructions regarding changes to the original dosage of long term or restricted medications must be in writing from the doctor and parent/guardian.
- # The school nurse may only administer or assist with the administration of any medication IF the medication is provided in its ORIGINAL CONTAINER with a label clearly displaying the STUDENT'S NAME and the REQUIRED DOSAGE.
 - # The school nurse will arrange for the local pharmacy to fill prescriptions for boarders.
 - # All medications will be stored in a locked cupboard in the Infirmary.

NON-PRESCRIPTION OR "OVER THE COUNTER MEDICATIONS"

Complete this section for BOARDING STUDENTS

The following non-prescription medications are held in the Infirmary for relief of minor pain, coughs, cold and fever. Please sign beside each medication that you authorise us to administer to your son if required:

Panadol _____	Disprin _____
Nurofen _____	Sudafed _____
Avomine (travel sickness) _____	Bisolvon (cough mixture) _____
Throat gargles _____	Throat lozenges _____
Dexsal _____	Gastrolyte _____
Mylanta _____	Imodium _____
Buscopan _____	

For the relief of minor allergies the following medications may be given. Please sign beside each medication that you authorise us to give to your son if required.

Claratyne _____ Telfast _____ Phenergan _____ Sudafed PE _____

Please list below other NON PRESCRIPTION MEDICATIONS that your son may need and the name of the condition:

Complete this section for DAY STUDENTS

Due to new Department of Health regulations (Pharmaceutical Branch) no medication may be given to day students unless authorised and supplied as stated above by parents. Panadol, Mylanta and Anti-Histamine will be held in the Infirmary should it be required by your son. Any other medications will need to be supplied to Matron with your son's name and instructions for use. Please sign for Panadol, Mylanta and Anti-histamine if you authorise us to administer this to your son if required.

Panadol _____ Mylanta _____ Anti-Histamine _____

Please list below any other NON-PRESCRIPTION MEDICATIONS that your son may need and the name of the condition being treated. If your son requires these medications reasonably often, (e.g. Migraine, Hay Fever, Allergy) please supply a small box of the medication to Matron with your son's name and with instructions as to dosage and frequency.

SECTION TWO - CONFIDENTIAL MEDICAL HISTORY

1. IMMUNISATION RECORD:

PLEASE ATTACH LATEST COPY OF IMMUNISATION RECORD.

Attached

2. CHILDHOOD DISEASES (Please tick if your son has had any of the following)

- Chicken Pox Glandular Fever Mumps
- Measles Whooping Cough Rubella (German Measles)
- Rheumatic Fever Croup
- Other (please specify) _____

3. ASTHMA HISTORY:

Does your son suffer from Asthma Yes No (if Yes please answer the following)

Has your son been to hospital due to Asthma in the past 2 years Yes No

Has your son been treated with oral cortisone in the past 12 months Yes No

Does your son have an Asthma action plan (if Yes please enclose) Yes No

His current RELIEVER is: _____

His current PREVENTER is: _____

Other medication taken for Asthma? _____

4. MEDICAL HISTORY:

Diabetes Yes No

Epilepsy Yes No

Attention Deficit Disorder Yes No

If you answered Yes, please provide details of treatment or attach treatment plan.

Other health issues the school should be aware of (e.g. Special Needs or Disability; Fainting; Hepatitis B Carrier; Incontinence).

5. PRESCRIPTION MEDICATIONS

Please list prescription medications, the dosage and frequency that your son is currently taking:

CONFIDENTIAL MEDICAL HISTORY (SECTION TWO cont.)

6. ALLERGIES AND TREATMENT REQUIRED

Medications: _____

Food: _____

Insects: _____

Other: _____

If you have a treatment plan for your son, please attach.

7. OPERATIONS AND OTHER INJURIES

Please provide details of any operations or serious injuries your son has had.

8. CURRENT TREATMENTS THAT THE SCHOOL SHOULD BE AWARE OF:

9. DOES YOUR SON HAVE HEARING OR SIGHT DIFFICULTIES (e.g. glasses, hearing aids, etc.)

10. ANY ADDITIONAL INFORMATION

If your son is playing contact sport it is advisable to be immunised against Hepatitis B. If you are unsure if your son is immunised, please contact your family doctor.