



ST STANISLAUS' COLLEGE BATHURST

Boarding House Policy & Procedures

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1. Introduction

The College Boarding House aims to provide a safe and supportive boarding environment for all boarding students at the College. Boarding is an integral part of life at the College. Every member of the boarding community makes a significant contribution to the development and care of College boarding students.

Every staff member makes a unique and indispensable contribution through their professional competence to the learning outcomes and holistic development of each student in our care. As a Vincentian College this is our reason for existence and our commitment to our families.

1.1. Policy Statement

St Stanislaus' College Bathurst is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve.

The provision of a safe and supportive environment is essential to ensure that all members of the College community are to be affirmed in their dignity and worth as a person.

These are core principles which guide boarding at the College. Staff of the College work with our boarding students to ensure that the boarding experience is a rewarding, supportive and memorable one where boarders are provided with many opportunities to use their skills, gifts and talents in a supportive and structured environment.

1.2 Policy Purpose

This policy supports boarding students to build initiative, self-discipline and self-respect. Roles and responsibilities are clearly established and communicated in order that all boarders are well cared for and treated with respect. This policy ensures that the physical, educational and social environment of the Boarding House provides healthy, safe and supportive living, social, academic and recreational pursuits for all students.

Boarding at the College is underpinned by the College Vision and Values with specific aims and pillars of success for boarding which brings this to life.

1.3 College Vision

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.

1.4 College Values



1.5 Boarding Aims

At the College, 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.

1.6 Boarding Pillars of Success

- 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.

2. Boarding House Procedures

2.1 Enrolment Policy

The College is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve. We also commit to enrolling students of all backgrounds and faith traditions.

Families can access enrolment information by contacting the College Registrar or by visiting the College website. Enrolment of boarding students is in accordance with the College *Enrolment Policy and Procedures*.

2.2 Boarding Options

The College provides the option for students to board on a full-time or weekly basis. Weekly boarding can be five nights (Sunday to Friday) or four nights (Monday to Friday). This option 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 when parents may be away due to work commitments or student sporting commitments require an early start. Casual boarding is to be arranged directly with the Head of Boarding by email (boarding@stannies.com).

2.2 Facilities and Support Services

2.2.1 Boarding Centre

The College Boarding Centre is located at the entry to the College in the administration area. The Boarding Centre operates during boarding hours (eg: before and after school, and weekends). This is the main point of contact after usual school hours and on weekends. If the Boarding Centre is closed or unattended during boarding hours, the Team Leader can be contacted by utilising the phone stationed at the Boarding Centre window.

The Boarding Centre ensures all students:

- are cared for and that students are engaged in boarding life;
- are signed in/out following established boarders leave processes;
- have appropriate laundry arrangements in place;
- any repairs to school equipment or damage to student's property is attended to;
- are transported appropriately to and from appointments, sport commitments, and the train station.

2.2.2 Refectory

Boarding students come together to share meals in the College Refectory. Meals are cooked onsite by the College Catering Team. The Catering Team Leader works with the Head of Boarding and student body to ensure that a nutritious menu is offered to students. The menu is offered on a four-week rotating basis, subject to product availability. At all times, fruit is available for students and in addition to a hot evening meal, a salad bar is provided. For boarding students who are attending an excursion, meals such as lunch are provided by the Catering Team. For boarding students returning to the College after the evening meal and no evening meal has been provided as part of the excursion or trip, the Catering Team will ensure that a meal is kept for these students.

The Catering Team adhere to the *Australian Dietary Guidelines* and the *NSW Food Act 2003*. Regular inspections are conducted by the local Council to ensure compliance with food safety and hygiene requirements. In addition, the College engages with local nutritional experts to provide advice in relation to the food offerings provided to boarding students.

When coming together in the Refectory, all students are expected to follow a set of standards in relation to punctuality, courtesy, table manners, respect and attire. Closed in shoes and appropriate clothing must be worn - thongs, football boots, slippers, ugg boots, crocs, singlets or sleeveless shirts, hats, caps and beanies are not permitted in this space.

2.2.3 Health Centre

The College Health Centre provides medical care to students of the College, including boarding students. Staff of the Health Centre work closely with the boarding staff and Pastoral Care Team to ensure the wellbeing of all students in the care of the College. The Health Centre is staffed by three registered nurses and is located within the Boarding Centre. The Health Centre operates at the following times:

- Weekdays: 7.30am to 5.30pm
- Weekends: 8am to 12pm if no sport onsite. Nursing staff remain onsite when there are sporting fixtures, and for all ISA sport.
- Sundays: 3.30pm to 5.30pm

The Health Centre is fully equipped to care for students who are unwell and provides isolation facilities for students who should not be in contact with other unwell students. Health Centre staff coordinate doctor visits and specialist appointments, as well as administering student medications.

The Health Centre supports students with additional needs in conjunction with the Head of College, Head of Boarding, College Counsellors, Pastoral Care Coordinators, Houseparents, Inclusion Support Team and Indigenous Support Team.

2.2.4 Boarding Student Medical Assistance

Health Centre staff are well equipped to deal with any medical emergency which may arise. Should a medical emergency arise, the following steps will be taken:

- Nurse on shift to provide immediate response and assess condition;
- Following assessment of the student and appropriate response being initiated, parents/guardians will be contacted to advise of the situation. If the Nurse is unable to make this contact due to responding to the emergency, a Year Coordinator will make contact if during the school day, and if after school hours, the Team Leader on shift will make contact with the family;
- In the event that the student is required to be admitted to hospital after school hours, either the Nurse or Boarding House Supervisor on shift will transport the student to the hospital, or an Ambulance may be called to render emergency medical treatment. The student's medical record will be transported to hospital with them. Parents/guardians will be contacted as soon as possible to advise of the situation. The Head of College, Head of Boarding and relevant Houseparent will be informed as a matter of urgency and apprised of the details of the student's condition.

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 parents/guardians cannot be contacted, the Head of College or Deputy Head of College will be responsible for authorising such procedure. In the event that the Head of College or Deputy Head of College is not contactable, the Head of Boarding will provide authorisation.

2.2.5 Chapel

The boarding community joins together for the celebration of Mass each weekend during term time. This takes place at either the College Chapel or the Cathedral of St Michael and St John. Students are expected to dress appropriately for Mass and as such are expected to have at least one good set of clothes to wear to Mass. In addition to this the boarding community comes together at other times for prayer and reflection.

In a boarding tradition, boarding students form the nucleus of the College Cantor Group and often lead the singing at College Masses and Liturgies.

2.2.6 Recreation Facilities

Boarding students are offered a wide range of co-curricular programs to participate in during the week and on weekends. Co-curricular offerings include sport, musical, Green Team, Ag Team, and

many others. On Sundays students have free time to go out with family and friends, participate in their own recreational activities, study or take town leave.

Boarding staff regularly plan activities for boarding students to participate in on weekends. This may include a ten pin bowling activity, or trip to the local dam. Supervision is always provided when undertaking College planned activities.

2.3 Communication with Boarding Community

At the heart of boarding is communication with our community. Parents entrust the care of their son to the College and it is imperative that parents/guardians feel able to contact the College at any time to discuss their son's wellbeing and likewise it is imperative that the College is communicating with families about their son's wellbeing and progress.

As such, parents/guardians are encouraged to maintain regular contact with their son, as well as with their son's Houseparent, Head of Boarding and Tutor. The College website serves as a main source of information regarding College events and important news. A fortnightly Newsletter is issued to all families and contains information about what has been happening at the College and what is coming up. At the end of each Term, the College publishes *Seasons At Stannies* which provides a term review for families. In addition, the College Facebook page also serves as an important tool of communication.

The Head of Boarding provides regular email updates to families about boarding life and is always available to connect with families either via phone, online or in person.

During boarding hours, the Team Leader on shift is available via mobile phone and the number is provided to all families and boarding students at time of commencement of enrolment.

The College utilises SEQTA as its Student Management System. SEQTA contains a record of a student's timetable, attendance and student reports. Parents/guardians can access this site under a password obtained from the College IT Team.

The Boarding House utilises REACH as its Boarding Management System. REACH contains a record of all boarders leave and rolls taken as well as having the ability to record pastoral information for students.

2.4 Boarding House Student Accommodation

The boarding community is organised across year group lines, with some minor cross-over in senior dormitories due to space availability. Connected to each dormitory there is a kitchenette, containing a sink, fridge and microwave. There is also a recreation area fitted with lounges and chairs as well as a television. Students share the responsibility for tidiness and cleanliness of these general areas.

Students from other year groups are not permitted to enter the dormitories without express permission of the Boarding House Supervisor specific to the relevant dormitory, Head of Boarding or Head of College.

The College provide wifi internet access throughout dormitories with the use of these connections monitored by the College IT Team as well as by residential staff who are on duty when students are accessing the network. Access is limited after 9.30pm for junior students and after 11pm for senior students.

As part of the formation of boarding students, a sense of responsibility for the cleanliness of one's own area instilled in the students. Students need to ensure they make their bed daily and keep their presses and 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 ready for laundry. Students are rostered to perform specific cleaning duties including assisting in the Refectory after meals, and general cleaning of the dormitory shared areas.

Televisions, bar fridges, heaters and cooking devices are not permitted in dormitory areas unless they have been issued by the College.

Ball games and wrestling are prohibited in all dormitories, corridors, passages and rooms in the Boarding House. Students are also not permitted to engage in the selling of drinks and other food items throughout the Boarding House.

Boarding students are not permitted to enter dormitory areas during the school day unless it is an emergency (eg: change of clothes required, or early departure from school which was not known about in advance). If a student is required to enter the dormitory areas during the school day, they will be escorted by the Head of Boarding or by two members of the administration team. Staff will unlock the main access door and wait at that entry for the student to return. Staff are not to enter the dormitory with the student. Access is only granted in an emergency, boarding students are expected to be organised and therefore not have the need to return to the dormitory during the school day.

2.4.1 Junior Boarders - Gallagher and Slattery

- Students are assigned a private cubicle space with the year group dormitory. All students have their own private bed/workspace area. This area becomes the student's specific responsibility;
- Each student's area has a bed with ample rack storage and lockable box underneath it. There is also a desk with shelf as well as a large press with hanging spaces and shelves;
- Students are issued with a padlock and a key for their press. There are spare keys available through the Boarding Centre, however students are encouraged to secure both their belongings and the key in their assigned safe to assist with ensuring the security of their belongings;
- Students are provided with a small safe in which they can store valuables such as phones, wallets and keys. Staff have a master code and each student can program his safe to his own pin up to six digits. Students are advised not to share their code and are asked to change it regularly to ensure security;
- Students are required to hand in their phones and devices each evening at lights out and to collect them the following morning prior to commencement of the school day.
- Students in Year 9 reside in single room accommodation.

2.4.2 Senior Boarders

- Students in Years 10, 11 and 12 reside in single room accommodation;
- The doors to these rooms are to remain ajar apart from when students are changing clothes, after lights out, before wake up or when not in the room.

2.4.3 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 areas 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 Dorm Prefect (Years 7 and 8 dorms) or the Team Leader on shift. All boarders have the mobile contact number for the Team Leader on shift and this same number is answered by the after-hours on call staff member who resides onsite.

2.5 Dormitory Procedures

Procedures have been established in relation to entering student accommodation areas, visitors accessing the boarding areas, and staff accommodation areas.

2.5.1 Students residing in Single Rooms

The following 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, boarding 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 resides 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, there should not be a need to open the door.
3. If the student does not acknowledge, staff should repeat the process in one above. Staff should ask other students who may be in the corridor if they have seen the student in question. Staff should do this whenever another student is in the area.
4. If there is still no response, staff should knock three times again and announce the 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, staff 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 staff should open the door and remain in the corridor. If the room is empty, the door must be re-locked. If the student is there, staff should ask for their 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 staff need to get to point six above as the student will either be absent, will have acknowledged the request or someone else will have informed staff 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 Team Leader on shift and Head of Boarding.

2.5.2 Visitors to Boarding Areas

No visitors, including parents, are permitted in any dormitory without the permission of the Head of Boarding or the Head of College.

As a rule, parents/guardians 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: during a school day or during school holidays).

Visitors are to report to the Boarding Centre on arrival to sign in. Generally, if boarding students are expecting visits from friends who are not College students, then these visits should only occur on Saturday and Sunday afternoons between 1pm and 5pm. Under no circumstances are visitors to enter the residential areas and as such students are required to remain in the Quad during the period of the visit. Normal courtesies and good manners are expected to be observed by both boarding students and visitors. Behaviour should be appropriate and must be within the College expectations at all times.

2.5.3 Staff Residential Areas

The College provides accommodation onsite for staff members, including members of the boarding staff. Care of the students and staff at the College is of paramount importance. The following protocols 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 staff members follow Students Residing in Single Rooms protocols.
- 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 Team Leader on shift.

2.5.4 Access to Vincentian Corridor

No student is permitted to enter the Vincentian Corridor on the first floor of the building (adjacent to the Chapel). As a rule, the entrance doors to both sides of the Vincentian Corridor are locked at all times. In addition, there is clear signage on the doors stating "Private Residence. Strictly No Student Access".

3. Rights and Responsibilities of Students

The rights and responsibilities of all students at the College are outlined in the Student Policies and Procedures document. However, they are included here for reference:

My Rights	My responsibilities which give me these rights	The same thing in Society
I have the right to be myself and to be treated as an individual.	I have the responsibility to respect others as individuals; not to pick on them, tease them, try	Equal opportunity for all, irrespective of race, sex, religion, physical or mental

	to hurt their feelings, or persecute them for being different if their sex, race, customs, language, religion or appearance are different from mine.	disabilities.
I have the right to be treated with respect and politeness.	I have the responsibility to respect the authority of teachers. If necessary, I should be able to disagree without being offensive.	Respect for friends and family. Respect for others and for due process of law.
I have the right to expect that schooling will be of benefit to me; that I will obtain benefit from all lessons and classes; that other students will not deprive me of this right by their behaviour.	I have the responsibility to cooperate with teachers and other students to make sure that lessons proceed and that I keep up-to-date with required work. I will not behave so as to interfere with other students' rights to learn. I also have the responsibility to be on time for school, to be on time for class, to attend school regularly and to take part in activities offered at the College.	Reliability and punctuality when employed. Participation in community activities.
I have the right to be safe and not feel threatened by danger to my person. I have the right to expect protection through College policies and procedures.	I have the responsibility to help make other people feel safe in the College by not bullying, threatening, hitting or hurting anyone in any way. I have no right to take the law into my own hands nor to swear or use offensive language.	Assault, occasioning bodily harm, even "verbal assault" are criminal offences. The police and courts exist to keep law and order.
I have the right to expect my property to be safe at College.	I have the responsibility not to steal, damage, destroy or interfere with the property of other students or the property of the College itself.	Theft and wilful damage are crimes. Hand in lost property. Report theft and vandalism.
I have the right to belong to a College with a healthy environment and in which I can keep good health.	I have the responsibility not to smoke, take alcoholic drinks or drugs, or encourage other students to do so. I have the responsibility not to do unhygienic things such as spitting. I should take part in PDHPE and sport.	Smoking is a health hazard. Drunkenness is irresponsible towards others and degrading for the person concerned. Use of prohibited drugs is a criminal offence. Smoking is prohibited in most

		public places.
I have the right to enjoy a clean and attractive College environment and take pleasure in the surroundings.	It is my responsibility to care for the College environment, not to litter the College premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. I should be prepared to keep the College environment neat and clean and to be prepared to remove litter and rubbish.	Litter laws. Vandalism and damage to public property are crimes. Environmental care is encouraged - eg "Tidy Towns Competition", "Do the right thing", etc.
I have the right to be informed of what is happening in the College.	I have the responsibility to listen attentively at assemblies, to take newsletters and notes home as required, to check material on the Stannies Website and to make it my business to find out what I need to know.	Being an informed citizen means responsibility for accessing available media, following the news and current affairs.
I have the right to expect justice and fair treatment.	I have the responsibility of recognising that I am open to consequences if I do the wrong things, as well as expecting praise and recognition for my achievements.	The penal code sets out penalties for crimes. Society acknowledges outstanding services, eg OA, Australia Day Award, local Awards.
I have the right to be seen as a useful and worthwhile member of the local community.	I have the responsibility demonstrating to the local community by my out-of-school conduct that the College is a worthwhile place and is developing good citizens for the future. This applies to travel to and from College, work experience and excursions.	Public image of firms. Public relations. The image of Australians abroad.
Conclusion: I have all these rights while I am a student at St. Stanislaus' College.	I have the responsibility to protect these rights and those of others by living up to my responsibilities at all times.	Responsible and informed citizens know their rights and respect the rights of others.

In addition to the above, boarding students enter into a Boarder's Agreement which includes the following:

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 endeavour 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 rolls 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.



3.1 Student Behaviour 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.

3.1.1 Essential Rules

Students are expected to follow these essential rules, with the knowledge that there will be formal consequences if any of the below rules are broken.

- NO alcohol consumption;
- NO illegal drugs – this includes use, possession or distribution or selling of such;
- NO smoking, including vaping;
- NO being in any area of the College that is out of bounds, in particular after lights out;
- NO inviting any visitor into dormitories;
- Planning to perform or participate in initiations or any other act, regardless of intent, that may injure, degrade, or belittle a fellow student or reflect poorly on the reputation of the College;
- Wilful destruction of College property, or the personal property of others;
- Defiance or insubordination towards a staff member.

3.1.2 Essential Expectations

- Boarders are to be punctual as per the daily timetable;
- Boarders must follow the directions of College 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.

3.1.3 Boarding Student Behaviour

Boarding students are expected to comply with all College rules and expectations. For boarding students who choose to do the wrong thing, they will face consequences in accordance with the *College Student Responsibility and Behaviour Policy*. Behaviour referrals will be made to the Student Behaviour Committee for consideration in accordance with College policy.

The College encourages and reinforces positive behaviour by actively rewarding students for such behaviour. Boarding staff can enter positive awards in REACH for the Houseparents and Head of Boarding to view.

If a boarding student is suspended, this action will be in accordance with the *College Suspension and Termination of Enrolment Policy and Procedures*. Suspension is seen as a temporary measure so that the student can have time to reflect on their behaviour and what has led to the suspension.

Corporal punishment is not permitted under any circumstances.

3.2 Uniform and Dress

It is expected that boarders return after school holidays ready to commence the new school term. This means students should 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. Whilst at school, boarding students are expected to adhere to the College Uniform and Grooming Requirements.

Boarding students are permitted to travel to and from home in casual dress. For students who are returning to school after weekend leave concludes (ie: returning during the school day), access to the dormitory will be made available so that the student can change into school uniform before returning to classes.

Boarding students are expected to have casual dress to wear after school hours and on weekends which is neat and tidy and are expected to have footwear on at all times.

3.3 Boarding Student Leadership Opportunities

Opportunities are available for boarding students to become leaders within the College community. Students can offer to lead College liturgical functions through altar serving, reading and singing roles at Masses and Liturgies. Some senior students are offered the opportunity to undertake formation as Ministers of the Eucharist.

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 including Green Team, leading fundraising efforts for Project Compassion, Winter Appeal, Matthew Talbot Hostel Appeal, and supporting mission trips to the Vincentian school in Fiji.

Boarding students also have the opportunity to lead their school community by being appointed as a College Prefect. Some senior boarding students are afforded the opportunity to act as a Dorm Prefect and support junior students in their boarding life.

4. Safe and Supportive Environment

4.1 Child Protection and Mandatory Reporting

The College is committed to ensuring the safety, welfare and wellbeing of all children and young people in the care of the College and is dedicated to protecting them from abuse and harm. The College has zero tolerance for child abuse and harm. The College regards its child protection responsibilities with the utmost importance and as such is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining safe and supportive College physical and online environments for all children and young people.

Child protection responsibilities are outlined in the *College Child Protection Policy and Procedures*. All boarding staff comply with this policy and are reminded regularly of their responsibilities in this regard.

All boarding staff are supported with relevant staff training including training through the Australian Boarding Schools Association. Mandatory online training in child protection is undertaken by all staff annually. All boarding staff must have a verified Working with Children Check clearance before they commence training shifts in the Boarding House.

4.2 Complaints and Grievances

Parents/Guardians are encouraged to raise any concerns regarding their son's boarding experience with the relevant Houseparent in the first instance. The Head of Boarding is always available to speak with families and welcomes such communication.

If parents/guardians feel that their concerns are not being addressed, the Head of College will welcome a discussion in this regard.

Parents/guardians are encouraged to raise any formal complaints or grievances in accordance with the *College Complaints and Grievances Policy*.

Boarding students are encouraged to raise any concerns with the Team Leader on shift or their Houseparent in the first instance.

5. Staff Roles and Responsibilities

College staff who interact with the Boarding House or who are employed specifically in boarding roles have important roles to play in regards to 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.

5.1 Head of Boarding

The Head of Boarding is responsible to the Deputy Heads of College for the overall supervision of the recreational and personal welfare of all boarding students in the care of the College. The Head of Boarding leads and manages boarding staff and is responsible for the day to day operation of the Boarding House. The Head of Boarding is a highly visible presence within the College community, reflecting through words, actions and example a strong commitment to the education and pastoral care of every student. The Head of Boarding ensures that the College Boarding House is imbued with a spirit that is warm, welcoming and friendly, where each student and his family is known and valued.

The Head of Boarding is a key member of the College Pastoral Care Team and College Mission Operations Team.

5.2 Houseparent

The Houseparent is the first point of contact for boarding students, parents/guardians, and staff in relation to all matters concerning the particular year group. The Houseparent role has a specific pastoral care/wellbeing focus and is responsible for ensuring that all students in the relevant year group is thriving in their boarding experience.

5.3 Team Leader

The Team Leader is the senior boarding staff member on shift who can meet the immediate needs of parents/guardians, students and staff. The Team Leader is responsible for the effective running of the Boarding House at a particular time (shift). Team Leaders regularly undertake on-call overnight shifts and reside onsite when doing so.

5.4 Boarding House Supervisors

Boarding House Supervisors are responsible for a year group whilst on shift and are required to actively supervise the students in their care. Boarding House Supervisors 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.

5.5 College Counsellor

The College employs three registered Psychologists who work closely with students and staff. The Counsellors form an important part of the Pastoral Care Team. Counsellors work with students and families to focus on the educational, physical, social, emotional and spiritual wellbeing of the student body. The College Counsellor attends the Boarding House two evenings per week and is also available to assist with any critical wellbeing issues as they arise after hours. The College

Counsellors have a broad network of support and are able to call upon local contacts to assist with care of students.

5.6 College Nurse

The College employs three registered Nurses who work in the College Health Centre. Their work is outlined in section 2.2 - Health Centre.

5.7 Dormitory Prefects

Senior students, usually Year 11 students, are appointed as Dormitory Prefects for Years 7 and 8 students. They reside adjacent to the specific year group dormitory and are expected to act as a 'big brother' to the younger students in their dormitory. Dormitory Prefects assist with before school routines and evening routines as well as provide a response after lights out if required. These students work closely with the relevant Houseparent to take advice and direction as well as offer ideas and show initiative in responding to the wellbeing of the younger students.

6. Boarding Student Leave Protocols

There are a variety of leave options available to boarding students including day leave, overnight leave, town leave and 'At College Weekend Leave'. On all occasions when a boarding student leaves the College, leave protocols must be followed. In all cases of leave, where a boarding student 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. Parent and host permission must be received through REACH (or via email) prior to any boarding student being permitted leave.

REACH is the platform used by the College to enable the Boarding House to manage boarders leave. It is the system which records when and with whom a boarding student leaves the College and returns. Records on REACH are maintained indefinitely with reports able to be generated at any given time. College Reception staff are responsible for booking transport for boarding students taking leave. Reception prepares a listing of all students taking leave and provides this to the Boarding Centre. Records of bookings are maintained by Reception.

Data from REACH 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, enabling boarding staff to follow up any pastoral or safety concerns.

The shift Team Leader must:

- Ensure that REACH is completed each time a boarding student leaves the premises and returns.
- Ensure that the attendance rolls are completed at the end of each shift.
- Follow up with consequences when students are late to return (without valid reason) and 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 visitors signing out students.
- Actively follow up when a student has not been signed in after 30 minutes of due return time. If unable to contact the student or the student's parents/guardians, the Team Leader must alert the Head of Boarding or Head of College.

6.1 Day Leave Protocols

Day leave includes all types of 'social' leave and does not include overnight leave, which can only

be authorised by the Head of Boarding. Examples of day leave includes having dinner with family/friends, visits to homes of day students or other family, outings with family or relatives.

Day leave must be applied for through REACH using the leave request section. When making the leave request, Day Leave must be selected as the 'Leave Type'. Parents/guardians must complete this request in advance to ensure that the Team Leader is aware of student departures. A boarding student's Houseparent may also provide permission for Day Leave, however this must also be entered through REACH. Students must physically sign out with the Team Leader on shift by presenting their Student Planner upon departure. For Sunday leave, if Mass is in the morning, students are not permitted to leave before Mass has concluded. Upon return, students must report to the Team Leader at the Boarding Centre and collect their Student Planner. Students on day leave must return to the Boarding Centre by 5pm that day, unless they are being signed out for dinner.

The only time that permission via REACH is not required for day leave is when a student's parents/guardians arrive at the College unexpectedly to take their son out. The Team Leader must be informed and usually permission will be provided by the Team Leader to take the leave. The Team Leader will then note this leave on REACH for student management and roll marking purposes.

Students will not be permitted day leave during study time, sporting commitments or boarding community activities. When leave extends into the evening, permission must be obtained by the student from the Team Leader, and this leave is not to extend beyond 10pm.

6.2 Overnight Leave Protocols

Permission for any form of leave which involves being away from the College overnight can only be given by the Head of Boarding. In order for a boarding student to obtain overnight leave, the following procedure is to be followed:

- Parents/guardians apply through REACH for overnight leave. Such requests must be received by 3pm Wednesday prior to the leave taking place to ensure that the Reception Team have enough time to coordinate bookings for transport.
- When leave is requested to be taken in the company of other families, the host family must provide permission through REACH or email boardersleave@stannies.com providing permission to host.
- Boarding students must sign out in the presence of the Team Leader on shift or a member of the boarding staff who is acting as Team Leader. At time of sign out, students must confirm their return with the Team Leader.
- Unless with the permission of the Head of Boarding, all students on weekend leave must return by 5pm Sunday.

From time to time, overnight leave requests may be declined. Circumstances under which requests would be declined include, but are not limited to:

- Relevant parent permission not being provided in REACH or insufficient detail has been provided
- Recent unacceptable behaviour in the Boarding House
- A clash with boarding activities or routine
- Co-curricular or sporting commitments
- Late submission of leave request.

NB: the Head of College and Head of Boarding reserves the right to decline permission for

overnight or weekend leave.

6.3 'At College Weekend' Leave Protocols

The rationale behind an 'At College' weekend is to encourage families of boarding students to visit Bathurst and the College for the weekend and be involved in the special activities of that weekend. Such activities may include specific sporting events, parent information sessions, Open Day, Year 12 Dinner, creative arts evenings and parent specific functions.

Students may be signed out to stay in Bathurst with parents/guardians on such weekends. Such requests must be entered through REACH and approved by the Head of Boarding.

6.4 Town Leave

Students have the opportunity to take town leave after school between 3.30pm and 5pm. Students are not required to be in school uniform for this leave. Students must sign out at the Boarding Centre and must leave and return via the Bentinck Street gates. Leave is permitted as follows:

Years 7, 8 and 9: once per week and on a Sunday.

Years 10, 11 and 12: twice per week (though not on consecutive days) and on a Sunday.

6.5 Sunday Leave

At the discretion of the Head of Boarding and/or Team Leader, students have permission to attend town on a Sunday between 12pm and 4pm, however this time can vary depending on College activities. This leave is subject to the conditions and consent of the Team Leader or Head of Boarding. Students must sign in and out at the Boarding Centre.

6.6 Movie Theatre Leave

Students may only go to the movies under the following conditions and at the discretion of the Head of Boarding or Team Leader:

- Their level of behaviour has been appropriate.
- Attendance at the movies does not interfere or impact upon any boarding activity.
- 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 4pm.
- Students must sign out and in at the Boarding Centre.
- Upon return to the College, students must present the ticket stub of the movie they attended showing the date and session time.
- Students must move to and from the Movie Theatre by the most direct route available.

6.7 Students Absent Without Leave (AWOL)

After school hours: the Team Leader will endeavour to contact the parents/guardians 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 Pastoral Care Coordinator will endeavour to contact parents/guardians throughout the day. The Pastoral Care Coordinator will advise the appropriate Houseparent when contact has been made and parents/guardians informed as to the status of their son. If contact has not been made during school hours, the Team Leader will then endeavour to make contact. The Team Leader will advise the relevant Houseparent of the status of the student. In these

instances, the Head of Boarding and Head of College are to be informed.

6.8 Start and End of Term Leave

All travel arrangements including start and end of term travel are made through College Reception. Reception staff responsible for boarders leave communicate with families regarding leave arrangements and confirmation of arrangements made. Records are held by Reception in relation to the start and end of term travel arrangements.

7. 24 Hour Care and Supervision Arrangements

Rolls are taken by Boarding Supervisors through REACH and are taken at the following times:

Week Days	Time Roll is open to be marked
Wake Up	7am to 8am
3.30pm – Afternoon	3.30pm to 4.30pm
Dinner/Study	5.45pm to 6.30pm
Lights Out	9.15pm to 10.30pm
Weekends	
Breakfast	8am to 9.30am
Lunch	12pm to 1pm
Afternoon	3pm to 3.45pm
Dinner/Study	5.45pm to 6.30pm
Lights Out	9.15pm to 10.30pm

The Team Leader on shift is available at all times via the duty mobile phone. All parents and students are issued with this contact number when they commence as a member of the boarding community. Students are to use this number to make contact with the Team Leader in the event of an emergency.

The College has a number of staff who reside onsite, including a member of staff who is allocated the 'on-call' shift each evening. This staff member takes responsibility to the duty phone overnight and for responding to any calls for assistance. Staff who reside onsite are expected to respond to any emergencies as they arise. In the event of an emergency or serious concern, boarding staff are required to contact the Head of Boarding and Head of College to inform them of the situation.

In the event of a student becoming seriously ill, boarding staff will arrange for the student to be transported to Bathurst Base Hospital for care and treatment. The student's parents will be advised of the situation following College processes.

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 those times and held in the Boarding Centre.

Between 10pm and 11pm, 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 can be opened from the inside in case of emergency.

The College has appointed a staff member responsible for security (Caretaker) after-hours. This staff member resides onsite and is responsible for lock-up and after hours security issues.

8. Crisis Contact with Boarding Families

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 who is experiencing a medical emergency requiring hospitalisation and/or surgery. The Team Leader on shift will take responsibility for making contact with parents/guardians in relation to any crisis contact for a boarding student.

In response, the boarding duty phone is the main contact for families who wish to reach their son during boarding hours and is unable to reach their son on their son's personal mobile phone. During the school day, parents may make contact via College Reception.

9. Boarding House Routines

Years 7 and 8	
7am	Wake Up
7.40am to 8.20am	Breakfast - compulsory attendance for all students
8.45am	Exit Dormitory
8.55am	School starts
3.25pm to 4.30pm	School ends - change out of uniform, outside time or training
4.30pm to 5.40pm	Dormitory time. Town leave returns by 5pm
5.40pm	Ready for dinner
5.45pm to 6.15pm	Dinner
6.30pm	Study
7.30pm	End of study - PAC opened until 8.15pm
8pm	Showers
8.30pm	Phone/Tech hand in Kitchen closed
8.45pm	Quiet time/main lights out, personal lights only
9pm	All lights out

Year 9	
7am	Wake Up
7.40am to 8.20am	Breakfast - compulsory attendance for all students
8.45am	Exit Dormitory

8.55am	School starts
3.25pm to 4.30pm	School ends - change out of uniform, outside time or training
4.30pm to 5.40pm	Dormitory time. Town leave returns by 5pm
5.40pm	Ready for dinner
5.45pm to 6.15pm	Dinner
6.30pm	Study - doors open/ajar
7.45pm	End of study - PAC opened until 8.30pm
8.15pm	Showers
9pm	Phone/Tech hand in Kitchen closed
9.15pm	Quiet time/main lights out, personal lights only
9.30pm	All lights out

Year 10	
7am	Wake Up
7.40am to 8.20am	Breakfast - compulsory attendance for all students
8.45am	Exit Dormitory
8.55am	School starts
3.25pm to 5pm	School ends - training or town leave or dorm time. Town leave returns by 5pm
5.40pm	Ready for dinner
5.45pm to 6.15pm	Dinner
6.30pm	Study - doors open/ajar
8pm	End of study - PAC opened until 9pm
8.45pm	Showers
9.30pm	Phone/Tech hand in Kitchen closed
9.45pm	Quiet time/main lights out, personal lights only
10pm	All lights out

Years 11 & 12	
7am	Wake Up
7.40am to 8.20am	Breakfast - compulsory attendance for all students
8.45am	Exit Dormitory
8.55am	School starts
3.25pm to 5pm	School ends - training or town leave or dorm time. Town leave returns by 5pm
5.40pm	Ready for dinner
5.45pm to 6.15pm	Dinner
6.30pm	Study - doors open/ajar
8.30pm	End of study - PAC opened until 9.30pm
9.15pm	Showers and supper
10pm	Quiet time/main lights out, personal lights only
10.30pm	All lights out

Weekend Schedule	
8am	Wake Up
8.15am to 9am	Breakfast (sometimes in Dorm depending on the day's activities)
8.30am to 12.30pm	Sport activities or if downtown Mass at Cathedral, leave at 9.30am
12.30pm	Lunch
12.30pm to 5.15pm	Sport continues/Activity if no sport/town leave if Sunday (must return by 4pm if town leave)
5.15pm	Sunday Mass
5.45pm	Dinner
6.15pm	Free time if Saturday or weeknight routine if it is Sunday

10. Evening Study Program

The Boarding House routines include set times for evening study. 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 College 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 staff. The overall atmosphere and productivity of study is the responsibility of the Team Leader. Supervisors will be assisted by Houseparents from time to time.

Senior students may study in their own rooms/dormitory. Junior students are supervised in group study settings. 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 Chromebooks may be used for academic purposes only.

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. Parents/guardians are asked not to call their sons during designated study times. Failure to adhere to these conditions will result in the immediate confiscation of the device(s).

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 relevant Houseparent or Team Leader immediately. 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, unless it is to communicate with other boarding staff regarding shift matters.

11. 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 "dongles".

12. Fire Evacuation/Lockdown Procedures

Procedures for evacuation of the Boarding House are in line with the College Evacuation and Emergency Procedures.

A fire detection and alarm system is installed throughout all accommodation areas of the College. In the event of an evacuation for any reason, the Team Leader or on-call staff member assumes responsibility for an control of the procedures. The Head of College and Head of Boarding must be contacted immediately.

NB: no staff member is to attempt to disable the alarm.

The Fire Brigade must attend the school if an alarm is triggered irrespective if it is a false alarm.

Only the Fire Brigade can disarm the alarm.

All staff and students at evacuation assembly points are to remain there until advised that it is safe to return to the buildings. This will only be done when the Fire Brigade has disarmed the alarm and advised that the building is safe.

13. Boarding Student Private Motor Vehicle Use

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.