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ST STANISLAUS' COLLEGE

Boarding Families Handbook





Welcome to Boarding

For more than 155 years St Stanislaus' College has been caring for Boarders and their families. Stannies staff work with the young men, their parents and families to make the experience a rewarding and memorable one. Boarding at Stannies provides the opportunity for a balanced academic, spiritual, sporting and social experience and the chance to make friends for life.

Stannies is part of the Vincentian community, a community which embodies the spirit of St Vincent de Paul and encourages our students to do the same. The Vincentian Philosophy of Education seeks to proclaim the Gospel in the spirit of St Vincent de Paul and in so doing, form people that they may bring the Good News to the poor and stand with them in solidarity. The principles lived out at Stannies assist our young people to develop a personal integration of faith and life.

Stannies Boarding Staff strive to ensure the boarding environment is one which reflects a caring, family-like environment based on trust, cooperation and open communication.

At Stannies we aim to provide each student with a safe, caring place to live, learn and enjoy. Each student will have the opportunity to:

- enjoy a wide range of activities from academics to sports as well as social and cultural experiences
- develop into mature young men
- find their own independence
- build life-long friendships.

It is hoped that by the time your boarding journey has concluded at Stannies, your son will leave as a Stannies Man with a sense of belonging and will be a valued member of the St Stanislaus' College community.

Mr Daniel Bradford
Head of Boarding

College Mission Statement

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.

Accent is placed on the care of the individual boy through the Tutor system, counselling and direction by the religious and lay members of staff.



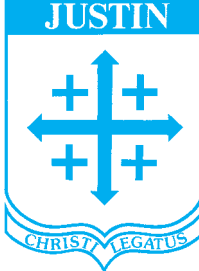



The College aims to work with parents in the task of education; creating an environment which reflects the spirit of Christ in a strong and faithful way, and calls forth the best in those who are part of the school.



Boarding Charter

I have come in order that you might have life – life in all its fullness.
(John 10:10)

STANNIES VALUES

 <p>CHARLES <i>Be humble of heart</i></p> <p>Humility</p>	 <p>JOHN <i>Be faithful (witness) to the Word</i></p> <p>Honour</p>	 <p>JUSTIN <i>Be ambassadors for Christ</i></p> <p>Faith</p>
 <p>JOSEPH <i>Be a just person</i></p> <p>Compassion</p>	 <p>VINCENT <i>Hold all things in Christ</i></p> <p>Service</p>	 <p>XAVIER <i>Show good example</i></p> <p>Leadership</p>

WE BELIEVE

- A safe, connected Vincentian community is our first priority, where our Boarders consider their Boarding House as a 'home away from home'.
- Our Boarders should be provided with opportunities to participate in stimulating and challenging sporting, cultural and recreational activities so as to foster holistic wellbeing, growth in faith and a healthy, balanced lifestyle.
- Academic personal best can be realised through the fostering of a love of learning and sound study habits.
- Every member of the boarding community has a role to play in the creation of a caring boarding family where we look after each other.
- Honesty and integrity are vital for a successful boarding life.
- Our Boarders need to take ownership of their behaviour, accepting responsibility for their actions.
- Independence and self-reliance are important life skills for all Boarders to learn and apply.
- Pride in self engenders pride and care for our physical boarding environment.
- Mutual respect and open-mindedness foster good interpersonal relationships and celebration of difference.

PILLARS OF SUCCESS IN BOARDING

- Developing positive relationships through generosity, gratitude and understanding the needs of others.
- A positive and enthusiastic attitude.
- The ability to be resilient, tolerant, flexible and responsible.
- Engaging positively in the community and being part of our 'community'.
- Being open to new experiences and participating with enthusiasm in the range of activities on offer.
- Being considerate and courageous.
- Developing effective study habits.
- Always striving to achieve their personal best.
- Treat each other with respect
- Remember everyone has their own personal space to which they are entitled.

BOARDER'S AGREEMENT

A Stannies Man is an honourable man. As a member of the Stannies Boarding Community, students are asked to acknowledge and agree to the following:

1. That at all times I will act with honour. Where I fall short, I will accept any and all reasonable consequences for my behaviour.
2. That Stannies boarding is a special community. I will show honour, compassion and respect to my fellow boarders, staff and visitors. I will take pride in being a boarder and endeavor to present myself and my belongings in a neat and tidy manner.
3. That Stannies has policies and procedures in place for my growth, safety and security and to provide these things for others. I commit to being vigilant and to act with care to ensure the holistic wellbeing of our community.
4. That rules and expectations rightly exist in boarding. I will be on time, appropriately dressed and well prepared for all roll calls, activities, meals, Mass and lights out.
5. That every Boarder is entitled to privacy and their private space. I will respect the privacy and space of others.
6. That each Boarder has different academic goals and that I will need to help facilitate an environment that supports these goals to be achieved. I am committed to helping to create a quiet atmosphere in which to study, apply myself and be my academic best.
7. That being involved with others builds community. I will positively participate in co-curricular and recreation activities organised for Boarders.
8. That being independent is part of boarding life. I will endeavour to be self-motivated, cooperative and helpful both in Boarding and in the Day School.



Boarding at Stannies

Boarding House staff are available throughout boarding hours through a dedicated mobile phone service. Parents and teaching staff regularly communicate through email and the College distributes a fortnightly newsletter and regular updates via our social media platforms to ensure parents are kept informed of current events both in the classroom and co-curricular pursuits.

Stannies staff visit boarding families in NSW country regions each year. These visits present opportunities to connect with current parents, meet new and prospective families, as well as connecting with the College Old Boys' community.

WHY BOARDING?

Boarding provides a life experience and teaches life expectations in a safe and caring environment. It provides the opportunity to:

- build character, discipline and leadership
- develop respect, life values with honesty and trust
- cope with the successes and failures that life throws at us.

Stannies understands that boarding cannot be the same as living at home as it is communal living. The aim is to instill life values like friendship, honesty and respect within a warm and vibrant community.

In boarding we create a friendly and pleasant atmosphere where the students can learn to live in harmony. They will gain basic day-to-day skills enabling them to be a successful member of society. As a Stannies man, students should have respect for their uniform and College traditions, have self-respect and discipline and be trustworthy and respectful.

PARENTS AND FRIENDS ASSOCIATION

A very strong and active Parents and Friends Association exists within the College, providing various means of support for our community. The Association acts as a channel of communication between the College and parents.

This Association provides parents with the opportunity to network with other families, make new friends and become familiar with the College.

P&F meetings are held on the last Monday of the month during term time and provide an open and honest forum to discuss issues and share information.

The meetings often have a guest speaker who addresses a particular topic of interest. The Head of College or representative always attends each meeting which provides a great opportunity for parents to meet senior staff members. We warmly invite you to attend meetings.

The P&F volunteer to run the Rugby barbecues at each home game. Parents are warmly invited to help at these events.

Parents and Friends Executive Committee

President: Nicole Two-Hill Scott

Vice President: Margot Cantrill

Secretary: Rosemaree Kemp

Treasurer: Felicity Challita

Volunteers Coordinator: Chris Tobin, phone 0403 713 512

OLD BOYS' ASSOCIATION

The College has an active and passionate Old Boys' Association with strong ties to the community. The Old Boys Association meets regularly and hosts a number of events throughout the year. The Old Boys Executive comprises:

President: Jack English

Vice Presidents: Liam O'Hara and Ben O'Mally

Treasurer: Robert Sligar

Secretary: Ivan England

Committee Members: Stephen Cain, Kevin Callinan, James Horsburgh, Hamish Keith, McLeod McKenzie, Beau Robinson.

A TO Z OF BOARDING

ABSENCES

The College policy does not allow students to be absent before and after term holidays. Parents need to apply for permission for extended leave for their son to be absent for a prolonged period including before and after term holidays.

Late Returns From Leave

Boarders who return late from any leave must be signed in either at the Boarding Centre or Reception during school hours.

Sickness

If your son is sick and unable to return to school at the arranged time, the school needs to be contacted directly. Any student absent from school during assessment and exam time will be required to provide a medical certificate explaining the absence.

Other Absences

Parents are to explain any extracurricular absences that may occur due to sport, training (other than school organised), driving lessons and family functions. The school must receive an email from parents with details regarding the absence and advising the following:

- Who is collecting the student (name & phone number)

- Expected time of departure from school and return to school
- The reason for the absence
- If a meal will need to be kept aside for the student

The Head of Boarding will convey this information to the Team Leader who will be in charge of the specific shift so that details are included on the student rolls.

ACCOMMODATION

At Stannies dormitories are generally in year groups, however, this can change due to circumstance and student numbers.

In 2021, Years 7 and 8 students are in one dormitory (each individual student having their own assigned area), Year 9 are in dormitory accommodation with assigned individual areas and Years 10 to 12 students are in individual rooms.

Each dormitory have their own common area where there are lounges, television and kitchen facilities (microwave, sandwich toaster, toaster, electric jug and refrigerator). The students are required to keep their area clean, eg: wash dirty dishes, empty rubbish bins, etc. There is a duty roster in each dormitory which ensures that students to take turns completing these duties.



BOARDING TYPES

- Weekly
 - Four nights (in on Monday morning, out on Friday evening), or
 - Five nights (in on Sunday and out on Friday evening)
- Full Time
- Casual

PERSONAL REQUIREMENTS NEEDED FOR BOARDING

All personal items are to have the student's name on them.

BEDDING

It is expected that bedding will be changed each fortnight as a minimum.

- Two sets of linen (top and bottom sheet, doona cover and pillow cases)
- One x Doona and blankets
- One pillow
- Three x Towels

TOILETRIES

- Personal toiletries and bag
- Deodorant (non-aerosol cans only)
- Soap
- Shampoo and conditioner
- Toothpaste and brush
- Shaving requirements (non-aerosol cans only)
- Comb/brush
- Box of tissues

CLOTHING

- Neat, durable casual clothes for after school activities, meals and informal activities
- One good change of clothes suitable for attending a function, including chapel on Sundays (good shirt, not t-shirt and good pants or shorts, not clothing with logos and signage)
- Sleepwear
- Underwear sufficient for 10 days
- Footwear (including thongs or similar to wear to and from showers)
- Swimmers
- Hat with wide brim or bucket hat to be worn outside
- 10 sets of school uniforms (as washing goes out on Sundays and is returned Wednesday this is necessarily).

OTHER ITEMS

- Coat hangers
- Shoe cleaner
- Name tags

- Weekend travel bag
- Airtight container for snacks
- Bowl to make noodles in microwave
- High protection sunscreen
- Sporting equipment
- Fan (summer)
- Electric Blanket (winter)

Note: No personal gaming machines, televisions or fridges are allowed in dormitories for any year group.

ACTIVITIES AND SPORTS

Stannies offers an array of sports and activities depending on the season. Rugby, swimming, tennis, basketball (indoor and outdoor courts) and cricket are always popular with the students.

Students are enthusiastic participants with high involvement in music, drama, cantor group and instrumental music lessons (arranged through Creative Arts). Stannies also has a Student Media Team who live stream various events and activities at the College.

Students are encouraged to participate in the St Vincent de Paul Student Conference and assist members of the community with gardening through the Green Team and visits to the residents of St Catherine's Aged Care Facility.

Boarding activities are held on weekends depending on schedules. Activities may include movie nights, zorb, fishing, ten pin bowling and touch football. During the last term of the year students enjoy one final big adventure which has previously included Wet and Wild and Luna Park.

ALCOHOL, SMOKING AND DRUGS

Students are not permitted to possess, obtain or consume alcohol while under the care and supervision of the school. Breaches of this rule will result in serious disciplinary action and could result in the termination of enrolment.

The possession, use, or smoking of cigarettes, e-cigarettes (or other vaping devices) or prohibited drugs and dealing in drugs is strictly forbidden and illegal. This will result in serious disciplinary action and could result in police involvement and termination of enrolment.

BANKING AND POCKET MONEY

It is encouraged that students have a direct debit card, with an account linked to their parents' to allow for easy transfer of money.

If students are to have cash, it is suggested that \$20 be on hand at any one time in the dorm. If students are to have a larger amount, it is to be placed in an envelope with the student's name and put in the Boarding House safe. The school does not hold any responsibility if money is lost or stolen.

BOARDERS' PARENTS AND THE PVC (Private Vehicle Conveyance Subsidy)

Parents who have to drive some distance to collect their children from NSW Trainlink stops may be eligible for the PVC subsidy. Information on the subsidy and application forms are available online at: www.transport.nsw.gov.au or via email: pvc@transport.nsw.gov.au

BOARDERS' TRAVEL PASSES

These passes are available to all boarding students whose parents are permanent residents of NSW. The pass allows the student to travel between the school and the destination closest to his home address on NSW Trainlink provided buses, coaches and trains. A student may obtain such a pass by completing forms available through College Reception. A recent passport-style photograph must accompany the forms. The forms are sent to NSW Trainlink, Sydney from where the pass is issued. If a pass is lost or stolen, then another form must be filled in. This is also sent to Sydney for re-issue, but there is a fee of \$30 which is charged by NSW Trainlink. Both activities take at least 10 working days. This pass is issued by the Department of Transport and must be carried by the student whenever he is travelling on NSW Trainlink trains and coaches. The pass is really only available for travel on weekends and at end/beginning of term. The pass is for the student for whom it is issued and MUST NOT be shared with or loaned to any other student for any reason. If students are caught doing so, then their passes will be confiscated and they will have to pay upfront for any further NSW Trainlink travel.

BOUNDARY AREAS: OUT-OF-BOUNDS RULES WITHIN THE COLLEGE

The following areas are out-of-bounds to all students except when they have sufficient reason to be there eg: to keep an appointment, so they would be in possession of a permission note, or in an emergency.

- Marble Hall, staff and visitors toilets.
- Classrooms and corridors (during recreation periods morning recess and lunch breaks).
- Dormitories of a year other than the students own
- Refectory and kitchen area

- Health Centre
- PAC & IRC
- Area behind the maintenance shed, p-rooms
- Pool area outside of approved times
- Area outside Senior Refectory and crush space visitors toilets
- Front of College and areas where cars are parked,
- College residences, workshops and beyond

There are to be no ball games of any description played inside any buildings or school driveways. Balls are not to be thrown or kicked in these areas at any time.

The grassed banks on the school grounds are for the appearance of the College and as such should be looked after by everyone. Therefore there is to be no sliding down the banks and are not to be used for a short cut at any time.

CALENDAR

The school calendar is available on the school website and via the Student Management System, Edumate.

CODE OF BEHAVIOUR

Student Behaviour

Positives: These are recorded in the student's Record Book and we encourage staff to award these eg clean room, good study, helping, being courteous and polite.

Demerit: These are recorded in the student's Record Book also and we encourage staff also to record this, eg swearing, tardiness, distracting others, disobeying instructions, being in the wrong place.

BoardingHouse Detentions: These must be submitted to the Team Leader for action. Consequences are provided for this disciplinary action, eg gating, sitting outside the boarding centre, picking up rubbish, refectory duty, extra dorm duties.

Boarding Student Behavioural Committee (BSBC): Major behavioural incidents involving students, will be met with a BSBC, which will then be referred onto the Committee who will then deal with the situation. These forms must be completed by the Team Leader with all involved parties to sign. It then goes to the Head of Boarding who will then sign and send on to the Committee. Parents are advised of these.

Common Courtesies

Courtesy and manners are a very important part of boarding life. Students should treat others the way they would wish to be treated.

- Please and thank you at all times
- Sir or Miss when addressing adults



- Do not use offending language
- Be honest and forthright
- Stand quietly in the queue at the Refectory (do not shout yell, push and punch) always be courteous and well mannered
- Senior students do not automatically get priority

COMMUNICATION

Day Time Contacts

College Reception

Monday to Friday 8.30am – 4.30pm

P: 6331 4177

F: 6334 4285

E: boardersleave@stannies.com

After Hours Contacts

Boarding Centre

Monday – Friday: 6.45am – 9am / 3pm – 11.30pm

Weekends: 7am – 11.30pm

Phone: 6334 5613

Head of Boarding: 0417 207 603

Boarding House Team Leader: 0417 425 321

Fax: 6334 4315

Email: boarding@stannies.com

Boarding House Postal Address:

Student Name

C/- St Stanislaus' College

220 Bentinck Street (PO Box 97)

Bathurst NSW 2795

Health Centre after school hours: 6334 5687

LINES OF COMMUNICATION IN THE BOARDING HOUSE

Houseparent: First point of contact for boarding students, parents and staff about all matters related to your son's particular Year Group in the Boarding House.

Team Leader: The senior boarding staff member on duty who can meet the immediate needs of parents, students and staff when a House Parent is not available. They are responsible for the effective running of the Boarding House at all times during their shift.

Head of Boarding: Contact point for students, parents and staff who are unable to reach the relevant House Parent or who would like further clarification of issues beyond the House Parent level.

Head of College: Responsible for the overall operation of the Boarding House.

DAILY ROUTINES

There are daily routines that are set out on the information board in each dorm and students are advised to check this board, so they know what

is expected of them and when. Supervisors are available to help them stay on routine.

DAMAGES

Wilful damage of College property is not acceptable. The students will be charged for the cost of repairs in the event of wilful destruction or carelessness. Parents will receive a phone call from the school regarding the cost and what it was, for before receiving an invoice.

DORMITORY RULES

- For health and safety reasons NO aerosol cans or medication (except Asthma puffer and diabetic medication after discussion with Nursing staff) are allowed
- Dormitories are out-of-bounds between 8.40am and 3.25pm during the school day
- Students must be appropriately dressed at all times
- There is to be NO visiting of other dormitories for any reason
- The dormitory should be a place where your privacy is respected
- You are allowed to make your area personal with photos and posters after permission is sought for suitability

DRIVING CARS

Privilege for Year 12 Boarders

Boarders are discouraged from having cars at school. However, where it is more convenient for the student to drive himself to school from home, then the vehicle may be permitted. Parents must notify the Head of Boarding and complete the Student Driver Authority and Application form which is then submitted to the Head of College and must be approved **before** the student brings the car to the School.

All boarders travelling in cars driven by themselves, with another student or an under 25 driver **must** have the Student Driver Authority and Application form signed by parents and lodged with the Head of College. If a boarder wishes to drive another student, even his siblings, this form must be lodged with the Head of College. A copy of the form is available from the Head of Boarding. This form is simply parental permission for the student to drive or be a passenger in a vehicle driven by another student. It does not grant permission for any specific activity.

Permission for each and every specific occasion a car is used must come from the Head of Boarding. Permission can only be given by the Head of

Boarding if this parental consent form has already been signed.

No boarder is allowed to use his car on a daily basis. Weekend use of cars is also forbidden without specific permission. Parents are asked to reinforce this point with their son who is returning to school with a car.

The student **must** upon arrival at the school give his car keys to the Team Leader. They are stored in the safe.

Boarders are not allowed to ride in cars driven by day students, ex-students or other young people, apart from very exceptional circumstances which have been approved on each and every occasion by the Head of Boarding or the Team Leader. Boarders are not allowed to ride in cars driven by Boarding House staff, except in very exceptional circumstances which have been approved on each and every occasion by the Head of Boarding.

DUTIES

Students are required to assist in the care of their dormitory. They are expected to make their own beds every morning and maintain their presses in a good, clean and tidy condition at all times. Failure to do so will see any leave cancelled until it is correctly rectified. They also have responsibilities to help with the common living areas within the dormitory. There is a roster on the notice board in the dormitory with everyone expected to be helpful in their community.

ELECTRONIC DEVICES

Student Mobile Phones and Technology

The College and staff take no responsibility for individual security of mobile phones or electronic devices. The care of such devices is solely the responsibility of the owner. Mobile phones must be turned off during study and left in presses or turned off during this time. Students cannot receive or make calls during their study time, parents are asked not to call during this time. There is a landline that can be made available to students in the Boarding Centre at any time by asking the Team Leader. Devices cannot be used after lights out. In Years 7, 8 and 9, all devices are to be locked up in a secure area and will be available for collection by the students before school the next day.

The College Policy is very clear on the misuse of mobile phones. Immediate disciplinary action will be taken against any student who photographs or films other individuals without their consent, downloads and/or displays inappropriate material including pornographic material or who sends harassing or



threatening communication via any platform or app. Laws govern the use of mobile phones and the internet that safeguard individuals and their privacy.

Electronic devices include: Computers/laptops, iPads, mobile phones, PlayStation/Xbox and gaming machines, etc are not allowed to be brought to school. The care of electronic devices is the responsibility of the respective owner.

Electronic devices including mobile phones are not to be taken to and are not to be used during the following:

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

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

Mobile phones must be turned off and placed in the student's press, or place in tech box provided, during study times and when they are not in use. At other times when mobile phones are left on charge, they are to be supervised and not left unattended. Students are not permitted to make or receive phone calls during any of the activities listed above. In the case of emergencies, parents can contact the Team Leader. Parents are asked not to phone their son/s during rostered study time.

EVENTS

There are a number of events that occur throughout the year that parents and carers are encouraged to attend. Please see the College calendar for times and dates. Below are a few events that are held:

- P&F Welcome BBQ
- Opening School Mass (compulsory school event)
- Boarding Families Dinner
- Mother's Day Mass & Luncheon
- Father's Day Mass & Breakfast
- P&F Golf Day
- Home Sporting fixtures
- Creative Arts nights
- Carols Service
- Speech Day (compulsory school event)

There are also boarding events that occur throughout the year for students. Information regarding these will be emailed out to parents. Past events for included:

- Wet n Wild

- Rugby 7s
- Ten Pin Bowling
- Cinema
- BBQ at the Park
- Swimming
- NRL Matches
- Luna Park

EXCURSIONS

From time to time the chance to take the students on an excursion arises (to a rugby game or zoo, etc). In most cases the school will pay for these trips but on occasion we may ask for the cost of the bus to be covered to aid in taking the students away, whether this is the case or not you will always receive an email for consent to taking your son away from school grounds and give you the option to decline for whatever reason. We usually cap the number at 54 and generally it is first in first served.

FACEBOOK

Follow @StanniesBathurst on Facebook and see photos and get information about events.

GENERAL INFORMATION

Wireless internet access is available throughout the dormitories. The use of this facility is monitored by the College ICT Department.

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 bed space/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 and beanies are not permitted to be worn inside.

GROOMING

We encourage all of our students to take pride in how they look. Students are required to have a conservative, off-the-collar haircut, free from being overtly dyed or streaked. Students will be given a short window of time if their haircut needs attending to before being taken to the local Barber at the parents cost.

HOMESICKNESS

All boarders suffer from homesickness at some stage and not all suffer at the same time or in the same way. A lot of them are very quiet and say nothing and become withdrawn, while others will pull the “guilt card” on parents. Phone calls with “I hate it” and “get me out of here” are in fact very common.

Please be reassured, this will pass.

Most students settle well and homesickness becomes somewhat of a distant memory. The adjustment for students and parents to boarding is an ongoing process which ebbs and flows over time. Boarding staff are always available to students and parents to assist with the adjustment.

Advice on how to deal with homesickness:

- Be sympathetic but firm
- Never say “If you don’t settle, I will come and get you”
- Remind them that you will come for a visit
- Don’t tell them that you miss them (that is fatal!)
- Ask questions, “What friends do you have?”, “Where do they come from?”
- Remember boys will try and manipulate you
- Remember the boy crying on the phone trying to make you feel guilty is running around laughing 10 seconds after he hangs up

Talk to your Houseparent, Team Leader or Head of Boarding as we are here for you as well. We will check on any problems that you may feel are there. We will get back to you usually within the hour, or by the latest the next day, if we haven’t got an answer by then we will give you an update.

HEALTH CENTRE

The Health Centre is staffed by a Registered Nurse seven days a week. Weekend hours vary depending on whether sporting matches are home or away.

The Registered Nurses are responsible for looking after all matters relating to student’s health. Student’s with diagnosed medical conditions may require an individual health care plan, which will be drawn up in consultation with parents, in order that

their health is managed safely at school.

For safety reasons boarding students are not permitted to have any medication, including vitamins and supplements, other than asthma puffers or diabetes medication in the dormitory. All medication will be stored in locked cupboards within the Health Centre and will be dispensed by the nurse on duty.

After hours medication is dispensed by the nursing staff for the on duty team leader to administer. It is vital that nursing staff are aware of all medication being taken by the students.

The Health Centre is visited by a GP from George Street Medical Centre each Monday, Wednesday and Friday morning at 9am. If your son requires an appointment at one of these clinics please advise the nurse on duty, giving as much notice as possible. The clinics are cancelled if there are no students attending.

Students are taken to GP appointments at Ochre Medical Centre outside of these times for emergency matters only. Parents/carers are always notified when their son is seen by the Doctor.

The nursing staff can assist with organising appointments to allied health professions, eg. dentist, orthodontist, physiotherapist. If possible, these appointments should be made for after school hours.

When possible the nurse on duty will help transporting students to these appointments; during school hours this will depend on the Health Centre activity and may not be always possible.

Please contact the Health Centre directly if you require nursing assistance with medical appointments.

The nursing staff can be contacted directly phone 6334 5687 or email healthcentre@stannies.com.

LAUNDRY

The students’ washing is completed weekly externally from the College. Parents are more than welcome to organise their own washing person, but if you can’t, we can give you a list of contacts who currently do washing for the College. Washing is put out for collection usually on Sunday morning and it is returned within two to three days. Cost for washing is around \$25 a bag.

The students are required to have their own washing





bag which can be purchased from the College Uniform Shop for \$20 or you can supply your own.

Students who are leaving the College on a Friday afternoon for the weekend must put their laundry out for collection before they leave.

LABELS

All clothes and personal items must be marked. We suggest getting name labels and sewing them on. That way when lost becomes found we can get them to their rightful owner.

LEAVE

Leave Process and Guidelines

Boarders may apply for leave via our online Boarding Management software tool, REACH, provided it does not impose upon their academic or sporting commitments. Leave will not be approved if inadequate details are provided or if a boarder has a leave restriction in place (eg: detention, etc).

A condition of leave, even when approved by parents, is that the students complies with the behavioural expectations of the School.

Leave should be arranged to avoid conflict with the normal daily routine of the Boarding House. Students planning leave must consider Saturday morning sporting commitments. If they aren't attending sporting commitments, they must make contact with their coach prior to arranging leave.

To apply log on to REACH and complete the leave details. Please email boardersleave@stannies.com if you encounter any issues.

These leave requests are monitored during College office hours 8.30am – 4.30pm Monday to Friday. For any urgent matters, please contact the Boarding House.

Full time boarders and five nightly boarders need to have returned to the College by 5pm on Sundays so they can attend Mass and dinner and settle back into routine before lights out.

Leave applications through REACH are accepted up until Wednesday 3pm of the requested weekend. Any leave received after this date will not be accepted unless extraordinary circumstances arise. This timeline is imposed so that the appropriate travel arrangements and staffing can be in put in place.

It is advised if you do have planned leave to let the College know as soon as possible.

To help with the process of your application please ensure the following:

- Leave is applied for by Wednesday 3pm
- You have clearly indicated the time you are collecting and returning your son OR if your son will require transport to be booked
- If he has a sport commitment, your son has made contact and received approval from his coach
- If your son is staying with a host family or you are hosting a student, you have made contact with them and asked that they send an email to confirm the arrangements
- If a boarder is returning late from approved leave, the parent should notify the College as soon as possible.
- Boarders requiring leave from school for any reason that involves missing academic time (classes) or a compulsory school activity must inform the Head of College. If the leave is more than five school days, then an Extended Leave Request will need to be completed prior to the leave.

Town Leave Privileges

- Years 7, 8, 9 Wednesday & Sunday. Reward card can be used for town leave Friday 3.30pm to 5pm
- Leave for South Bathurst shop (a convenience store located near the College) Monday and Thursday for 45 min only
- Year 10 Wednesday and Sunday & one other day. South Bathurst shop, same as Juniors students.
- Years 11 and 12 no restrictions but still 3.30pm to 5pm

Duties and Responsibilities of Host Families

The College strongly encourages parents to contact the host family as a way of developing connections with the parent community of the school and to thank those families who have offered their hospitality to your son.

The College also recommends you check the nature of the activities your son will be involved in and the level of supervision the host family is providing to your son. It is the responsibility of the parents to determine the suitability of a host family.

The duty of care imposes the following responsibilities on a host:

- adequate supervision of the boarder at all times;
- ensuring that a boarder in their care returns to the Boarding House at the stipulated return time or communicates the change of plans to Boarding staff;

- ensuring the boarder's behaviour is law abiding and in adherence to the behavioural expectations of the school;
- accountability for any avoidable or deliberate harm to a boarder in their care
- Not permitting a boarder to travel in a car driven by non-approved drivers.

MASS

Boarding students attend Mass at the Cathedral in Bathurst a few times a term on a Sunday morning. All students must be appropriately dressed for this occasion.

If Mass is not in town, the students attend Mass in the Stannies Chapel at 5.15pm Sunday afternoons. Students on leave are to return to school for Mass attendance each week. Parents are most welcome to attend.

MEAL TIMES

	Juniors	Seniors
Breakfast	7am – 8am	7am – 8am
Morning Tea	11am	11am
Lunch	1pm – 1.40pm	1pm – 1.40pm
Afternoon Tea		
Dinner	5.45pm - 6.15pm	5.45pm - 6.15pm
Supper	8.15pm	9.15 pm

Students must be present for all meals as a roll call is taken at this time and they are expected to eat a balanced diet. Students with special requirements are catered for and we ask parents to liaise with our Catering Supervisor in this regard. Our meals are based on dietary guidelines as set out by dietitians and nutritionists.

Weekend Breakfast

- 7:15am to 8:15am Saturday (this can change due to sport)
- 8am to 9:15am Sunday (if there is nothing pending on a Sunday morning, boarders are allowed to sleep in)

Meals on excursions and away games for sport may be at an additional cost and will be charged to your family account. The cost for a meal on an excursion will be on the excursion permission form and for sporting events students will be given \$10 per meal and a portion of this will be charged to your account.

Stannies has a dress code for the Refectory which includes no ugg boots, singlets, hats, thongs or slides, no clothing with rips or tears and definitely no mobile phones.

MOBILE PHONE AND TECH POLICY

Mobile Phones

All Boarders are permitted to possess a mobile phone. However, there are rules surrounding their use.

Phones may not be used:

- During meals
- In study
- In chapel
- After lights out
- During lessons in school

Years 7, 8 and 9 must secure their phones at night in the tech box. They are placed in the box each night before lights out and can be collected in the morning prior to school.

Years 10, 11 and 12 are permitted to have their mobiles and have the responsibility to access their phones at all times. It is expected, however, that they will follow the rules and expectations with using their devices. If they are unable to follow the rules they too will have their devices removed at night.

If rules regarding the use of Mobiles are not adhered to consequences will apply:

- First offence: phone will be removed for 24 hours
- Second offence: phone will be removed for three days
- Third offence: phone will be removed for a week.

The phones will be placed in an envelope and kept in the safe at the Boarding Centre and parents will be advised by the Team Leader if a mobile phone has been confiscated.

Tech (All other electronic devices including headphones/earbuds)

These are a similar distraction and for that reason will be treated the same as mobiles and as so same rules apply. Please note that the school cannot accept any responsibility for these items and are at the owner's risk.

NEWSLETTERS

Newsletters are emailed to families, uploaded to College website and posted to the Stannies Facebook page fortnightly. They contain all current information for sporting events and venues. The Newsletter is a great source for parents so they know what is happening in the world of their son.

PERSONAL HYGIENE

All students are to shower at least once a day and after sports or training. Deodorant (non-

aerosol) should be used and is desirable in these environments.

All dirty clothing must go down to the laundry on Sundays before lunch. If the student is on leave for the weekend their clothing and linen must go down before leave, if this is not done their next leave request will not be approved. Underwear must be changed daily. Teeth must be brushed in the morning before school and before retiring for the evening. A persistent reminder from parents and staff helps in these circumstances.

PERSONAL ITEMS

Items that are expensive should not be brought into boarding. The school is not responsible for loss or breakages.

PLANNERS

Student Planners are used every day at Stannies. It is a record of school (homework, town leave, awards and demerits) and essential to school life. The

student receives their Planner upon commencement at the school and must be maintained. A new one is issued each school year.

PRESS DUMPS

To ensure cleanliness and hygiene, each boarding student does a 'Press Dump' each Wednesday afternoon. This involves taking all clothes and items out of the press, wiping shelves, then folding and replacing all items.

ROOM AND PRESS SEARCHES

Respect for individuals and their privacy is the right of every student boarding at Stannies. However, when there is evidence that a student has or may have prohibited items it will be necessary for boarding staff to conduct a search. Searches are normally conducted in the presence of the student and senior boarding staff but this is not always the case.



ROUTINES

Week Day Routine

7:00 - 7:15am	Wake up/Shower/ Dress into school uniform.
7:15 - 8:00am	Breakfast.
8:00 - 8:30am	Return to the dorm, clean your room and make your bed, pack school bag, complete dorm duties.
8.20am	Inspection of dormitory. All doors open all students in their rooms for inspection. No rubbish all beds made no clothing on the floor.
8:30 - 8:40am	Students leave dorm to go to school. Year 7 - 9 collect Tech.
8:45am	Dormitories locked. Check on all doors that they are physically locked, all fans air cons/ heaters, electric blankets and lights of (if on year 9 in basement all windows must be shut and locked) also please make sure no devises have been used to prop or keep doors open. Sign out at boarding centre.
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. Boarders common room opened.
3:45 - 5:00pm	Sports training/downtown leave. Down town leave is only granted when there is no training. Free time outside, weather permitting.
	LEAVE AS FOLLOWS:
	Year 7, 8 and 9 Down town leave Wednesdays and Sundays Souths Mondays and Thursdays (45 mins) must sign out at BC
	Year 10 Down town leave Wednesdays and Sundays plus one other day of choice Souths Mondays and Thursdays (45 mins) must sign out at BC
	Years 11 – 12 No restrictions on leave, confines of times
5.00 - 5:40pm	Return to the dorm, shower and get changed, relax before dinner.
5.40 - 6:15pm	Years 7 - 12 Dinner in the Refectory. Dress code to be followed: no singlets, thongs or slides allowed, no hats or mobiles.
6.30pm	Junior study. Years 7, 8 and 9: 6.30pm – 8pm. During assessment or exam times, these times may change.
7pm - 9pm	Senior Study. Years 10, 11 and 12 study in their rooms. The dorm is to be silent during this time, doors must be open and must remain that way for the duration of study.
8.15 - 8.45pm	Years 7, 8 and 9 Supper.
8.50pm	Years 7 and 8 Tech hand in.
9.15pm	Years 7 and 8 lights out. Year 9 Tech hand in.
9.30pm	Year 9 lights out. Years 10, 11 and 12 Supper and free time in dormitory (no loud music). Year 10 are to be showered before 9.30pm.
10pm	Year 10 lights out. Total silence in the dormitory. If technology is found to be in use, it will be confiscated for one week. Years 11 and 12 are to be showered before 10pm. Years 11 and 12 to be settled in their rooms and preparing for lights out, no music allowed.
10.45pm	Lights out. Boarding house should be quiet after this time.

Saturday routine

Saturday routine will vary depending on sport timetable

7am	Wake up/shower.
7.15am - 8am	Breakfast, all students must attend breakfast.
8.30am - 12pm	Sport/activities/free time.
12pm - 1pm	Lunch (depending on sport).
1pm	Sport/activities/free time. Options for activities on Saturday afternoons, PAC, swimming, trip to the river.
3.30pm - 4pm	Leave to Souths permitted if behaviour has been acceptable through the week duty house discretion.
5.45pm - 6.15pm	Dinner all students must attend.
6.30pm - lights out	Activities/free time, lights out staggered as per year group. Options for activities PAC, students can be taken to the movies and picked up if wanted, relax in dorm board games and television.
9.15pm - 10.30pm	Lights out as per year group. Tech handed is as normal.

Sunday routine

8am	Wake up/shower.
8.15am - 9.00am	Breakfast. Dirty washing must go down to laundry in the morning. Linen to be changed. Doonas, blankets, etc folded at end of bed for airing and supervisor check.
9.20am	Meet in quad for roll call if Mass is at the Cathedral in town.
9.30am - 12pm	Clean up personal area, down time.
12pm - 1pm	Lunch.
1pm - 4pm	Down town leave and activities permitted only if personal area is clean and rubbish is removed. Sunday activities PAC, movies, swimming.
4pm - 4.45pm	Shower and dress for Mass (good clean casuals - no logos on clothing), hats or phones are not permitted.
4.50pm	Line up Marble hall, roll call, Mass.
5.45pm - 6.15pm	Dinner - all students must attend.
6.30pm - 7.30pm	Study.
7.30pm - Lights out	Personal area and press to be checked by supervisor bag packed for school, dormitory clean. Tech handed in as normal.

STAFFING

All areas of boarding and supervision is conducted by the Head of Boarding in consultation with the Head of College. All supervisors have training at least once a term and are brought up to date on ongoing changes that are made. Staff are also required to undertake training pertinent to their job (child protection, first aid, etc).

STORAGE

Storage in boarding, although quite extensive, it is not big enough for large items. One large case with fold up bags inside is more than enough and easy to store. The students must be able to have everything off the floor and placed either on the rack under their bed or on top of their press, as this is expected of them every day.

SUPPER

Supper is supplied to the students after study each night in their dormitory. This could be toasties, biscuits, cake and a beverage. We have full kitchen facilities in the dormitories (appliances and dishes etc).

TELEVISIONS

There is a large TV mounted on the walls of each common room for the students to watch in their leisure time. Personal televisions are not allowed and will be confiscated.

TRAVEL

Travel To Sport

Sport is an important aspect of life at the College. There is a wide range of sports on offer, which includes two training sessions per week and a competition fixture on Saturdays. Travel details to and from sport are recorded electronically each week via a Google Doc review system we need completed by each boarder by each Wednesday evening when the sports fixtures lists are published. The boys are required to provide the following details:

Name.

Chosen Sport.

Venue.

Departure time from Boarding House.

Estimated return time to the Boarding House.

Boarder's mobile phone number.

Method of Transport to venue: This must include name and contact details of the person they are travelling with.

Prior to leaving the Boarding House, all Boarders must personally sign out with the Boarding Staff member on duty and be contactable via their mobile phone at all times. They must also report to the staff member on duty immediately upon their return at the conclusion of their fixture.

UNIFORM & GROOMING

Each school day, students are expected to wear clean uniform and are to be clean shaven. Deodorant is expected to be used.

Uniform Shop

The College Uniform Shop is onsite and available to parents Monday to Friday by appointment.

Students are able to make purchases on Monday, Wednesday and Friday lunchtimes. Parents can phone and pay by card or students can pay at the time of purchase.

Uniform Shop purchases are not an account.

VISITORS: VISITING THE BOARDING HOUSE

During College hours, when visiting the College, visitors must report to Reception. After hours and on weekends, parents are welcome to visit the boarding houses. Upon arrival, please let the boarding staff members on duty and/or the Head of Boarding know that you are visiting. Parents who wish to stay for a meal are asked to let us know beforehand so that arrangements can be made with the kitchen. Your presence at a meal is most welcome.

On weekends, visitors are most welcome between 1pm and 4pm. Upon arrival they must report to the Boarding Centre. Boarders and their visitors are to remain in the Quad, be well mannered and have good behaviour during this time. Boarders and their visitors must not roam from this area. As a matter of courtesy when leaving the grounds visitors are asked to leave via the Boarding Centre and advise the Team Leader that they are leaving.

We hope that this information handbook answers most of your questions. Please feel free to make contact with the College if you have any further questions or require specific information not contained in this handbook.



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