

Educating in a spirit of audacity and hope

Boarding Handbook



SACRED
HEART
COLLEGE



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THE SHC BOARDING COMMUNITY

The boarders and their families: at the heart of our boarding community are our wonderful boarders, stretching from Streaky Bay in the west to Ivanhoe and Menindee in the east, from Darwin and Kununurra in the north, and to Mount Gambier in the south.

Coordinators of Girls and Boys Boarding: The Coordinators of the two boarding houses are responsible for the day to day operations of our community.

Boarding Supervisors/carers: Our Boarding Supervisors care for the boarders for 140 hours each week. This is a challenging vocation, enjoyed by our team of experienced Boarding Supervisors.

The College Executive and Leadership Teams: Led by the Principal, Steve Byrne, all of the Executive and Leaders of our College give the highest priority to our boarders and their families. The Leaders of the College are intimately involved in the management and operation of our boarding community.

The Teaching Staff: Every teacher at S.H.C. is a member of the boarding community. The teaching staff is very aware of the sacrifices made by boarding families and the special needs of boarding students. A number of teachers will frequently visit the boarding community to assist boarders.

Tutors: The boarders receive specialist assistance from their tutors. These are former students of SHC who are now studying at University and give dedicated assistance to the boarders.

Marymount College: a very important part of our community are our Marymount boarders. For many years girls attending Years 7, 8 or 9 at Marymount have also boarded at Sacred Heart College.

Health Care Centre: Our team of dedicated Registered Nurses care for the health of the boarders and are in constant contact with the Boarding Supervisors. The RN's are supported by a local medical practice and a visiting GP.

Registrar/Administration: SHC Boarding is fortunate to have a Boarding Registrar who handles enrolments and the daily administrative duties of our community.

Brighton Parish: Our community receives extraordinary support from the priests and the staff of our local parish. We have a Mass at SHC on every Sunday.

Kitchen: Our wonderful team of Chefs, cooks and kitchen hands work closely with boarding staff and our boarding leaders to provide a nutritional, interesting and varied menu for our community. Families will receive a copy of the boarding menu.

Laundry: A fully functioning commercial laundry operates at SHC for the boarders. The committed laundry staff will wash and iron school uniforms and wash and fold other clothes.

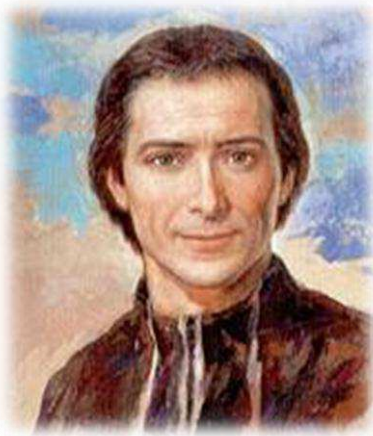
Maintenance and Grounds: The boarders at SHC live in a stunning environment. The buildings and resources of the boarding house are cared for by our maintenance staff and our grounds staff keep the surrounds of the boarding houses in an excellent condition.

Dareau: A parent unit is available to boarding families for short stays at no charge. We have named our humble hospitality house "Dareau" where in Paris the Marist Brothers have a hospitality house and it is in the Rue Dareau.



A HISTORY OF MARIST BOARDING

The education of students has always been a vital part of the operation of Marist Colleges and as we are about to begin another year of this challenging yet rewarding apostolatic work, it is perhaps useful to consider the first Marist boarding schools and how they operated last century on the other side of the world, in a context and cultural setting far different from our own.



Saint Marcellin began the institute at La Valla, near Lyons, on January 2 1817 and the first school to open was that of La Valla, probably late in the year 1818.

It seems that our first schools had boarding students very soon after 1818 - possibly as early as 1820, certainly by 1822.

The reason that the early Brothers chose to undertake the care of students was, quite simply, to meet an urgent human need. The rough terrain, the distances and the bad weather meant that it was best for many students to stay at the school rather than to attempt to travel to and from their homes each day. This meeting of a need is very much a feature of our own operation here at Sacred Heart College. In some cases it is a need brought about by geographical isolation. In other cases it is a need caused by family circumstances, while others are here to obtain a religious and educational experience over and above that which is available in many parts of rural Australia.

How were these early boarding schools managed and conducted by the Brothers? Saint Marcellin Champagnat had only handwritten Rules for the first 20 years, as he did not want to print Rules until he was sure that they were effective and practical. One copy of these early Rules, dating from 1830, has survived and it has a lot to say about the care of young people. When reading these Rules it is important to remember that these early students were only young children - probably between the ages of 7 and 10 - and that the Brothers looking after them were often only teenagers themselves, not far removed from illiteracy!

What does the 1830 rule say about boarding schools?

"At 6.15am in the houses where there are students, the Brother appointed by the Father Rector (i.e. Fr Champagnat) will wake up the children; one of them will say in a loud voice 'Let us remember that we are in the presence of God'; the others will reply 'Let us pray to Him that He may come to dwell in our hearts.'

At 7.00am the Brothers and children will take breakfast in silence so as to hear the reading, which will be done by a child or by the Brother in turn. At 7.30am the children will enter class; while waiting to assemble; those of the house will busy themselves with the Catechism.

At 8.00am the Brother will conduct the children to Mass, two by two, arms crossed, taking care they don't talk, or turn their heads to look into the houses as they pass by the door, or to see what is happening in the square, that they don't make any noise on entering the church. At 8.45 the Prayers of the Diocese..."

The first printed rule dates from 1837 and it, too, goes into great detail as to the care of boarding students.



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"In the houses where there are children who sleep there, the Brother appointed will wake them up at 6am in winter and 5am in summer. One of them says in a loud voice: *Benedicamus Domino*; Response: *Deo Gratias*. He then makes the sign of the cross and the prayer to the Guardian Angel. During all the time they are getting up, the Brother must not leave them.

In going to bed, the children make the sign of the cross on their bed; one of them pronounces the words in a loud voice, then recites the Hail Mary, Jesus, Mary, Joseph, have pity on us, and add, Lord, I commit my soul into your hands.

In winter prayers are said before supper, and the children go to bed straight afterwards."

As interesting as these regulations are, what concerns us is their underlying spirit - what lessons and inspirations can be drawn from them, and how can we carry on in the traditions established by the first Marists in those early schools. I think there are several points to note:

Both of the Rules quoted above make as one of their central statements, "A Brother (or Boarding Supervisor) must be unsparing in his (her) care for the children who are at the house" and in another place Saint Marcellin speaks about an educator as being prepared to "devote his life to the good of his pupils". These are noble ideals, which demand dedication. All of us will find it necessary on many occasions to put the interests of the girls and boys ahead of our own interests, to look after them, to care for them and to attend to their needs and wants. It's easy to see where we get our fairly exhaustive supervision lists from!

Our early boarding schools were quite literally family-type situations. We can envisage a building of perhaps a half-dozen smallish rooms, with a couple of those rooms being for school, a couple for the use of the children who lived in, and a couple for the use of the Brothers.

And despite the rather regimented daily program, there would have been the atmosphere of an extended family with the students receiving personal care and attention. They were to be taken for two walks every week. Every three months the Brother-in-Charge was to give the parents/caregivers of students a statement about their conduct and progress. The children brought some provisions when they came to stay, but the Brothers cooked and provided them with their normal daily meals which would have been basic by our standards - soup and black bread - but were probably nourishing enough.

It will always be a challenge for us to try to maintain a family spirit given the large number of girls and boys we are dealing with, but it is an ideal we should constantly pursue.

Boarding education can lead to very deep and intense loyalties between a student and the school, and between a student and those who look after the boarders in the boarding context, where there can be a real sharing of lives. To be true to Saint Marcellin we should try to use this situation to influence the young in better practice of their religion.

Perhaps the last lesson we can usefully draw is the insistence in the early Rules on cleanliness - and this was in a poverty-stricken situation where cleanliness was difficult. It sprang from a deep respect for the child and a wish to make his living situation as attractive and favourable as it could be made in the circumstances.



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"The children's bowls will be washed at each meal and their cutlery, etc. kept in the greatest cleanliness. The Brother appointed will examine their food each day, and on each Monday their other goods and belongings.

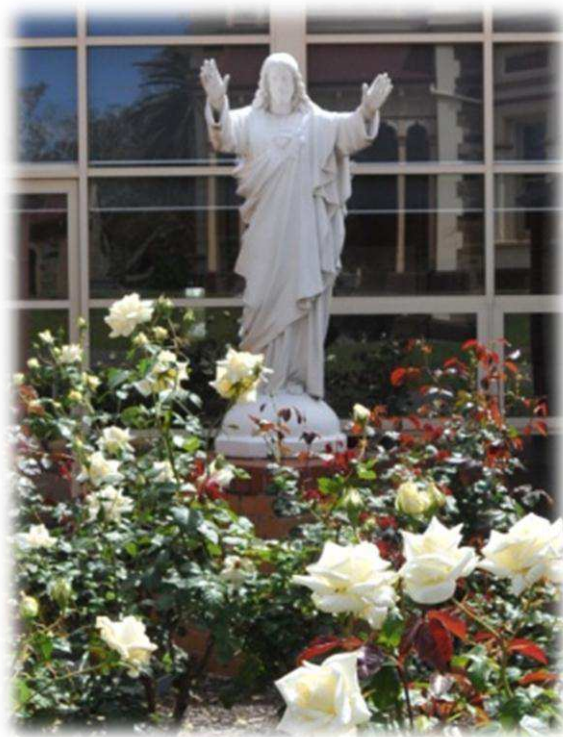
Each day the children comb their hair, wash themselves, and clean their clothes and boots. If a child is unable to do these things for himself, the Brother will do them for him.

The rooms should be swept daily, and the air renewed as soon as the children go out. Great cleanliness should reign in everything."

These provisions may seem fairly ordinary by contemporary standards, but in their time they were enlightened given the Dickensian state of many schools and the general state of that part of France. Even until recently, it has not been common in rural France for crockery etc. to be washed every day - running water was a luxury. But our early Brothers did the best they could for the children in their care, and they did more than was absolutely necessary.

It is in the same spirit that we try to keep the shower-rooms, dining rooms, dormitories and indeed, the whole of the school in the very best condition - it is so that the boarders can have the best that we can provide for them. And in doing this at Sacred Heart College, we are keeping alive this Marist tradition in boarding schools.

It is our hope that you will find these few observations useful and stimulating as a new year commences. I hope and trust that all of us can continue to work together cheerfully and effectively for the greatest good of the young women and men who form part of our extended family.





BOARDING AT SACRED HEART

The first boarders arrived at Sacred Heart in January 1905. At the time, 29 boarders joined 49 day boys in the school, which was located at Largs Bay, under the direction of Br Stephen DeBourg.

On 27 July 1914, Sacred Heart opened its doors at the Somerton Park campus, where it has remained ever since. For most of the 20th Century, Sacred Heart operated as a boys' school. In 1978 the rationalisation of the South West Region of Adelaide saw Sacred Heart Middle School and Marymount College educate boys and girls, respectively, in a Year 6 to Year 9 context, with Sacred Heart Senior becoming a Year 10 to Year 12 school.

In 1998, girls were accepted into a new boarding facility to complete the enrolment profile which currently exists in the College. Approximately one in ten students is a boarder at Sacred Heart, with 50 girls and 70 boys aggregating an enrolment of 120.



Girls

La Valla House

Boys

Marian House
(upstairs)

Br Denis Wright House
(downstairs)





THE FIVE KEY PILLARS OF BEING MARIST

1. To Jesus, through Mary

- Mary is the perfect model of a Marist educator.
- Openness to the action and will of God.
- Selflessness, humility and optimism.
- Presenting Jesus to people; telling them to take up his call to live life to the full.
- Being a sower of hope and hospitality.

This means that every opportunity is taken to

- Highlight the importance of personal prayer and reflection in a boarder's life.
- Provide regular opportunities for prayer and liturgy.
- Encourage an active participation in the preparation of liturgy.
- Encourage the boarders to participate in activities of a service nature.



Religious Practices in the Boarding House

- Mass is celebrated every Sunday in the Chapel at 11.30am. Staff and boarding parents/caregivers/family are welcome to attend this weekly Mass.
- Year 12 Chapel: conducted every Wednesday at 5.15pm in the Chapel.
- Prayer/Reflection is held every Tuesday evening in the dormitories.
- Principal's Chapel: The College Principal conducts prayers and reflection every Monday at 5.15pm in the Chapel.

2. Love of Work

- An enthusiasm for the work of the boarding school.
- Generosity of heart without any attention seeking.
- The honouring of all work and those who undertake it.
- High expectations of student achievement.
- Boarders will attempt to achieve their best.
- Zealous search for effective methods and openness to innovation.

The Boarding House provides for an ideal learning environment for boarders by

- Providing sufficient and supervised study time to complete set homework and revision tasks. Study times:

Years 11 & 12:	6.45pm to 8.15pm, 8.30pm to 9.30pm
Years 7, 8, 9 & 10:	6.45pm to 8.15pm
- Providing assistance in individual subjects through access to tutors.
- Liaising with staff regarding the academic progress and performance of the boarders.
- Providing a quiet study space.
- Encouraging opportunities dynamic, group learning.
- Collecting phones before study.



3. Family

- Love of children and a closeness to them.
- “To educate children first you must love them and love them equally” was Marcellin Champagnat’s golden rule.
- Relationships in the boarding community that are reminiscent of how members of a good and loving family would relate to each other, especially with Boarding Supervisors and carers dealing with students as big brothers and sisters to little brothers and sisters.
- Warm, down-to-earth, unpretentious relationships.
- A sense of community on staff.
- An atmosphere of hospitality and welcome.

The Boarding House nurtures a family atmosphere by

- Helping the boarder to recognise his/her personal contribution to the building up of a family spirit.
- Promoting a healthy attitude towards others characterised by a spirit of acceptance, respect and genuine concern for one another.
- Promoting a cooperative and supportive image among staff.
- Being consistent, just and fair, in dealings with a boarder.
- Providing the boarder with professional medical, psychological and counselling services when necessary.
- Maintaining a high standard in Health Care Centre personnel and facilities.
- Providing the boarder with a well-balanced nutritional diet.
- Ensuring that living areas are maintained in a clean and hygienic state.
- Developing a knowledge and understanding of the boarders in the dormitory. Promoting the routine of daily life.
- Contributing to the care and tidiness of the Boarding House.

Meals

Breakfast is provided in the three dormitory areas. Breakfast should be completed by 8.00am on weekdays.

- Recess & Lunch are provided at school.
- Afternoon Tea is available in the boarding house after school.
- Dinner is at 5.30 or 6.00 pm. All boarders are expected to attend dinner when in the boarding house. Late meals can be organised eg. for those absent due to sport practice etc.
- Supper is provided after study.

Dormitory Areas

Dormitories are places where boarders can experience privacy, quietness, communication with peers, and where individuality is respected.

- In order to achieve this boarders must keep their areas neat and tidy at all times, maintain a high standard of hygiene and cleanliness, respect each other’s privacy, and recognise the dormitory area as a place of quiet.
- Within the Boarding House area there are restricted areas for both female and male boarders, therefore, boarders are not permitted to enter dormitory areas of the opposite sex. Boarders who enter a dormitory of the opposite sex will be withdrawn from the Boarding House.



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Lights Out at Night

- The Boarding Supervisor will explain the procedure for "lights out" in the dormitory. Once lights are out, boarders should respect the need for silence to allow all a good night's sleep. All phones will be turned off at lights out.
- Leaving the dormitory or causing any disturbance after lights out will be looked upon as a serious breach of boarding rules and will lead to suspension.

Common Room

The Common Room (in the Marian Wing) is an after school facility to be used as a meeting and recreational area for all boarders i.e. boys and girls, including Day Students invited by boarders and introduced to staff.

Outside Areas

The following areas are available for use by boarders

- Tennis Courts during daylight hours only, terms 1 and 4. Appropriate footwear must be worn on the Lawn Courts
- Main oval
- Cricket Nets
- Basketball/Netball Courts
- Heart Lawn

Out of Bounds

- The back, front and Eastern side of Paringa Hall except during school hours.
- The area between Br Denis Wright House and La Valla House.
- School classrooms and the covered quadrangle outside of school hours.
- At night ALL boarders are expected to be within the netball court area or the Common Room.

Boarding House Environment

The environment of the Boarding house should be one of care, where the highest respect for the surroundings is maintained. Boarders are encouraged to consider the Boarding House as their home, and will be required at times to complete tasks throughout the area.

4. Presence

- "being present" and "good example": the two pillars of Marcellin's approach to education
- Pedagogy of presence: immersion in the lives of young people, looking for opportunities and ways to be with them for extended time
- Knowledge of the students



Supervision by the Boarding Supervisor

Boarding Supervisors supervise and take action concerning aspects of the Handbook which relate to:

- Performance of tasks relating to the completion of homework and study.
- Maintaining a clean and safe environment in the dormitories and common rooms.
- Ensuring boarders behave in an acceptable manner.
- Care and tidiness of the dormitories and Boarding House environment.
- School uniform/special dress requirements/grooming.
- Ensure boarders are aware of the problems associated with bullying and harassment.
- Care of the College environment.
- Orderly conduct of boarders during general supervision.
- Attendance and punctuality.
- Pastoral care of the boarders in that dormitory.

Supervision by the Coordinators of Boarding

The Director of Boarding will deal with any boarder who has persistently or seriously infringed expected behaviour where penalties issued by Boarding Supervisors have proven ineffective.

- Infringements where the Director of Boarding must be informed and may take action include:
 - being in an out of bounds area
 - vandalism
 - over-familiar display of affection or intimate contact after the Boarding Supervisor has spoken initially with the boarder
 - smoking
 - truancy
- Action taken by the Coordinators of Boarding concerning these infringements could include:
 - notifying parents/caregivers
 - imposing extended work tasks
 - withdrawal of a boarder's association with their dormitory group
 - the boarder must pay for damage incurred by their behaviour.
- The Director of Boarding will be notified of all serious breaches.

Supervision and Consequences

When boarders do not behave as they are expected, or when the rights of others have been infringed, they must accept that there will be consequences applied.

5. Simplicity

- this is a central gospel value and distinguishing Marist characteristic
- a preference for simplicity of method, of expression and action
- transparency and genuineness in relationships, ease of relationship



Boarding House Code of Conduct

The Boarding House Code of Conduct follows from the Sacred Heart College expectations of behaviour, which have developed over time with input by the boarders, parents/caregivers, and staff of the College as a means of supporting the principles upon which the College operates. Enrolment at Sacred Heart acknowledges an agreement to abide by the College expectations with regard to Conduct. The Code of Conduct is designed to assist such personal development and the welfare of the College Community. When boarders infringe our Code, they do not uphold the standard required of them. Such behaviour alienates them from their peers and the College Community.

The basic Gospel values underlying this document include a strong sense of service to others, mutual respect, justice, and reconciliation.

As a boarder of the College, I accept that there must be a respect for the role of authority, willingness to co-operate, and the exercise of self-discipline. As a consequence, I am able to contribute to my own development and the welfare of others.

As a boarder at this College I accept that the following rights and responsibilities are important:-

- a) I have the right to be safe and protected from harm. **I therefore have the responsibility to respect and care for the safety of myself and others.**
- b) I have the right to be treated with dignity and respect. **Therefore, I have the responsibility to conduct myself in such a manner as not to offend others physically or by using language and behaviour in a way that is teasing, obscene, blasphemous, degrading, or discriminating (race, sexuality, religion, disabilities or other).**
- c) Each person has the right to be treated with understanding and tolerance. **I should be open to those holding different views from my own. If I disagree with another person, I should do so respectfully and without being offensive.**
- d) I need to recognise the need for boundaries to enable a stable and safe environment. **I will recognise these boundaries so our living environment will be stable, safe and happy.**
- e) The staff have the right to exercise leadership in their roles as members of the college community. **Therefore as a boarder I have the responsibility to respect this authority at all times.**
- f) I have the right to learn without disruption from others. Other boarders should not deprive me of this right by any behaviour which interferes with the process of learning and the guidelines of the Boarding Supervisor. **Therefore, I have the responsibility to co-operate with Boarding Supervisors and fellow boarders to ensure that study may proceed in such a manner as not to interfere with any boarder's right to learn or complete study tasks.**
- g) I have the right to expect that my property will be safe. **Therefore, I have the responsibility to ensure that I do not put my property at risk through carelessness. I also have the responsibility to respect College property and the belongings of other boarders and staff.**
- h) I have the right to live in a healthy environment. **I have the responsibility not to smoke, consume alcohol or non-prescribed drugs, and I must not encourage other boarders to do so.**
- i) The College community has the right to expect boarders to maintain high standards of personal appearance. **I, therefore, have the responsibility to abide by the College's regulations regarding correct uniform and grooming.**
- j) Each person has the right to their privacy. **I should respect the designated private areas throughout the College Boarding House.**



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Attire and appearance

The College uniform is to be worn to and from school and formal College functions. Boarders may wear jewellery outside of school hours. Ear piercings are set out in the College diary. No other piercings are permitted.

Boarders are expected to be well groomed at all times. Boarders' hairstyles are set out in the College diary.

Bullying/Harassment

For information on our Bullying and Harassment Policy, please visit the College's website www.shc.sa.edu.au.

Drug Related Issues

Use or possession of tobacco, illegal or non-prescribed drugs by boarders is not allowed.

- These rules are to encourage healthy and positive personal development and are for the boarder's own wellbeing.
- Smoking is hazardous to one's health and it is unacceptable for a boarder to be in the possession of tobacco, lighters or matches or to be in the company of a student using the above.

Alcohol Policy

There is zero tolerance to alcohol in the Boarding House.

It is a serious breach of boarding rules to:

- Enter the boarding house under the influence of alcohol.
- Bring and/or consume alcohol into the Boarding House/school grounds.
- Be in the company of others consuming alcohol whilst in the Boarding House or whilst under the care of the Boarding House.

The first breach of these rules will result in the boarder being suspended from the Boarding House and the school. Standard practice in recent years is for the suspension to be for a minimum of a week with further sanctions if deemed appropriate by way of discussions held with the students and their families.

A subsequent breach will jeopardise the boarder's continued enrolment following a formal investigation and meeting with the Principal.

The application of this policy will be in accordance with the 'Procedures for Dealing With Suspension and Expulsion', Catholic Education South Australia, 2002.

Laundry

- The laundry is open from 7.30am to 4.00pm Monday, Tuesday & Wednesday.
- It is imperative that all items of clothing sent with your child to the Boarding House are named. Name labels are available from the Laundry and the laundry will heat set the name label on your child's clothing. Name labels are placed on the neck band of shirts or waist band of pants, sheets, towels, pillow slips, doonas, underwear, socks and any other belongings to ensure a speedy return. Extra name labels for purchases during the year can be left with laundry staff. Name labelling is free for boarding families.
- All socks and underwear are washed in net bags.
- Laundry staff frequently show the boarders the un-named items that rapidly accumulate each week. If unclaimed, the items will be donated to St Vincent de Paul, at the end of each term. At the end of each year all the un-named uniforms accumulated will be given to the Uniform Shop and sold.



- A dry cleaning service for blazers, winter skirts and ties is available at a very reasonable price.

REACH

Sacred Heart College uses the REACH School Boarding System. For all communication between families and the boarding house, REACH allows you to log in, submit leave requests for your daughter/son and also allows you to approve or reject leave requests submitted by your child. REACH coordinates and manages Leave Request procedures for School Staff, Parents, Hosts and Boarders by creating an easy to use, paperless system that you can access from anywhere at any time and from any device. REACH is available for you to use from any PC or mobile device 24 hours a day, 7 days per week.

Exeats and End of Year

Exeats:

- All boarders must leave the Boarding House during school holidays and on Exeat weekends. The Boarding House will close at 5.00pm on the last day of classes for Exeat or end of Term.
- Parents/caregivers are asked to complete and email the “Travel Details/Exeat” form (available on College website) or submit a Leave Request through REACH, for notification to the Boarding Supervisor by the Tuesday prior to an Exeat/end of Term. A dedicated email address for notifications of Travel Details/Exeat can be used by parents/caregivers. If Boarding Supervisors have concerns about Exeat arrangements they will contact parents/caregivers.
- Boarders are asked to make their travel arrangements well in advance.
- Boarders are asked to return to the Boarding House at a reasonable hour following an Exeat or Term break. The Boarding House will open at 4.00pm on the last day of an Exeat or Term break and a “sausage sizzle” will be provided.

End of Year:

- At the end of the year all boarders are to be collected by a parent/caregiver or another adult who has parental approval to do so.
- Before departing, the boarder and the parent/caregiver are asked to see the Boarding Supervisor to ensure that all personal possessions are accounted for and to acknowledge the conclusion of the year in an appropriate manner.
- Travel arrangements may be made with the Boarding Supervisor if parent/caregivers are unable to pick up their son or daughter.
- The Year 12 Study period and exam time at the end of the year is a special time. The following points are to be noted:
 - Boarders who choose to stay at the College during the exam period are governed by the Boarding House regulations.
 - Boarders who remain on the property during this time and seriously breach expectations regarding conduct may be asked to complete the exams elsewhere. Serious breaches of the Code include alcohol or drug offences, leaving the property without permission, entering hotels or other licensed establishments, damage to property, or serious lack of co-operation with staff.



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- The Year 12 students are expected to leave the Boarding House on the day they finish their exams. In special circumstances, and by arrangement between parents/caregivers and the Director of Boarding, other arrangements may be made. Normally it is not helpful to have students who have finished all their study commitments in the Boarding House whilst others are trying to concentrate on exam preparation.

Excursions from the Boarding House

Local Leave:

- Boarders are allowed to leave the Boarding House from the conclusion of the school day until 5.00pm on weeknights, unless they have other school commitments such as sports practice.
- Before leaving the Boarding House, boarders must sign out using the REACH terminal indicating where they are going and sign back in on return to the Boarding House. Boarders risk suspension if at any time they decide to go to any place other than where they have indicated on the REACH terminal.
- When away from the Boarding House, boarders should be conscious of personal behaviour and the good name of the College. Unacceptable behaviour could lead to serious consequences.
- No boarder is allowed to leave the Boarding House property without permission. This is considered a serious breach of regulations.
- Attire should be full uniform or casual, not a mix of both.

Early Morning Runs:

- Early in the morning, Year 11 and 12 boarders are permitted to run off the property.
- Permission to run must be obtained from the Boarding Supervisor the night before.
- Boarders will only be granted permission to run in daylight hours.

Evening Outings, Overnight and Weekend Leave

Requests for Evening Outings, Overnight Leave and Weekend Leave may be considered favourably if the following conditions are met to the satisfaction of the Boarding Supervisor:

- The boarder's individual area / room is clean and tidy
- The boarder is up to date with schoolwork
- The boarder's recent behaviour and behaviour on previous outings has been acceptable
- In the case of overnight or weekend leave, the boarder has not previously returned to the Boarding House so tired that he/she has been unable to complete Sunday night study and/or Monday's lessons and study effectively.
- The boarder attends Mass on Sundays or if this is not possible, on the following Wednesday morning.

Evening Outings:

- Provided the conditions above are met, Year 12 boarders may be permitted to leave the College on Saturday evenings without adult supervision. If they are requesting a general outing to the Jetty Road area of Glenelg they may be allowed to leave the Boarding House at 7.00pm and return by 11.00pm. If they wish to go somewhere specific, they must inform the Boarding Supervisor of all the details at the time the request is made, and they must return to the Boarding House no later than 11.00pm. Year 11 boarders may be allowed the privileges afforded to the Year 12 boarders at



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the discretion of the Coordinators of Boarding. Appropriate paperwork must be completed by the boarder or their family in all cases.

- Younger boarders will be permitted to participate in restricted evening outings as set out by the Coordinators of Boarding.
- As well as the above opportunities, there will normally be supervised boarders' Socials each term conducted by this or other schools.

Overnight and Weekend Leave:

- The College believes that boarders will make the most of their boarding experience, including the development of friendships, by spending weekends in the Boarding House as much as possible. However, the College also happily acknowledges that social interaction will occur through invitations to stay outside the Boarding House on occasions. Therefore, provided conditions are met as outlined above, boarders may seek permission to leave the College overnight or for the weekend to stay with an adult relative/family friend or the parents/caregivers of another student. Requests should be made by the boarder's parents/caregivers either by email to the dedicated leave email address or through REACH. At all times when considering the request, College commitments have first priority. Boarders, obviously, can be with their parents/caregivers anytime but when an overnight stay involves siblings, day students or others then these are limited to two nights per term.
- On Saturday and Sunday afternoons, parents/caregivers may give permission for their child to travel to the City with the consent of the Boarding Supervisor.
- Parents/caregivers may find it convenient to use the dedicated leave email address: boardingleave-boys@shc.sa.edu.au (boys) or boardingleave-girls@shc.sa.edu.au (girls), or submit a Leave Request through REACH electronic system.

Note: Boarders who are grounded will not be given permission for leave.

Health

- Before going to the Health Care Centre, the boarder should advise the Boarding Supervisor. Boarders should see the College nurse if ill, requiring treatment or medication. The College nurse will arrange all appointments with Doctors, Dentists etc.
- Boarding students are not permitted to have any medication in their rooms, or their possession, except for asthma, diabetic, vitamins or other specified medications. Boarders who take these medications are still required to inform staff at commencement of taking. Boarders who need to take asthma and diabetic medication at a different time to their routine administration also MUST inform a staff member.
- In general the procedures for the Health Care Centre are:
 - Sick boarders will remain in their dormitory overnight until College nursing staff arrive at 8.00am.
 - Hours of the College nursing staff are 8.00am to 5.00pm (weekdays).
 - Sick boarders should go to the Health Care Centre at 8.00am to wait in the waiting area until directed to enter by College nursing staff.
 - Boarders who have spent time in the Health Care Centre on any day will be expected to take it easy after school and not have leave, or attend sports training/games.
 - All boarders are asked to report back to the Health Care Centre following appointments to Doctors etc and provide details regarding any follow up appointments.
 - The school Doctor usually visits the Health Care Centre once a week to see non-urgent cases. Boarders can make appointments with the College Nurse.



Boarding Handbook

- Non-prescription and prescription medications can be obtained from the local Chemist. Families can open an account with the Chemist.
- Boarding House staff and College nursing staff can administer any medication to a boarding student if the boarder presents a medication authority signed by a medical professional – this includes Nurofen/Paracetamol. All medication, including over the counter medication (such as Paracetamol/Ibuprofen) is to be labelled with name and date and kept under the supervision of Boarding House staff. This ensures that the right medication is taken for the right reason by the right person and is documented in accordance with legal requirements. It is the boarder's responsibility to request their medication at the prescribed times. Younger boarders will be reminded.
- Boarders should not self administer medication unless advised by the College nurse, and only once a 'Self Administration of Medication Agreement' has been completed by the nurse.
- In the event that parents/caregivers make Doctors or other appointments for their children, it is requested that they inform the College nurse by either telephone (08 8350 2509) or email (hcc@shc.sa.edu.au). There are a number of advantages to this system not the least being that the nurse will follow up with reminders and help arrange transport thus greatly increasing the likelihood that the appointment will be kept. It also allows the nurses to keep up with the medical progress of each boarder.
- Accidents on the sports field, or elsewhere, are to be reported to the Boarding Supervisor and the College nursing staff. This is especially important in cases where a boarder has received a knock to the head or eye. An Incident Report form will be completed by a relevant staff member. In the event of a knock to the head, the school's 'Concussion Procedure' will be followed.
- If deemed necessary, College nursing staff and/or Boarding staff will contact families in the event of an injury or illness.
- Boarders using crutches are not permitted to remain in the upstairs wings of the Boys' Boarding House. They will be temporarily located to a downstairs room whilst on crutches.

Home travel

- Arrangements to be made in consultation with Boarding Supervisors. Permissions concerning early/late arrivals should be directed to the Coordinators of Boarding.
- For public transport (trains, buses, planes), bookings are to be made by parents/caregivers. The College will assist in this where possible, and in particular will endeavour to transport boarders to their departure point at the appropriate time on Exeat/End of term.

Formals

- Boarders may be given permission by the Coordinators of Boarding to participate in or to attend a Formal at another school. As always, this permission is given after consultation with parents/caregivers.
- The Sacred Heart Year 12 Formal is a special occasion. After the Formal, parents/caregivers might arrange special leave for their son or daughter from the Boarding House. This should be made in advance and after consultation with the Coordinators of Boarding. A letter will be sent to parents/caregivers prior to the Formal.

Mobile Phone Use

Boarders are allowed to use mobile phones under the following conditions. That the mobile phones are handed in to Boarding Supervisors during study time and switched off at the time the Boarding Supervisor indicates for the dorm to quieten for bed at night. Junior boarders hand their mobile phone to the Boarding Supervisor at bed time.



Boarding Handbook

Boarder's use of cars / taxis

Use of boarder's own car:

Sacred Heart College Boarding House does not allow boarders to have their own car. Year 12 Boarders are permitted to bring cars to the boarding house in Term 4 only. They will give the keys to their Boarding Supervisor and can travel home on the day of their last exam.

Transport with day students:

As a number of the Year 11 and Year 12 boarders arrange to travel to and from sporting fixtures with day students, it is important that they make the Boarding Supervisor fully aware of their travel arrangements at all times. Parents/caregivers will be asked to give permission and must provide the name of the day student the boarder will be travelling with.

Use of Taxis:

When a boarder needs to use a taxi, he or she may request a Cabcharge eTicket. Boarders need to realise that this amount will be debited to their account and they need to work with their parents/caregivers to minimise the cost of taxi fares. Boarders should always request a "receipt" from the Taxi Driver and return it to their Boarding Supervisor. Where possible and when safe, boarders can use public transport.

Bicycles

Boarders may have a bicycle at the College provided they and their parents/caregivers sign and abide by the contract that can be obtained from the Coordinators of Boarding. A helmet must be worn. Boarders who have not signed a contract may not borrow a bicycle under any circumstances.

Security Issues

- All boarders have an area within their dormitory that is for their use for the year. Boarders are to use these following the requirements of tidiness and hygiene. Rooms, furniture and lockers remain the property of the College and boarders and their parents/caregivers must be aware that a condition of use is the right of the Boarding House staff to carry out an inspection if it is deemed necessary.
- Electronic equipment like stereos, iPods, MP3 players, computer games, mobile phones and computers are brought into College at the boarder's own risk. They may be stolen and the College cannot take any responsibility for them.

Insurance

The College does not have an insurance policy that covers loss, theft or breakage of student property. It is essential that parents/caregivers arrange private cover for such personal or property risks. This is especially the case for expensive personal items such as sound equipment, iPods, computers, mobile phones and scientific calculators.





DAILY PROGRAMS

Weekday

7.30am-8.30am	Breakfast, Showers etc Bed is to be made and room to be left neat and tidy, and nothing on floor Prepare for school
8.00am	Duty group wash and clean up the breakfast area and put foodstuffs away
8.05am	Junior Boarders leave for school
8.30am	Students leave boarding house (Year 12s subject to timetable)
School commences	Years 10 & 11: 8.45am Year 12: 8.45am Mon, Tues, Wed & Fri; 10.05am Thurs
School concludes	Years 10 & 11: 3.30pm Tues-Fri and 1.30pm Mon Year 12: 12.05pm Mon, 3.30pm Tues-Thurs and 1.25pm Fri
End of school to 5.00pm	Sports training/outdoor activities/free time
5.00pm	Boarders to have returned to boarding house
5.15pm	Mondays: Year 12 Chapel Wednesdays: Principal's Chapel
5.30pm	First sitting for Dinner
6.00pm	Second sitting for Dinner
6.45pm	Tuesdays: Prayer/Reflection time in individual dormitories
6.45pm to 8.15pm	First study period – all year levels 6.45pm Tuesdays: Prayer/Reflection time in individual dormitories
8.30pm to 9.30pm	Second study period for Year 11 and 12 boarders
8.30pm to 9.30pm	Supper – time depends on dormitory
8.50pm	Junior boarders to return to their dormitory area
9.30pm	Lights out – Junior boarders
10.00pm	Lights out – Year 10
10.30pm	Lights out – Year 11
11.00pm	Lights out – Year 12

* Program may alter according to needs



Boarding Handbook

Saturday

10.00am	Breakfast finishes
12.00pm	Lunch
12.30pm	Check in and afternoon permissions
4.30pm	Check in with Boarding Supervisor
5.30pm / 6.00pm	Dinner

Sunday

10.00am	Breakfast finishes
10.30am	Clean up and Laundry
11.30am	Mass in Chapel
12.30pm	Lunch
12.30pm	Check in and afternoon permissions
5.00pm	Check in with Boarding Supervisor
5.30pm / 6.00pm	Dinner
7.00pm	Study
8.30pm to 9.30pm	Supper – time depends on dormitory
8.50pm	Junior boarders to return to their dormitory area
9.30pm	Lights out - Junior boarders
10.00pm	Lights out - Year 10
10.30pm	Lights out – Year 11
11.00pm	Lights out – Year 12

* Program may alter according to needs

