



Handbook for Boarders 2021

A WORD OF WELCOME

Dear Parents and Boys

We extend a warm welcome to boarding at La Salle House. With your help and enthusiasm, we shall do everything we can to make your stay happy and rewarding.

It is a privilege to accept the trust that you have placed in us. Each boy is precious, and we will strive to make him feel safe, comfortable and happy while getting the most out of his schooling.

Boarding is a unique opportunity to learn about caring for one another and for discovering and celebrating the many diverse gifts each boy brings to our boarding community. We encourage each boy to develop in himself qualities of consideration and respect for others, good manners, co-operation and responsibility.

This information booklet has been compiled for two purposes. First, it is a reference point for boys and parents new to boarding at La Salle House. It will assist by outlining what to expect in the first year of boarding. Secondly, for our present boarders, it is an opportunity to revisit a variety of procedures and expectations for the year ahead.

We pray that all the boys will accept the responsibility of developing their talents and contribute to building a strong boarding community at La Salle House.

Best wishes

St John Baptist de La Salle, pray for us
Live Jesus in our hearts forever



Tim Stuck
CEO



Heta Smith
Director of Boarding

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Boarding School Culture

The hostel environment provides the experience of being part of a larger community that embraces differences and celebrates the uniqueness of individuals. Boarders are provided with chances to develop a wider understanding of others and the world in which they live at a time in their lives when they are cementing their values and characters.

It is important that all boarders and their parents and guardians understand that developing “community” is a key function of a residential community. The following expectations define our boarding community:

- Students from all backgrounds are welcomed into the hostel family
- All boarders support the Hostel by fully participating in its activities and the wider opportunities the College offers
- All boarders respect difference and take opportunities to understand each other
- Justice and respect form the basis of good relationships
- Attendance at liturgies and other opportunities for prayer are fostered through our Catholic and LaSallian special character.

For many new boarders, going to boarding school is the first time they have spent a significant amount of time away from home, their family and their friends. A number of issues and life skills that are useful to discuss at home prior to boarding are:

- Being able to make a bed
- Being able to organise and care for personal belongings
- Being able to keep an individual room tidy
- The ability to sit quietly during study times
- The ability and need to socialise and mix with others
- The ability and need to budget personal funds
- Knowing the importance and value of leisure/recreation times
- Knowing the necessity of respecting peers and boarding staff
- Knowing the advantages of participating in community activities.

In addition, discussion of these other issues may help your son settle into boarding quickly and positively:

- The importance of showering each day, changing underwear and using deodorant
- The importance of ensuring that sheets and towels are washed regularly
- Physical and psychological changes that they are likely to experience
- The requirement to leave all medication and its management with the Matron
- The importance of expressing concerns directly with staff members and/or parents
- The importance of security of both personal and College property
- How to manage routines
- The importance of a balanced diet
- Being familiar with the academic expectations of the school and the hostel
- The importance of being aware of key policies
- Understanding that homesickness is natural
- Knowing how and when to communicate with home.

Basic Expectations

Boarding is a communal living situation that requires each boarder to live co-operatively and independently in a structured environment. We would like all Boarders to be able to:

- Follow set routines and rules that relate to community living
- Attend boarders' prayer and other liturgies as required
- Attend to, care and maintain high standards of cleanliness in their personal spaces, Common Rooms, Bathrooms and Dining Room
- Attend to personal hygiene needs and matters of health and seek help from the Matron and/or boarding staff if needed
- Care for individual property
- Work effectively in small groups and contribute to year group and full Boarding School activities.
- Approach conflict resolution and problem solving in a positive way
- Positively accept direction from staff
- Be respectful and honest in communications with staff
- Communicate with staff on leave arrangements, holiday arrangements and maintain sensible usage of email, mobile phones and the internet
- Take responsibility for organising homework and working quietly and independently during study times
- Independently organise recreation time

A Day in The Life of a Boarder at La Salle House

Monday to Thursday

7:10 am	Rising – shower – beds made – dorm tidied Breakfast – available until 7:50am Dining room closed 8:00am Organise daily requirements Uniform check
8:00 am	Optional study time in the library
8:30 am	Out of dormitory
8:45 am	School begins
12:45 pm	Lunch in dining room
3:10 pm	School ends
3:15 pm	Change out of school uniform Afternoon tea Free time – for outside play, supervised swim, practices etc Optional study time in library Town van runs on Monday Y10 & 11, Wednesday Y12 and Thursday Y9
6:00 pm	Dinner
7:00 pm	Study starts for all year levels.
8:15 pm	Liturgy on Thursdays for rostered house groups
8:30 pm	Study ends for Years 9 and 10 students
9:00 pm	Study ends for Years 11, 12 and 13 students
9:00 pm	Year 9 in dorm – Lights out at 9:30pm
9:30 pm	Years 10 and 11 in dorm – Lights out at 10pm
10:00 pm	Year 12 to dorm
10:30 pm	Year 13 to dorm

Note: Seniors wanting late study or to watch television are to ask permission of their Boarding Supervisor.

Friday

As per Monday to Thursday timetable, but from 3:15pm onwards buses depart for Hawera and The Coastal Connector departs for Opunake. Boarders travelling home privately are free to leave.

4:00 pm Hostel locked for the weekend.

Hostel Open Friday night (Terms 2 & 3 provided there are sufficient numbers staying in)

Saturday (Terms 2 & 3)

7:15 am Rising
7:30 am Breakfast
The Hostel will be locked at 9:30 am.

Sunday

Students may return to the Hostel from 7:00 pm onwards.

The 9:00pm Rule

On all evenings, but especially Friday nights in Terms 2 and 3 when bedtimes are considerably extended, boarders must be either in their dormitories or common rooms from 9:00pm or directly between the two. Any other arrangements must be cleared with the Duty Supervisor.

GENERAL INFORMATION

Absence

If a boarder is to be absent from the Hostel during term time, parents must contact the Director of Boarding or hostel supervisor as soon as possible. In addition, if a boarder is to be absent from the day school, parents or guardians must also notify the school office (06 753 6149)

Accounts and Items that can be charged to hostel accounts

Each boy has a hostel account to which expenses incurred during the term will be charged. These charges fall into two categories – school related and day-to-day living expenses.

Taxis used for transport to the airport or the bus depot are paid for and then charged against students' hostel accounts. Boys are encouraged to use their EFTPOS cards.

The following are acceptable items to be charged to Hostel accounts:

- Exam fees
- School classroom expenses
- Extra-curricular subscriptions and travel expenses
- School related events, e.g. dances, music festival, school ball
- Travel to and from home
- Chemist (for medical purposes only)
- School and sports uniforms

Hostel accounts will not be used for the following items as a rule:

- Non-medical chemist supplies, e.g. toiletries, vitamin supplements, bandages etc
- Bike repairs
- Outside sport club subscriptions and travel
- Gym subscriptions
- Magazine subscriptions
- Other private expenses, e.g. tutoring, driving lessons
- Toll calls
- Doctor, dentist and orthodontist visits

Bedding

Students will need to supply their own named sheets, pillowcases and duvet cover. Two sets are recommended. Extra blankets are suggested for the colder months.

Bullying

Bullies thrive in an atmosphere of silence and destroy the positive atmosphere of the Hostel. If a boy feels that someone is acting as a bully, he should approach a boarding staff member immediately. Physical or verbal intimidation, demanding food, goods or money are all examples of bullying and cannot be tolerated. Parents who are concerned about bullying should contact Mr Smith in the first instance. Early intervention can save a bigger problem later. Positive co-operation between all sections of the Hostel must be both the ideal and the practice. Boys not willing to live by this ideal are likely to be asked to leave.

Catering

All meals including breakfast, morning tea, lunch, afternoon tea, dinner and supper are provided. The kitchen staff manage special dietary requirements. La Salle House aims to provide healthy and nutritious meals. The menu is rotated on a month by month cycle and student feedback is sought regularly.

Healthy Food

Parent please note that sugary carbonated drinks are banned from being consumed in the hostel. Boys are encouraged to drink water or fruit juice. As part of our healthier living plan we ask that boys are also limited to amount of sugary drinks they consume at home. Your support would be appreciated. Boys may bring back to school a "Tuck Box" with extra snack food but we would prefer boys to have muesli bars instead of chips.

Cell Phones

The Hostel considers the monitored use of cell phones a positive means of communication with family and friends. Boarders may use cell phones in their free time after school and in the evening. Parents may phone their sons in Years 9 and 10 between 3:10pm and 5:45pm or between 6:30pm and 7:00pm or from 8:45pm until 'lights out'. Students must not use cell phones during study periods.

Phones with unlimited call plans are inappropriate. Expensive phones that cannot be properly secured are inappropriate.

All boys who bring a cell phone to the boarding hostel will do so on the understanding that they will have their phone confiscated if they breach any of the following conditions:

- May not be used in study times and must be put away
- May not be used after lights out
- May not be taken to the Dining Room
- May not be used to bully another person
- May not be used if they breach the privacy of another person
- May not be used for inappropriate email or internet use
- Staff must be provided with the boarder's cell phone number
- Students may not use another student's cell phone inappropriately
- Boarding staff may confiscate cell phones if the phones are not used appropriately and within the conditions of the contract.

In addition, Year 9, 10 and 11 boarders are required to hand in their mobile phones to staff before lights out. Cell phones must be turned off at this point. This will help to ensure that all students are quiet at night and that inappropriate use does not occur. Students are not to use mobile phones as alarms in the morning.

If a student has a cell phone he must be responsible for it and use it properly in a community setting. Parents and guardians are asked to support the hostel staff on this issue.

Cleaning

The Hostel common rooms, main walkways and bathrooms, together with the boys' rooms are cleaned daily (Monday-Friday). Boarders are required to make their beds, tidy their rooms and empty their rubbish bins daily.

Clothing

All items of school uniform can be purchased from the Uniform Shop.

Open Monday to Friday 12.45 – 2.45

Boarders require the following clothing:

- 100 'Mark It' woven labels
- 3 blue college shirts
- 2 pair grey summer shorts
- 1 college blue jersey or polar fleece
- 1 P.E house shirt
- 3 pairs college socks
- 1 pair royal blue shorts (athletics)
- 1 wet weather college jacket
- 1 pair black or brown sandals
- 1 pair sneakers (suitable for running)
- 1 pair black shoes (and shoe cleaning gear)

- 1 swimming gear
- 2 pairs pyjamas
- 4 pairs underpants
- 3 towels – named
- 1 school bag
- 8 coat hangers
- 1 duvet or rug or conventional blanket
- 1 long college trousers - optional
- casual clothes, e.g. t-shirts, shirts, shorts, jeans, jandals
- toiletries
- a small plastic (floppy) bucket to use as a laundry basket

All clothing, footwear and personal items must be clearly and permanently marked with their owner's name. On shirts and jumpers name tags must be sewn below the collar just to the right of the manufacturers label. On underwear, shorts and long trousers, name tags must be sewn onto the waistband centre back. Socks must have a name tag sewn at the top of each sock.

It is very important that all clothing is marked as outlined.

Concerns and complaints

Hostel staff are committed to providing high quality care for boarders. There may be times however, when there is cause for concern. If you have a concern, please talk to us about it. We want to know.

Concerns: may be raised with any member of the hostel staff at any time.

Complaints: should be directed to the Director of Boarding in the first instance. Any member of the school community (eg: parents, students, staff) may lay a complaint. A complaint can be made by telephone, letter, fax, email or in person, However, we ask that a complaint made verbally also be put in writing. Complaints concerning staff should be directed to the CEO or to the Chair of the Board.

A complaint should be made as soon as possible after the event to which the complaint refers in order to facilitate investigation of the matter.

All complaints will be treated seriously, dealt with promptly and responded to appropriately.

Damage

Damage whether accidental or otherwise must be reported to the hostel supervisor immediately. The individual/s responsible for the damage will complete a Damage Report. The cost of any repairs will be charged to parents on their school account. Each boy is responsible for his allocated bedroom / bed space any unreported damage will be his responsibility if the culprit cannot be found.

Dances and Socials

A number of Dances and Social gatherings are held both here at the college and at local girls' schools. Boarders who buy tickets to these socials must also obtain permission to attend from Mr Smith, and are expected to use the transport arranged by the Hostel.

Dining Room

Good manners are expected in the dining room, including the correct use of cutlery and general table courtesies. Footwear must be worn, hats are not to be worn and boys should have showered and changed after activities such as swimming and sports practice.

Dishes are to be returned to the servery and tables are to be left clean with chairs pushed back in or stacked. Politeness to the dining room staff is expected at all times.

Discipline

Disciplinary action in the Hostel covers a range of punishments from hostel duties through to dismissal. See the Hostel Policies for details.

Where a boy consistently fails to meet all his obligations, parents will be notified and if necessary will be invited to discuss the situation with Mr Smith and/or with the CEO. In serious cases of misbehaviour, removal from the Hostel could result. Such offences include:

- violence, bullying or intimidation
- behaviour which would endanger self or others
- behaviour which contradicts the Catholic character of the hostel
- breaking bounds
- leaving the College grounds without permission, lateness of returns
- use and/or abuse of tobacco, alcohol or illicit drugs
- theft or dishonesty
- unauthorised change of destination when on leave
- being absent from hostel meetings, meals and chapel without legitimate reason
- leaving the dormitory after lights out
- involvement in the unauthorised use of a motor vehicle
- continued failure to meet obligations in spite of help and understanding; such obligations would include:
 - maintaining a polite demeanour towards staff
 - obeying directions given by boarding staff
 - working quietly in study.

Duties

All boarders are expected to be part of a duty team that carries out various jobs around the hostel. Teams are part of a roster with each group only having about 3 to 4 duties per term.

Electrical Safety

Power points are installed in every boy's room. Boys are to be aware that there is a limit to the electrical equipment that is both safe and appropriate. Boys should not overload their power points with multiple power boards and double adaptors.

Individual students are not permitted to bring the following into the Hostel:

- Heaters
- Electric blankets
- Televisions, DVD or Video players, X Box
- Multiple component stereo systems.
- Fridges, Hair dryers and Hair straighteners

Please note that all electrical appliances used at school must have a current electrical safety tag.

Start of term and end of term Procedures

Start of term

The hostel reopens at 7:00pm the night before start of term unless stated otherwise in the hostel newsletter.

No buses are provided at the start of term due to the large amount of luggage to be conveyed.

End of term

The hostel closes at 4:00pm on the last day of term. Due to the large amount of luggage to be conveyed. No buses will operate on the day.

If the hostel is in use (hired out) over the holiday break, boarders are required to take their clothing, bedding, school gear and other private property home.

All boarders are requested to take personally owned bedding home for laundering each holidays.

Fee payment

The boarding fee is set as an annual amount to cover the cost of running the hostel for the whole year. As a consequence, there is no rebate for students who do not stay in on Friday nights. Nor are refunds made while students are on school excursions or on stand down or suspension for disciplinary matters.

In the event of a family changing its plans and deciding to withdraw a student from the hostel, residual fees charged are in recognition of the fact that a boarder who departs early leaves the hostel with unfunded financial commitments. Details are available on request.

Fire Alarms

In the event of an alarm that is proven to be malicious or due to foolish behaviour and resulting in a Fire Service invoice, the student's family or students' families will be charged the full invoiced cost incurred.

Friday night accommodation

In order for a student to be eligible to remain in the hostel for Friday night, it is necessary that he has a legitimate school commitment on the following day. Examples could include: sport participation in a school team or attendance on a field trip. Students playing sport in non-school teams, merely spectating, or in codes that the school does not field teams for, are not eligible for Friday night accommodation.

Note: For the hostel to open on a Friday night a minimum of 6 boarders must stay in.

General appearance

Hair is to be clean, tidy and groomed, off the collar, out of the eyes and neither too long nor too short. It is to be one colour. Ridiculous styles, such as partially shaved sections of hair or undercuts, or extreme colouring usually result in gating until corrected. Senior boys are expected to be clean-shaven. Students are required to shave as often as necessary and when directed by staff.

Clothing should be neat and in good repair. T-shirts and/or thermals should not be visible under the school uniform.

Health Care

At the start of each year, parents are required to complete a Health Form for their sons. This helps the Matron to manage any likely health issues. It is important that the Matron is informed of any changes and update on medical conditions.

When necessary the Matron makes medical appointments for boys to attend a general practice at *Carefirst* in New Plymouth. Hostel accounts will be charged for such appointments.

Boarding staff monitor student health outside Matron's hours. In an emergency, students are taken to the nearest hospital. Parents will be informed immediately.

Students should register all prescribed drugs with the Matron, who will monitor medication administration.

The Matron, Mrs Sutherland, can be contacted on: (06) 753 6149 ext 867, or on her cell phone: 0274 701 042.

The Matron encourages parents to contact her between 7:30am and 2:00pm if they have any concerns. Should any significant health concern arise with a boy, parents will be notified as soon as possible. Boys should not return to the hostel if they are not well enough to attend school.

Note: A boy must not be in possession of his own medication unless the Matron is aware of the situation.

I Pods and MP3 players

These are permitted in the hostel and boys are personally responsible for their security. These items are never to be used after lights out.

Insurance of Personal Property

The insurance of boys' personal property is the responsibility of their parents/caregivers. The hostel cannot insure the private property of others. Serial numbers should be logged.

Laptops

FDMC is a BOYD (Bring your own device) school. Students will need to bring their own laptops to the college. Students must also understand that before connecting to the College network their laptop will be checked and configured by the IT Department. This measure ensures the security of the Francis Douglas Memorial College system by helping to identify any viruses the computer may pass on. This check is compulsory.

Laundry

A fulltime laundry is in operation on-site and is in open from 7:30am to 3:00pm Monday – Friday.

All items of clothing must be **clearly labelled**. Un-named items will not be washed.

All items of clothing can be put out for washing on any day. However, the laundry staff asks that the boys drip-feed their washing over the week and avoid stock-piling it in their rooms. The boys can collect their laundry in the mornings from 7:30am-8.30am or in an emergency they can see their supervisor outside of these hours. Laundry is normally available the day after it has been put in for washing.

All items are washed in warm to hot water and dried in tumble driers. For this reason, the laundry does not wash school Blazers. (These should be dry-cleaned). Consideration also needs to be given to the type of fabric from which non-uniform items (eg: mufti) are made. Wash and wear clothing is most suitable. The laundry staff do not hand-wash items.

Hostel Master

Hostel Master is the computer programme that the boys use to sign in and out of the hostel when leave has been approved. Each boy will be given a Log On and Password to access the system when they start as a boarder. There is a computer specifically for this task in the foyers of each hostel. Hostel Master also allows staff to use learning, pastoral and medical programmes to monitor the personal development and growth of your sons. Progress reports are generated every term and an email copy is sent out.

Leave Arrangements

The leave arrangements as outlined below. The aim is to balance the security and safety of the boarders as well as allowing for age appropriate freedoms. Attending a Hostel such as La Salle House is to be a part of a larger community. Leave arrangements have been designed to ensure there is ample opportunity for the sense of community to be developed.

There are four main categories of leave:

- a) *Town Leave* – During school hours: Permission must be given by the Year Level Dean. At other than approved times after school, leave should be obtained from the relevant **Supervisor**. Students must sign out and sign back in when they return (using the **Hostel Master** system). It is expected that students will be back in the Hostel before 5:30pm.
- b) *Dinner Leave* – When parents of boarders wish to take their son out for the evening meal, application for dinner leave is usually granted. Permission needs to be sought from the relevant Supervisor by lunchtime on the day. This avoids over catering of dinner and wastage due to late notice.

- c) *Special Leave* – Boys who want to attend special sports events, charity evenings, concerts etc. Must get their parent to contact the supervisor directly. Permission will be granted if transport and supervision is provided by a parent.
- d) *Sport Leave* – Is available to those boarders who have a long-term, outside FDMC sport commitment. Written notification of this sport commitment, stating time and day must be received by the hostel supervisor before the leave is approved. Boarders who will be absent for dinner must book a late meal before their departure.

Permission

Boarders who wish to leave the school property for any reason must obtain permission from their hostel **Supervisor**, Boarders are not permitted to visit private homes unless Mr Smith has written permission (email) from both sets of parents.

Leave will not be granted if:

- A boarder has a hostel detention or is gated.
- A boarder's behaviour has been unacceptable.
- In the hostel supervisor's opinion that it would be unwise to do so in the circumstances.

When leave is granted a boarder is expected to sign out using the Hostel Master system via the computer in their respective hostel. Likewise, he is also expected to sign in on his return.

Entries can only be entered by the boarder who is granted leave. Boarders must not share their Hostel Master account with other boarders and anyone found to be using another boarder's account will have their leave privileges withdrawn.

Senior students (Yr. 12-13) will be granted leave from 3:10 – 5:30 Monday to Thursday.

Attendance to dinner is compulsory. Failure to do so will result in a loss of leave privilege.

No further leave will be granted after 5:30pm unless the boarder has an outside sport commitment. (see section on sport leave)

Parental responsibility

Parents are expected to give their **full** support to school and hostel procedure when considering details of leave for their son. Parents who are not attentive with respect to their son's leave arrangements make the work of hostel staff more difficult. If there is an element of doubt or concern, please feel free to contact hostel staff prior to agreeing to your son's request.

Parents who will be away for an extended period of time (eg: travelling overseas) must notify the Director of Boarding in writing of their contact details and or guardianship arrangements for their son during their absence.

Liturgy

All boys have a number of opportunities for year level prayer. Where parents wish boys to prepare for the reception of Sacraments they should contact the Director of Religious Education.

Where a boy is not Catholic or has not yet made his first communion he is encouraged to ask for a blessing at Communion time.

Motor Vehicles

1. Parents and Boarders' attention is drawn to the school's 'Rules and Conventions' concerning the use of vehicles by Francis Douglas Memorial College published in the Student Diary and printed on the School Vehicle Registration Form:
2. Senior students will need to apply to the Director of Boarding to drive a vehicle to school using the Hostel's vehicle registration form.
3. Senior students are not permitted to transport other boarders without written permission from both the parents of the driver and the passenger. The driver must also hold a full licence.
4. Boarders may be required to surrender their keys, including any duplicates they might have to the hostel supervisor. Failure to do so will result in the student having his driving permit withdrawn.

5. The use of the vehicle is strictly for their personal use. Lending to or borrowing a vehicle from another student is not permitted.
6. Allowing another student to drive your vehicle while you are the passenger is not permitted.
7. Boarders may not have alcohol stored in their cars at any time while parked on school property.
8. Students may be asked by staff members to provide access to their car to conduct a search in the event of suspicion regarding the possible presence of alcohol.
9. The car park area (adjacent to the Technology block) is out of bounds from 6.00pm

If a student breaks the rules applying to vehicle use the following steps will be taken:

- **A verbal warning will be given and parents called.**
- **Second offence will result in a two-week withdrawal of privilege. Letter sent home.**
- **Third offence will result in the withdrawal of privilege for the term. Letter sent home.**
- **Continued abuse will result in the privilege being withdrawn permanently.**

Property

Boys need to be reminded that money, keys and valuable personal items are best kept either on one's person or in a locked locker. The Hostel accepts no responsibility for such items if left in clothing while at sport, or left in other accessible places.

Wardrobes should be locked with a padlock that will be supplied by the Supervisors. Food should be kept in an airtight container.

There is a bicycle shed for bike storage. It is to be unlocked/locked as bikes are accessed and returned. Parents and boys should record serial numbers. At the beginning of the year each boy must complete a property register. A sturdy key-type lock and locking chain or a "D" lock is essential and should be able to secure the wheels and the bicycle to the stand. Duplicate keys may be lodged with the dormitory master.

Sporting articles such as racquets, bats, balls and golf clubs are not to be used in dormitories or common rooms at any time and should be kept in students' lockers. Any costs incurred through wilful or unnecessary damage will be charged against boys.

Hostels are out of bounds and usually locked during school hours. Admission during day school is via Mr Smith or the Supervisor. For this reason, a boarder requires a school bag to carry personal belongings and books as any other student does.

Prohibited Articles

- Tobacco, alcohol and illicit drugs
- Weapons or any other potentially dangerous or offensive item
- Matches and lighters.
- Vaping devices

Public Holidays

When a public holiday falls on a Monday, boarders are asked not to return until Tuesday morning and any chartered bus that normally runs on Sunday evening, will instead run on Tuesday morning.

When a public holiday falls on a Friday, the hostel will close on the Thursday afternoon prior. When a public holiday falls on any other weekday, the hostel will remain open.

Reports

Boarding progress reports are emailed home using Hostel Master every term for Years 10,11,12 and 13. Year 9 will receive reports terms 2,3 and 4.

Hostel Parent Interviews are scheduled for: Years 9, term one, week 8.

Security of possessions

Dormitories and bedroom are strictly out of bounds to anyone who does not sleep there and all visitors. (except parents/caregivers and immediate family who require staff permission). Yr.9, 10, 11 boarders are required to use the school-supplied padlocks on their dorm lockers. Keys should be carried at all times, not hidden in the dorm. If the key is lost, the hostel supervisor has a master key.

Note: The Hostel does not take liability for any personal property which is lost or stolen.

Swimming

The College pool is frequently open during the warmer months for swimming. No boy, while under the care of the hostel, may swim without hostel approved supervision and rules relating to the use of the swimming pool must be observed.

Travelling Time

Early departures (travelling time) should be avoided as much as possible. Application for travelling time must be made by parents to the Principal in writing and must reach him at least one week before the day in question. Travelling time involves missing classes and is granted only at the Principal’s discretion.

Visitors

Family members are welcome to visit at any time and they are warmly encouraged to attend activities such as the school Sports Day and school and hostel Masses.

Friends of boarders (including day boys) who visit the hostel must check in with the relevant supervisor on duty as soon as they enter the hostel.

Visitors are expected to maintain the rules of conduct that apply to boarders, particularly with regard to smoking and alcohol.

Boarders must not take their friends into the dormitories and should remain within the normal confines of the Hostel area.

Boarders should ensure that visiting friends have left the property by 5:30pm Monday to Friday.

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Policies and Procedures

Policies

- Child Protection
- Safety Checking
- Vulnerable Children
- Special Character
- Personnel
- Staff Appointments
- Financial Planning
- Asset Protection
- Protection and sharing of Intellectual property
- Health & Safety
- Statement of Delegation to the CEO

Procedures

- Lock Down
- Alcohol & Drugs
- Child Protection
- Harassment
- Non-Violence
- Protected Disclosure
- Student Discipline
- Behaviour Management
- Traumatic Incident – Crisis Management
- Communication and Complaints

Copies of each policy and procedure are available to families on request.