



DALBY CHRISTIAN COLLEGE



BOARDING HANDBOOK 2023

Dalby Christian College
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Dalby Qld 4405

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WELCOME TO BOARDING AT DALBY CHRISTIAN COLLEGE

Dear Boarding Parents,

Thank you for choosing to entrust Dalby Christian College not only with the education of your child but also their daily welfare through our Boarding House. I appreciate the cost that families in remote areas make in seeking a suitable education for their children, and as a College we aim to support families in these endeavours.

Dalby Christian College has offered Boarding for over 20 years and is pleased to be able to offer further student places with the building of a new Boarding House in 2014. It is exciting to see the Boarding House expand not only in bed numbers but in maturity. Our aim in Boarding is to provide a safe and supportive environment which enables each student to:

- Feel as though they have a home away from home.
- Develop maturity, self-discipline and independence.
- Achieve their potential academically.
- Contribute positively to the College community.

I encourage you to read the Boarding Handbook for 2023 thoroughly with your child to ensure that processes and expectations are fully understood. Should you have any queries please don't hesitate to contact our Head of Boarding, Mark Perkins on 4672 4283.

As comprehensive as this handbook is, we do not intend for it to become a replacement for the Boarder's own good judgement. We encourage Boarders to develop qualities of consideration and respect for others, courtesy, good manners, cooperation and responsibility. If the decisions Boarders make are informed by these values, their experience of boarding will be a positive one and they will enrich the lives of those around them.

We look forward to serving your family through Christian Education this year and trust that your child's boarding experience is a happy and productive one.

Yours in Christian Education,

Marie Skerman

Principal

BOARDING ORGANISATION

Principal:	Marie Skerman
Head of Boarding:	Mark Perkins
Boarding Assistant:	Janine Lambert
Boarding Assistant:	Andrew Keyte
Boarding Assistant:	DongWoo Oh
Boarding Assistant:	Suzanne Perriotte
Boarding Assistant:	Wendy Pedler
Boarding Assistant:	Rebekka Sherrin
Cook:	Janelle Jobling

COMMUNICATION

Communication between parents and the Boarding House Supervisors is vital to ensure positive and trusting ongoing relationships. The College encourages regular contact between home and Boarding so that there is always a clear understanding between both parties.

Working with teenagers in a home setting can be a difficult time in a teenager's life because they often desire more freedom than is available. This situation can cause tension and conflict between the teenager and those in authority. As parents of boarders, it is important to maintain open communication with the Boarding House Supervisors as issues arise to ensure that the situation is fully appreciated.

If at any time you would like to discuss matters relating to boarding and/ or your children it is advisable that you contact the boarding house **mobile during school hours**. (It is often difficult to have significant conversations once the Boarders have returned to the house for the evening). If you would prefer to do this in person please contact the boarding house office for an appointment.

TELEPHONE CALLS

- All calls to be concluded by **9:00 pm**.
- It is a good policy for parents to phone once a week at a regular time.
- Calls can be made via the Boarding office or via a student's own mobile device.
- While calls to and from parents are encouraged, please be mindful of the length of these calls - 20 minutes maximum should be sufficient unless prior approval is granted.

- The Head of Boarding may be contacted via mobile during school hours, or the times set out above if you would like to speak to one of our staff. Please be aware that this phone cannot be passed onto students.
- If at any time you are having trouble making contact you may leave a message via the Boarding mobile or by email.
- *Text messages sent to the Boarding mobile will not be responded to during school hours. Staff on duty will reply to any text messages received during the school day at 3pm.*
- *For any urgent matters during school, please call rather than text.*

PROBLEMS OF A SERIOUS NATURE

If the College staff - academic or boarding - are concerned about any issue, parents will be contacted immediately. Similarly, if there is any difficulty perceived by parents, they are encouraged to phone or email either the Boarding House Supervisors or the Principal.

CONTACT US

Address:

C/- Dalby Christian College

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DALBY Qld 4405

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Boarding Head Mobile: 0428 786 938

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TERM DATES 2023

Term 1	Monday 23 rd January	to	Friday 31 st March
Term 2	Monday 17 th April	to	Friday 23 rd June
Term 3	Wednesday 12 th July	to	Friday 15 th September
Term 4	Tuesday 3 rd October	to	Thursday 30 th November

Student Free Days & Public Holidays for 2023:

Australia Day Holiday	Wednesday 26 th January
Good Friday	Friday 15 th April
Easter Monday	Monday 18 th April
Dalby Show Holiday	Friday 1 st April
Anzac Day	Monday 25 th April
Labour Day	Monday 2 nd May
Student Free Day	Monday 10 th July
Student Free Day	Tuesday 11 th July
Student Free Day	Friday 1 st September
King's Birthday	Monday 3 rd October
Student Free Day	Friday 1 st December

SETTLING IN

Adjusting to boarding school life can sometimes be difficult, some may feel homesick. This is nothing to be ashamed of as it is perfectly normal. Usually, these feelings will not last. It is not uncommon for these feelings to reoccur when a student is concerned about something at home. Communicating with the Boarding Supervisors will help both boarders and parents to get through this stage, as they will provide support and guidance. **When boarders come with the skills of making their bed, doing personal laundry, organising their personal belongings and maintaining high standards of personal hygiene, the adjustment will be considerably easier.** It is important that boarders are prepared to take instructions from people other than their parents and live peaceably with people they have not chosen to live with. When boarders put their energy and focus into activities and boarding life homesickness should diminish.

BEHAVIOUR IN BOARDING

The teenage years can be a time of relational friction in a domestic home situation as the teenager desires independence and rebels against any restraint to these freedoms. Students and parents entering Dalby Christian College Boarding need to recognise that the boarding house will not be a battle ground on these types of issues. The expectations set out in this Handbook and by staff on a day to day basis are to be respected and supported. Dalby Christian College is not a 'reform' school and students enrolled here are expected to come with high levels of self-discipline and respect.

The attitude of boarders is the most important factor in a student successfully and happily fitting into boarding life. A negative attitude towards staff and expectations not only commences this 'battle' but can also influence other boarders in the same. Boarders that are not able to adapt and adopt a positive attitude to boarding life will be asked to leave Boarding.

On the positive side of attitude, boarders are expected to actively engage in enriching the boarding experience for all members of the boarding community – staff & students.

Boarders should:

- Be trustworthy in word and action. This is perhaps the greatest value to own.
- Treat all people with equal respect and care. Be polite and try to encourage others.
- Be positive even when circumstances are difficult.
- Take pride in, and care for themselves, their property, and others property.
- Work hard each day to improve themselves academically, physically, socially, spiritually.

A Boarder who lives out these 5 points above will thrive in boarding.

Discipline in boarding takes place to help students address a shortcoming in one of these 5 points above. Our desire is to see boarders eventually graduate as mature and respectful young men and women. Discipline will:

- Always involve a conversation around the particular issue in relation to the 5 points above.
- May involve a consequence to reinforce the conversation.
- Involve communication with parents should a consequence be a part of the discipline.

The partnership with parents in issues of behaviour is critical to positive outcomes in student behaviour. It is recognised that all parents apply different standards of discipline from house to house

on a range of issues. However, in a boarding setting there can be only one standard, which parents are asked to respect and support.

TRAVEL

TRAVELLING BETWEEN HOME AND COLLEGE AT THE BEGINNING & END OF TERM

Boarders travelling to and from the College by private car may wear neat casual clothes. However, it is suggested, for safety reasons, that full school uniform (not sports uniform) be worn by boarders using public transport. A College tracksuit may be worn instead during the winter.

ARRIVAL AT THE BEGINNING OF TERM

It is anticipated, as far as is practicable, that boarding students will arrive back at the boarding house on the afternoon before the first day of each term. During the week before school commences, please contact the boarding house or College, to let the staff know of the student's approximate arrival time. Boarders should make a brief telephone call home within an hour of arrival to let their parents know they have arrived safely.

Boarders are to arrive **no earlier than 3.00pm on the day before the first day of school.**

If a boarder intends to arrive later than 8:15am on the starting day of school the College MUST be contacted to seek approval. After this the boarding house should be contacted to confirm arrival time and date.

DEPARTURE FOR HOME AT THE END OF TERM

Most often term concludes on a Friday. **Parents are asked to book bus travel by the middle of term** so that their children can be assured of a booking that will allow them to leave **no earlier than 3.30 pm of the final day of term.** **If a boarder intends to leave earlier than 3.30 pm of the final day of term the College MUST be contacted to seek approval.** After this the boarding house should be contacted to confirm departure time and date.

Parents are expected to arrange bus/train transport to be sure of getting seats on the last possible bus so that boarders do not miss out on too much schooling. Important assessment items often occur in the last few days of term and it is therefore important to organise travel to enable the greatest possible attendance.

Boarders are to leave **no later than 4.00pm on the final day of term unless alternative arrangements have been agreed to.**

If this is unavoidable the Boarding House Supervisors and the College office must be informed as soon as this is known.

LEAVE

The following conditions are to be adhered to regardless of the type of leave granted:

- When leaving the College grounds, without the accompaniment of boarding staff, permission must be sought via the *Request For Leave/ Special Regular Activities Form* (See Appendix).
- Leave will only be considered when applied for with a minimum of 24 hours' notice.
- All leave outside of the College grounds without the accompaniment of Boarding Supervisors must be noted in the Daily & Weekend Leave Sheet and signed by the responsible/supervising person. The responsible/supervising person must sign the boarder back into the Boarding House upon their return through the Daily & Weekend Leave Sheet.
- The boarder's whereabouts must be known at all times to ensure an adequate duty of care.

BOARDING/COLLEGE ORGANISED ACTIVITIES

Boarders will have the opportunity to attend local outings and activities throughout the year that are organised by the Boarding staff and/or the College. The "*Boarding Permissions*" form (see appendix) appoints the Boarding staff with the authority to undertake these trips as both facilitators and drivers. In addition to this, the form authorises Boarding staff to sign any excursion and permission slips on a parents behalf.

Boarders are taken 'down town' twice per week (sometimes more often for fulltime boarders). This gives Boarders the opportunity to undertake some shopping, socialise, visit chemists and banks as well as visit the town library and gallery on occasion.

UNSUPERVISED TOWN LEAVE

There may be times when students are permitted to go into town unsupervised so long as the following conditions are met:

- The students must never be alone. The minimum is for two, same sex students to be together at all times.
- The students are to remain within a 2km radius of the Boarding House at all times.
- The students are to sign out on their departure and sign back in immediately on their return.
- The Boarding staff must be fully aware of the destination.
- At least one of the students must be in possession of a mobile phone containing both the Boarding house phone number and the Head of Boarding's mobile number.

If you do not permit your son/daughter to partake in these unsupervised outings this needs to be noted on the "*Boarding Permissions*" form (see appendix).

SPECIAL REGULAR ACTIVITIES

Occasionally parents may wish for their students to have regular outings with friends and family outside the Boarding House or for their children to be involved in regular sporting/social events. If such circumstances arise the activity must be approved by the boarder's parents and the Boarding Supervisors via a "Request for Leave" (see appendix) form which may be emailed to the respective parties. If any one of these the parties does not agree, then approval would not be granted.

If such outings are approved the following conditions are to be adhered to at all times:

- Students are expected to be at the Boarding House during the supervised study time which is from 5:00pm to 6:00pm Monday to Thursday. Special consideration may be given to other arrangements however It must not happen on more than one of the four weekly study periods and any study period missed must be made up at a time approved by the Boarding Supervisors.
- If boarders are permitted to leave the boarding house, they are to return no later than 30 minutes before their designated lights out. (i.e. return by Yr 7-8: 8-30pm, Yr 9: 9-00pm, Yr10-12: 9-30pm)
- The boarding house staff may be able to assist with transport to activities in a College vehicle, but ultimately it is the responsibility of the parents to discuss needs with the Head of Boarding. Parents need to organise alternate transport to and from these activities if College transport is not possible, eg via taxi, car-pool, walking or bike riding, and to inform the Boarding Supervisors of this arrangement.
- In the event that you make a request for your child to travel to and from an outside venue by themselves, we require express written permission and instructions from you, their parent. The college will facilitate such a request only to the extent of your written instructions and permissions. The college will not accept any liability for your child whilst they are unaccompanied as they are unable to be supervised by a staff member.
- Parents are to fill out a form giving permission for activities to take place. This form will also designate times, transport arrangements, responsible persons, etc.
- The responsible party picking up or dropping off the boarder is to present at the office while the boarder is collected.

VISITORS TO THE BOARDING HOUSE

VISITATION TIMES

- No visitors may arrive before 8:30am on any day.
- No visitors during meal or study time.
- The visitor must depart a minimum of 30 minutes before the student's designated lights out.
- **Boarding Supervisors must agree to the time and length of any visit ahead of time** - that is, no visitor may simply arrive and expect to stay.
- A prior telephone call is encouraged. Visitors must not assume that every request will be granted.

GENERAL GUIDELINES

- It is a Government regulation that all visitors sign the Visitor Register at the office on arrival and departure.
- The visitor is to remain at the office while the boarder is collected. At no time are the visitors to enter Boarder accommodation areas, without prior permission of Boarding Staff.

- All visitor/student meetings are to take place within the dining room or the common lounge.
- All visitors are to uphold the College values.
- There is to be no smoking, alcohol or poor language whilst on site. Any such behaviour will result in immediate removal of the visitor and restriction placed on further contact.

LIFE IN THE BOARDING HOUSE

AIR CONDITIONERS AND HEATERS

Each bedroom is fitted with a reverse cycle air conditioner and a ceiling fan. It is essential that these are used in accordance with the seasonally variable guidelines given by the Boarding staff.

BICYCLES

Boarders are welcome to bring their bicycles to school. **They may only ride their own bikes, and never seek to borrow another person's bike.** Helmets must be worn at all times and road rules must be obeyed. Common sense as well as a respect for other road/footpath users is mandatory.

Bikes must be in good working order and any necessary repairs will be the responsibility of the boarder/parent.

When riding on school property students must ride in view of the Boarding House. If a student wishes to ride their bicycle outside of the school property the same restrictions in place for "Unsupervised Town Leave" apply.

Skate boards, scooters, rip sticks, roller blades and the like come under these regulations.

BOY-GIRL RELATIONSHIPS

These friendships will occur from time to time and will inevitably lead to a measure of heartache and resultant counselling from Boarding House Supervisors. The College's desire is not to allow them to get out of hand. The following rule therefore applies: during the school day and indeed at all times, there will be no 'displays of affection', no pairing off and students will always obey the '15cm rule', remaining always at least that distance apart from each other.

CHURCH SERVICES AND YOUTH GROUPS

Full time boarders are required to attend church services on Sunday. Arrangements for church attendance and supervision can be discussed with boarding staff.

Full time boarders are given the option to attend Youth Groups which run on Tuesday, Thursday and Friday evenings. Boarding House Supervisors will transport them to and from the venue.

If a boarder's parents prefer their son/daughter to attend a different church service or Youth Group, his/her parents may be required to arrange transport with reliable adults who will also see him/her leaving and returning safely home at a time suitable to the boarding house schedule. In this case a "Request for Leave" (see appendix) form must be filled out in accordance with the "Special Regular Activities" guidelines.

COLLEGE DIARY

This book travels with the boarder to each class and in it, at the end of each period, homework is recorded. Each evening this carefully maintained record gives information as to the work that needs to be completed for the next day. A boarder is choosing to be disobedient if he/she does not carefully maintain his/her school diary and does not have it with him/her each day. Boarders from all year levels MUST present their diaries to the boarding staff when requested to do so and are to expect consequences if this is not done.

The College diary is also used by boarding staff and teachers to communicate notes regarding issues related to the boarder. If a note is added to the diary a student MUST present this to the appropriate person (teacher or boarding staff) as soon as is practical.

Each Thursday night the diary must be presented to boarding staff at the conclusion of scheduled homework time to be signed for the week.

COMPUTER USE

Information Technology, and more specifically computers, are becoming an increasingly important part of the educational process. Dalby Christian College Boarding House endeavours to support both the school and its boarders to ensure that this medium is utilised in a manner that is both educationally sound and maintains the cyber-safety of the user. To this end boarding students and their parents must commit to the School's Responsible Use of Technology policy as well as abiding with the rules surrounding use of technology within the Boarding House.

Boarding House Facilities:

Dalby Christian College provides laptop computers for all secondary students to use. These computers are connected to the school network enabling students to connect to their school computer account, printers within the boarding house, and the internet. We request that Boarders do not bring another personal laptop due to limited storage and charging spaces.

Personal Devices:

The College's I.T. department aims to ensure the safety of both students and devices through internet monitoring and filtering but it is advisable that student's personal devices also have filtering and virus protection installed before being brought into the boarding house.

There are a number of conditions linked to a student being allowed to bring their own devices into the house. These include, but are not limited to:

- The I.T. department being given complete access to student devices at any time as well as the installation of a fixed I.P. address prior to its first use within the house.
- Monitoring software being installed by the I.T. department on all student devices.
- A download limit being placed on all student accounts to ensure fairness and equity of resources.
- No program or file on the computer that is of a questionable nature or with a standards rating higher than PG.
- Spot checks by boarding staff at any time.

Each student desk is equipped with a wall socket which allows students to connect personal devices via a Cat6 cable. Wireless connection is also available throughout the boarding house. This enables all students to connect to their school computer account, printers within the boarding house, and the internet.

Any device that is not compatible with the school's system will not be allowed to be utilised within the boarding house.

DRESS

Full College uniform (including the required hat and correct footwear), must be ironed and correctly worn each school day to school and to any special College functions.

Boarders can come to breakfast in correct College uniform. However, clean casual clothes may be worn providing they are not clothes that have been slept in. Shoes do not have to be worn to breakfast.

After school, boarders must change into casual clothes to keep uniforms tidy, except on weekday town trips when full school uniform must be worn.

Suitable good casual clothes must be worn to church on Sundays.

There must never be a combination of formal uniform, sports uniform and casual clothing.

All clothing worn is expected to enable boarders to dress modestly. (No singlets, t-shirts without sleeves, etc).

All underwear and socks are to be worn only once before washing. Boarders may be sent to change clothes if Boarding staff see any need for this.

Wearing of pyjamas (or similar) is not allowed in any co-ed areas of the Boarding House.

Swimsuits: Boys: swimming shorts with a T-shirt or Sunsmart shirt

Girls: modest, one piece or two-piece swimmers with a T-shirt or Sunsmart shirt over them (no bikini styles).

All togs should be of modest design.

DRESS - HAIR, JEWELLERY AND MAKEUP

Hair, Jewellery and Makeup codes will reflect College expectations.

These codes may be slightly relaxed at the discretion of the Boarding Supervisors e.g. Girls may wear visible make-up when in casual clothes but not when in uniform.

ELECTRICAL GOODS

Electrical equipment in bedrooms is to be kept to a minimum. Each boarder may reasonably bring the following:

- a. a radio/CD player
- b. a clock-radio
- c. a bed lamp
- d. a four-outlet power board **which must have an overload button** (double adaptors are not permitted)

Any additional items will be reviewed on a case by case basis and shall not be brought into the house without the approval of the Head of Boarding.

*When boarders leave their rooms, they must turn off all electrical appliances and lights - they **must not** leave music playing or fans, air-con and lights on*

FOOD

Boarders are provided with a balanced and healthy diet and are expected to attend all meals.

Two mornings a week a form of protein is served, e.g. mince, eggs, ham, yoghurt and cheese on English muffins. Afternoon tea is provided when boarders come to the boarding house from school.

Dinner meals always consist of meat (beef, chicken, pork, lamb or fish), vegetables or salad and a carbohydrate (rice, pasta, potato, bread). Dessert is served most nights. Home baking is available periodically.

In addition to the set meals, boarders may partake in fruit and nuts at most times and filtered water is always available.

For each school day morning tea and lunch is to be made by the boarders for themselves. Lunch meats, salad, bread, poppers and a variety of snacks are available as well as "left overs" when available/ appropriate.

Boarders may keep a limited quantity of dry food in named, labelled, lidded plastic containers. This must be kept to a minimum and in the pantry, not in boarders' rooms. All food & drink is to be consumed in the Dining Room area only.

A take-away meal may be on the menu occasionally but restrictions on what is ordered as well as quantities will always apply. Occasionally carbonated drinks will be served (birthday's/ end of term celebration dinners) but this is always in moderation.

Caffeinated Drinks - Highly caffeinated drinks like 'Red Bull', 'Mother', 'V' etc are banned in the Boarding House. They are also high in sugar, and along with full-strength soft drinks that can contain up to 16 teaspoons of sugar (in a 375ml can of Coke). Soft drink should be consumed in moderation, if at all. Please be aware that boarders may, using their own money, purchase food downtown. Although boarding staff will always try to maintain sensibility in purchases we are not always available when purchases are made so parents are encouraged to talk through this matter with their children. Boarders may, with parental consent, have one coffee per day in the boarding house.

Specific dietary requirements arise from time to time. Boarding staff can often cater for these with advanced notice but this must be for medical reasons. Please contact Boarding staff if your child falls into this category.

Any enquiries can be made to the Boarding Staff concerning student dietary requirements.

HOMWORK AND STUDY

Homework and study is an important element of the daily routine for Dalby Christian College boarders. The aim is to provide an environment that allows each Boarder to work unhindered and uninterrupted, but with support where required. It is our hope that the Boarders will develop positive study habits, complementing the supervised prep time with independent learning.

Boarders have supervised Homework and Study on Monday to Thursday between the hours of 5:00pm and 6:00pm. This may be extended at the Head of Boarding's discretion - refer to Recommended Homework times below. During these sessions the boarder may elect to work in the dining area or within their own room on the provided desks. Staff are available to provide assistance where possible. Computers and a printer (black & white only) are available for students to access. If homework is not completed by the end of the Homework and Study session it is expected that a student would return to their own work area to complete set tasks. Staff will assist students to plan time for catching up prep sessions which are missed due to other activities.

WHAT CONSTITUTES HOMEWORK AND STUDY?

- Completion of work not finished in class
- Work specially set by the teacher for the next lesson
- Assignments set by the teacher for completion by a set date
- Reading of English novels and textbooks to prepare for lessons the next day

LAUNDRY

Boarders are responsible for the washing of their own clothes and bedding.

Washing must be hung on the line **immediately** after the washing cycle is finished.

Washing is **NOT** to be left in the washing machine during the day or overnight.

Towels & shower mats must be washed a minimum of once per week and bedding a minimum of once per fortnight.

Boarders must iron their own clothes and will be taught how to do so by boarding staff if required.

LIGHTS OUT

Students are expected to be packed up for the evening and in bed by the times set out below:

Years 7 & 8 ----- 9:00pm

Year 9----- 9:30pm

Years 10, 11 & 12 ----- 10:00pm

General lights out at 10:00pm.

If 11 & 12's have extra work to do, then permission should be sought for extra time.

Occasionally, particularly on Saturdays and Youth Group nights, the above times may be extended as necessary at the discretion of Boarding Staff.

LIVING ARRANGEMENTS

Boarders will be living in shared accommodation with each bedroom housing two single beds, two desks and two robes. Each pair of rooms (four beds) has access to an ensuite with separate toilet, basin and shower areas.

It is essential that the students understand this living arrangement and work with their fellow students to ensure that the area is kept in a clean and tidy state and that privacy and respect of their fellow students is maintained at all times.

Girls and boys accommodation areas are separated by the common living area.

Under no circumstances are the boys to visit girls' rooms or to be in that section of the Boarding House. The same applies to girls visiting the boys' section.

Boarders are permitted to go into another boarder's room on weekends and on week nights after the Homework and Study session. This is only allowed at the invitation of the boarder whose room it is, and with them present.

MOBILE PHONE USE

All boarding students may bring and utilise a mobile phone at their parent's discretion.

Mobile phones brought into the Boarding House will come under the authority of the College and Boarding staff, however it is the parent's responsibility to ascertain usage in relation to billing and place any restrictions they deem necessary.

Phone calls and messaging, both sent and received, may only happen in accordance with the times set out in the Telephone Calls section of this handbook.

Mobile phones can be accessed on school mornings for communicating with home, and after school from 3:30pm for free time use.

All phones and any Internet capable devices (e.g; iPads, Notebooks, Laptops) must be handed in at the office prior to 8.30pm for Years 7 & 8.

All phones and any Internet capable devices (e.g; iPads, Notebooks, Laptops) must be handed in at the office prior to 9:00pm for Years 9 – 12.

Mobile Phones, iPods & Laptops are not to be brought to the dinner table during meal times.

Headphones/earphones are not to be worn when completing assigned tasks in the kitchen or dining area.

MOTOR VEHICLES

If boarders intend to utilise their own vehicle for transport to and from the boarding house this must only be undertaken after approval is granted by the Principal of the College and the Head of Boarding. If an approval is granted it must be understood that this is dependent upon the following conditions being met:

- The driver is to hold a Provisional License or greater.
- The car is **only** to be used for travel between home and the boarding house at the beginning and end of the week/term in accordance with their boarding status. Extension to this provision can only be granted by the Principal and Head of Boarding on a case by case basis.
- No other person is to be taken in the car without permission of all parents.
- The car must be in good working order and registered and insured in accordance with State Government guidelines. The car is to be free of oil leaks and the like.
- A designated carpark will be provided by the Head of Boarding.
- Any damages, theft and the like will remain the responsibility of the boarder.
- Any infringement received will result in the immediate cancellation of any permission to have the motor vehicle on site.
- Keys must be surrendered to the Head of Boarding immediately upon arrival and will only be returned to the driver upon request.

OUTINGS

During the week boarders will be given the opportunity to be taken to the shops in Dalby. Occasionally there will be other outings for boarding students. On the weekends boarders will usually have the opportunity to go to the shops in Dalby. Each term there will be organised weekend activities which may involve going for a picnic, bushwalking and swimming, etc. Note that all outing costs are the responsibility of the parent/ boarder.

If the outing crosses over a meal time an alternative will be arranged by Boarding (e.g. picnic, packed lunch or takeaway).

PART-TIME WORK (For Year 10, 11 and 12 students only)

Boarders in Year 10 and above who wish to take on part-time work, out of school hours, may do so if the following conditions are satisfied:-

- a. Boarders are to consider part-time jobs a **privilege to be earned rather than a right to be taken.**
- b. The Boarding House Supervisors and the College are made aware of the boarder's desire to get part-time work before they actually look for a job.
- c. Parents must complete the *Permission for Part-Time Work* form. The form must then be approved by the Boarding House Supervisors and the College.
- d. All boarders, however, are expected to be at the Boarding House during the supervised homework time of 5:00pm to 6:00pm Monday to Thursday. Very early morning or Sunday morning work will not be considered.
- e. Boarders will have no expectations that the Boarding House Supervisors will take them to and from work. Suitable and safe transport arrangements must be organised by boarders and have the consent of parents.
- f. Schoolwork is to be kept up to date at all times. In no way must part-time work adversely affect academic progress.
- h. The boarder fully meets all of the responsibilities and obligations that they have as boarders and College students.
- i. Boarding House Supervisors are given good notice of any change, permanent or one off, to the normal work roster. Part-time work, when the right balance is maintained, can be a very worthwhile experience for boarders. It gives them valuable experience in the workplace and an opportunity to save for worthwhile purposes. So long as there is no abuse of the situation, Dalby Christian College is happy to support boarders working part-time.

PERSONAL HYGIENE AND GROOMING

Each boarder must shower at least once per day, either in the morning or in the evening.

For the comfort of all in the house and for the sake of personal hygiene, boarders are expected to wear deodorant daily, brush teeth twice per day and wash hair with shampoo regularly. The purchase of toiletries is the responsibility of the boarders.

Students in the boarding house are expected to abide by the College rules regarding haircut, colour and style. Haircuts may be booked in town on the usual town trip times but this is the responsibility of the boarder and their parents/ guardians in terms of style and payment.

Feminine hygiene bins are available in all female accommodation bathrooms. It is essential that parents/ guardians discuss this with their children prior to them entering Boarding. This is particularly important for those that have not yet entered this phase of their development. It is also important that the female boarder is aware that they can seek assistance/guidance from a female boarding staff member if required and should be encouraged to do so.

PETS

For health reasons, we are unable to allow boarders to have pets at the Boarding House.

POCKET MONEY/ DISCRETIONARY SPENDING/ INCIDENTAL EXPENSES

Students are involved in activities throughout the year and it must be understood that these are in addition to school organised events. These events include, but are not limited to, Youth Group, sporting events and day trips. It is encouraged that parents provide spending money for such events in an amount determined between the parent/guardian and the student.

Youth Group participation may on some weeks incur a cost of around \$3, and end of term/year events may have an additional cost.

In addition to the above, parents need to talk over with their child the allocation of monies for pocket money and other expenses. The amount each child receives is something arranged by parents in relation to their expectations of their children and it is recommended that boarders have no more than \$10 a week for discretionary spending.

Accounts can be set up with some of the local businesses such as Dalby Newsagency, Amcal Pharmacy and Friendly Society Dispensary.

Some expenses may occur from time to time, such as medical expenses, which the boarding staff need to immediately pay for without notice being given to the parent/guardian. In these situations it is understood that the staff will be reimbursed as soon as possible by the student/parent/guardian. If this fails to happen before the end of the term, the cost will automatically be added to the Fees Account sent to parents/guardian.

Boarding House property damaged or broken by the boarder will need to be repaired or replaced from Boarders own resources. If this fails to happen before the end of the term, the cost will automatically be added to the Fees Account sent to parents/guardian.

RESPONSIBILITIES

Boarders will be required to share in the day to day rostered duties in the Boarding House, to aid staff in the smooth running of the house. Boarders will also have responsibilities in relation to their own room.

Shared responsibilities in the Boarding House:

Rosters will be organised for such tasks as: sweeping, vacuuming, setting tables for meals, cleaning up after meals, emptying bins

NOTE: It is the boarder's responsibility to check the list and do their job without being asked.

Room – the boarder is expected to:

- Make bed each day
- Vacuum bedroom (at least) once each week
- Change bed sheets a minimum of fortnightly
- Keep cupboards, desk, shelves, drawers and floor neat and tidy
- Complete own washing

Room inspections will be carried out daily in accordance with the points above. Failure to do an acceptable job on weekdays will result in a punishment or suspension of a privilege.

At the end of term 1, 2 and 3, rooms must be dusted and vacuumed thoroughly and left in an orderly manner. At the end of the year students are expected to 'spring clean' the room. Boarding Supervisors will give guidelines. Boarders must not leave anything in the Boarding House at the end of the year.

Personal matters – the boarder is expected to:

- Keep usage of the shower short (5 mins) to be fair to all others.
- Ensure appropriate levels of personal hygiene.
- Observe obediently, 'bedtime', 'lights out and silence', and 'getting up' times.
- Never have food or drink in his/her room.
- Boarders are permitted to go into another boarder's room on weekends and on week nights after prep. This is only allowed at the invitation of the boarder whose room it is, and with them present.
- Never touch anybody's property unless they give you permission.
- In the case of shared bedrooms they are to respect their roommate's space and always be courteous and respectful of their roommate.

DALBY CHRISTIAN COLLEGE BOARDING HOUSE MEDIA AND COMMUNICATION DEVICE POLICY

The use of all media and communication devices, both personal and school owned, is governed by the Dalby Christian College Responsible Use of Technology Policy in conjunction with the following:

1. Personal devices:

- 1.1. Personal devices brought into the Boarding House will come under the authority of the College, its I.T. department and Boarding staff.
- 1.2. The I.T. and Boarding staff reserve the right to examine content of devices at any time. Any party refusing this right will have their device immediately confiscated.
- 1.3. All devices must be given to boarding staff when first brought into Boarding. All device details will be given to the College I.T. department to have a fixed I.P. address and any relevant and necessary software added.
- 1.4. Devices must only utilise the College's internet connection
- 1.5. CCM schools are set up to utilise IBM/Windows based computers. Therefore, no guarantee is given that devices other than these will be able to be adequately connected to the school's system and associated devices.
- 1.6. If devices are not able to utilise the schools safety parameters and software they will not be able to be retained within Boarding or the College.

2. Mobile phones:

- 2.1. All boarding students may bring and utilise a mobile phone at their parent's discretion.
- 2.2. Mobile phones brought into the Boarding House will come under the authority of the College and Boarding staff, however it is the parent's responsibility to ascertain usage in relation to billing and place any restrictions they deem necessary.
- 2.3. Phone calls and messaging, both sent and received, may only happen in accordance with the times set out in the Telephone Calls section of this handbook.
- 2.4. Phones can be used for other purposes, such as filming and gaming. Use of the device for such purposes will be in accordance with 7.3.2.
- 2.5. All phones must be handed in at the office prior to 9:00pm.
- 2.6. Mobile phones must not be brought to the dining table.

3. Conditions regarding device access:

- 3.1. During the set homework time boarders may not use their devices for games or other distractions.
- 3.2. During homework time boarders may not use their phones.
- 3.3. If boarders are using their laptops, gaming devices and media watching and reading devices in their rooms, the door must remain open.
- 3.4. Boarders will not be able to take media and communication devices to school unless approval is given by the Principal for a specific reason. Any device taken to school must be handed in to administration prior to the start of school. This does not include USB or pen drives required for school.

4. Security:

- 4.1. All devices, whether in student, College or Boarding possession, remain the responsibility of the student. Bedroom doors are not able to be locked and, although every possible deterrent is undertaken to ensure security within the house, Boarding cannot guarantee security of devices.
- 4.2. Boarders are responsible for the content on their devices. If they lend devices they remain responsible for both security and content.
- 4.3. It is the responsibility of the parents to incur the cost of repairs and maintenance of personal devices.

5. Email:

- 5.1. Each boarder will be given an email account for personal use.
- 5.2. Boarders are expected in all their communication to socialise with the same standards that are expected in the College from day to day.
- 5.3. The College and Boarding staff reserve the right to look at the content of emails.

6. Internet:

- 6.1. Boarder's devices and Boarding House devices will have access to the College network which also contains the internet.
- 6.2. The School's I.T. department aims to ensure the safety of both students and devices through internet monitoring and filtering but it is advisable that student's personal devices also have filtering and virus protection installed before being brought into the house.
- 6.3. Social networking websites such as Facebook are permissible within Boarding. These sites must be utilised in accordance with the provider's restrictions. Any use of these websites within the School will result in an immediate ban and disciplinary action.
- 6.4. Whilst the network has safeguards against inappropriate content, boarders are still expected to display good judgment in the content that is viewed. All material accessed should uphold the College's Christian ethos.

7. Content:

- 7.1. All content should uphold the College's Christian ethos.
- 7.2. Music & Movies
 - 7.2.1. All music on devices, including pen drives, CD's and DVD's and music accessed on the internet and radio, should be of G or PG nature and not contain inappropriate language or themes.
 - 7.2.2. Boarders must keep in mind that their living arrangements are shared. All music must be played at a level which is appropriate to their surroundings and should be agreed on by both roommates.
 - 7.2.3. Personal headphones/ earphones may be used but the wearer must ensure at all times that volume is set at a level that permits the hearing of additional sources such as announcements, emergency warnings, and the like.

Headphones/earphones are not be worn in the kitchen or dining area.

7.3. Games/ internet browsing

7.3.1. All games/ internet browsing should be of G or PG nature and not contain inappropriate language or themes.

7.3.2. Excessive gaming & non-homework/ assignment based internet browsing is not permitted. A maximum of half an hour a day during the week (Monday to Friday) is the limit. On Saturday and Sunday the allocated time is 1 hour per day.

7.4. Pictures & Videos

7.4.1. All pictures and videos on devices, including CD's and DVD's and accessed on the internet must be of a G or PG nature.

7.4.2. No picture is to be taken of fellow boarders or staff without their prior permission.

7.4.3. No picture containing Boarders is to be shown to persons outside of Boarding without their prior permission.

7.5. Downloading and copying

7.5.1. Downloading of music, video, games etc. is permitted so long as copy write restrictions are abided by. Boarders should keep in mind that they have a limit placed in downloads and they should always ensure adequate download is available for homework/ assignments.

7.5.2. Material that is illegally downloaded or copied, both at school or at home, will be viewed as stolen property, and as such will be permanently removed and appropriate consequences applied.

7.5.3. It is imperative that parents have ascertained that music and the like brought into the Boarding House on devices (not CD based) is owned by the student.

8. Television

8.1. Television watching will be kept to a minimum and will only be permitted at appropriate times.

8.2. Any television program accessed must be of a G or PG nature and should uphold the College's Christian ethos.

9. Discipline regarding the incorrect use of media and communication devices

9.1. Failure to abide by any of the above will result in immediate confiscation of devices.

9.2. It is at the discretion of the Head of Boarding, dependent on the severity of the misconduct, to refer the matter to the Principal for further disciplinary action.

HEALTH

Boarding House Supervisors will normally attend to accidents/illnesses of a relatively minor nature. Parents should speak to house supervisors about such things as medical and dental care, health insurance arrangements, and the current state of their child's vaccinations. **All medication prescribed or otherwise, must be handed over to the Boarding House Supervisors for safe keeping in the locked medicine chest.**

All medications, whether prescribed or otherwise, must have a label stating student's name, dosage and conditions under which the medication is administered as well as the signature of the boarder's guardian or an appropriate pharmaceutical identification.

All routine checks or appointments are the responsibility of the boarder's parents/guardian.

Sharing personal items such as drink bottles, ear phones, toothbrushes, pillows etcetera, is discouraged to reduce the spread of germs and bugs. For the same reason bedding should be washed and aired in accordance with the Laundry guidelines.

Boarders are required to wash their hands thoroughly before all meals.

SICKNESS

In the event that a Boarder becomes ill the Boarding Staff will monitor the situation and be in contact with the parents. If a student is too sick to go to school they will be able to stay at the Boarding House under supervision from Staff. However if they continue to be unwell for a second day, parents will be contacted and asked to collect their child and take him/her home or to an approved guardian until they have recovered. This will be for the student's benefit and also help in stopping the illness spread throughout Boarding.

DAILY SCHEDULE

Monday – Friday

7:00am	Wake up & shower
7:10am	Breakfast
7:30 – 8:25am	Lunch preparations, room tidy, get ready for school
8:30am	Leave for school, no later
3:15pm	Students return to the Boarding House
3:10 – 3.30pm	Afternoon tea
3:30 – 5:30pm	Free time, TV, extra-curricular activities
3:30 – 5:00pm	Town visits as appropriate
5:00 – 6:00pm	Homework and Study
6:00pm	Dinner
6:30pm	Free time/organised activities
8.00pm	Dessert /Supper
8.30pm	All mobile phones handed in to office for Years 7 & 8
9:00pm	All mobile phones handed in to office for Years 9 - 12
	Year 7 & 8 lights out
9:30pm	Year 9 lights out
10:00pm	Year 10, 11, 12 lights out. (Years 10, 11, 12 needing extra time for homework must obtain permission from Boarding Supervisors.)

Saturday

- 8:00am-9:00am Wake & shower
- 9:00am **Breakfast must be completed for all students**
- 10:30am **Morning Tea/** Shopping or organised outing
(Rooms must be neat before leaving. Washing to be hung on line before leaving.)
- 1:00pm **Lunch**
- 3:30 – 5:30pm Free time or organised activity
- 6:00pm **Dinner**
- 7:00pm-9:00pm Shower
- 9:00pm All mobile phones handed in to office
Lights out

Sunday

- 7:00 – 8:30am **Wake up, Shower & Breakfast**
- 9:00 – 10:00am Leave for Church (*Depending on the starting time of the Church attended*)
- 1:00pm **Lunch**
- 3:30pm **Afternoon tea**
- 6:00pm **Dinner**
- 8.30pm All mobile phones handed in to office for Years 7 & 8
- 9:00pm All mobile phones handed in to office for Year 9 -12
Years 7 & 8 lights out
- 9:30pm Year 9 lights out
- 10:00pm Year 10, 11, 12 lights out. (Years 10, 11, 12 needing extra time for homework must obtain permission from Boarding Supervisors.)

LIST OF PERSONAL EFFECTS

LIST OF PERSONAL EFFECTS FOR BOARDING STUDENTS - BOYS

CLEARLY NAME ALL ITEMS WITH FABRIC MARKING PEN OR IRON-ON TAGS

2 Bath Towels and Face Cloths	3 sets House Clothes (knock-about wear)
1 Full Single Mattress Protector	1 set Casual Clothes
2 Sets of Sheets	Warmer Casual Clothes (Winter)
1 Quilt and Quilt Cover	1 set of Good Casual Clothes for Church
1 or 2 Pillows and 2 Pillowcases	2 Pairs Summer Pyjamas
Beach Towel	1 Pair Winter Pyjamas
Shampoo and Conditioner	Slippers (optional)
2 Boxes Tissues (min. 150 each)	Suitable Underwear supply
Deodorant	3 Pairs Socks
Safety Razors (if used)	1 Pair Swimming Shorts (modest)
Toothbrush (in a case) and Toothpaste	1 Swim Shirt
Sunscreen	Thongs, Sneakers, Good Shoes
Hairbrush or Comb	Hat or Cap for general wear
Coat hangers	1 Alarm Clock (<i>a necessity</i>)
1 Lunch Bag	1 Laundry Basket & 1 Packet of Pegs
1 Drink Bottle, Sandwich Container &	Stationery for desk/ study space
Snack Container (all dishwasher safe)	1 Ream A4 Photocopy Paper
Umbrella	Power board with 4 sockets and overload button - <i>No Double Adaptors Allowed</i>

Notes:

Jewellery – The only jewellery permitted for boys is a watch. Boys may not wear earrings of any kind.

Electrical Appliances – All boarders' electrical appliances will be Tested and Tagged by an Electrician in February. Any appliance that does not pass will need to be replaced by the owner. It is the responsibility of the Parent/ Guardian to have all appliances brought into the house after this initial testing, Tested and Tagged by an Electrician before they can be used within the Boarding House.

SECONDARY BOYS UNIFORM REQUIREMENTS – To be purchased from the College Uniform Shop

Formal Uniform:

3-4 Shirts

2-3 Shorts (Summer) / Trousers (Winter)

1 V-Neck Jumper

3-4 Pairs Long Grey Uniform Socks (Summer)

1 Black Leather Belt

1 Blazer for Years 10-12 students

Sports Uniform:

1-2 College Polo Shirts

1-2 College Sports Shorts

1 College Microfibre Tracksuit

2 Pairs White College Sports Socks

College Hat

1 College Tie

1 College House shirt

Please refer to the uniform listing for shoe requirements.

These are maximum needs for the boarders each term. Anything extra is not necessary and we ask for your co-operation in seeing that surplus items of clothing, bedding etc. remain at home. There is not room or storage space for other items and at all times consideration of the student's roommate and storage needs must be considered.

Any clothing considered immodest or displays inappropriate artwork or words will not be permitted to be worn (e.g. unsuitable messages on T-Shirts, singlets etc).

N.B. CHEWING GUM IS NOT ALLOWED EITHER AT COLLEGE OR AT THE BOARDING HOUSE

LIST OF PERSONAL EFFECTS FOR BOARDING STUDENTS - GIRLS

CLEARLY NAME ALL ITEMS WITH FABRIC MARKING PEN OR IRON-ON TAGS

2 Bath Towels and Face Cloths	3 sets House Clothes (knock-about wear)
1 Full Single Mattress Protector	1 set Casual Clothes
2 Sets of Sheets	Warmer Casual Clothes (Winter)
1 Quilt and Quilt Cover	1 set of Good casual clothes for Church
1 or 2 Pillows and 2 Pillowcases	2 Pairs Summer Pyjamas
Beach Towel	1 Pair Winter Pyjamas
Shampoo and Conditioner	Slippers (optional)
2 Boxes Tissues (min. 150 each)	Suitable Underwear supply
Deodorant	3 Pairs Socks
Safety Razors (if used)	1 Pair Swimmers (modest – no bikinis)
Toothbrush (in a case) and Toothpaste	1 Swim Shirt
Personal Hygiene Products	Thongs, Sneakers, Good Shoes
Sunscreen	Hat or Cap for general wear
Hairbrush or Comb	1 Alarm Clock (<i>a necessity</i>)
Hair bands, Ribbons, Scrunchies, Headbands (in school colours as well as optional others)	1 Laundry Basket & 1 Packet of Pegs
Coat hangers	Stationary for desk/ study space
1 Lunch Bag	1 Ream A4 Photocopy Paper
1 Drink Bottle, Sandwich Container & Snack Container (all dishwasher safe)	Powerboard with 4 sockets and overload button - <i>No Double Adaptors Allowed</i>
	Umbrella

Notes:

Jewellery – School uniform standards apply whenever the student is in uniform. Modest jewellery is allowed after school hours.

Electrical Appliances – All boarders' electrical appliances will be Tested and Tagged by an Electrician in February. Any appliance that does not pass will need to be replaced by the owner. It is the responsibility of the Parent/ Guardian to have all appliances brought into the house after this initial testing, Tested and Tagged by an Electrician before they can be used within the Boarding House.

SECONDARY GIRLS UNIFORM REQUIREMENTS - To be purchased from the College Uniform Shop

Formal Uniform:

- 2-3 White Uniform Blouses
- 2-3 Uniform Skirts (Summer & Winter)
- 1 V-Neck Jumper
- 3-4 Pairs White Formal Uniform Socks (Summer)
- 3-4 Pairs Navy Formal Uniform Socks (Winter)
- 3-4 Pairs Navy Tights (Optional for Winter)
- 1 Blazer for Years 10-12 students

Sports Uniform:

- 1-2 Polo Shirts
- 1-2 Sports Shorts
- 1 Microfibre Tracksuit
- 2 Pairs White Sports Socks
- College Hat
- 1 College House shirt

Please refer to the uniform listing for shoe requirements.

These are maximum needs for the boarders each term. Anything extra is not necessary and we ask for your co-operation in seeing that surplus items of clothing, bedding etc. remain at home. There is not room or storage space for other items and at all times consideration of the student's roommate and storage needs must be considered.

Any clothing considered immodest or displays inappropriate artwork or words will not be permitted to be worn (e.g. unsuitable messages on T-Shirts, singlets etc).

N.B. CHEWING GUM IS NOT ALLOWED EITHER AT COLLEGE OR AT THE BOARDING HOUSE

APPENDIX: FORMS

PLEASE NOTE: THE FOLLOWING FORMS MUST BE FILLED OUT COMPLETELY, SIGNED AND SUBMITTED TO THE BOARDING HOUSE SUPERVISORS UPON ARRIVAL AT THE BOARDING HOUSE.

- Boarder commitment
- Boarding Permission Form
- Contact, Medical and Emergency Form
- Request for Weekend Boarding
- Device Declaration
- Boarder's Regular Outing and Visiting List
- Request for Leave/Special Regular Activities
- Permission for Part-time Work



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BOARDER COMMITMENT

I and my parents have read this Boarding Handbook completely.

I promise that to the best of my ability I will abide by all the principles, rules and regulations set out in this booklet.

I promise to abide by the 'day to day' rules and guidelines as they arise and carry out my allocated/rostered duties without grumbling, to the best of my ability.

I promise to respect and cooperate fully with the Boarding Supervisors and to respect my fellow boarders. I promise to respect the property of my fellow boarders, the Boarding Supervisors and the Boarding House. I accept responsibility for any damage I am instrumental in causing (both accidental and deliberately) and I will pay repairs/replacements within one month of the incident.

I promise to behave respectfully in the boarding house and on any outings such as organised activities, Church, Youth Group, and town leave etc.

I accept responsibility for my own actions and that if I choose to disobey the Boarding House rules or the Boarding House Supervisors, there will be consequences. These may include one or more of the following: loss of privileges, detention, extra duties, suspension or expulsion.

I understand that in my first term at the Boarding House, I am on probation and that, while probation could be extended, poor behaviour will generally result in my leaving the Boarding House.

Signed: _____ (Student Boarder) Date: _____

Signed: _____ (Parent) Date: _____



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BOARDING PERMISSIONS

I/we, _____ as parents / guardians of _____ agree to

(Please Tick):

- Allow this student to be taken on **local** outings and activities by the Boarding House Supervisors. The Boarding House Supervisors or College approved persons will be the drivers.
- Allow this student to be taken on **short distance** outings and activities by the Boarding House Supervisors. The Boarding House Supervisors or College approved persons will be the drivers.
- Allow this student to attend Youth Group outings and activities. The Youth Group Leaders will be the drivers.
- Allow this student to be involved in unsupervised town leave in accordance with the guidelines set out in the Boarding Handbook.
- Have the Boarding House Supervisors sign excursion and permission slips on our behalf.
- Agree to appoint the Boarding House Supervisors as my agent in case of medical emergency.
- Agree to update the Boarding House Supervisors on contact and medical details as they change.

SIGNED:

Parent/Guardian

Date



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MEDICAL & EMERGENCY INFORMATION – BOARDING STUDENT

Name of Student: _____ Year: _____ Date of Birth _____

Health Problem	Circle YES/NO		Details
	YES	NO	
AIDS or HIV related illness	YES	NO	
Allergies	YES	NO	
Blood Pressure Problems	YES	NO	
Drug reactions (eg Penicillin Allergy)	YES	NO	
Drugs required	YES	NO	
Epilepsy	YES	NO	
Heart Problems	YES	NO	
Operations	YES	NO	
Phobias	YES	NO	
Recent Illness	YES	NO	
Respiratory Problems	YES	NO	
Travel sickness	YES	NO	
Tetanus Inoculation Current?	YES	NO	
Other Problems (Give Details):			

Is paracetamol allowed to be taken? Yes / No

Phone Number(s) to contact you: _____

Other Emergency Contact: (In case parents re not contactable) Phone No.: _____

Name: _____ Relation to student: _____

Student's Doctor's Name/ Practice: _____ Phone No.: _____

Medicare Number: _____ Position No.: _____ Expiry Date: _____

Health Care Card? Yes / No Card number: _____

Private Medical Cover? Yes / No

Private Medical Fund & Membership Number: _____

Other Information: _____

Parent/Guardian Signature: _____ Date: _____

MEDICAL & EMERGENCY INFORMATION – BOARDING STUDENT Continued

Father/Guardian's Name: _____ Mother/Guardians Name: _____

Home Address: _____ Home Address: _____

_____ Postcode: _____ _____ Postcode: _____

Home Ph No.: _____ Home Ph No.: _____

Mobile No.: _____ Mobile No.: _____

Work No.: _____ Work No.: _____

Fax No.: _____ Fax No.: _____

Email: _____ Email: _____

Other Emergency Contacts

Name: _____ Relationship: _____ Phone No.: _____

Name: _____ Relationship: _____ Phone No.: _____

Dietary Requirements?: _____

What regular medication, if any, is the child taking?

Medication	Quantity Taken	Time Taken

Is your child fully vaccinated? Yes / No

If no, what vaccinations are outstanding? _____

What was the date of the student's last Tetanus vaccination? _____

I/we, _____ as parents / guardians of _____ understand that it is our responsibility to update the Boarding Supervisors if any of the proceeding details change.

Parent/Guardian Signature: _____ Date: _____



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Weekend Boarding Agreement – for Weekly Boarders

A weekly boarding student is able to request permission to board for a weekend by emailing or phoning the College office **and** the Boarding House Supervisor

By requesting your student who is a weekly boarder to stay at the Boarding House over the weekend you agree to the **additional fee of \$100.00 per weekend**. This fee will be added to your school fee account.

The permissions that cover your student during the week will be extended to any weekend activities.

Parent name

Parent signature

Date



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DEVICE DECLARATION

Device	Description	Phone Number
Mobile Phone	Charger: Y / N	
iPod/MP3 Player/etc		Charger: Y / N
Laptop		Charger: Y / N
Tablet/iPad		Charger: Y / N
USB/Pen Drive		
CD's		
DVD's/Video's		

	Description	Protective Gear (List)
Bicycle		
Skate Board		
Rip Stick		
Scooter		
Roller Blades/Skates		
Other		

Notes: All devices/equipment listed above must be permanently marked with the students name before entering the Boarding House.

All devices/equipment is/are to be in accordance with the relevant guidelines in the Boarding Handbook.

By what means will your parents supply you with cash while you are at the Boarding House? _____

I, _____ have presented this information for my own use and safety along with information that may be used to identify my equipment if lost or stolen. I recognise that should the information given above change, either through new items being brought in, or current listed items becoming obsolete, I have a responsibility to inform Boarding House Supervisors immediately. I agree to abide by the rules as laid down in the Boarding Handbook and the "In House Rules".

SIGNED: _____ **(Student Boarder)** **Date:** _____

SIGNED: _____ **(Parent/Guardian)** **Date:** _____

SIGNED: _____ **(Boarding Supervisor)** **Date:** _____



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BOARDER'S OUTING AND VISITATION LIST

Please Note: These are people who you, as a parent/guardian, want your child to visit, and go on outings with. These people may be relations, family friends, or people you trust. It is advisable that you do not place names of people you have not communicated with and who are unknown to you as parents onto the list.

Do you wish to be notified when the following people invite your child for leave? **Yes / No**

Name:	Address:	Phone:	Type of Leave		
			Short Visit	Day	Week-end

SIGNED: _____

Parent/Guardian

Date



DALBY CHRISTIAN COLLEGE

2a Mary Street - Dalby Qld 4405 - Phone: (07) 4672 4222
Email: office@dalbycc.qld.edu.au - Web: www.dalbycc.qld.edu.au

REQUEST FOR LEAVE /SPECIAL REGULAR ACTIVITIES

I, _____ (parent/guardian) give permission
for _____ to leave the Boarding House according to the following details:

Nature of Leave: _____

Location: _____

Date/s: _____

Time Leaving: _____

Time Returning: _____

Adult supervising boarder: _____

Ph No.: _____

Transport Arrangements: _____

Note: In the event that you make a request for your child to travel to and from an outside venue by themselves, we require express written permission and instructions from you, their parent. The college will facilitate such a request only to the extent of your written instructions and permissions. The college will not accept any liability for your child whilst they are unaccompanied as they are unable to be supervised by a staff member.

SIGNED: _____
Parent/Guardian Date

Permission for the above request has been granted.

Permission for the above request has **NOT** been granted for the following reasons:

SIGNED: _____
Boarding Supervisor Date



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PERMISSION FOR PART-TIME WORK

Boarder Details

Boarder's Name: _____

Year: _____

Date of Birth: _____

Mobile No.: _____

Employment Details

Business Name: _____

Address: _____

Employer's Name: _____

Work No. _____

Details of Work (Include times): _____

Job Description: _____

Transport Arrangements: _____

Parent Approval

SIGNED: _____

Parent/Guardian

Date

School Approval

SIGNED: _____

Boarding Supervisor

Date

SIGNED: _____

Principal

Date