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WELCOME TO BOARDING AT DALBY CHRISTIAN COLLEGE

BOARDING ORGANISATION

BOARDING HANDBOOK 2017

Dalby Christian College
2A Mary Street

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Mobile: 0467 539 025
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College Contacts:
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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 2017 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, Peter Brown on 46696783.

As comprehensive as this handbook is, we do not intend for it to become a replacement for the Boarders 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,

Stephen Wilson

Principal
**BOARDING ORGANISATION**

Principal: Stephen Wilson  
Head of Boarding: Peter Brown  
Boarding Assistant: Mark Perkins  
Boarding Assistant: Erin Burt  
Boarding Assistant: Jenny Pearson  
Head of Catering: Del Laherty

**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 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 weekday calls between parents and their children are to be made between:
  - 7:45 am and finished by 8:15 am
  - 3:15 pm and finished by 5:45 pm
  - 8:00 pm and finished by 9:00 pm
  - Due to the structured activities of the House, calls outside these times may not be answered.
  - Boarders are at Youth Group on Friday night generally between 7-15pm-9-30pm.

- All weekend calls between parents and their children are to be made between:
  - 9:00 am and finished by 10:15 am or
  - 7:00 pm and finished by 9:00 pm
Due to planned week-end activities & Church attendance, calls outside these times may NOT be answered.

- All calls to be concluded by **9:00 pm**.
- It is a good policy for parents to phone once a week at a set time.
- Calls can be made via the Boarding office or via a student’s own mobile device
- **Calls made by Boarders using the Boarding House phone will be billed to the parents**
- The Boarding phone will always be answered by a supervisor, so when you do call, please give your name so we can monitor who is contacting your child.
- 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.
- In addition to this, the Boarding Office is usually manned from 8:30 am – 3:00pm. Alternatively the Boarding Head may be contacted via mobile during these times, 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 Head’s mobile or by email.

**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

2A Mary Street

DALBY Qld 4405

**Boarding House Phone:**  (07) 4669 6783

**Boarding Head Mobile:**  0467 539 025

**Boarding House Email:**  peter.brown@dalbycc.qld.edu.au

**College Phone:**  (07) 4672 4222

**College Email:**  office@dalbycc.qld.edu.au
**TERM DATES 2017**

Term 1    Monday 23rd January to Friday 31st March  
Term 2    Tuesday 18th April to Friday 23rd June  
Term 3    Wednesday 12th July to Friday 15th September  
Term 4    Tuesday 3rd October to Thursday 30th November

**Student Free Days for 2017:**  
Monday 10th July and Tuesday 11th July  
Monday 16th October  
Friday 1st December

**Public Holidays for 2017:**  
Australia Day Thursday 26th January  
Good Friday Friday 14th April  
Easter Monday Monday 17th April  
Dalby Show Holiday Friday 21st April  
Anzac Day Tuesday 25th April  
Labour Day Monday 1st May  
Queen’s Birthday Monday 2nd October
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 will 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 the see boarders eventually graduate as mature and respectfully 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 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’ once 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 Boarding Head’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:

- When an activity is organised it **MUST NOT** interrupt dinner and study. Only in exceptional circumstances would a boarder be permitted to depart or return during these times (6:00pm to 8:00pm). *Ensure Catering Staff are informed meal requirements before an early departure.*
- Students are expected to be at the Boarding House during the supervised study time which is from 7:00pm to 8:00pm 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. (Y 7-8: 8-30pm, Y 9: 9-00pm, Y10-12: 9-30pm)
- It is the responsibility of the parents to organise transport to and from these activities, via taxi, car-pool, walking or bike riding, and to inform the Boarding Supervisors of this arrangement.
- 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 remain 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 conditioning 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. Each boarder will attend the same Church as the Boarding House Supervisors and will travel to Church with them.

Full time boarders are required to attend Youth Group on a Friday evening whenever they are remaining in the house over Friday night. Each boarder will attend the same Youth Group as organised by the Boarding House Supervisors and will travel to the venue with them.

If a boarder’s parents prefer their son/daughter to attend a different church service or Youth Group, his/her parents must 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 House.

Boarding House Facilities:

Dalby Christian College Boarding House is equipped with a limited number of computers for student 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. Use of these computers will always be on a needs basis however we cannot guarantee that students will always have access when needed. It is encouraged that all boarders plan their need for these devices in relation to homework/assignment deadlines.

The ream of A4 paper on the student’s personal effects list is for printing of assignments and the like. This paper will be collected on arrival and distributed to printers as needed.

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 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 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 correctly worn each school day to school and to any special College functions.

Boarders should come to breakfast in correct College uniform. However, clean casual clothes maybe 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 and boarders may be sent to change clothes if Boarding staff see a 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.*
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 Boarding Heads approval.

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

FOOD

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

Several 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 bake 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.

Boarders must **NOT** partake in caffeinated drinks (e.g; Coke, Pepsi, Iced Coffee) or energy boosting drinks (e.g; Red Bull, Mother, V, etc;) but may, with parental consent, have one coffee per day.

Please be aware that boarders may, using their own money, purchase food down town. 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.

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 Head of Catering concerning student dietary requirements.*

**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.

**LAUNDRY**

Boarders are responsible for the washing of their own clothes and bedding. Washing must be done on the day allocated by the Boarding Supervisors.

Washing must be hung on the line **immediately** after the washing cycle 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.
Except in the case of Emergency, access to Boarders rooms whilst they are occupied is by way of permission from the occupant of that room only. This applies to all Boarders & Staff.

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.

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

Mobile Phones, iPods & Laptops are not brought to the dinner table during meal times. Headphones/earphones are not 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.
- 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 7:00pm to 8:00pm 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 be kept up to date at all times. In no way must part-time work adversely affect academic progress.

g. Wages are not just a way of supplementing spending money during term time. The weekly spending amount of **$20 maximum** will apply with other purchases needing the direct consent of parents in consultation with Boarding House Supervisors.

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.

Note: Aerosol sprays are strictly forbidden to be used in the Boarding House for both safety & health reasons.

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.

It should be understood that Youth Group is compulsory for weekend boarders and this usually involves a weekly cost of $3 and sometimes an end of year event which may cost up to $50.

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 carry out a number of rostered duties in the Boarding House, and will also need to carry out certain responsibilities in relation to their own room.

Shared responsibilities in the Boarding House:

Rosters will be organised for such tasks as:

- Dusting, sweeping and vacuuming certain areas
- Setting the tables for meals
- Loading the dishwasher and wiping up and cleaning up after meals
- Vacuuming and tidying the lounge room and dining room
- Assisting in the kitchen

NOTE: It is the boarder’s responsibility to check the list and do their job without being asked. Jobs are not exchanged by boarders, without permission from the Boarding House Supervisors.

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 cupboard and drawers neat and tidy
- Keep clothes and rubbish off the floor
- Keep desks neat and tidy
- Complete own washing (at least) once each week according to the roster for washing machine use
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
- Not to consume food or drink in his/her room
- Never go into someone’s room unless they give you permission and they are with you.
- 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.

**STUDY/HOMEWORK TIME**

Homework 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. Homework times are graduated for each year group. It is hoped that the Boarders will develop positive study habits, complementing the supervised study time with independent learning.

Boarders have supervised study sessions on Mondays to Thursdays between the hours of 7:00pm and 8:00pm (this may be extended at the Head of Boarding’s discretion- Refer Recommended Homework times below). During these sessions the boarder may elect to work in the dining area where staff are available for assistance or within their own room on the provided desks. If homework is not completed by the end of the study session it is expected that a student would return to their own work area to complete set tasks.

**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
- Reviewing the work of the day and studying for tests and examinations
- Learning Scripture memory verses
- General reading of approved books

*Phones are not to be used during study sessions.*
Boarders who are in communal areas during study sessions may only listen to music with earphones/headphones so the music cannot be heard by others. Boarders who are permitted to work in their own rooms may play music in their own rooms if the volume is kept VERY LOW, designed only to block out extraneous noise interfering with study. The music should be hardly perceptible in the next room. If their roommate is in the room with them then communal area guidelines apply.

The Boarding Staff fully support the College’s Homework Expectations, as outlined in the College Diary. These are:

The aim of homework and study is to encourage and promote the values of lifelong learning. Quality homework tasks and regular study will encourage students to accept responsibility for their personal learning as well as encourage and assist students to effectively manage time. The following are recommended homework times. If a student does not have enough set homework to fill this time then it is recommended that the student devote the remainder of the time to study and revision.

The recommended homework times are Monday to Thursday night:

- **Years 7-8**  
  60-75 minutes
- **Years 9-10**  
  90-120 minutes
- **Years 11-12**  
  120-150 minutes
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 other than phones:**
   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, except mobile phones, must be given to boarding staff when first brought into Boarding. These devices 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. No downloading onto phone devices is to be undertaken using the school’s internet connection.
   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 or homework areas.

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, School 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 boarders 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.
DAILY SCHEDULE

Monday – Friday

  6:30 – 7:00am  Wake up & shower
  7:10am        Breakfast (All students must come in correct College uniform)
  7:45am        Lunch items placed out
  7:50 – 8:05am Girls make lunch / Boys tidy bedrooms. Vacuum bedroom floors FRIDAY.
  8:05 – 8:20am Boys make lunch / Girls tidy bedrooms. Vacuum bedroom floors FRIDAY.
  8:25am        Rooms inspected by Supervisors
  8:30am        Leave for school; no later.
  3:15pm        Students return to the Boarding House (no later)
  3:10 – 3.30pm Afternoon tea
  3:30 – 5:30pm Free time, TV, extra-curricular activities
  3:30 – 9:00pm All students must be showered
  3:30 – 5:00pm Town visits as appropriate
  6:00pm        Dinner
  7:00 – 8:00pm Homework / Study time
  8:00 – 8:30pm Family devotions / House Activities
  9:00pm        All mobile phones handed in to office
                 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.)

Friday Night

  6:00pm        Dinner
  6:50 – 7:20pm Leave for youth group (depending on the youth group starting time)
  10:00pm       All mobile phones handed in to office
                 Lights out
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

3:30pm  Afternoon tea

3:30 – 5:30pm  Free time or organised activity

6:00pm  Dinner

7:00pm-9:00pm  Shower

10:00pm  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

3:30 – 5:30  Screen Free Time

3:30 – 9:00pm  All students must be showered

6:00pm  Dinner

7:00 – 8:00pm  Prepare for school: Homework, iron uniforms, etc.

9:00pm  All mobile phones handed in to office

    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**

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

**Notes:**

**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.

**Jewellery** – The only jewellery permitted for boys is a watch. Boys may not wear earrings of any kind.
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 Jumpers
- 3-4 Pairs Long Grey Uniform Socks (Summer)
- 3-4 Pairs Short Grey Uniform Socks (Winter)
- 1 Black Leather Belt

**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 ungodly will not be permitted to be worn (e.g. unsuitable messages on T-Shirts 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**

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<td>2 Boxes Tissues (min. 150 each)</td>
<td>Slippers (optional)</td>
</tr>
<tr>
<td>Deodorant</td>
<td>Suitable Underwear supply</td>
</tr>
<tr>
<td>Safety Razors (if used)</td>
<td>3 Pairs Socks</td>
</tr>
<tr>
<td>Toothbrush (in a case) and Toothpaste</td>
<td>1 Pair Swimmers (modest – no bikinis)</td>
</tr>
<tr>
<td>Personal Hygiene Products</td>
<td>1 Swim Shirt</td>
</tr>
<tr>
<td>Sunscreen</td>
<td>Thongs, Sneakers, Good Shoes</td>
</tr>
<tr>
<td>Hairbrush or Comb</td>
<td>Hat or Cap for general wear</td>
</tr>
<tr>
<td>Hair bands, Ribbons, Scrunchies, Headbands (in school colours as well as optional others)</td>
<td>1 Alarm Clock <em>(a necessity)</em></td>
</tr>
<tr>
<td>Coathangers</td>
<td>1 Laundry Basket</td>
</tr>
<tr>
<td>1 Lunch Bag</td>
<td>Stationary for desk/ study space</td>
</tr>
<tr>
<td>1 Mug, Drink Bottle, Sandwich Container &amp; Snack Container (all dishwasher safe)</td>
<td>Powerboard with 4 sockets and overload - <em>No Double Adaptors Allowed</em></td>
</tr>
<tr>
<td>Umbrella</td>
<td>1 Ream A4 Photocopy Paper</td>
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**Notes:**

**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.

**Jewellery** – School uniform standards apply whenever the student is in uniform. Modest jewellery is allowed after school hours.
SECONDARY GIRLS UNIFORM REQUIREMENTS - To be purchased from the College Uniform Shop

<table>
<thead>
<tr>
<th>Formal Uniform</th>
<th>Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 White Uniform Blouses</td>
<td>1-2 Polo Shirts</td>
</tr>
<tr>
<td>2-3 Uniform Skirts (Summer &amp; Winter)</td>
<td>1-2 Sports Shorts</td>
</tr>
<tr>
<td>1 V-Neck Jumper</td>
<td>1 Microfibre Tracksuit</td>
</tr>
<tr>
<td>3-4 Pairs White Formal Uniform Socks (Summer)</td>
<td>2 Pairs White Sports Socks</td>
</tr>
<tr>
<td>3-4 Pairs Navy Formal Uniform Socks (Winter)</td>
<td>College Hat</td>
</tr>
<tr>
<td>3-4 Pairs Navy Tights (Optional for Winter)</td>
<td>1 College House shirt</td>
</tr>
</tbody>
</table>

*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 ungodly will not be permitted to be worn (e.g. unsuitable messages on T-Shirts 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
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: ________________
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
MEDICAL & EMERGENCY INFORMATION – BOARDING STUDENT

Name of Student: ___________________________ Year: ________ Date of Birth: ___________________________

<table>
<thead>
<tr>
<th>Health Problem</th>
<th>Circle YES/NO</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS or HIV related illness</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Allergies</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Blood Pressure Problems</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Drug reactions (eg Penicillin Allergy)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Drugs required</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Epilepsy</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Heart Problems</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Operations</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Phobias</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Recent Illness</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Respiratory Problems</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Travel sickness</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Tetanus Inoculation Current?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

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: __________________________ Phone No.: ________ Position No.: ________ Expiry Date: ________

Health Care Card?  Yes / No

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?

<table>
<thead>
<tr>
<th>Medication</th>
<th>Quantity Taken</th>
<th>Time Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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: ______________________
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 $60.00 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
<table>
<thead>
<tr>
<th>Device</th>
<th>Description</th>
<th>Phone Number</th>
<th>Charger: Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Phone</td>
<td></td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td>iPod/MP3 Player/etc</td>
<td></td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td>Laptop</td>
<td></td>
<td></td>
<td>Y / N</td>
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<tr>
<td>Tablet/iPad</td>
<td></td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td>USB/Pen Drive</td>
<td></td>
<td></td>
<td>Y / N</td>
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<tr>
<td>CD’s</td>
<td></td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td>DVD’s/Video’s</td>
<td></td>
<td></td>
<td>Y / N</td>
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</tbody>
</table>
### Protective Gear (List)

<table>
<thead>
<tr>
<th>Description</th>
<th>Protective Gear (List)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle</td>
<td></td>
</tr>
<tr>
<td>Skate Board</td>
<td></td>
</tr>
<tr>
<td>Rip Stick</td>
<td></td>
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<tr>
<td>Scooter</td>
<td></td>
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<tr>
<td>Roller Blades/Skates</td>
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<tr>
<td>Other</td>
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</table>

**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: ____________
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**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Phone:</th>
<th>Short Visit</th>
<th>Day</th>
<th>Weekend</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**SIGNED:** ____________________________ ____________________________

Parent/Guardian Date
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: __________________________________________

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
## PERMISSION FOR PART-TIME WORK

<table>
<thead>
<tr>
<th>Boarder Details</th>
<th>Employment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarder’s Name:</td>
<td>Business Name:</td>
</tr>
<tr>
<td>Year:</td>
<td>Address:</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Employer’s Name:</td>
</tr>
<tr>
<td>Mobile No.:</td>
<td>Work No.</td>
</tr>
</tbody>
</table>

Details of Work (Include times):

________________________

________________________

________________________

Job Description:

________________________

________________________

________________________

Transport Arrangements:

________________________

________________________

________________________

Parent Approval

SIGNED: ___________________________  ___________________________

Parent/Guardian  Date

School Approval

SIGNED: ___________________________  ___________________________

Boarding Supervisor  Date

SIGNED: ___________________________

Principal  Date