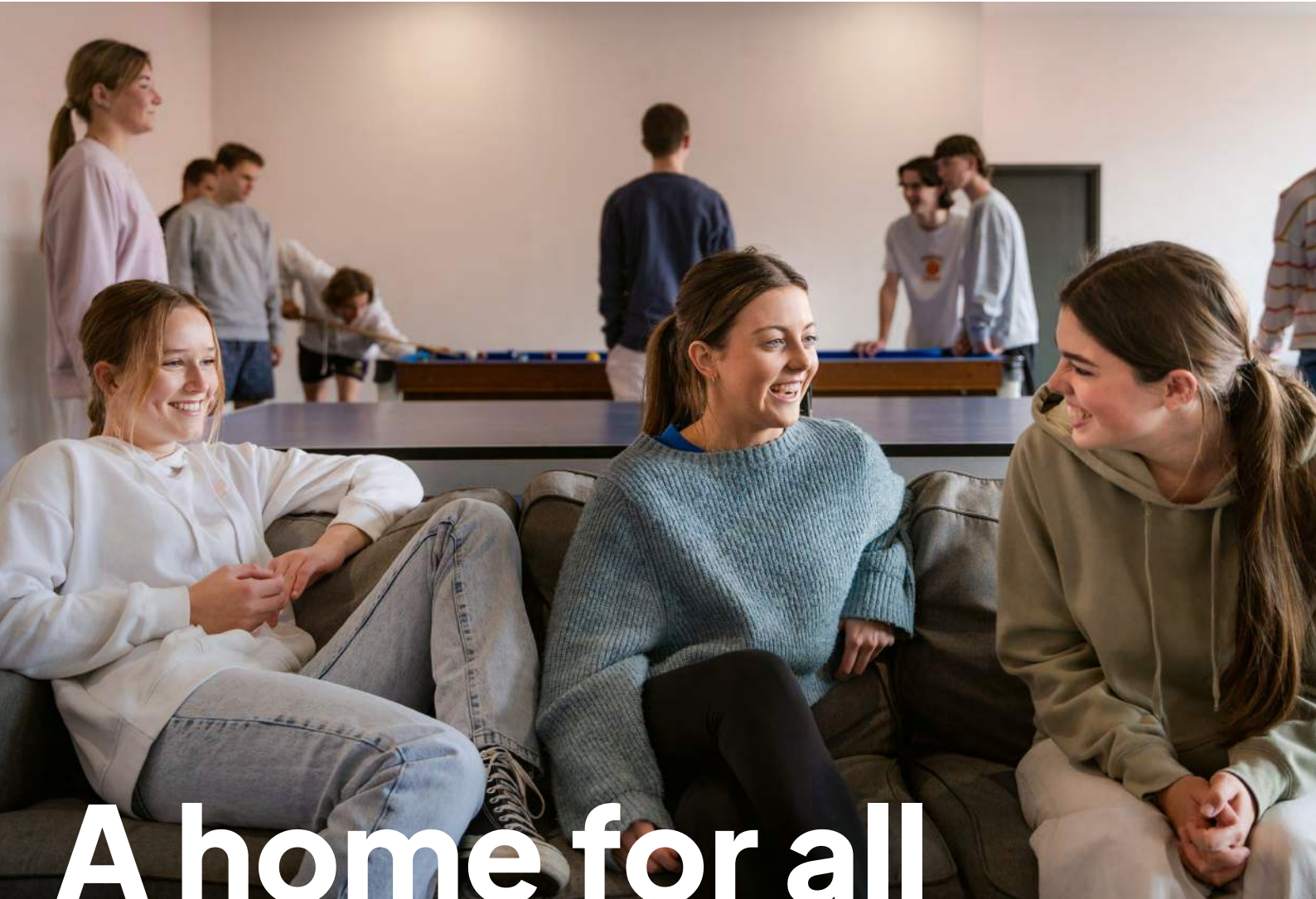


SACRED  
HEART  
COLLEGE



# Boarding Handbook

A Home for all Hearts.



# A home for all Hearts

## **Mission and vision statement**

We are a safe and nurturing community that is bound by family spirit, a love of learning, and service to others. We empower our young people to embrace our Marist values and live courageous lives.

We are Sacred Heart College and together we provide a home for all Hearts.

# Contents

<b>Mission and vision statement</b>	<b>02</b>	<b>Health Care Centre</b>	<b>16</b>
<b>Welcome from the Principal</b>	<b>04</b>	<b>Catering</b>	<b>17</b>
<b>Welcome from the Director of Boarding</b>	<b>05</b>	<b>What a standard week day looks like</b>	<b>18</b>
<b>Our Boarding Community</b>	<b>06</b>	Study	18
<b>Marist values</b>	<b>08</b>	Faith formation	18
<b>Boarding staff</b>	<b>09</b>	Bedtime	18
<b>Boarding contacts</b>	<b>10</b>	<b>Activities</b>	<b>20</b>
<b>Boarding Code of Conduct</b>	<b>11</b>	<b>Laundry</b>	<b>21</b>
<b>Orientation for new boarders</b>	<b>12</b>	<b>What to bring</b>	<b>22</b>
<b>Communication</b>	<b>13</b>	Essential items required	22
Boarders Facebook Group	13	Personal items allowed	22
Mobile phone use	13	Items not allowed in the Boarding House	23
Best time to call your son or daughter	13	Pocket money	23
Mail	13	Electrical items	23
Internet use and restrictions	13	Uniforms	23
<b>Leave</b>	<b>14</b>	<b>Boarder Parents Association</b>	<b>24</b>
Access to Reach Management System	14	<b>Parent accommodation unit (Dareau)</b>	<b>25</b>
Local leave	14	<b>Other information</b>	<b>26</b>
Leave requests	14	Visitor rules	26
Beach leave	14	Room allocation	26
End of term and exeats	14	Community living expectations	26
<b>Travel</b>	<b>15</b>	Dress codes	26
Use of boarder's own car	15	Boarding House leadership opportunities	27
Transport with day students	15	Tips for parenting from a distance	27
Use of taxis	15	<b>College maps</b>	<b>28</b>
Use of public transport	15	College maps - Champagnat Campus	28
Bicycles	15	College maps - Marcellin Campus	29

# Welcome from the Principal

We are a place of acceptance, belonging and holistic development; a community connected by courage, a love of learning and service to others.

We empower our young people to be excellent human beings to remain true to their Marist values as they bravely and compassionately respond to the world around them. This guiding Marist spirit is continually energised by excellence, hard work, generosity, and a strong sense of community.

Sacred Heart College is where your daughters and sons will grow courageous hearts. As your child journeys through Sacred Heart College, I look forward to meeting with you and ensuring that your family's experience as a member of this community is all you hope it to be!

Warm regards,

**Daniel Lynch**  
Principal



# Welcome from the Director of Boarding

It is a privilege to live in a community with 130 young women and men who come to us from different backgrounds and with varying life experiences. It is rewarding to share the boarding journey with these young people and to play a role in their spiritual, personal and academic development.

Our community is a Marist community consisting of past and present boarders and their families, boarding staff, College staff and the wider Sacred Heart College community. We pride ourselves on providing a home away from home for all of our boarders and to work in partnership with boarding families to provide the best level of care we can. Our mission is to prepare these fine young people with a set of life skills that will not only benefit them during their boarding journey at Sacred Heart College, but to help them tackle the world outside of boarding with a sense of determination, courage, audacity and hope.

Boarding is a truly fulfilling experience and one in which we hope every young person will look back on with fondness and joy. Our Sacred Heart College boarding experience is designed to provide our boarders with opportunities that they may not get back home and to enable them to share experiences with fellow boarders from around the country. This mateship and comradery extends well beyond their time in our care and is a hallmark of what it means to be part of the Hearts Community.

Welcome to our Marist Boarding Family where we strive to create a Home for all Hearts!

**Robert Gill**  
Director of Boarding



# Our Boarding Community

The Boarding House at Sacred Heart College provides accommodation and care for girls and boys in Years 9 -12. Hearts Boarders come to the College from rural areas throughout South Australia and regional areas from other states and territories.

The Boarding Community at Sacred Heart College adds an authentic diversity to the life of the College. The boarding experience at Sacred Heart College provides students with a wide range of opportunities that may not be available in country areas.

Boarding at Sacred Heart College began in 1905 and is an important part of the College's identity and tradition. Many of the boarders have parents and/or relatives who were educated at Sacred Heart College, so there is a strong sense of community and family spirit across the College.

Since 1998, the College has enrolled girls and boys in the Boarding Houses, which provide modern family style facilities for the students. Families value the opportunity to send both their daughters and sons to the same school.

The Sacred Heart College Boarding Community provides a safe and inclusive atmosphere in which boarding students and staff live and work together as a Marist family. As a Marist Boarding Community, every boarding student will commit to doing their best academically and taking care of one another. Boarding at Sacred Heart College is a lifelong gift given to young women and men by their families. Our boarders form close friendships and enjoy the many benefits of belonging to the "Hearts" family.

Our community provides accommodation for 62 boys and 68 girls. This includes individual rooms for most of our boarding students. The Boarding Houses are equipped with various study, recreational, and leisure areas.

Study is a significant priority in our community and boarders enjoy the benefits of a set study routine, tutor support and access to the teaching staff of the College.

Boarders are provided with breakfast, recess, lunch, afternoon tea, dinner, and supper each day. The Boarding Community gathers each evening for dinner in the Boarders Dining Room.

The Boarding Community is largely represented in the College's extracurricular program with most boarders being involved in various sporting and performing arts opportunities. Additionally, many boarders take advantage of the local sporting clubs. The College gymnasium and the Br Joseph McAteer Centre is available for use at various times each week including the provision to participate in activities and excursions facilitated by our Boarding Activities Coordinator. Boarders also enjoy the Somerton Park beach, Jetty Road Glenelg, and other surrounding areas during the warmer months.

Boarders partake in various events hosted in Adelaide throughout the calendar year including The Fringe, Cricket tournaments, AFL games, Mt Lofty walks, the latest movies and activities at other Boarding Schools.

Boarding at Sacred Heart College succeeds because there is a strong partnership between boarders, their families, boarding staff, and teaching staff. The boarding staff appreciates the responsibility they have in caring for the young people in the Boarding Community. Nurturing the Hearts Boarders is undoubtedly a vocation as well as a career and our dedicated staff enjoy being a part of the Sacred Heart College Boarding Family.



# Marist values

The unique Sacred Heart College boarding experience is committed to fostering each boarder's holistic development. Our Boarding Community encompasses the five Marist characteristics empowering boarding students to achieve their potential academically, personally and spiritually.

## Love of Work

Staff and students of Sacred Heart College follow the example of the Marist Brothers who shaped our College on their Love of Work. Our Boarding Community is inspired by a love of learning, self-discipline and a sense of responsibility.

## Family Spirit

A sense of belonging fosters Hearts Boarding Family Spirit made evident by the authentic relationships that are forged in our community. Each member of our Boarding Community is valued and will be treated with respect and acceptance.

## Simplicity

We strive to be honest, open and humble in our actions and relationships. We value Simplicity in our community and recognise that it builds integrity where we each value others and ourselves.

## Presence

We are aware that the Presence we share serves our community in being a Home for all Hearts. Staff are caring and compassionate stewards who take an active interest in the lives of our boarders.

## In the Way of Mary

Our community partakes in the opportunity to live In the Way of Mary. Inspired by the example of Mary, we engage in our relationships and the world around us with tenderness, strength and devotion.



Adapted from 'In the Footsteps of Marcellin Champagnat: A Vision for Marist Education Today' (1998) Institute of the Marist Brothers of the Schools.

# Boarding staff

The Boarding Leadership Team consists of the Director of Boarding, Deputy Directors of Boarding, and the Personal Assistant to the Director of Boarding.

## **Director of Boarding**

The Director of Boarding oversees the operation of the Boarding House and reports to the Principal or Deputy Principal and is a member of the Hearts Leadership Team and College Executive.

The Director of Boarding in conjunction with all boarding staff and students, strives to develop a house spirit and character that is friendly, supportive and recognises the worth of each student as an individual, creating a sense of belonging in all members of the Boarding House.

Our current Director of Boarding is Robert Gill.

## **Personal Assistant to the Director of Boarding**

The Personal Assistant to the Director of Boarding is responsible for the enrolment and induction of new boarding students to Sacred Heart College. This staff member is the point of contact for boarding families and assists the Director of Boarding.

Our current PA to the Director of Boarding is Sonia Kravinskis.

## **Deputy Director of Boarding – Girls and Boys**

The Deputy Directors of Boarding collaborate with the Director of Boarding in relation to the pastoral care of all boarders and support them throughout their boarding journey. They also actively engage in and support the day to day supervision of boarding students in the Boarding House. They support Boarding House staff in all areas of pastoral care, behaviour management and any associated administration.

Our current Deputy Directors of Boarding are Jason Dam (Boys) and Makayla Carey (Girls).

## **Boarding Staff – Boarding House Supervisors**

The boarding supervisors provide a high standard of supervision and care to the College's boarding students. The role actively engages in and supports the day-to-day supervision of students in the Boarding House. The boarding supervisors hold responsibility to support the pastoral care, study, supervision, co-curricular activities and discipline of boarding students. In particular, the boarding supervisor will collaborate with the Director of Boarding, Deputy Directors of Boarding, and other Boarding House staff in relation to the holistic development of all boarders in our care. Boarding supervisors will hold special regard for overall care of each boarder in the Boarding House.

## **Boarding House Tutors**

All boarders have access to experienced tutors during set study periods (Sunday - Thursday). The tutoring team assists boarders by revisiting concepts, helping to draft assignments, and building confidence in the boarder's learning. We strive to have three Boarding Tutors on shift for each evening study session.

# Boarding contacts

## Director of Boarding

Robert Gill  
(08) 8350 2520  
[robertgill@shc.sa.edu.au](mailto:robertgill@shc.sa.edu.au)

## Personal Assistant to the Director of Boarding

Sonia Kravinskis  
(08) 8350 2559  
[boarding@shc.sa.edu.au](mailto:boarding@shc.sa.edu.au)

## Deputy Director of Boarding – Boys

Jason Dam  
[jasondam@shc.sa.edu.au](mailto:jasondam@shc.sa.edu.au)

## Upstairs Boys (9–11) Supervisor Office

(08) 8350 2508

## Downstairs Boys (12) Supervisor Office

(08) 8350 2506

## Deputy Director of Boarding – Girls

Makayla Carey  
[makaylacarey@shc.sa.edu.au](mailto:makaylacarey@shc.sa.edu.au)

## Girls Supervisor Office

(08) 8350 2511

## Activities Coordinator

Billy Campbell  
[billicampbell@shc.sa.edu.au](mailto:billicampbell@shc.sa.edu.au)

## Boarding Leave

Boys [boardingleave-boys@shc.sa.edu.au](mailto:boardingleave-boys@shc.sa.edu.au)  
Girls [boardingleave-girls@shc.sa.edu.au](mailto:boardingleave-girls@shc.sa.edu.au)

## Uniform Shop

(08) 8350 2586  
Tuesday & Thursday (1.00pm – 6.00pm)  
Wednesday (8.00am – 4.30pm)  
[uniformshop@shc.sa.edu.au](mailto:uniformshop@shc.sa.edu.au)

## Health Care Centre

(08) 8350 2509  
Monday – Friday (8.00am – 5.00pm)  
[hcc@shc.sa.edu.au](mailto:hcc@shc.sa.edu.au)

## Health Care Centre Manager

Benita Heritage  
[benitaheritage@shc.sa.edu.au](mailto:benitaheritage@shc.sa.edu.au)

## School Absentee Line

(if unable to contact Boarding Staff)  
(08) 8350 2594  
0467 777 000 (SMS ONLY)  
Boarding Staff also notify the Front Office of daily absences.

## Key School Contacts

**Principal** – Daniel Lynch  
[principal@shc.sa.edu.au](mailto:principal@shc.sa.edu.au)

**Deputy Principal** – Daniel Head  
[danielhead@shc.sa.edu.au](mailto:danielhead@shc.sa.edu.au)

**Head of Marcellin Campus** – Danielle Greig  
[daniellegreig@shc.sa.edu.au](mailto:daniellegreig@shc.sa.edu.au)

**Director of Teaching & Learning** – Alex Daw  
[alexdaw@shc.sa.edu.au](mailto:alexdaw@shc.sa.edu.au)

**Director of Students** – Alex Penhall  
[alexpenhall@shc.sa.edu.au](mailto:alexpenhall@shc.sa.edu.au)

**Boarding House Counsellor** – Kirstie Salter  
[kirstiesalter@shc.sa.edu.au](mailto:kirstiesalter@shc.sa.edu.au)

**Careers & Pathways** – Rachel Aldrich  
[rachelaldrich@shc.sa.edu.au](mailto:rachelaldrich@shc.sa.edu.au)

**VET Coordinator** – Sarah Benedictson  
[vet@shc.sa.edu.au](mailto:vet@shc.sa.edu.au)

**Boys Sports Coordinator** – Gavin Pinnington  
[gavinpinnington@shc.sa.edu.au](mailto:gavinpinnington@shc.sa.edu.au)

**Girls Sports Coordinator** – Laura Breeding  
[laurabreeding@shc.sa.edu.au](mailto:laurabreeding@shc.sa.edu.au)

# Boarding Code of Conduct

Our College is formed on the foundation of five key Marist Characteristics empowering boarders to achieve their true potential academically, personally and spiritually. The Boarding Code of Conduct ensures that the Boarding Houses operate efficiently while complementing the well being of each boarding student.

Enrolment at Sacred Heart College acknowledges an agreement to abide by the expectations concerning conduct. The Boarding Code of Conduct is designed to assist the personal development and the welfare of our community. It is also integral to the development of each boarder's sense of self-responsibility and communal responsibility.

The general code of conduct implies that all boarders have the right to:

- Feel safe and to be treated with understanding and acceptance
- Be treated with dignity and respect
- Privacy and recognise the need for boundaries to enable a healthy, stable and safe environment
- Have the opportunity to learn without disruption from others
- Expect property to be safe and secure.

All boarders are expected to accept that there must be respect for the role of authority, willingness to cooperate, and to exercise self-discipline. As a result, they can contribute to their own development and the welfare of others.

- The staff have the right to exercise leadership and authority in their roles as members of the College community
- The College community has the right to expect boarders maintain high standards of personal appearance and care for their living environment
- The staff have the right to search bedrooms if they believe there are items in this room that pose a risk to the boarder or other boarders. Staff also have the right to search rooms if they believe a boarder is in possession of an illicit or prohibited substance or other item.

Boarders at Sacred Heart College are expected to accept the following responsibilities:

- Respect and care for the safety of myself and others
- Conduct myself in such a manner that is respectful and accepting of others
- Respect privacy and recognise boundaries in our community living environment
- Ensure that I do not put my property at risk and respect the property of others
- Respect Boarding House rules, especially with regard to compulsory study and leave requirements
- Abide by College Policy and understand that they extend to the Boarding House including the 6 key Policies - Harassment Policy (including sexual harassment and bullying), Acceptable use of ICT Policy, Grievance Policy, Personal Responsibility Policy, Substance Abuse Policy and Uniform and Grooming Policy
- Respect the designated private areas throughout the Sacred Heart College Boarding House
- Respect the position and responsibility of staff.



# Orientation for new boarders

All new students and new boarders are invited to attend Orientation Day. This is held towards the end of Term 4 each year. This provides an opportunity for your son or daughter to meet other new students, as well as the current Boarding House student leaders and staff. Parents/caregivers also get a chance to meet each other, chat with staff, and enjoy some morning tea.

At the start of the new school year, new boarding students arrive at the Boarding House two days before the first official day of school. This provides a gentle start to settle into new rooms and spend time with the other new boarding students and some existing boarders. The student boarding leaders are present to support, help and answer any questions. During this time the students have a tour of the school so they know where their classrooms are for the first day. They are also shown the sights and local facilities of Somerton Park and Glenelg. If weather is permitting, a visit to the beach is always at the top of the list.

The transition into a new school and home away from home needs to be meaningful and comprehensive. This transition process is ongoing and supports each new boarder who enters our boarding family.

# Communication

Communication is vital in ensuring the best level of care for each individual in our Boarding Community. We value the effective partnership between the College and our families to ensure that all boarders are supported throughout their boarding journey. We collaborate openly with parents, teachers, tutors, and medical staff to cultivate the well being of each boarding student. Parents are invited to join the Boarder Parents Association to provide support to each other and give feedback to the Boarding House staff team.

## **Boarders Facebook Group**

At the beginning of the school year, you will be provided with information on how to join the "Boarding at Sacred Heart College" Facebook Group. This Facebook group is a closed group, only available via invitation to current boarders and their parent/caregivers. Once your son/daughter leaves the Boarding House you will be removed from the group.

Posts, photos and group information are not visible to the public. The objective of the Facebook group is to provide parents with news, events and reminders which take place within our Boarding Community.

## **Mobile phone use**

Boarders are permitted to use mobile phones when in our care. However, they are held by boarding staff during evening study time and scheduled exam preparation sessions. Year 9 & 10 boarders have their mobile phones stored overnight by staff from lights out on week nights. It is the responsibility of the boarder to ensure they have their device charged.

## **Best time to call your son or daughter**

3.30pm through to 5.30pm

After School and prior to Dinner

8.15pm through to 9.30pm

Year 9s/Year 10s – after study and prior to lights out

9.15pm through to 10.00pm

Year 11s/12s – after study/wellbeing time and before lights out

## **Mail**

The Boarding House supervisors collect mail daily and distribute it to boarders. As is the case in Catholic Boarding Schools in South Australia, all incoming mail is to be opened in the presence of boarding staff.

Should you wish to mail something to your son or daughter please use the following address:

[SON/DAUGHTER NAME]

Sacred Heart College

Boarding House

195 Brighton Road

Somerton Park SA 5044

## **Internet use and restrictions**

All boarders have access to the schools internet service during out of school hours to support the learning and study routine. Restrictions are in place to limit what can be accessed and there are also restrictions surrounding time of access. Sacred Heart College strives to provide a high level of duty of care for all of our boarding students. Other personnel unrestricted internet devices other than mobile phones are not permitted in the Boarding House. Personal gaming consoles are not permitted in bedrooms either.

# Leave

During the school term it is important that boarders are able to take leave. They are welcome to access various types of leave - from local leave, to host leave with family and friends, to overnight and extended leave. The Boarding House leave management system is called REACH. REACH enables leave communication between parents, caregivers, hosts, students, and staff. This ensures the Boarding House is providing an adequate duty of care by knowing each boarder's location and designated carer/host at all times. This system enables students, parents, and caregivers to communicate leave and travel arrangements. Leave requests must be approved firstly by parents/caregivers, and then hosts, and finally by boarding staff. Boarding staff have the right to reject any leave that does not adhere to our [Boarding Local Leave Guidelines](#) for any boarder in our care, even if approved by parents or caregivers.

Boarding House Leave Guidelines will be available for the boarders and sent to boarding families when they begin at Sacred Heart College. Each year level has a different set of rules and guidelines which provide age appropriate duty of care.

Boarders risk significant consequences if at any time they decide to go to any place other than where they have indicated on the REACH terminal. **No boarder is allowed to leave the Boarding House without an approved leave request or signing out to local leave options on the REACH terminal. They must always communicate their leave intentions in person to a staff member before leaving.**

## Access to REACH Management System

Parent and student access to the REACH Management System will be available at the start of the school year. Parents will be sent an email link during the first week of the school term. This is a simple process with step-by-step instructions. Students will also have access during the first week of school and will be assisted by staff. Please do not hesitate to email or contact the Boarding House if you need assistance at any time with REACH. We understand technology can be very frustrating at times especially with limited connectivity.

## Types of leave

### Local leave

Local leave is a specified destination close to Sacred Heart College. When a student signs out to a local leave destination they do not need parent/guardian approval. Students are required to sign in and out to local leave using the Reach Kiosk and seek verbal approval from staff before leaving. All local leave options have time limits and curfews. If longer leave is required at these destinations, a Reach leave request needs to be completed.

### Leave requests

Leave requests need to be completed for day leave, host leave, overnight, extended stays, exeats & end of term. It is the responsibility of students to enter and control the leave process. Parents can enter leave requests if required but ultimately it is the student who should facilitate this. A leave request contains the student name, what sort of leave is being requested, departure time and return time, details of the host (including mobile number, email and address) and where the student is going. As many details as possible should be included. As mentioned earlier, leave requests must be approved firstly by parents, secondly by a host if applicable, and then by boarding staff. Boarding staff have the right to reject any leave that does not adhere to our Boarding Leave Guidelines for any boarder in our care, even if approved by parents or guardians.

### Beach leave

The Boarding House has a strict Beach Code and all students must agree to the code and have parent consent before being granted beach leave.

### End of term and exeats

All boarders must leave the Boarding House by 5.00pm on the last day of classes for an end of term or exeat weekend. The Boarding House will re-open at 4.00pm the day before school classes commence, and dinner will be provided. At the conclusion of an exeat or returning at the start of a school term, boarders are asked to return to the Boarding House **no later than 10.00pm.**

All transport bookings for exeats and holidays are to be made by parents/caregivers. The College will assist where possible on the exeat/end of term start day, and endeavour to transport boarders to their departure point at the appropriate time. Departure points include Adelaide Airport, Adelaide Central Bus Station and Sealink Ferry transport pick up locations. Private drop off points are not included unless approved by the Director of Boarding for extenuating circumstances.

The return transport is the responsibility of the parent/caregiver.

To assist staff in organising student transport, it is important REACH leave requests are submitted as early as possible in the week, preferably by Wednesday, leading up to the holiday or exeat weekend.

End of term and exeat weekends dates are available on the Sacred Heart College Calender on the school website and will also be communicated at the beginning of each school year.

# Travel

## **Use of boarders own car**

Year 12 boarders are permitted to store a motor vehicle on site and access this for designated purposes as determined by the College. This will only be permitted upon the completion of an approved [Boarding Driver Agreement](#) and after meeting with a designated member of the Boarding Leadership Team.

## **Transport for boarders**

There are numerous transport options for boarders when heading out on local leave, host leave or for exeat/end of term. These include and are not limited to the following:

- Walking to local leave destinations
- Public Transport (Bus, Train, Tram)
- Transport with an adult host
- Transport with a P Plate Driver (up until 9.00pm)
- Staff Transport

Please note that these options differ for each year level and the type of leave they are taking. All of this information is clearly stipulated in our Leave Guidelines, which are sent to all boarding families and displayed throughout each House.

## **Use of taxis**

When a boarder needs to use a taxi, he or she may request a cabcharge from Boarding House staff. This will require parental permission beforehand (via Reach leave request) and will be charged to the student's school account. Boarders should always request a "receipt" from the taxi driver and return it to their boarding supervisor upon returning to the Boarding House.

## **Uber For Teens**

Boarders are permitted to use Uber For Teens, provided this is directly linked to the Uber account of one of their parents/caregivers. Relevant instructions and information are sent to families.

## **Use of public transport**

Where possible and when safe, boarders can use public transport. This is at the discretion of boarding staff and must also meet our Leave Guidelines. For example, the use of public transport after dark is not allowed and presents a duty of care risk.

## **Bicycles**

Boarders may have a bicycle at the College provided they and their parents/caregivers sign and abide by the conditions of the Bike Contract. A helmet must be worn at all times, similarly if they have a skateboard or scooter. Electric bikes, scooters or other electric modes of transportation are not permitted at the College. Boarders who have not signed a contract may not use or borrow a bicycle under any circumstances. A secured bike shed is available.

# Health Care Centre

The Health Care Centre (HCC) is a fully equipped facility that caters for the needs of boarding students and is staffed by Registered Nurses. Appointments (including a GP service) can be arranged through the HCC. The Boarding House and staff will liaise with the HCC regarding leave arrangements, transportation and record keeping. They can assist with recommendations and transport if the appointment is in the local area.

## **The Health Care Centre hours of operation are:**

**Monday – Thursday 8.00am to 5.00pm**

**Friday 8.00am to 4.00pm**

All parents/caregivers are required to complete a Student Details Record and sign a Medical Authority for their son or daughter at the beginning of their boarding journey. All medical information including history, conditions, immunisations, allergies, and medications must be provided. A Boarder Medical Consent Form must also be signed so that first aid can be administered if required. Sacred Heart College has a comprehensive Medical Administration Policy and Boarder Medical Records Management Policy which can be accessed by contacting the Health Care Centre.

**Boarding students are not permitted to have any medication in their rooms, or in their possession, except medication for asthma, vitamins, or other herbal medications.** Boarders who take these medications are still required to inform staff regarding this. Boarders who need to take asthma and other medication at a different time to their routine administration MUST also inform a staff member.

Parents are encouraged to communicate with the Health Care Centre staff so we can support each student. Should your child's medical requirements change throughout their time at Sacred Heart College, please also promptly advise the Health Care Centre on (08) 8350 2509 or [hcc@shc.sa.edu.au](mailto:hcc@shc.sa.edu.au).

## **Mental health & wellbeing**

On occasion a boarder may present with a mental health or wellbeing concern. If this is the case, the Parent/Guardian will be contacted as soon as possible by a boarding staff member to discuss the sequence of events. The Boarding House may also seek assistance from the Boarding Counsellor and Health Care Centre to assist with decision-making and management.

Depending on the severity and frequency of the issue, the College and Boarding House will work with the family, student, and health professionals to devise and follow a Health Management Plan.

If the Boarding House does not have the resources to manage the concerns, the family involved may be asked to seek alternative accommodation for their child, until such time they are assessed as ready to return to the Boarding House. The Boarding House and College will work with the student and family, to help ensure a smooth transition back to the Boarding House. To help enable this transition there must be a Health Management Plan in place. This may necessitate that the student continues to seek assistance from health professionals. Please be assured that a significant level of holistic support will come from the College in such situations.

# Catering

The Sacred Heart College Boarding House uses Compass Group AUS to cater for the Boarding Community. The College is dedicated to providing nutritious and delicious meals for boarders. This includes a variety of healthy choices and making provisions for particular dietary requirements.

During the enrolment process there will be an opportunity for you to communicate food allergies and dietary requirements. The College provides breakfast, recess, lunch, afternoon snacks, dinner, and supper daily.

The Chef Manager is responsible for providing a variety of choices for boarders including quality fresh fruit and vegetables daily. Our chefs are also very open to feedback from our boarders which can be communicated via appropriate means.

On designated evenings across a weekend, we also take boarders on "Maccas Runs" (including Yo-Chi, Hungry Jacks etc.) and permit the ordering of Uber Eats.



# What a standard week day looks like

7.15 AM	Wake Up
7.15 AM – 8.00 AM	Breakfast
8.30 AM	All students exit the Boarding House for the school day
8.45 AM	School begins
9.00 AM	Boarding House closes for school day (Except Wednesday for Year 12 Students who exit at 10.20 am)
3.00 PM	Boarding House opens (except Monday at 12.00 pm for Year 12s and 1.25pm for Year 10s and Year 11s, as well as 1.25pm on Fridays for Year 12s)
3.30 PM	School finishes (except Monday at 12.00 pm for Year 12s and 1.25pm for Year 10s and Year 11s, as well as 1.25pm on Fridays for Year 12s)
3.30 PM – 5.30 PM	Free time/Co-Curricular Activities
5.30 PM	Dinner Sitting 1
6.00 PM	Dinner Sitting 2

## Study

The academic success of boarders is reliant on their best efforts, supported by the set study routine. All students can study in common spaces and their bedrooms. Library study is an option for one evening per week.

### Monday – Thursday

**6.30 PM – 8.00 PM** First study period (All year levels)

**8.15 PM – 9.15 PM** Wellbeing time (Year 11s)

**8.15 PM – 9.15 PM** Second study period (Year 12s)

### Sunday

**6.30 PM – 7.30 PM** Study period (All year levels)

**Mobile devices will be stored by staff during study and wellbeing periods.**

## Faith formation

**Tuesday Evening** Dorm Prayer and Reflection Session / Notices

**Wednesday 5.15 pm** Chapel hosted by Marcellin Leadership Team or Boarding Faith Formation Team

**Sunday 5.00 pm** Boarding House Mass or Liturgy of the Word (in the Chapel) - (non exeat weekends)

## Bedtime

**10.00 PM** Lights out - Year 9 and Year 10 Boarders (Mobile devices are collected at 9:45PM and stored overnight)

**10.30 PM** Lights out - Year 11 Boarders and Year 12 Boarders



# Activities

Sacred Heart College Boarding is committed to the holistic development of each boarder and encourages the social, emotional and physical development of each student. The College has extensive weekend co-curricular opportunities, which boarders can elect to undertake. In addition to this, the Boarding House has its own Activities Program, which provides a variety of extra activities on weekends.

The breadth of activities that boarders experience while enrolled at Sacred Heart College, enhances their boarding experience and personal development and provides them with opportunities that they may not get back home.

Our Boarding Activities Coordinator is Billy Campbell and he will be a regular point of contact for boarders and families.



# Laundry

All laundry is done on the school premises. Each student needs his or her own laundry basket. The basket should be named and small enough to fit under the student's desk. A mattress protector and a net bag for socks and underwear are supplied from the Laundry.

Our laundry staff work from 8.00 am to 3.30 pm Monday to Wednesday.

There are also washing machines and dryers provided in each Boarding House for boarders personal use. These machines should be used for smaller washing requirements only. It is compulsory for bedding, towels and other larger items to be given to the Laundry for washing/drying.

Dry cleaning of College blazers will be arranged at the end of Term 2 and 3 by the laundry staff.

## **Name labels for clothing**

Labelling is a free service that is offered to boarders.

**Name labels must be on all items of casual and school clothing and bedding.** Shoes should be marked on the inside. Socks and underwear/delicates must also be labelled (even though they are washed in a net bag).

The laundry has a labelling machine that prints and presses the name label onto clothing. We recommend that you do not purchase iron on labels from other outlets, as these tend to peel off and laundry marking pens fade.

For questions regarding the labelling system, please contact our Personal Assistant to the Director of Boarding who will direct the enquiry accordingly. It is most important that all items are clearly labelled so that they can be returned quickly to the correct student and the College is unable to take responsibility for unlabelled items that go missing.

The laundry staff gather a significant amount of unnamed clothing throughout the course of the school year. At the end of each term, any clothing that is unnamed will be handed back to the Uniform Shop or donated to St Vincent de Paul Society.





# What to bring

## Essential items required

- Thongs / Runners
- Pyjamas – 3 pairs (or appropriate sleepwear)
- Underwear (note: only one laundry wash per week)
- Tissues
- Casual clothing (including appropriate wear for Mass/ Socials)
- Dressing gown (if desired, to be worn to/from the bathroom)
- College school bag
- 4 towels
- 2 king single or long single sheet sets (fitted/flat) (mattress protector is supplied)
- 2 pillowcases
- Quilt and 2 quilt covers
- Pillow
- Toiletry requirements – deodorant, comb/brush, soap etc
- Bathroom caddy
- Black shoe polish
- Laundry detergent (if doing own washing)
- Dirty clothes hamper (small to fit under student desk)
- Batbers
- Small personal water bottle
- Plastic container with lid for food items to be stored/ sealed
- AA batteries for Graphic Calculator
- Personal mini whiteboard (for note taking / routines)

## Personal items allowed

- Stereo/speaker – small (boombox style speakers not permitted)
- Personal Fan with protective blade guard (small - desk-top size only)
- Digital clock (particularly for Year 10 boarders)
- Mobile phone and charger
- 4-outlet power board with 10 amp cut off

### Items not allowed in the Boarding House

- Double adaptors of any kind
- Electrical equipment that has been adapted/ tampered with
- Electric blankets
- Electrical cooking items, e.g. kettles/frypans/ airfryers etc
- Fridges
- Portable heaters/air conditioners
- Computer game consoles
- Inappropriate reading material – discs/software/ magazines
- Projectors or TV monitors
- Any products that contain nuts
- Portable Wi-Fi devices
- Clippers/beard trimmers
- Electrical diffusers and strip lighting
- Boombox style speakers

### Pocket money

This is an individual decision for each parent/caregiver and their child. Many parents/caregivers find it easier to open a debit card account so money can be deposited from time to time and expenditures can be monitored.

### Electrical items

Sacred Heart College is required by WHS law to ensure that all electrical equipment used on campus is safe for use. College Executive takes electrical safety very seriously by regularly testing Residual Current Devices fitted to all buildings on campus, and by testing and tagging all electrical equipment (except for desk top computers) on site. The College will perform testing of electrical appliances that students bring into the Boarding House (within the permitted items above) during the first term of the school year.

It is the student's responsibility to:

- make the equipment available on the nominated day of testing at the beginning of the year
- ensure any electrical item brought in after the 'nominated test day' is taken to the Boarding House Supervisor to arrange for testing (this includes brand new items purchased)

- not tamper with electrical items (e.g. removing guards from personal fans)

Double adaptors of any kind are not permitted in the Boarding House due to inherent risks with their use. Most rooms have two or three double power points, however if extra access to a particular power point is required then a portable power-board may be used, provided that it:

- has no more than four power outlets,
- has a 10 amp cut off,
- is presented for testing along with other electrical equipment, and
- is positioned so as to protect it from risks from spills (fluids, metal clips etc)

Boarding House rooms will be inspected on a regular basis to ensure compliance. Electrical equipment that has been tampered with in any way, or found without a testing tag will be confiscated by boarding staff. Your cooperation in supporting the College to mitigate electrical risks is sought and appreciated.

### Boarders are only permitted to have one phone.

Additional phones will be sent home at the expense of the boarder.

### Uniforms

The wearing of a uniform is a requirement for all students attending the College and is a prerequisite to attending classes. All College uniform requirements are available from the College Uniform Shop. To access comprehensive information pertaining to the College Uniform Shop, please visit [shc.sa.edu.au/enrolments/college-uniform-shop](http://shc.sa.edu.au/enrolments/college-uniform-shop)

Boarding families can also apply for a monthly credit account to facilitate the purchase of school uniform items without the necessity of parents/caregivers always being present. A Credit Application Form is included in the 'Boarding Pack' that is provided to families upon acceptance of enrolment.

# Boarder Parents Association

The Boarder Parents Association (BPA) is governed by a group of current parents/caregivers and provides a forum for feedback to the College. The Association meets a number of times throughout the year and is chaired by the elected President and attended by the Director of Boarding and College Principal.

A number of suggestions from these meetings have led to significant improvements in the Boarding Community.

The BPA provides a forum for parents to ask questions of the Principal and Director of Boarding and to be informed on College and Boarding developments. The BPA also organises social events affording families/caregivers the opportunity to foster relationships within the Boarding Community.

All boarding parents/caregivers are welcome and encouraged to attend.

The format of the Boarder Parents Association is currently under review for 2026.



# Parent accommodation unit (Dareau)

The College Unit Dareau, located at the rear of Paringa Hall, is named after Rue Dareau in Paris where the Marist Hospitality Centre is situated. The purpose of the Dareau Unit is to provide emergency or short-term accommodation to members of our Marist Community including our current Boarding Families. Access to the Dareau Unit will be on a fair and equitable basis.

Dareau is available for short term stays to all members of the Marist community, with a preference being given to boarding families/caregivers from Sacred Heart College.

Facilities include:

- 2 Bedrooms (1 with Double Bed) (1 with 1x Single Bed and 1x Double Bunk Bed)
- All bedding, linen and towels are supplied
- Kitchen/dining area
- Bathroom with washer and dryer
- Lounge room with TV

## Conditions of use

- Boarding Families, College Staff, Marist Brothers, interstate/international Marist visitors and other members of the Marist network are able to book to stay in the Dareau Unit
- Bookings are made by contacting the Boarding Office and guests are to be strictly as outlined in the booking only. Any additional guests require prior approval by the Director of Boarding, Principal and Deputy Principal
- Families are permitted to make one booking per semester and due to Child Protection and WHS considerations, guests are not permitted to arrive prior to 4.00pm on check-in date and are required to exit by 8.00am (Mon-Fri) and 10.00am (Sat-Sun)
- The final decision as to who stays in the Dareau Unit is made by the Director of Boarding in consultation with the Principal, Deputy Principal
- The cost to stay in the Dareau Unit is \$50 per night and payment details are provided at time of enquiry.

**For further information and bookings please contact:**

**Sonia Kravinskis**

Personal Assistant to the Director of Boarding  
(08) 8350 2559

[boarding@shc.sa.edu.au](mailto:boarding@shc.sa.edu.au)

# Other information

## Visitor rules

Parents/caregivers are welcome to visit at any convenient time. The same applies for visits by grandparents and other relatives. School friends are welcome to stop by for a short visit to see the Boarding House but cannot stay for any length of time as they are in a 'home environment' for all boarders in our care. Any visitors must report to boarding staff and seek approval before entering the Boarding House. Visitors (other than family or designated hosts) are not permitted after dinner time (5.30pm).

## Room allocation

Students from Year 9–11 are allocated different rooms each term. Year 12s remain in the same room unless swaps are required. Staff consider a range of factors when allocating rooms in the hope of fostering the most positive and harmonious living environment. Consideration is given to a number of factors including friendship, compatible study habits, supportive students with less confident students. etc.

We do our best to ensure each student receives fair consideration of all the circumstances that influence our room plan. If, however, you have any concerns at any stage regarding room allocations, please contact the relevant Deputy Director of Boarding or Director of Boarding to discuss your concerns. We understand there may be issues you are aware of that the staff are not, and vice versa. This is an area where we really appreciate your support.

## Community living expectations

Cleaners clean the Boarding House several times during the week, however, boarders are expected to tidy their rooms each day and clean them thoroughly every Sunday evening.

- **Bed made** - Bed linen pulled up is considered ok
- **Floor clear & clothing put away** to allow access for cleaners to vacuum

- **Desk is neat** - Mugs/glasses returned to the kitchen after use
- **Bin in reasonable condition** - Not overflowing with rubbish
- **Food in bedrooms** - Only dry snacks to be consumed in bedroom areas (no cereal, takeaway foods, or other snacks/meals). **A reminder that the Boarding House is a nut free environment**
- **Lights, fans and air conditioners switched off when not in use** - Use of electric appliances must be monitored for sensible use and turned off when students are at school. Rooms require regular ventilation and natural light

## Dress codes

Whilst in the Boarding House (which is a shared living space), there is an expectation that boarders are always dressed in a respectful and appropriate manner.

Boarders are to maintain a neat and appropriate standard of dress. This applies especially to all meals and to Mass.

All matters of dress code are at the discretion of boarding staff. Inappropriate logos, graphics and written material on clothing should be avoided and may be confiscated and sent home.

Due to Child Protection/Safety Requirements, all boarders must wear top & bottom clothing when moving around the Boarding House including to and from the shower areas. A towel only is not permitted.

There are a number of specific occasions where students must adhere to specific clothing standards:

- **School attendance** - Students are expected to wear the correct school uniform when attending school. Please refer to the [College Uniform & Grooming Policy](#) for further information.
- **Chapel / Mass** - Students are required to be appropriately dressed for this formal occasion (singlets, footy shorts, pyjamas, ugg boots or slippers are not permitted).
- **Dinner sittings** - Students are not permitted to wear pyjamas/sleeping attire, singlets or hats in the Dining Room. Shoes must be worn at all times when entering the Dining Room.

- **Local leave** - Students are to wear appropriate clothing. It is expected that if students are wearing school clothing, it must be worn correctly. It is advised that if students have the opportunity to change into neat casual clothing, this is preferred. Appropriate footwear must also be worn outside the Boarding House and boarders can not walk to and from the beach in just their bathers.
- **Correct footwear must also be worn** when engaging in activities in the Gymnasium or Strength & Conditioning Room.

## Boarding House leadership opportunities

Sacred Heart College is committed to the holistic development of all boarders and recognises the development of leadership qualities in boarders as a part of their intellectual, social, physical and psychological well being.

It is our policy to promote student leadership in our Boarding House in order to foster the values of the Sacred Heart College Community.

Leadership opportunities include:

- Year 10 Boy & Girl Leader
- Year 11 Boy & Girl Leader
- Year 12 Head Boy & Head Girl Boarder
- Year 12 Boy & Girl Deputy Head Boarder.

Boarding Leaders are appointed annually, following a comprehensive process which includes nomination, interview, speech and election. This process is facilitated by the Director of Boarding in consultation with College Leadership and Deputy Directors of Boarding.

## Tips for parenting from a distance

It is perfectly normal for a student living in completely new surroundings, and in a communal environment, to feel unsettled and miss home and their family from time to time.

We think it is important for new boarders to realise that they are likely to feel homesick at times and that it is quite normal and something they should acknowledge and seek the necessary support for. Talking about the possibility of missing home before they leave is important preparation and together you can decide on some strategies that might help them.

It is important for parents to emphasise the benefits of involvement in and out of the classroom. An involvement in sport, music, drama and other activities is very beneficial and should be encouraged wherever possible. It serves as a distraction from feelings of homesickness.

In the early stages, while it is comforting to you as a parent to touch base with your son or daughter often, the contact with home can often accentuate feelings of homesickness. Often a student who might seem to be coping quite well will suffer a set-back after ringing home. Always try to end phone calls on a positive note.

It is important for you to understand that you will hear of, or experience, the worst of your son's or daughter's homesickness. They will tend to contact you when they feel at their lowest and may focus on the negative aspects. Try to encourage them to think positively.

Encourage your son or daughter to seek the assistance of staff rather than ring you, as it is unlikely you can directly assist with what has caused the upset at the time. If it is an issue with homesickness, the staff will find an appropriate means of supporting them.

Poor grades and difficulty with work can be symptoms of homesickness in the early stages. Contacting the Director of Boarding, relevant Deputy Director of Boarding or Head of House in the day school is recommended if you believe your son's or daughter's academic development is being compromised. The Head of House will work closely with you, your son's or daughter's teachers and the boarding staff to assist them through this. A recurrence of the homesickness problem is quite common after exeat weekends or after term holidays. However, this is generally overcome very quickly upon returning to school.

Please encourage your son or daughter to see a Boarding staff member if they are feeling unhappy or unsettled. Our worst nightmare is if we have a boarder who is suffering in silence!

It is our aim to help you and your child cope positively with the settling-in period. Understanding, patience and resilience make for a quick and relatively smooth adjustment to the new environment.

Above all, please do not hesitate to contact boarding staff if you wish to discuss any problems your son or daughter may face once they have joined our community or in preparation to begin their boarding journey with us.

***We are here to help and provide a Home for all Hearts!***

# College maps

## Champagnat Campus



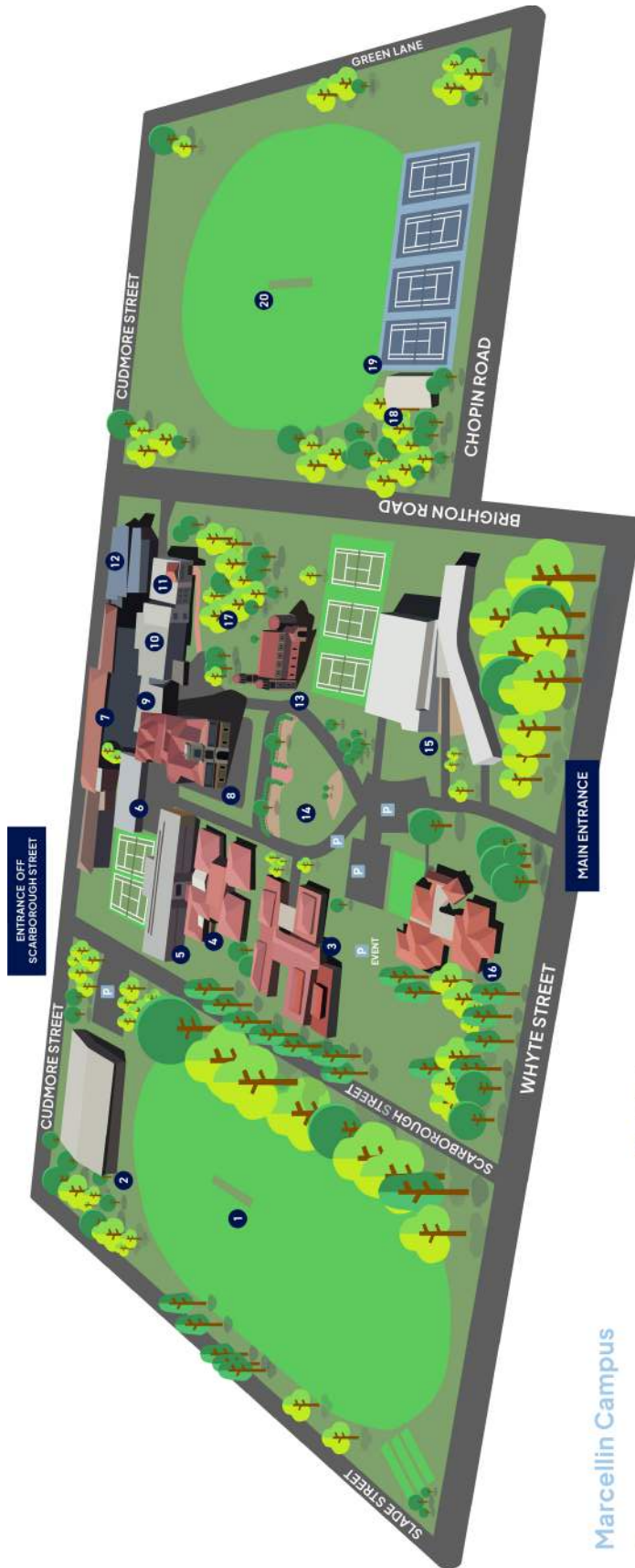
### Champagnat Campus

- 1 Br Nello Visual Arts Centre
- 2 Maintenance Office
- 3 Technology Centre
- 4 Marist Hall
- 5 Champagnat Library
- 6 Rivat Science Centre
- 7 Stigwood Music Centre
- 8 Kavanagh Room
- 9 Staff Centre
- 10 Front Office
- 11 Health Care & Student Services
- 12 Marymount

- 13 Middle School
- 14 L'Hermitage
- 15 Good Samaritan Centre
- 16 La Vaila Food Tech Centre
- 17 Main Oval  
(Cricket/Football/Soccer)
- 18 Courts  
(Netball/Tennis)
- 19 The Quad
- 20 Canteen
- 21 Heart's Village
- 22 St Joseph's Centre  
(Marist Hall Gymnasium, Function Centre)
- P Parking Spaces

# College maps

## Marcellin Campus



### Marcellin Campus

- 1** Main Oval  
(Cricket/Football)
- 2** Br Joseph McAteer Centre  
(Gym, Function Centre & Sport Offices)
- 3** La Valla House  
(Girls Boarding House)
- 4** Marian Wing  
(Boys Boarding House)
- 5** Br Denis Wright House  
(Health Care Centre, Boys Boarding, Boarder Dining)
- 6** Science Block
- 7** Champaign Wing  
(LEC, Heads of House, Careers & VET)
- 8** Paringa Hall  
(Reception)
- 9** SACE/Logistics Coordinator Office, Canteen & Offices
- 10** Library/Technology
- 11** Art/Design
- 12** Marcellin Learning Centre
- 13** Chapel
- 14** Heart Lawn
- 15** Br Stephen Debourg Performing Arts Centre
- 16** Brother's Residence
- 17** Walter Park
- 18** Change Rooms  
(Brighton Road)
- 19** Netball/Tennis Courts  
(Brighton Road)
- 20** Brighton Road Oval  
(Cricket/Football/Soccer)
- P** Parking Spaces



EVERY ROAD

THRILLS<sup>®</sup>  
SOUTH OF PARADISE





## SACRED HEART COLLEGE

### **Champagnat Campus (Years 7 – 9)**

28 Percy Avenue, Mitchell Park SA 5043

### **Marcellin Campus (Years 10 – 12)**

195 Brighton Road, Somerton Park SA 5044

### **Boarding House (Years 9 – 12)**

195 Brighton Road, Somerton Park SA 5044

(08) 8350 2500

[enquiries@shc.sa.edu.au](mailto:enquiries@shc.sa.edu.au)

[shc.sa.edu.au](http://shc.sa.edu.au)

---

**Courageous Hearts.**