

Boarding School

HANDBOOK



The Cathedral School
of St Anne & St James
TOWNSVILLE

Welcome

We welcome you to The Cathedral School boarding community and look forward to establishing a long association and friendship with your family during your child's education at Cathedral.

At The Cathedral School we pride ourselves on the various levels of specifically designed structures we have in place to offer top class academic, boarding and social support for your sons and daughters.

Boarding is a unique opportunity to live within and contribute to a strong community and provides, within a Christian environment, an opportunity for development of character, self-discipline, leadership and initiative, whilst nurturing lifelong friendships. We, the staff of the school, recognise that boarding is seldom, if ever, the same as living at home, but those children who come prepared to grasp the many and varied opportunities that boarding life offers, thoroughly enjoy the experience and often make friends for life.

The following pages include information which you will find useful in your child's preparation for boarding. In the past years we have identified skill areas where some students may lack proficiency, and other areas which may have been confusing to new boarders.

The ages of our new boarders usually range from 12 to 18 years old. This makes the writing of a comprehensive booklet a most difficult task, with some information being appropriate to only some specific age groups.

Some information contained herein is considered essential for both parents' and students' understanding of our policy and practices. You are making a substantial investment in your child's education – please familiarise yourself with policies and practices as outlined. We hope that this information will help both you and your child make a speedy and successful transition into boarding life.

Please feel free to contact us if you have concerns. We do not promise to always have an answer or solution, but it helps to share your concerns rather than worrying silently at home. A phone call may be all that is needed.

Mr Jock Walker Campbell
Director of Boarding



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MISSION STATEMENT

The mission of The Cathedral School is to be a caring, Christian community in which students are challenged and inspired to explore, learn and grow so they will be equipped to make wise decisions as informed members of society.

AIMS AND OBJECTIVES

The Cathedral School aims:

- To be a centre for academic excellence
- To encourage an understanding that the spiritual and moral aspects of life are central to our humanity
- To affirm the unique worth of the individual
- To inspire our students through creative, purposeful, enjoyable learning to reach their full potential
- To develop attitudes which are anticipatory, visionary and reflective
- To educate our students to be discerning, sensitive and responsible.

In particular, the Boarding School aims to foster:

- The development of independence, self-reliance, self-determination, self-discipline and responsibility
- The acquisition of social skills and interdependence
- The development of tolerance, the capacity to appreciate the needs of others, sharing and giving through communal living.
- Sound study habits and academic excellence.

BOARDING COMMUNITY

The Cathedral School boarding community offers separate dormitories for girls and boys.

In the girls dormitory students are accommodated across three boarding “wings” including Sr Chaseley (Years 7 & 8 in quad share) Kardinia (Years 8 & 9 in quad or dual share) and Sister Frances (Years 10, 11 & 12 in single rooms). The configuration can vary depending on the number of girl boarders in each year level. All three dormitories are joined and access a shared secure, private and tranquil outdoor courtyard.

Boys are accommodated in the Atkins Boarding House where students in Years 7, 8 or 9 share in a quad configuration that is well-designed to provide a balance of privacy and visibility. From Year 10, boys are accommodated in a dual or single bedrooms.

Within each dormitory, students will be under the care of a Head of Boys and Head of Girls Boarding, respectively, who live in the dormitory, along with resident Dormitory Supervisors who, together with the Director of Boarding and Student Health staff, will be responsible for the general welfare of your child while at Cathedral.

Each dormitory has separate living and study areas and designated common rooms. This does not mean, however, that students are totally segregated as there are many opportunities for students to mix in inter-dormitory activities including meals.



ADJUSTING TO LIVING AWAY FROM HOME

Some young people experience difficulty adapting to the communal living situation in the dormitory – it is a very different environment from the family home. For a speedy and pleasant transition to boarding, a prospective boarder should be proficient in a number of independent life-skills:

1. Looking after own belongings and personal area – some suggested personal skills needed are the ability to make a bed in a neat and tidy manner, pick up and put away their belongings and keep their personal area clean and tidy.

2. Keeping belongings in good condition – they should know how to use an iron, and a little knowledge of sewing such as buttons, name tags and simple hems would be beneficial. They do need to learn that temperatures other than “high” can iron their clothes just fine!

3. Understanding of personal hygiene requirements – you should ensure that your child knows the importance of soap, clean hair and deodorant, daily showers, changing underwear and socks regularly, using clean linen and towels. Without this knowledge it is possible that a boarder may be ostracised by their peers, creating a very difficult situation for both the child as an individual and boarding house members in general.

4. Ability to organise study times and achieve study goals set – there will always be staff on duty during Prep times, but students need to develop the independent motivation to work through the time period without constant direct supervision.
5. Ability to structure leisure time in such a way as to avoid getting bored or having little to do. School life provides lots of opportunities for recreational activities, but there will always be some ‘spare time’ to fill in.

6. Understanding of others’ need for personal space and privacy – students are discouraged from wandering into other people’s areas without invitation and must never touch or take someone else’s things without that person’s clearly given permission.

7. Younger students also need to be aware of the physical and psychological changes they will experience during adolescence, so that they are familiar with, and not surprised by, what will happen. Girls should be aware of the sanitary products necessary. Guidance in these areas may be given by the boarding staff, but it would be much easier for your son/daughter during the settling-in period if some basic preparation has been given at home.



HOMESICKNESS

We have included a number of observations on this problem and feel that our suggestions may help your child to overcome this very real difficulty as quickly as possible.

1. It is perfectly normal for young people living in a different environment with completely new surroundings and in a necessarily institutionalised environment to feel strange and to want to go home. After all, most parents would surely expect their children to prefer to live at home rather than elsewhere.

2. It is important for you, as parents, to emphasise the need for complete involvement in and out of the classroom. The person who mopes around after school and misses classes because they feel sorry for themselves only compounds an already difficult problem. Involvement in sport, games, music and other activities is essential and should be encouraged whenever possible.

3. It is our experience that the telephone can be used as both a means of communication and of manipulation. You as parents at a distance are potentially very vulnerable. Please discourage your child from ringing you constantly in the early stages. We have noticed so many times that a boarder, apparently coping with the problem quite well, suffers a severe setback after ringing home; or being upset on the phone, hangs up and then appears happy to those around them.

4. It is important for you to realise that you will hear of, or experience, the worst of your child’s homesickness. Some boarders will tend to write or ring when they are feeling at their lowest. Some also tend to exaggerate the worst features of the boarding house in an effort to convince you to take them away.

5. Poor grades and difficulty with work are sometimes linked to homesickness in the early stages.

6. A recurrence of the problem can occur after the first few weekends out or after term vacations. However, it is usually overcome very quickly on returning to school. We encourage you to let your child experience, as much as possible, the normal activities of the boarding house, particularly during weekends, and therefore suggest that you do not prolong the process by taking them out too often during ‘settling-in’ times.
7. Please encourage your child to see his/her Head of Dormitory, Nursing Sister, School Counsellor, School Tutor or Dean to deal with issues and difficulties when they arise. Often discussing the problem with someone not directly involved is of great assistance. By the same token, if you as a parent are receiving numerous or distressing phone calls, please make contact with the relevant staff, both to discuss the nature of the call and to ensure we know your son or daughter is experiencing difficulty, so we can facilitate appropriate support.

We do not wish to alarm you in any way, but purely to make you aware of a common, and usually short term, problem. It is also our aim to help you and your child to cope with the difficult settling-in period. Understanding, patience and firmness would appear to be the most important qualities necessary for a quick and relatively smooth adjustment to the new environment. Above all, please do not hesitate to contact your child’s Head of Dormitory if you wish to discuss any concerns.



CONTACT BETWEEN HOME AND SCHOOL

We welcome the opportunity to talk to you. Any contact you wish to make should be directly with the respective Head of Dormitory on day-to-day routine dormitory matters. Any concerns or matters of a more serious nature should be addressed with the Director of Boarding. We hope that this arrangement will allow good relationships to develop between staff and students and between parents and staff.

The following is paramount to both strong school-parent relations as well as being important for the students' emotional stability. From experience, students may call home at times with an account of an event they are unhappy or distressed about. This may result from a myriad of circumstances. If you as a parent feel that a situation may require intervention at any level – PLEASE call the relevant Head of Dormitory or the Director of Boarding at your earliest convenience.

All too often it happens that a student may share with you a particular issue at school, yet no contact is made with the school until a further level of frustration or anxiety is reached, prompting elevated levels of angst, both for parents and students. Often it may be as simple as a misinterpretation of events or misunderstanding. Please – not only feel free, but also obliged to raise any matters of concern, sooner rather than later – we will too.

SCHOOL CONTACT DETAILS

Any contact you wish to make should be directly with the Head of Dormitory on day-to-day routine dormitory matters. Any concerns or matters of a more serious nature should be directed to the Director of Boarding. If the Head of Dormitory is not available, please leave a message and they will get back to you. If it is urgent, ring the Director of Boarding.

Director of Boarding
Mr Jock Walker Campbell
0419 650 009
jock.walker-campbell@cathedral.qld.edu.au

Student Health Centre
student.health@cathedral.qld.edu.au

Sister in Charge
(07) 4722 2024
0419 732 337

School Contact
Administration Office
(07) 4722 2000

Middle School Office
(07) 4722 2193

Senior School Office
(07) 4722 2008

Girls Boarding
Head of Girls Boarding
Mrs Sharon Cook
0407 159 437
sharon.cook@cathedral.qld.edu.au

Boarding Office
Telephone
(07) 4722 2100

Students' Phones
Kardinia (Students)
(07) 4722 2098
(07) 4722 2099

Sr Frances (Students)
(07) 4722 2105
(07) 4722 2106
(07) 4722 2107

Boys Boarding
Head of Boys Boarding
Mr Mark Muguira
0448 218 726
mark.muguira@cathedral.qld.edu.au

Boarding Office
Telephone
(07) 4722 2083

Students' Phones
Akins (Students)
(07) 4722 2086



OUTGOING CALLS - STUDENTS

Brief outgoing calls may be made from the dormitory telephone but not during Prep time or later than fifteen minutes before lights out. This is subject to the discretion of Head of Dormitory who manages telephone usage in the building.

INCOMING CALLS - STUDENTS

The easiest times for parents to contact boarders are:

Weekdays 6.40am – 8.00am
3.30pm – 5.45pm
8.15pm – 8.45pm

Weekends Please avoid meal times

Boarders may receive calls on the Students' Phones during the above times. Staff reserve the right to ask the person for identification. The staff member also has the right to cut short any call that he or she considers excessively long or poorly conducted or at inappropriate times. Please respect our calling times.

Please note that dormitory phones are unmanned during Chapel, meal times or when boarding staff may be roving within the dormitory. Dormitory phones may be taken off the hook during Prep and after lights out. There are also times when the school phone is unattended. Where the answering machine is in use, please leave a message. In an emergency, parents may call the Director of Boarding or respective Head of Dormitory at any time.

USE OF MODERN TECHNOLOGY

Modern technology devices such as laptops, smartphones and iPads are increasingly in use by all members of society, including students. The uses can be academic, social or personal. Whilst the School proactively monitors and in some cases limits access to various social media or other sites, students need to remain vigilant and aware of appropriate management of technology, both from appropriate etiquette and the school's Acceptable Use Policy. This policy stipulates (amongst other things) that students must not violate any laws, regulations, school policies or procedures or generally accepted social standards when using ICT resources. Where inappropriate conduct occurs, the School reserves the right to apply certain sanctions which may include confiscation for a period of time.

MOBILE PHONES

Possession of mobile phones by students is allowed, subject to parental permission, responsible student behaviour and submission of mobile number to boarding staff where required. The School, however, is unable to take responsibility for any costs or losses due to mobile phones being at school. The use of mobile phones follows the same timings as the dormitory telephone. Mobile phones need to be turned off or handed in during the school day, meals, Chapel, during Prep time and over night as the routine requires. Managing mobile phones appropriately can be a learning curve or challenge for some students and, as with other forms of modern technology, where used inappropriately, sanctions may include confiscation for a period of time.

PERSONAL LAPTOPS/TABLETS

The provision of a laptop/tablet for your child is now compulsory for all students in Years 7 – 12. The IT staff will assist with initial set-up of student's personal devices, but cannot provide ongoing maintenance support. The School is not able to accept responsibility for loss or damage to personal laptops/tablets. Students can access school computers during first Prep session for homework and assignments, and there are also a couple of computers in each dormitory for discretionary use.

The internet is available for educational purposes until 10pm each night, and limited access to social media and entertainment websites is provided for boarders from 3.15pm till 6pm daily. Skype is accessible for boarders from 3.15pm until 6.00pm daily as well as on weekends. We believe that the school network provides students with ample access to the internet, so there is no need for students to have their own internet connection via a mobile broadband device. We strongly discourage this practice, as it makes it extremely difficult for staff to have any control over the sites visited, or the time spent on the internet. As stated before, inappropriate use of the internet will result in sanctions being imposed, which may include confiscation of the device for a period of time.

CATHEDRAL BOARDING COMMUNITY - FACEBOOK GROUP

The Cathedral School boarding community operate a Facebook Group to enable our boarding families to share in the daily experiences of their children. This is a "Closed Group" meaning potential members need to be accepted by the Page Administrator to join. The Group is designed for current students, immediate family, recent past students, carers and associated staff to be members. All postings, comments or pictures will only appear once approved by the Page Administrators. To join this group, please search for "Cathedral Boarding Community" on Facebook.

As always we invite feedback from parents about the use of this form of communication. Please contact our Director of Boarding, Mr Jock Walker-Campbell via email boarding@cathedral.qld.edu.au or the School's Registrar, Mrs Jane Passmore, marketing@cathedral.qld.edu.au.

LETTERS AND PARCELS

Envelopes containing outgoing mail should be properly addressed and can be mailed through the school reception desk. Incoming mail is delivered to the dormitories daily. Registered mail will be distributed by the office staff.

Please address all mail and faxes to the student's boarding house.

[Student's Name]

The Cathedral School

[Name of Dormitory]

PO Box 944

AITKENVALE DC 4814

AUSTRALIA

STUDENTS' VISITORS

Parents may visit at any reasonable time but are asked not to interrupt lessons, Prep or Chapel except in cases of emergency or exceptional circumstances. They should notify the relevant school office (in school time) or the dormitory staff (in out-of-school hours) of their arrival. If parents are visiting during meal times we invite you to join us. Please notify the staff on duty.

Other visitors must be introduced to the dormitory staff on arrival to gain approval to visit. Day students who wish to visit boarders also need to be introduced to the person on duty for approval. Day students must have left the school grounds by 5.30pm on weekdays.

Boys and girls may not visit one another's dormitory without specific permission and must remain in an area approved by staff. They must be back in their own dormitory area in the evening by sunset unless a particular time has been specified by the boarding staff.



TERM DATES AND TRAVEL ARRANGEMENTS

Boarders are to arrive at school the day before the commencement of term, which is when the boarding houses are opened. This is known as Boarders Travel Day. Students are not permitted to arrive before or leave after these designated days, and no boarding staff will be present in the dormitory prior or following Boarders Travel Day. The School does not organise travel for students except in special circumstances. It is important to plan ahead for boarders' travel so that suitable arrangements can be made for students to leave for holidays and return to school on the designated Boarders' Travel Days.

Students will not be permitted to leave early or return late unless there are exceptional and unavoidable circumstances. All students will be following a program of continuous assessment and the teaching of course content will be taking place up to the last day of school each term. Early departures at the end of each term are detrimental to student achievement. All students are provided with an Assessment Planner at the beginning of each term. It will be the student's responsibility to consult this if, for any reason, a request for an early departure is desired, to ensure that assessment is not missed.

Requests for such early leave should be made to the relevant Head of School, not Boarding staff.

As soon as travel arrangements have been made, please complete a Boarder's Travel Form (from the school eCat site) and send this to the Director of Boarding. **The deadline for returning each Travel Form is three weeks before the end of the term.**

Mail: Director of Boarding
The Cathedral School
PO Box 944
Aitkenvale D.C. 4814

Fax: (07) 4722 211

Email: boarding@cathedral.qld.edu.au

TRAVEL POLICY UNACCOMPANIED MINORS

Various travel companies have specific requirements for boarding school students and parents.

Boarding Staff will assist with transporting young or inexperienced students to busses and airports. It is not practical to transport all boarders to destinations so public transport does need to be utilised in some circumstances.

Bus travel

Children 12 – 14 years will generally be carried provided parents complete and issue their children the Boarding School – Unaccompanied Child/Children Form which is to be kept on their person for the duration of their journey. A copy of this form is available from the particular bus company. Please complete, sign and hand the form to the transport official each time a 12 – 14 year old student travels.

Train travel

Queensland Rail also requires an unaccompanied minor form to be completed for minors under the age of 14. The forms for this can be obtained from QR when making the reservation.

Air travel has similar restrictions depending on the flight company. Please check when making the booking.

TRAVEL POLICY BAGGAGE ALLOWANCES

Please be aware of baggage restrictions and discuss this with your son or daughter prior to them flying home, as excess baggage charges can be prohibitive. Passengers may be required to either pay immediately or unload baggage at the airport.

Limited storage facilities are available in the dormitories for items that are not taken home for the short term breaks. All personal belongings must be taken home for Christmas holidays.



DAILY SCHEDULE

| MONDAY – THURSDAY | |
|-------------------|--|
| 6.30 – 6.50AM | Official Wake Up if still asleep |
| 7.00 – 7.40AM | Breakfast Compulsory, but flexible timing (Be there by 7.20am) |
| 7.45AM | Year 7 – Check organised and preparing for school and the day |
| 8.00AM | Inspection of residence duties |
| 8.00 – 8.20AM | Check students cleaning rooms, doing duties and preparing to leave for school |
| 8.25AM | Dorm locked – All must be out of dorm by this time |
| 3.10PM | Dorm re-opens |
| UP TO 5.15PM | Activities, Shower, Dress for dinner and prepare prep requirements |
| 5.15PM | Meet in Dorm foyer for Roll call before dinner |
| 5.30PM | Dorm closes for dinner |
| 5.45PM – 6.15PM | Dinner |
| 6.20PM – 8.00PM | First Prep (except Monday – Chapel until approx. 7.00pm) |
| 8.00PM – 9.00PM | Prep Break (shower if not already done so & prepare uniform for next day) considering key times below |
| 8.30PM | All Year 7 phones and iPads must be handed in |
| 8.45PM | All Year 7’s must be in bed for quiet reading. All iPads and Phones (Year 8-11) must be handed in |
| 9.00PM | Year 7 lights out. Years 8 – 11 must be in own bedroom ready to start second prep or in bed for quiet reading |
| 9.15PM | Year 8 lights out |
| 9.30PM | Year 9-11 lights out. Year 12 must be in own bedroom ready to start second prep or in bed for quiet reading |
| 10.30PM | Second prep ends for all students. |
| FRIDAY | |
| 6.30AM – 6.30PM | As per Monday to Thursday – except Dinner is 5.30pm |
| AFTER DINNER | Activities as per schedule |
| 9.30PM | All Year 7’s phones and iPads must be handed in |
| 9.45PM | All Year 7’s must be in bed. All iPads and Phones (Year 8-9) handed in Year 7 (Bed), Year 8-9 (Settling for bed) |
| 10.00PM | Year 7 Lights Out. Year 8-9 must be in own bed quiet reading or going to sleep |
| 10.15PM | Year 8-9 Lights Out. Year 10, 11 Phones handed in and in bed quietly reading |
| 10.30PM | Year 10, 11 & 12 lights out |

| SATURDAY | |
|-----------------|--|
| 8.00AM | Rise, shower and dress |
| 8.30AM – 9.00AM | Breakfast Compulsory (Dining hall opened by girls supervisor) |
| UP TO 12.30PM | Activities as per schedule |
| 12.30PM | Lunch – Compulsory |
| 5.00PM | Meet in Dorm foyer for Roll call before dinner |
| 5.20PM | Dorm closes for dinner |
| 5.30PM | Dinner |
| AFTER DINNER | Activities as per schedule |
| 9.30PM | All Year 7’s phones and iPads must be handed in |
| 9.45PM | All Year 7’s must be in bed. All iPads and Phones (Year 8-9) handed in Year 7 (Bed), Year 8-9 (Settling for bed) |
| 10.00PM | Year 7 Lights Out. Year 8 – 9 must be in own bed quietly reading or going to sleep |
| 10.15PM | Year 8-9 Lights Out. Year 10, 11 Phones handed in and quietly reading or going to sleep |
| 10.30PM | Year 10, 11 & 12 lights out |
| SUNDAY | |
| NO WAKE UP | Sleep in permitted |
| 8.30AM – 9.00AM | Breakfast NOT Compulsory, (Dining hall opened by Tom) |
| UP TO 12.30PM | Activities as per schedule |
| 12.30PM | Lunch – Compulsory |
| 2.45PM – 3.45PM | Compulsory clean up of rooms and common areas (if taking leave area must be clean before leaving) |
| 3.45PM | Inspections of all rooms and common rooms in dorms |
| 4.30PM – 5.25PM | Sunday Prep |
| 5.30PM | Meet in Dorm foyer for Roll check before dinner |
| 5.45PM – 6.15PM | Dinner |
| 6.20PM | Prep |
| 8.00PM – 9.30PM | As per Monday to Thursday |

The above times and routines are occasionally revised by boarding staff for a variety of reasons. With some exceptions, meals are served in the Dining Hall. Attendance at meals is normally compulsory. Announcements are made at these times. Special arrangements should be made by the student with the kitchen staff for meals at other times; e.g. if a student is involved in extracurricular activities and cannot attend a meal at the normal time. Students are expected to get ready for bed before lights out and to be in bed at the stated times. Later study is discouraged as this impacts on essential sleep and disrupts the next morning’s routine.

WHAT TO BRING

Please note that cupboard and desktop space are generally less than what children have at home, so please restrict the amount of personal belongings brought to school.

REQUIRED ITEMS

- 2 standard size bath towels (please ensure towels are not dark in colour)
- 1 beach towel
- Doona, rug, bedcover or coverlet (single size only)
- School bag
- Laundry bag or small laundry basket
- Padlocks (x4)

OPTIONAL ITEMS WHICH STUDENTS MAY BRING TO SCHOOL

- Pillow, bed sheets – single size only (we advise parents to supply personal linen)
- Mobile Phone, MP3 player or iPod with headphones
- Laptop computer (not desktop)
- Suitable posters, photos and reading matter
- Suitable airtight containers for food
- A mug
- Small electric appliances e.g. a hairdryer/straightener (N.B. no electric blankets, heaters, bar fridges or cooking appliances are allowed)
- Sporting equipment, e.g. tennis racquets, hockey stick, ball
- A pot plant or something similar with secure base
- There are no facilities for keeping pets, but students may bring a small fish tank (maximum length 30cm) and fish, provided it does not need any electrical apparatus and is properly cared for.
- Such other personal items as do not encourage competition and may be safely cared for and operated.
- Additional padlock required for those students with bikes.

As a requirement of the Workplace Health and Safety Act, all privately owned mains-powered electrical appliances used at school must be tested and tagged. Please ensure that all appliances brought to boarding have current safety tags.

Please ensure all personal items are clearly named, and you have completed the Equipment Registration Form for valuable items.

CASUAL CLOTHES

Boarders may have a range of sensible, neat and attractive casual clothes to wear out of school hours. Some restrictions on type and style of casual clothes are placed on students at particular times (e.g. appropriate dining room dress). Expensive clothing is discouraged. A light raincoat and strap-on sandals are needed in the wet season. A broad brimmed hat is essential.

Girls:

- Shorts/skirts (not too short)
- Jeans/slacks
- T-shirts/blouses (modest styles)
- Simple dresses
- Warm items for cooler weather
- Recreational clothing (e.g. for sports)

Boys:

- Casual shorts
- Jeans/slacks
- T-shirts/polo shirts
- Collared shirts
- Warm items for cooler weather
- Recreational clothing (e.g. for sports)

GOOD CLOTHES

For the occasional outing and for Chapel, some good quality clothes are required:

Girls:

- Simple dresses, shirts, tops
- Dressy shorts, skirts or slacks
- Shoes/sandals

Boys:

- Collared, button-down shirts
- Dress shorts, trousers
- Shoes/sandals

N.B. All clothing and bed linen must be tagged with the student's name and laundry number. Please refer to the "Laundry and Clothing" section on page 16 for information on labelling clothing and bed linen items. (New students will be allocated a laundry number prior to arrival.)

For practical reasons – both name and number should be on items of clothing. The laundry requires numbers, however when an item is picked up in the grounds or left in the common room – it is substantially easier to return the item to the owner if it has a name on it as well.

CARE OF BELONGINGS

The space allocated to each student is adequate for their needs, but generally less than most are accustomed to at home. Students and parents should consider this carefully when packing for school. Our experience is that students who have more clothing and personal items than can comfortably be contained in the cupboards and drawers find it difficult to:

- stay tidy
- be organised
- keep track of their belongings.

Each student is required to leave his/her area neat and tidy each morning with the bed made, floor cleared and rubbish disposed of appropriately. Each student has a lockable cupboard; it is recommended that students take sensible precautions to take responsibility for their belongings.

VALUABLE ITEMS

Students should resist the temptation to bring with them valuable or sentimental items – favourite toy excepted. If such items are brought, parents are requested to insure them, as the School cannot accept responsibility for valuables which go missing. We recommend that items are engraved. A small lockable container may be provided by the students to hold valuables.

Students are also encouraged to make use of the dormitory safe-keeping system for money, jewellery, passports etc. The School will only accept liability for valuables or cash which go missing from safe-keeping.

Students are responsible for their own belongings. When not in use, valuable items e.g. mobile phones, laptops etc must be locked away. Each student should bring with them 3 or 4 padlocks. These can be for:-

- 1 or 2 for use in Boarding
- 1 for locker at school
- 1 spare

SECURITY

The Principal and Director of Boarding, along with senior staff or delegated persons, have the right to inspect and search a student's cubicle or possessions in their presence.

WHAT NOT TO BRING

We cannot provide an exhaustive list of items that are not appropriate in community living circumstances, but urge parents and students to use common sense, and make enquiries with their respective Head of Dormitory if seeking advice on specific matters.

In general, expensive or valuable personal effects, especially electronic equipment or items that could be damaged, are not wise choices as in most cases the School cannot accept responsibility for such. Personal televisions and X-Box controllers are not permitted. Such items as fridges and cooking appliances are not permitted for safety and health reasons as well as practicality in communal living.

Similarly matches, lighters, knives, candles, incense, spray deodorant and any other potentially dangerous items are not permitted in the dormitories for safety reasons.

SKATES, SKATEBOARDS, RIPSTICKS, BMX BIKES AND SCOOTERS

Depending on the popularity of these, we will on occasions permit students to use such devices, normally on a weekend at venues like The Strand, or at school around the dormitory. Students may only use these with permission from Boarding staff and where they have basic protective gear.

LAUNDRY AND CLOTHING

Laundry is done on the school premises – a huge undertaking in itself for approximately 160 boarders. Washing is taken to the laundry daily (Monday to Friday) and is washed and dried. The clothing is folded, sorted and put into the individual lockers in the laundry. Washing facilities are also available for student use in both the boys and girls dormitories. The laundry system works very efficiently when clothes are properly labelled.

NAME TAGS

It is imperative that all items of clothing have name tags securely attached in an obvious position. This is to prevent ‘loss’ of items because of doubt over who owns the clothes. The school cannot accept responsibility for loss of personal clothing.

Sew-on labels are required as they have been found to be the only reliable way of marking clothes. Iron-on labels and Permanent Markers do not last, and items then end up in ‘lost property’. This can lead to items being claimed by the wrong person.

Tags should be sewn in prominent positions such as inside the collar/back neckline of shirts and the back waistbands of pants/skirts/shorts. Socks need tags sewn on the upper part, not under the foot. Do not write on trade labels as they can be removed easily or fade quickly. On items of greater value it may be wise to put an additional tag in a hidden position as well.

There are many commercial suppliers of sew-on name tags, and they are not expensive. Orders can be placed online and tags will be delivered post-free in just a few days. Here is our suggested supplier:

www.nametapes.com.au/sew-in-name-tapes

Please order them early, so that they can be sewn onto clothes before arriving at the boarding house. The student should also have a supply of spare tags so that they may be sewn onto any new clothing purchased during term time.

Please note: if you are unable to get the labels sewn into your child’s clothes, there are sewing services available close to the school where this can be done for you. Here is one we recommend:

**Unique Embroidery & Uniforms
(Vivienne Poletti or Lorraine Ellis)**

206D Ross River Road, Aitkenvale 4814

Phone: 07 4725 3388

Email: uniqueembroidery@bigpond.com

LAUNDRY PROCEDURES

Students are responsible for dropping off and collecting their own laundry each day. To avoid dirty laundry being thrown under beds, in wardrobes etc, please provide a laundry bag or basket.

Only two towels (whether bath towels or beach towels), one pillowcase and two sheets are washed per person per week. Bath towels must be standard size only and sheets, doonas etc must be single size only. They must also be tagged on a corner. All socks and underclothes are washed in a mesh bag but should also be marked. The School does not provide mesh bags. We strongly advise purchasing high quality bags with effective strong zips that will not come undone during the wash cycle.

Special arrangements are made for specific items of clothing which cannot be subjected to industrial washing and drying. These details should be obtained from the person on duty at the laundry.

BED LINEN

Boarders should use both a top and bottom sheet and pillowslip for hygiene reasons. The boarding house can provide two sheets, a pillowcase, a pillow and blankets however students tend to prefer to use their own personal bed linen. If school linen is lost, boarders will be expected to pay for its replacement.

SPORTS AND ACTIVITIES

The School organises a range of outings and activities for boarders, generally over weekends. On most weekends a Weekend Activities Coordinator is on duty and actively arranges appropriate activities that are fun and of interest to groups of students. Boarders are encouraged to take part in boarding activities which may include trips to The Strand, Crystal Creek, roller skating, dances, zumba, shopping or to attend a sports game – among other possible activities. Specific parental permission is not requested when these outings are done. The weekend’s activities are generally added to the Cathedral Boarding Community Facebook page for parents and students to enjoy.

In addition, Townsville provides a wide range of sports and activities and boarders are encouraged to participate in sporting teams and activities outside the school, as long as it does not affect the student’s academic progress or seriously interfere with boarding routine. If a student wishes to become committed to an outside sport or activity he/she needs to see his or her respective Head of Dormitory who will help to select, arrange and facilitate the particular club/activity. Boarders’ participation with outside sport clubs is subject to the permission of parents and the Director of Boarding. For younger students, boarding staff will endeavour to transport the students to and from their activities. Older students generally need to make acceptable arrangements in conjunction with boarding staff and parents, this may include family, friends or public transport. Depending on the location of the activity and the times, they may still be transported by boarding staff, this may involve a charge to the students account.

A student is usually allowed to go once or twice to try the activity. Parent approval or an application to the club from parents to continue is required. Logistics, costs and paperwork generally need to be negotiated prior to continuation. This includes parents negotiating with the appropriate “Sign On” procedures relevant to each club. Permission can also be granted on the forms provided by the Boarding Office (or downloaded from the school eCat site). Please be aware that some club activities involve the club making arrangements for travel to events or matches that might not be at their normal local venue. Parents need to be aware that this occurs and is not within our control or management regime. As parents, you need to be familiar with such matches and travel arrangements occurring. Should you not wish your son or daughter to travel under their particular club’s arrangements, please notify the Director of Boarding and the club in question in writing.

PART TIME EMPLOYMENT

Part time employment will be considered on a case-by-case basis, provided certain conditions are met. This will require negotiation between student, parents and the Director of Boarding as safety and transport arrangements need to be approved, this may include public transport as we do not undertake to transport students to and from work. The allowable times for part-time jobs are generally weekday afternoons (return to school by 6.30pm), Friday and Saturday evening (return to school by 9.30pm) and during the day on Saturday and Sunday.



OUT-OF-POCKET EXPENSES

POCKET MONEY

Parents/guardians are encouraged to set up a bank account for their child to access pocket money. It is recommended that students have access to a limited sum of money in a key card account that can be topped up from time to time. Students can operate their bank accounts through branches of the major banks at Stockland shopping centre, accessing their money when they go shopping. Where parents and students have the same bank, monetary transfers are normally instantly available. For all students, we advise parents to discuss the application of their pocket money to assist in monitoring the appropriate use thereof. Please contact the school if there are any concerns. Students should only withdraw cash as its required and avoid keeping any on hand. Where it is necessary on occasion for students to have money and valuables on hand, these should be given to the Head of Dormitory for safekeeping. Students should NEVER keep large sums of money (over \$20) in the dormitory.

Students should not lend money nor should they ask to borrow money from other students or from boarding staff.

EXCURSIONS / ACTIVITIES TRANSPORT COSTS

The Boarding Fee covers the cost of the use of the school bus and driver for boarding excursions and planned activities. All students' voluntary recreational activities (e.g. entry to skating, movies, dances etc) are paid for by the students themselves. Parents should set the limit and provide sufficient funds for this purpose.

The school bus is used whenever there are large numbers and a driver is available. However, taxis and other public transport are advised at times such as when students may be attending personal activities, some appointments, running personal errands or to connect with buses and planes for holiday travel. Generally, students will need to pay such taxi fares from their own pocket money/ key card account. In exceptional circumstances only, the fare may be charged to the parents' account provided an authorisation docket has been obtained for the journey. Over recent years we have increasingly provided transport to all students attending most activities in the Townsville limits. This has however become increasingly difficult. We still

undertake to try to get all Middle School students to all their activities, events, sports and interests, within reason and at no cost. For the Senior School students however we will still endeavor to assist where practical and where large group sports are occurring. For individuals we encourage students and families, along with our support to arrange transport with coaches, friends in the same team or dance school or activity – this is quite a common occurrence. We will generally drive the students to a venue for one or two weeks to ensure they are familiar with the surroundings routines and then they may make use of the aforementioned options. On occasions and if available, staff can be arranged to drive the older students at a predetermined cost which is charged to the student account.

TUCKSHOP

The Tuckshop is open daily for discretionary purchases (food and drinks), using credit on the student's My Tuckshop account. Parents can deposit money into this account via eCat.

THE SCHOOL LOCKER

The School Locker operates an outlet on campus and supplies regulation uniform items according to the published list. Some stationery items are also available. Goods may be purchased by cash, credit card or EFTPOS.

SCHOOL STATIONERY AND BOOKLISTS

Students are issued with a Booklist in Term 4 and are expected to return with the necessary items to commence school in Term 1 the year following. A convenient way for boarding families to purchase these items is by placing an order at the Lucky Charm Newsagency who'll deliver the items directly to the school.

Booklists are made available on eCat in Term 4. Families can indicate their requirements on the Booklist and email it to The Lucky Charm News agency townsville@theluckycharm.com.au. Payment can be made over the phone or in person at the Lucky Charm Newsagency in Stockland Shopping Centre when the boarders visit Stockland Shopping Centre during Term 4. The Lucky Charm Newsagency can be relied on to deliver the students books and stationery to the school ready for boarders to return in Term 1.





BOARDING SCHOOL RULES AND PROCEDURES

If students were always to use their common sense and respect others at all times, no further rules would be necessary. Community living necessitates the restriction of certain individual freedoms for the safety and wellbeing of the community.

BOARDING EXPECTATIONS

All students are expected to support the staff and other students by upholding the Christian principles of the School and assisting other students by their example to live, dress and study according to the ethos and standards of the boarding community. Politeness, helpfulness and co-operation are the essence of a happy community environment. Students are expected to strive to meet this standard and should at all times endeavour to treat everyone with respect. The use of vulgar and abusive language shows a lack of respect for self and other people. This should never occur! Boarding Captains and Seniors have been given particular authority to instruct boarders in regard to uniform, punctuality and general adherence to boarding regulations. We strongly encourage community support for these student leaders.

BOUNDS

All dormitories are out of bounds to students during the school day. Dormitory staff are off duty during the school day. It is important that students respect this. Staff quarters in the dormitory are private and should be treated with respect. Students must never enter a staff residence unless invited. Students may leave the immediate precincts of the dormitory only if they have permission from the member of staff on duty and have complied with the formalities established by the boarding staff. Specifically, students should at no time be in any of the school car parks or on the boundaries of the school. Classrooms are also out of bounds in out-of-school hours unless the student has the permission of the person on duty. The swimming pool enclosure is out of bounds except when supervised.

BEHAVIOUR - IN THE DORMITORIES

Students who wish to run and play boisterously should do so outside the dormitory. Running in the dormitory and bathroom area may lead to accident or injury and is not permitted. Students should consider the noise level of their activities to ensure that it does not disturb other members of the dormitory. Audio devices and musical instruments may not be played in the dormitory on weekdays after tea so that there is the opportunity for uninterrupted study or reading. It is desirable that students use headphones for quiet listening on weekends. Sunday morning is a designated quiet time in all dormitories to allow students to study or rest.

BEHAVIOUR - IN THE DINING HALL

The gathering of students and staff together in the Dining Hall is an important part of our community life. With the positive participation of each student in observing the following behaviours, this will be a pleasant time for all. Punctuality, courtesy and acceptable manners are expected before, during and after the meal. All noise should cease before students enter the Dining Hall, during meals and again before they are dismissed. If a student is late for a meal or needs to leave early, the student must always excuse him/herself to the person on duty. Students will usually sit at their allocated tables and follow any instructions given by the Dining Room Captain/Senior in charge. Movement in the Dining Hall is restricted. Students may go only to the servery and the area for stacking plates. On rare occasions, students are requested to help with basic tasks in the kitchen under the supervision of adult staff. Students are not to visit friends for conversation at other tables. Removal of crockery or cutlery from the Dining Hall is not allowed.

BULLYING

These incidents are dealt with according to School Policy. A summary of the School's Bullying Policy may be found towards the end of this booklet and on the school web site. Essentially, however, students and parents are strongly encouraged to report suspected incidents of bullying to boarding staff as soon as they become aware of possible instances.

CHAPEL

Services are held each week and attendance is compulsory for all. Students normally wear appropriate (smart) casual clothes to Boarders' chapel services. Regular chapel services are an essential part of the School's ethos. The School celebrates with a service of thanksgiving on the first and last day of each term. Formal uniform is worn for this service. Parents are welcome to join us.

CO-EDUCATION

In understanding a secondary co-educational policy, the key word is 'appropriateness'. Judgment is not passed on the formation of close relationships; to do so is to misunderstand natural human emotions. Adolescents need to learn that close physical contact is not appropriate at certain times and in certain places. Whilst under the care of the School, close contact is inappropriate and attracts sanctions.

DRESS AND STANDARDS

It is the students' responsibility to keep themselves clean and tidy at all times and to follow advice and directions given by boarding staff. The School Rules set down clear guidelines for policy on hair styles and jewelry. These can be found on the school website and in the student diary. Please make sure your student is familiar with the School's expectations.

After school, students may wear neat, casual clothes which meet the School's standards. When swimming out of school hours, recreational bathers may be worn. Footwear must be worn outside dormitories. Students are to wear neat, casual clothes to the evening meal. Simple jewelry may be worn with casual clothes.

DRUGS AND ALCOHOL

Use and/or possession of illegal drugs will lead to expulsion.

Use and/or possession of cigarettes and alcohol are serious breaches of School Rules, and will incur appropriate consequences. In the interest and safety of all students, random and specific checks will occasionally be made to check for possession of stolen items, illicit substances or alcohol.

DVDS/VIDEOS/COMPUTER GAMES/MUSIC

These must be of an appropriate rating or they may be confiscated. We generally follow the censorship ratings which are determined by age.

RESPECT FOR PROPERTY AND THE SCHOOL ENVIRONMENT

Personal areas, dormitories and the school grounds should be kept neat and tidy at all times. Whilst cleaners do spend significant hours in the dormitories each day, students are expected to maintain their own living areas to a fairly high standard. Beds are to be made daily before school, clothes cleared away, floors vacuumed when necessary and lockers kept tidy. Inspections are conducted regularly to maintain standards. A common room area in each dormitory is provided so that students may make drinks or eat snacks. Food must be kept in airtight containers and should be consumed in the common room.

To maintain the communal environment, students may be assigned dormitory and ground duties and are expected to carry them out in a reliable manner. School furniture and equipment must be treated with care. Students are required to care for school property and are to seek permission if they wish to use any school equipment. It should be noted that some school equipment can only be used under teacher supervision.

RESPONSE TO PROPERTY DAMAGE

Where damage to school property occurs, a judgment will be made depending on the circumstances, and charges may be made to a student's account. In terms of QFRS (Queensland Fire & Rescue Services) and the dormitory alarm systems, some QFRS callout fees are passed on to the school, depending on the nature of the automated callout. In instances where students have chosen to disregard protocols concerning fire or smoke detectors, the associated call-out fee from QFRS – which is normally in excess of \$1000 – may be passed on to parents. Special facilities have been provided for hairdryers and similar personal appliances, but cooking is absolutely not permitted in bedrooms.

SECURITY - LOCKER SEARCHES

Whilst theft or contraband is not a significant problem within our dormitories, we like to keep it that way. At the discretion of the Director of Boarding, particular sections of dormitories may be subject to locker and bag searches as and when deemed necessary. This serves two purposes, initially to possibly search for something and also to deter any ideas of bringing contraband on the premises.

SECURITY - CLOSED CIRCUIT SURVEILLANCE

We are following suite with a trend in schools to install CCTV at selected areas around our campus. Generally the cameras are installed outdoors and are for school property security. However, cameras are also being installed in dormitory foyers and common rooms as an added security measure.

STUDY

Students are expected to make the best possible use of time set aside for Prep and available extra tuition if they choose to have this. Once a commitment is made to study particular subjects or participate in extracurricular activities, the student should honour that commitment.

Prep is compulsory for all students at set times, Sunday to Thursday. Prep is supervised by rostered teaching and boarding staff. It takes place in classrooms, the library or in the dormitories – depending on the age and needs of the students. Students are expected to be organised and dress appropriately for this activity. No student should be late for or absent from Prep without permission from their respective Head of Dormitory. No student should walk around or approach fellow students for assistance or work together without permission from the staff on duty.

USE OF BICYCLES

A student may ride his/her own bicycle to venues outside the school at the discretion of boarding staff, once the student has obtained written permission from their parent/guardian. Before giving permission, the parent/ guardian should ensure that the student is familiar with the rules for road safety and has the appropriate safety gear. Students are sometimes permitted to ride on bitumen roads within the school grounds during daylight hours. Helmets must always be worn, including on the school grounds. Lending or borrowing of bicycles is not permitted. Bicycles must be kept roadworthy and securely locked and stored in the allocated area when not in use. Whilst normal efforts are made, the School cannot take responsibility for security of such items.

MOTOR VEHICLES

Boarders are strongly discouraged from having access to motor vehicles at school for a number of logical reasons that range from safety of students to safety of the cars themselves. However, we acknowledge that our senior students are increasingly of an age where they are legally permitted to drive in Australia, and they often have legitimate reasons for using their cars. This may be to drive themselves to and from home, to and from specific co-curricular activities, to interviews, or to sporting events out of town. In such instances, we allow students to use their cars.

In all cases students are to ensure that the dorm staff are aware of the trip or trips in advance. The school reserves the right as to whether the trips are deemed necessary or not. We would normally not be supportive of students driving to venues for events when the school is providing transport.

Students are not permitted to carry other students as passengers in their vehicles (immediate family excepted) without written permission from parents of both the driver and the passenger. Similarly, boarding staff need to approve this as well.

Boarders and their parents need to familiarise themselves with the Boarders' Motor Vehicle Policy – this may be found on the school's eCat site under the Boarding section.

Please note that there are times when we do not have control over students in motor vehicles. Generally, this would be over weekends when students are on leave.

We, at times, do not have parking facilities on campus and cannot take any responsibility for students' vehicles parked in the streets around the school, or on campus.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOUR IN THE BOARDING COMMUNITY

As in all aspects of life – inappropriate actions generally attract some form of sanction. Parents are welcome to discuss any matters of concern with the Director of Boarding. By the same token, however, please understand that in community living various consequences are at times necessary in the interests of all concerned.

OUT OF SCHOOL LEAVE

RATIONALE

Boarding students are encouraged and supported to engage in activities and attend appointments off campus throughout the school year. This encouragement is given on the understanding that students are expected to contribute to the boarding community, and that taking part in outside opportunities should be viewed as a privilege rather than a right.

Types of Leave

1. **Weekend Leave:** 3.30pm Friday until 8.00am Monday (or some part thereof)
2. **Regular Extracurricular Activities:** normally on weekends or 3.30pm – 6.00pm Monday to Friday (when the student is ‘signed up’ for a team or recurrent activity off-campus)
3. **Shopping:** 3.30pm-5.30pm – once a week (normally on a Wednesday) and/ or 9.15am-12.10pm – Saturday
4. **Doctor/Dental/Optometrlist/Medical Appointments:** arranged out of school hours whenever possible through the Student Health Centre.
5. **Student generated leave:** Local shopping or riverside bike path etc.

Other than the regular “Shopping Day”, Year 11 and 12 students may go to the local IGA or corner store during the week when they have gained permission from dormitory staff and signed out at dormitory reception. They may also be permitted to go for a run or cycle by the river or workout at a local gym. In most cases, we ask them to go with a friend from the dorm.

Younger students may on occasions be permitted to do these activities if accompanied by older students or staff. In all such cases, they must take a mobile phone with them and be able to contact school staff. Similarly, all students should provide their mobile numbers to boarding staff so that they may be contacted by staff for a variety of reasons – the same as a parent would contact their child to inform them, advise them or check on them.

LEAVE PROCEDURES AND CONDITIONS

The School operates on a routine of normally having a closed weekend on the first and last weekend each term, and the weekend immediately preceding block exams during which time leave is restricted. Other weekends are open to Host Leave. We do not restrict leave with parents as long as the students are actually spending the time with parents.

Where the School feels students are not being actively looked after by the Host or that we,

the School, may, for whatever reason, be uncomfortable with the arrangements, we reserve the right to withhold leave to that particular host, even where we do not provide reasons.

Students going out on weekend leave with approved hosts or parents need to submit a Leave Application to the Head of Dormitory by start of Prep on Wednesday evening.

HOST LIST

It is most important that a Host List is completed. Parents MUST provide written permission. This may be an email or text or by using the official Host List. Please fill in all details for each host. Incomplete information from the parent could result in the School being unable to approve leave with the host as we consider it essential that both you and the School know the contact details of the people entrusted with the care of your child. The Host List can be modified by you at any time.

The School will normally require particular approval from parents before allowing students to spend weekends with staff members or stay in staff members’ residences.

Responsibilities of Hosts

It is in all parties’ interests that hosts are aware of their responsibilities whilst they have boarding students in their care. A Host’s responsibilities when taking a boarder out on leave are extensive. Whether it is for Dinner, Day or Weekend Leave, we advise that Parent & Host should communicate and outline plans for the upcoming time out of Boarding. Permission should be communicated to Boarding staff via the Host form, electronically or in rare circumstances, verbally by parents.

On collecting the student, the Host should speak to the dorm staff member on duty and sign the student out. It is important that Hosts are aware of their undertaking to care for the student appropriately. All Hosts should sign a Host Commitment Form at least once a year, generally more frequently, (depending on frequency of hosting students) when taking students out on leave. The Hosts are provided with a copy of this form. The main points are listed below.

This list is not exhaustive but is intended to assist parents to guide hosts in understanding their responsibilities. Common sense and a Duty of Care should prevail at all times.

1. The School reserves the right to grant final approval for leave of any form (other than leave with parents) to boarders. Generally, hosts are expected to be over 21 years of age, except where the host is immediate family.

2. Generally, a maximum of two students are permitted to go on weekend leave with a particular host over any weekend.
3. Unless alternate plans have been approved by the Director of Boarding or Head of Dormitory, the boarder needs to be signed out by the host in the residence at time of departure. This is normal procedure.
4. Similarly, on return, the boarder needs to be brought back, in person, by the host, signed in and acknowledged by the residential staff.
5. Hosts need to be aware of the time agreed upon to return the boarder to school. Where delays are incurred, the respective Head of Dormitory needs to be notified prior to that time, where at all possible.
6. The host needs to be aware of where the boarder is at all times and remain responsible for such boarder over the period of leave; this includes all travel and social arrangements.
7. Students, parents and hosts need to be aware that boarders on leave are still subject to School Rules and procedures. When on leave, other than parent leave, School Rules still apply.
8. Clearly any form of substance abuse, antisocial behaviour or public misconduct is not within the School Rules and thus not permitted when in the care of a host.

Please do not collect students before 8.30am on weekends and avoid meal times:

Lunch 12.30pm – 1.00pm

Dinner 5.30pm – 6.00pm (Friday and Saturday)

Please note the following points regarding leave:

- Students going on leave need to ensure that their studies do not suffer as a consequence of the leave.
- Students on leave other than with hosts will either walk with other students or go by public transport. Exceptions to this may be negotiated between parents and the Director of Boarding/Head of Dormitory.
- Arrangements for regular extracurricular activities need to involve the Director of Boarding/Head of Dormitory.
- Any other leave not already mentioned should be negotiated between parents, the student and the Director of Boarding/Head of Dormitory.

- The School, in rare circumstances, reserves the right to refuse leave even where parents have given permission.
- During the week, host or friend leave is not generally permitted during Prep time or overnight. Exceptions are however considered and may be granted at the discretion of the Director of Boarding/Head of Dormitory.
- Students must sign out when leaving the dormitory or school grounds for any reason at all.
- Students must sign in immediately on their return to dormitory.

RE-ENTRY AFTER EXTENDED ABSENCE FROM SCHOOL

In the event of:

- **Extended illness over holidays**
Please discuss these matters with the medical staff. It is important that relevant staff are informed as there may be further complications, repeat of the condition or special management conditions required.
- **Extended illness that has encroached or may encroach on school time**
It would be important to discuss the intended absence (where possible) in order to arrange work to be completed at home.
- **Emotional distress**
In these events, it is always advisable to inform the Director of Boarding and/or School Counsellor. Extra support and understanding is substantially easier when we know the details. This is always managed with appropriate levels of confidentiality.
- **Behavioural episodes**
Where students may have been returned home by the Principal for a period of suspension following behavioural issues, parents need to schedule an appointment with the Director of Boarding to negotiate a re-entry plan.

IN ALL CASES – parents are requested to please discuss the matters with the appropriate staff on returning students to school. This often requires an appointment to be scheduled in order to ensure effective reintegration of your child into the community.

HEALTH

The School employs qualified nursing staff and the Student Health Centre is open from 8am to 3.30pm Monday to Friday. All student appointments to see doctors, dentists or other health professionals are made through the Student Health Centre.

The Mundingburra Medical Centre (07) 4779 9544 provides medical attention to students.

Casey Dentists provides dental services for boarders, unless parents make other arrangements. If parents/ guardians have specific requests regarding students' health care, please contact the **Registered Nurse at the Student Health Centre between 8am and 3.30pm Monday to Friday on (07) 4722 2024**. It is important that parents please allow medical staff to make appointments and not call the medical or boarding staff with dates and times requesting their son or daughter be taken to an appointment, this can be very time consuming and can attract additional costs.

When appointments are made for a student to attend a Doctor for any reason, the Student Health Centre will inform parents of the outcome by email. If you would prefer a different means of communication, please advise the Student Health Centre in writing.

Medical treatment out of hours may be provided the likes of **Doctors to your Door**, a bulk-billing medical facility available until midnight, or the local hospital – this will be at the discretion of the boarding or medical staff on duty. If an anesthetic is required and parents cannot be contacted, the Principal or a senior member of the school staff will give consent (as per permissions noted on student's Medical Record).

It is essential that the Medical Record is filled in for each student, signed and returned to the School. Please answer all questions and supply as much information as possible. These forms are kept at the Student Health Centre for reference by nursing staff. Secured copies are kept in the dormitories for after-hours use. All information on the forms is confidential.

Please note that it is highly recommended for boarders to have all age-appropriate vaccinations. Please check their medical history to ensure their vaccinations are up to date before your child commences as a boarder. The Health Department conducts clinics at the school for routine delivery of key vaccinations. Parental permission is obtained by the Student Health Centre before students are vaccinated.

ILLNESS AND INJURY GUIDELINES

Normally students should visit the Student Health Centre at the following times:

Weekdays: Before School (8.00am – 8.30am)
Recess
Lunch
After School (3.10pm – 3.30pm)

A student who feels too unwell for lessons or any other activity must report to the person on duty in the dormitory or to the Student Health Centre. In an emergency, a student may ask to leave an activity and report to the Student Health Centre but must go there without delay.

MEDICATIONS

No student may possess or use any medications, in tablet or liquid form, without the knowledge of the medical/boarding staff. If a student brings medication to school, this must be handed to the medical/boarding staff. A Management Plan will be developed as needed e.g. asthma medication will be kept by the student for his/ her use, with staff responsible having knowledge and an understanding of the Management Plan.

Medications which are prescribed by a doctor are generally kept in the Student Health Centre and dispensed at correct times, either directly to the student or through the person on duty. After hours and weekends, prescription medications are delivered to the dormitory staff with instructions regarding the dosages. Dormitory staff are also given basic supplies of over-the-counter medications to cope with minor problems, eg. mild analgesic and cough medicine. They will notify medical staff of any child who needs more than the occasional dose.

TREATMENT PROCEDURES OUT OF HOURS

During weekday work hours, students are attended to by Student Health Centre staff and access local physicians as required. After hours, depending on the time the report is received, a decision will be made whether to transfer the student to hospital or to private doctors for further treatment.

Bearing in mind the cost of callout for school staff and medical practitioners after hours – we strive to minimise the cost to parents.

For this reason we require a copy of your Medicare card – either your second permitted card, issued by Medicare, a quality photocopy of your family card, or a Medicare slip provided by any Medicare office. This will be securely filed, but is important in that it facilitates quicker processing of your child's health condition and can save additional expenses parents may incur in terms of time accessing Medicare details prior to treatment.

Where ill or injured students are queued in the hospital system they are generally accompanied by staff, a family member or approved host. Parents are asked to provide the name and number of an emergency contact person in the Townsville area who could take over this supervision from staff. If a staff member is required to accompany students for extended medical treatment after hours, call-out fees will be charged to the parents' account.

CONCUSSION GUIDELINES

Concussion Guidelines attempt to ensure that players who suffer concussion or suspected concussion, as opposed to a bump or knock, are managed in order to protect their long term health and welfare. Our concussion component of these guidelines is based on those of ARB. Some text from the ARB Concussion Guidelines has been used in this document.

These guidelines pertain to boarders and are designed for use by parents, teachers, clubs and players. They rely on relevant information of the event being passed on to boarding staff, coaches and Student Health Centre staff. Parents need to be mindful of these guidelines and discuss their chosen club's approach to concussion and injury management prior to permitting their children to play.

- Players suspected of having concussion must be removed from play and must not resume play in the match or training session.
- Players suspected of having concussion must be assessed by either medical practitioners and/or healthcare professionals.
- All boarders suspected of having concussion or diagnosed with concussion must go through a 19 day withdrawal from play or practice unless seen by a medical practitioner and given documented approval to return to play, in which case a FULL 7 day withdrawal is the absolute minimum period.
- Players must receive medical clearance from SHC or Doctor before returning to play.
- Players sustaining any injury – sport or otherwise – should discuss the injury with their relevant Head of Dormitory, who may decide to refer to medical staff for further consideration.



THE CATHEDRAL SCHOOL'S BULLYING POLICY - A SUMMARY

Bullying is repeated harassment, psychological or physical, of one person by another, or group of people, in an attempt to disempower that person. It is any behaviour intended to, or perceived to hurt, injure, threaten, intimidate or frighten a person in such a way that he/she feels marginalised, scared and unable to resolve the situation. Bullying includes:

- Physical attack (hitting, kicking, sexual assault, theft)
- Verbal attack (name calling, racist, sexist or homophobic comments, offensive remarks, ridicule)
- Indirect bullying (spreading rumours, explicit ostracism from social groups)
- It can include doing one or more of the preceding acts repeatedly by use of modern technology such as email, text messaging and social networking sites.

Elements of this behaviour:

- It is hurtful, disrespectful or offensive to other people
- It is intentional, uninvited, aggressive or inappropriate
- The recipient feels powerless and/or violated

RESPONSE TO BULLYING

The Cathedral School community does not condone bullying or harassment and the following procedures have been established to deal with such unacceptable behaviour should it occur. It is critical to note that the school cannot respond to any anti-social or bullying behaviours that may be occurring unless staff witness or are notified about the behaviour.

Parents and their children are asked to notify the school about any incident as soon as it occurs, so that the issue can be handled quickly and decisively. Based on the severity of the bullying incident, the response may commence at any stage of the process. Please note that the role of Tutor and Dean in the procedure below would be filled by Head of Dormitory and Director of Boarding for any investigation of bullying incidents in the boarding community.

INITIAL INVESTIGATION

When anti-social or inappropriate behaviour is reported to a staff member by a student, parent, bystander or confidant, it will be investigated.

- The student's teacher or tutor will conduct an initial investigation to determine the nature and frequency of the behaviour i.e. if the anti-social behaviour is a singular incident of name-calling or put-down, not malicious or especially hurtful, it is not bullying. However, if it is a major incident or the behaviour is repeated and has continued after the student, who has not fought back or traded insults, has assertively told the instigator to stop and that their behaviour is unacceptable, it will be treated as bullying.

**SCHOOL WARNING
BULLYING OFFENCE**

If the anti-social behaviour is deemed to be bullying, the student's Tutor, with the Dean, will conduct a further investigation to determine the severity of the incident.

- All parties will be interviewed and notes recorded.
- The victim will be offered support and the student responsible for the bullying will be issued with a clear and explicit warning that the behaviour is inappropriate, and needs to cease.
- Parents/guardians of both parties will be informed.
- The incident will be recorded as a School Warning - Bullying Offence on the offending student's file and parents/ guardians of this student will receive a written notification of this School Warning - Bullying Offence.
- Boarding staff will conduct follow-up discussions with both parties but no punitive action will be taken at this stage.

**STAGE ONE
BULLYING OFFENCE**

If the bullying behaviour continues, further investigation will be conducted by the Dean and Dean of Students with all students interviewed.

- Parents/guardians of both the student responsible for the bullying, and the victim will be advised of the nature of the behaviour and the outcomes.
- The goal at this stage will be to provide counselling and proceed, if possible, without recourse to punishment.
- The incident will be recorded as Stage One Bullying on the offending student's file and parents/ guardians of this student will attend an interview with the Head of School, and then receive a written notification of this Stage One Bullying Offence.

**STAGE TWO
BULLYING OFFENCE**

If further reoccurrence of bullying behaviour is substantiated, the matter will be referred to the Head of School.

- The re-offending student will receive ongoing counselling.
- The Head of School will consult with the Dean of Students and perhaps the Principal to develop appropriate sanctions or meaningful consequences.
- The parents/guardians will be informed that their son/daughter's behaviour must change if he/she is to remain enrolled at the school.
- The incident will be recorded as Stage Two Bullying on the student's file and parents/guardians will attend an interview with the Principal and receive written notification of this Stage Two Bullying Offence.

**STAGE THREE
BULLYING OFFENCE**

If investigations determine that the bullying has become habitual and that the student has not responded in a productive manner to counselling and/or sanctions, then the student, through his/her actions, has chosen to put his/her enrolment at The Cathedral School in jeopardy.





BOARDING FORMS

There are a number of forms you need to complete to assist our staff to care for your child. These include:

1. Boarder's Medical Form
2. Boarder's Agreement
3. Boarder's Host & Visitor List
4. Boarder's Travel Form (for beginning & end of each term)
5. Regular Sport/Activity Information & Permission Form
6. Boarder's Bicycle Permission Form

These are all available under Boarding Services on the school's eCat site.

Please download, complete and return them before your child comes into boarding, and update them whenever any of the information changes.

FINANCIAL ASSISTANCE FOR ISOLATED CHILDREN

Are you aware of the educational allowances to which you may be entitled?

COMMONWEALTH GOVERNMENT ALLOWANCES

The following programs are administered by Centrelink. Check the details on the website

www.humanservices.gov.au or visit your local Centrelink office.

Assistance for Isolated Children (AIC)

- Distance Education Allowance – for prep, primary & secondary level.
- Second Home Allowance – for a second home maintained by the family for educational purposes only
- Boarding Allowance – income test free (For families with low income, an Additional Boarding Allowance is available).
- Abstudy
- For Aboriginal and Torres Strait Islander students
- Boarding supplement also available for eligible students (income tested)

QUEENSLAND GOVERNMENT ALLOWANCES

Living Away from Home Allowance (LAFHA)

- **Remote Area Tuition Allowance** – paid direct to the boarding school, as part payment of tuition fees.
- **Remote Area Travel Allowance** – paid to parents to help with travel expenses for distances more than 50km. See www.education.qld.gov.au/schools/grants/parents-students/

NOTES

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The Cathedral School

of St Anne & St James

T O W N S V I L L E