

MAZENOD COLLEGE



BOARDING INFORMATION HANDBOOK



Our Mission

Mazenod College is a welcoming, learning community, following Jesus Christ in the footsteps of St. Eugene De Mazenod. Working with the Missionary Oblates of Mary Immaculate we seek to inspire both ourselves and others to “Learn What We Are in The Eyes of God”. Along the path of that discovery, we seek to promote and protect and ultimately help create a community where all feel valued, respected and loved by God.

“lead people to act like human beings, first of all, and then like Christians, and finally, we must help them to become saints.”

(Saint Eugene De Mazenod)

Communication with the Boarding House

Head of Boarding office **9291 1552**
0427 479 329

Deputy Head of Boarding - seniors office 9291 1421

Deputy Head of Boarding - juniors office 9291 1418

Boarding Supervisors' Office Phone 9291 1554

Boarding House Fax 9291 1556

Housemothers' Phone 9291 1554

Dining Room Kitchen [During meals times] 9291 1519

Student Phones:

Cranley & McDermott Houses [Breezeway]..... 9291 1542

Hughes House 9291 1440

Lewis House Common Room 9291 1564

Phone calls to boarders be restricted to boarders' "free time" periods unless it is a matter of urgency. Most matters of urgency would best be directed to the boarding staff.

**Please do not phone on the student phones before 7:30am, during study or after:
8:30pm (juniors) or 9:30pm (seniors)**

School Office Telephone 9291 6500

School Office Fax 9291 6711

The correct address for boarders' mail is:

(Student Name)

MAZENOD COLLEGE

BOARDERS' RESIDENCE

GLADYS ROAD

LESMURDIE WA 6076

MAZENOD COLLEGE

BOARDING INFORMATION HANDBOOK

Welcome to Mazenod College Boarding Community.

If you are reading this handbook for the first time as a parent then you are probably approaching it with the concerns, doubts, fears and sadness that are a natural part of sending your child to Boarding School. If, on the other hand, this is not your first time then I am certain that while you might be more confident about our structures you will still harbour a certain sadness about 'losing' another child to Boarding.

Your decision to choose Mazenod for your child is a big one and I am sure you have reflected, agonised and sought information before making your decision. The sacrifices parents make in allowing their child to attend a Boarding School are huge. While the financial sacrifices are the obvious ones I am convinced that much more important are the emotional ones. Willingly "letting your child go" for the sake of his education and career prospects is a sacrifice which cannot be taken lightly.

The first thing we would like to say is that we are aware of the sacrifices you make when you entrust your son to us. We are equally aware of the responsibilities we take on in nurturing and caring for your son while he is with us.

There are of course some 'team rules' that we expect all members of our community to abide by and commit to as individuals for the benefit of all.

Our absolute guarantee to you as parents must be that your child is, at all times, safe and secure within our Mazenod community. You will find, I think, that all of the 'rules' which may seem rather cold and clinical are there to ensure that, at all times, your son is safe, secure and cared for within his living situation.

Our Boarding Community can never replicate or replace 'home'. It would be foolish of us to try to do this. However, we can learn from the 'home' environment and we can try to ensure that our Mazenod Boarding Community is based on the family values we all espouse. Trust and honesty are absolutely central to our community. We are a community of trust and honesty and we will place these values before our boarders as responsibilities. Forgiveness and tolerance of difference are also key values of Mazenod and our boarders will be challenged to espouse these values in their community life together.

Add these values to our responsibility to guarantee safety, security and care for your son and I believe our Handbook can be read as our promise to you as parents rather than a set of regulations and rules.

A vertical structure of accommodation has been adopted in order to develop a sense of Community where boys can move safely around various area of the Boarding House. We believe that this structure will provide the boys with the social skills for life beyond their years in boarding.

Through participation the '4TheTEAM' Program we provide the boys an opportunity to learn valuable life skills and to develop their own unique leadership qualities. This program has also initiated the boys in developing their own set of values consistent with those of the College:

Charity Excellence Brotherhood United Loyalty Action

Mazenod College, as a School and Boarding Community prides itself on offering an education based on personal excellence within a warm, friendly and welcoming community. We welcome you and your son to Mazenod and we feel sure that, with your help and support, he will achieve to his academic potential and grow into a mature, confident and competent young man.

Mr Andrew Watson (Principal)

Mr Tom Floyd (Head of Boarding)

Mr. Phil Keddie (Assistant, Head of Senior House, Years 10, 11, 12)

Mr Michael Anderson (Assistant, Head of Junior House, Years 7, 8, 9)

MISSION STATEMENT

The mission of the Mazenod College Boarding House is to promote and facilitate the growth of residential students to a full and balanced maturity. The Mazenod College Boarding House endeavours to provide an environment that espouses and celebrates personal, academic and sporting excellence. The spiritual, physical, social, emotional and cognitive wellbeing of your boys will also be paramount in all that we do.

The Mazenod College Boarding House strives to foster exploration and incorporation of genuine human values together with religious and moral principles in a life lived in community with others. The ***College Evangelisation and Strategic Plans*** will be adopted within the frame work of the Boarding House. Attendance at mass, community service and developing a personal relationship with God will be fostered. The Mazenod College Boarding House also aspires to be a place where each student finds support and stimulation to continue their intellectual development outside the classroom through the encouragement of good personal study habits.

The goal of the Mazenod College Boarding House is to provide a happy and safe environment in which each and every residential student of the College feels part of a loving community in which they can develop

- a growing understanding of their personal relationship with God and how they can “learn what you are in the eyes of God”;
- a clear and Christian awareness of values and beliefs, along with the ability to live them in day-to-day life;
- an increasingly sophisticated understanding of what constitutes right and wrong behaviours and the resolve to act accordingly;
- an increasing appreciation and respect of human diversity and a deepened sense of compassion for others;
- a sophisticated sense of personal autonomy and the associated capacity to rely on oneself to direct one’s life;
- a heightened sense of personal responsibility for the choices they make in all aspects of their life,
- a desire for personal excellence in all aspects of their own life;
- the view that education is a positive, progressive experience thereby increasing the related desire to continue the acquisition of knowledge and the pursuit of personal development throughout one’s life;
- The essential fundamental life skills of clear communication, problem-solving, decision-making and leadership.

STAFFING STRUCTURES AND ROLES

There is a large team involved in the pastoral care of the boarders, some of whom live on campus while others live off campus. These people work together to provide the best possible care and support needed for the boys. Many of whom provide time and energy far beyond the requirements of their specific roles. This is sometimes forgotten and hence we demand and expect of all boarders the mutual respect of all members of our Boarding Community.

THE HEAD OF BOARDING:

The Head of Boarding is responsible for the overall control and administration of all facets of the Boarding House, with the main concern being for the well-being of each boarder while he is living in the College's care. The Head of Boarding will also oversee the general development of all students. Parents should feel able to contact the Head of Boarding to discuss any issue, although day-to-day issues are best addressed to the relevant Head of Junior/Senior House. Sometimes after an initial discussion with the Head of Boarding the follow-up may be delegated to another member of the boarding staff whose role encompasses such issues. **Phone numbers:** Office - 9291 1552, Mob - 0427479 329

ASSISTANT HEADS OF BOARDING:

These two roles are also known as the Head of Senior (10, 11, and 12) and Head of Junior (7, 8, and 9) Houses.

The Deputy Heads are responsible for the day to day discipline and welfare of the boys in their care. They report to the Head of Boarding to whom they are responsible for all aspects of their work. Parents should feel able to contact the relevant Deputy Head for information about their son or discussion about matters of concern. Phone numbers are: 9291 1418 (Junior) and 9291 1421 (Senior).

HOUSEMOTHERS

There are Housemothers in attendance in the Boarding House from 7:00am to 7:00pm, Monday to Friday. There is a Housemother on duty on Saturday and Sunday mornings from 8:00am to 12:30pm. They are available to help the boys in a number of ways such as taking them to the doctor, assisting the boys in sorting out their laundry, sorting out lost property, helping with some sewing and generally being a "Mum" figure 'of an afternoon' or having a 'weekend morning chat' with the boys. The Housemother will generally be the person who distributes prescribed medication. In the morning the Housemother will also encourage the boys to leave for school dressed tidily and to check that they leave their rooms tidy and that beds are made. General supervisory duties are also included in their role.

Their direct line is 9291 1554.

RESIDENTS

At present we have four resident staff [including the Head of Boarding] that provide supervision throughout the day and are available of an evening [sleep over] should any boy require attention. They also provide additional support in terms of transport and general duties.

SUPERVISORS (Full-time or Part-time)

The supervisors' primary role is to supervise the boys at the times they are rostered on duty. They report and are responsible to the Head of Boarding for all aspects of their work. During the week nearly all of the evening supervisors are teachers at the College so that boys can ask for specialist help with aspects of homework/study.

On weekends and evenings, the supervisors on duty can be contacted by telephone on the Boarding House number for supervisors (9291 1554). It must be borne in mind that the supervisors fulfil their duties with the authority of the Head of Boarding and when on duty act on behalf of the Head of Boarding.

ANCILLARY STAFF

The staff and duties they perform are somewhat 'hidden' in the general running of the day yet they form a vital component and service to ensure the wellbeing of all members of the Boarding community. Meal preparation, cleaning, grounds & building maintenance and laundry services are essential to the functioning of the House. The students will be actively encouraged to acknowledge and appreciate all that they do.

STUDENT ROLES IN THE BOARDING HOUSE

The student Boarding Community creates the College House of Cebula. It has a proud history of excellent performance in the College House competitions for the Francis Fernando Trophy (Sporting) and the Mazenod Trophy (Sporting, Academic, and Cultural). However, the outstanding qualities of Cebula are its team spirit and the genuine care that each boarding student has for his peers. These qualities are developed in the Boarding House in many formal and informal ways, with the boys making many friendships for life, through developing bonds that are built on trust, understanding, tolerance and true “mateship”. The following formal roles and structures exist to help maintain this fine tradition and foster the development of leadership skills:

STUDENT LEADERSHIP ROLES

The College appoints the student Head Boarder and the Captain of Cebula House. These boys are generally part of the College student leadership team. In addition, in the Boarding House they lead the student body and work with all staff in the promotion the House values.

In general, it is an expectation that all senior boys will show leadership and set a good example. They will be expected to help organise House activities, assist the juniors in the Boarding House, take responsibility for House facilities, and generally support the Boarding staff, College leaders and all supervisory staff.

‘4TheTEAM’ LEADERSHIP PROGRAM

The aim of ‘4 the TEAM’ is to provide both staff and students at secondary high schools with a training program that will enhance individual student leadership skills with an emphasis on building a great appreciation of team dynamics.

Aims of the program

MASS & COLLEGE EVANGELISTAION PLAN

The Catholic school is committed to the development of students as 'whole' persons. We become whole persons through our relationships with Christ and each other.

Helping students to learn how to participate actively in the celebrations of the Sacraments is essential for their integration of faith and life.

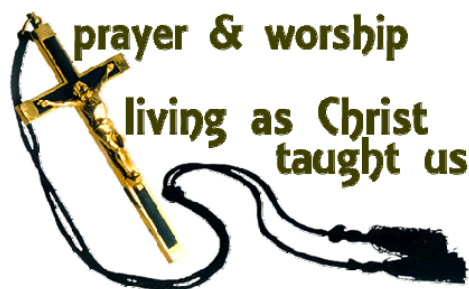
The charism of St Eugene de Mazenod came from his love of the Eucharist and the Word in the knowledge of Jesus who came to save us through His death and Resurrection. This charism inspires the key values of our College community.

An Invitation to a Relationship with Jesus

The mission of evangelisation is to extend Christ's invitation to a personal relationship with Him.

All members of the Mazenod community are on a journey of faith towards an increasingly personal relationship with Jesus.

We are all invited to have a personal relationship with Jesus. Our role as a Catholic school is to nurture the presence of God within us, knowing that Jesus shares with us the Holy Spirit, who guides and strengthens, who heals and encourages us.



We are called to do this through prayer, worship and living as Christ taught us through his Word and by the way He lived.

Living as Christ Taught us

An evangelizing community gets involved by word and deed in people's daily lives; it bridges distances, it is willing to abase itself if necessary, and it embraces human life, touching the suffering flesh of Christ in others. Evangelizers thus take on the "smell of the sheep" and the sheep are willing to hear their voice. An evangelizing community is also supportive, standing by people at every step of the way, no matter how difficult or lengthy this may prove to be.

Pope Francis (EG24)

Prayer and Worship bring us towards a better knowledge of Christ. Through this knowledge of Christ, his life and his teachings, we are able to live as He taught us.

All members of the Mazenod Community are called to be witness to Christ's teachings, to live as he taught us. This means that what we take from prayer and worship must be lived through how we build our relationships, how we learn from each other, and how recognise the dignity of all people.

I prefer a church which is bruised, hurting and dirty because it has been out on the streets, rather than a church which is unhealthy from being confined and from clinging to its own security

St Eugene de Mazenod called us to evangelise not simply by working with the poor, but by learning from them.

*Pope Francis
EG 49*

BOARDER'S MASS

In light of the above we celebrate Mass together every Sunday evening at 6:30pm. Attendance at Mass is not an optional extra to boarding life, it is essential to our community and therefore we expect all boys to attend.

Mass is celebrated with reverence and respect and as such the boys attire will reflect this. All boys must be dressed in a collared shirt, dress pants/shorts & appropriate shoes & socks.

THE DAILY ROUTINES

Within the daily routines of life as a boarder, the following standards and expectations apply:

1. The dormitories are quiet areas where loud music and noisy, rough play are not allowed at any time.
2. Students must be able to use these areas for quiet personal time, reading, extra study, resting. Study is an important part of life and students who wish to study in their personal area must have priority over activities that involve any noise.
3. After their supper, on any night, students must not take part in activities in dormitories and their nearby surrounding areas that disturb the study or rest of others or contravene point 1.
4. During school hours, dormitories, common rooms are “off limits” to all boarders. Students are to take all necessary equipment, including sports clothing and gear, with them at the start of the school day.
5. **Doorway curtains are kept open during study times and if a student is away from the Boarding House.**
6. **MONDAYS:** Students should strip and change their bedding. **Every student must have 2 sets of bedding (sheet, pillow case and doona cover) and towels.** All bedding, towels should be in the laundry by 7:30am Tuesday morning, unless otherwise directed by the supervisors.
7. **LAUNDRY:** The Boarding House operates its own commercial laundry. All students are to put their dirty laundry in the laundry and collect their clean items straight after school each day and/or in the evening on Sunday through to Thursday.
8. **General notes on daily routines:**
 - a) The supervisors have the authority to set an earlier lights out time if behaviour of a student / group / year level warrants it. It is important to note that ample time is made available on the weekend for study.
 - b) It is up to the student to organise his time so as to complete all tasks. Supervisors will not write notes on Monday morning to teachers for work not completed by students on the weekend.
 - c) We would appreciate that parents/guardians also do not write notes about homework not completed. Please contact, on Monday before school, the appropriate College Head of Year to discuss any reasons why they should write a note regarding homework. There is no benefit to the student in making excuses for work not done because of poor time management.

YEARS 7-12 WEEKDAY ROUTINE

| TIME | EVENT/ACTIVITY | | | | | |
|---------------|--|--|--|---|---|---|
| | JUNIORS | | | SENIORS | | |
| | Y7 | Y8 | Y9 | Y10 | Y11 | Y12 |
| 7:00 – 7:45am | Breakfast, showers etc. | | | | | |
| 7:45 – 8:20 | Preparation for school. Leave the House before 8:20am | | | | | |
| 8:30 – 3:15 | Normal school hours | | | | | |
| 3:15 – 5:45pm | Free time, training, tutorials, calls home, jobs etc. | | | | | |
| 5:45 – 6:30 | Dinner | | | | | |
| 6:30 – 7:00 | Free time, training, tutorials, calls home, jobs, preparation for study etc. | | | | | |
| 7:00 – 7:45 | First study session [at least 45mins] | | | | | |
| 7:50 – 8:00 | Supper in the Common room | | | | | |
| 8:00 – 8:30 | Further study if required then free time, preparation for bed | In bed, quiet time, lights out at 9:00 | Second study session [30mins] | Second study session [45mins] | | |
| 8:30 – 8:45 | | | Free time, quiet time, preparation for bed | Further study as required, free time, quiet time, preparation for bed | Further study as required, then free time & preparation for bed | |
| 8:45 – 9:00 | Sleep | In bed, quiet time, lights out at 9:15 | In bed, quiet time, lights out at 9:45 | | | In bed, quiet time, lights out at 10:00 |
| 9:00 – 9:15 | | Sleep | | Sleep | | |
| 9:15 – 9:30 | | | Sleep | | Sleep | |
| 9:30 – 9:45 | Sleep | Sleep | | | | |
| 9:45 – 10:00 | | | Sleep | Sleep | | |

NB: It is a privilege for students to be allowed to work in their own rooms. Students who wish to work in their own rooms must demonstrate that they can be trusted to do so, thereby not only working effectively for themselves but also not disturbing those around them. Any student may have the privilege of working in their room revoked, for a length of time if deemed necessary for them to learn to work unsupervised.

FRIDAY EVENING ROUTINE Years 7 - 12

| | |
|---------------|---|
| 3:15pm | Return from school. Put away all gear and prepare for afternoon tea, free time, sporting and other commitments, weekend leave |
| 5.45 – 6:30pm | Dinner Students will be asked to assist with wash up. |
| 7.00pm | Free time, study or activities, phone calls home, organised activities. |
| | Supervisors have the discretion to call the following end of day practises earlier or later but as a general rule: Mobile phones: Year 7- 9 mobile phones are to be handed in by 9pm In own room: Year 7& 8: no later than 9 – 9:15pm Year 9: no later than 9:30pm Year 10,11,12: no later than 10:00pm For Y11 and Y12 students - headphones only for electronic equipment from then onwards to lights out being called. Lights out no later than: Year 7 & 8 students: 9:30pm Year 9 students: 9:45pm Year 10 students: 10:15pm Year 11,12 students: 11:30pm No electronic equipment of any kind can be used after lights out |

SATURDAY ROUTINE Years 7 - 12

| | |
|------------------|--|
| 8.00 – 9.30am | Breakfast and washing-up |
| 9.00 am – 5.30pm | Free time, study, activities and approved outings /leave. Mobile phones are available from locked boxes. Laptops only allowed from the charging trollies for Y7-10 for study purposes only. Study by a Y7-10 student can take place in a quiet area designated by the supervisor. |
| 12noon | Laptops available for appropriate non-study activities |
| 12.00 – 1.00pm | Lunch and wash-up |
| 5.30pm | Dinner and wash-up |
| 7.00pm | Free time, study or activities, phone calls home |
| | <p>Supervisors have the discretion to call the following end of day practises earlier or later but as a general rule:</p> <p>Mobile phones: Year 7- 9 mobile phones are to be handed in by 9pm</p> <p>In own room: Year 7 & 8: no later than 9 – 9:15pm Year 9 anywhere: no later than 9:30pm Year 10,11,12: no later than 10:00pm</p> <p>For Y11 and Y12 students - headphones only for electronic equipment from then onwards to lights out being called.</p> <p>Lights out no later than: Year 7 & 8 students: 9:30pm Year 9 students: 9:45pm Year 10 students: 10:15pm Year 11,12 students: 11:30pm</p> <p>No electronic equipment of any kind can be used after lights out</p> |

SUNDAY ROUTINE Years 7-12

| | |
|----------------|---|
| 8.00 - 9.30am | Breakfast, wash-up and general duties |
| 9.00 – 11.00am | Morning work duties (for rostered boarders) |
| 9.00 - 5.00pm | Free time, study, activities and approved outings |
| 12.30pm | Lunch and wash-up |
| 4.30pm | Tidy personal area/room and tidy other areas as directed by supervisors, showers and dress appropriately for Mass. |
| | |
| 5.45 – 6:15pm | Dinner and wash-up, followed by showers and free time |
| 6:30pm | Mass |
| 7.15pm | Study time: boys are encourage to complete homework or revise work and prepare for the coming week. All boys will be allowed to study in their own rooms. |
| 8:00pm | Supper |
| 8:45pm | Y7, 8 & 9 mobile phones handed in and all showers for these sections completed. |
| 9:00pm | Main lights out as per weekday routine. |
| 9:30pm | All senior students are expected to be in the House and preparing for bed. |

“LIGHTS OUT” Boys are required to be in bed and remain in bed, in their personal area, with their lights out. The use of any electronic equipment after lights out is not permitted.

Lights out can be extended for a Year 10, 11 & 12 student who requires extra study time, at the supervisors’ discretion. However, working late can be counter-productive with the student becoming tired for the next day and also slower and less focussed as the “night” wears on.

MEDICAL: Medical services are provided by Mead Medical in Kalamunda (9293 4455). Dr Greg Caddy is our doctor of first choice and will bulk bill all Mazenod boarders. However in the event we are unable to secure an appointment with him there will be a gap to pay. Please ensure that you have listed your Medicare Number in 'CareMonkey' otherwise they will be charged the full cost of the visit.

We use other surgeries and St John of God Midland or PMH.

Appointments are booked to minimise time lost from school. Should your son have a specific medical problem (or problems) please ensure we have all available details to enable complete and accurate care on a day to day basis and should an emergency arise. It would be helpful if parents would talk to the relevant Deputy Head of Boarding, Head of Boarding or Housemother as well as provide a management plan from medical professionals as soon as is possible after diagnosis. In the case of new boys, it may be possible to catch up on the day of arrival in Term One.

For convenience, we would appreciate if **dental care** could be arranged through the Crystal Brook Dental Clinic (9291 9199), which is situated very close to the College. A school dental service is also available at Lesmurdie Primary School and is free of charge to all students through to Year 11. Records can be transferred from previous school dental services. Phone 9291 6808 for appointments. **Orthodontic treatment** is available in Kalamunda.

SPECIALIST APPOINTMENTS:

We would ask that all initial Specialist Appointments be attended by parents or an assigned family host. We believe that it is in the boy's best interest to have a family member present for compassionate reasons and in the event that sensitive information may be required. Also, some major decisions may also have to be made.

We are more than happy to arrange and attend follow up appointments if possible. [Depending on location]

In the case of contagious diseases such as chicken pox, measles, diarrhoea/vomiting etc., or where 24hr care is required the ill student must vacate the Boarding House.

PHARMACY: Parents may open an account with the local pharmacists at Sanderson Road Pharmacy (9291 7470). Forms are available from the College to provided details for accounts. They also offer Cashcard EFTPOS facilities for the boys to settle expenses at the time of purchase and are happy to assist with modest "cash out" transactions. Some families have Health Care Cards that allow for concessional charges for prescriptions on presentation of the entitlement. If the Health Care card could be photocopied at the beginning of the school year and sent to Sanderson Road Pharmacy, the chemist will allow the costs to be adjusted at the time of dispensing.

PRESCRIBED MEDICATION: All medical conditions need to be made known to the College prior to the commencement of the academic year. Please download the 'CareMonkey' App to access an online medical form and utilise the provision for uploading of management plans and other relevant medical information.

No medication, whether prescribed or not, is to be kept by the students. The Housemother or Senior Supervisor will dispense such medication. We will arrange for all ongoing or new prescriptions to be prepared by our preferred Pharmacy [Lesmurdie Pharmacy] who will prepare 'Webster Packs' for safe reliable administration. There is a small weekly fee applicable [\$2.00]

DORMITORY AREAS

- These are quiet areas for rest, personal quiet time, reading or study. No loud music is to be played and no noisy, rough play is to occur.
- No recording device of any kind (audio and / or visual) is to be used in the dormitory or bathroom areas. This includes using mobile phones for recording purposes. Any such device will be confiscated for at least one week and depending on the use made of the recording further action may be taken. Cyber-bullying in any form is not tolerated in the Boarding House nor are any of the following: the creation, possession or transmission of inappropriate material in electronic or hardcopy form.
- The dormitory areas are off limits to boarders between 8.30 am - 3.20 pm (Monday to Friday) and to visitors at all times, unless specific permission is obtained from the Head of Boarding or a Deputy Head of Boarding.
- All doorway curtains must be left open during the day and during study.
- **Strictly no food or drink** is to be consumed in the dormitory areas and all stored food must be sealed to deter vermin.
- The dormitory should be kept tidy at all times and will be inspected each morning after breakfast. Boys are responsible for making their beds and tidying their personal area every day prior to leaving the Boarding House.
- Students are not to gather in large groups in any bedrooms. Large common rooms are available for that purpose.
- Every student is responsible for the tidiness of common areas associated with their accommodation.
- Students **must not enter** a supervisor's personal living area.
- Students **must not enter** the Boarding House supervisors' areas or offices without permission.
- Whilst radios, CD players, iPods and MP3 players are permitted, earphones must be used at all times. **Large stereo systems and powerful speakers** are inappropriate in a community living space. Parents will be asked to take such items home.
- Personal TVs are not allowed. Flat screen TVs are available for all years in TV and common areas as are TVs for gaming purposes.
- Unapproved electrical appliances including, **large or pedestal fans, heaters and electric blankets are not permitted** at any time. (Small personal desk fans are acceptable provided the blade(s) of the fan are suitably protected).
- Students must remove all personal belongings from the Boarding House at the end of the year.
- **Vandalising, tampering with or borrowing, without permission, another student's belongings, is totally unacceptable and will result in very serious disciplinary action.**
- **A student may not enter another student's personal area without his permission.**

SECURITY OF PERSONAL PROPERTY

Each student is responsible for the care and safety of his personal property. Learning to look after personal property is an important life-skill.

Students should not leave valuable items lying around on their beds and shelves or left in unlocked drawers. It is important that they look after the money and electronic devices that parents have provided for them. All electronic devices should be clearly engraved. All clothing should be clearly named (by sewn on labels or laundry marker).

Money and other valuables are to be locked in the filing cabinet located in the boarding office, in a lockable toolbox provided by the boarder or in their lockable cupboard. The toolbox must be of a suitable height to fit under the bed or in the cupboard (Maximum height - 26cm, Length 76cm to fit under their bed). Boys are required to provide their own padlocks and leave a spare key in their office file and also ensure that they keep the original key with them or somewhere secure at all times.

The school will not accept any responsibility for valuables or money kept in these boxes or other parts of the dormitories. A file for each student is provided in a lockable cabinet in the office in which they can leave large amounts of money if they so wish.

Some students find looking after money a challenging responsibility and are encouraged to seek advice from the Housemothers and Deputy Heads on how best to organise their money and other valuables. Parents are also welcome to contact the relevant Deputy Head of Boarding or Head of Boarding for advice. However, the Boarding staff provides no control of student use of money and the College accepts no responsibility for their money or valuables.

Some parents place a weekly allowance in cash in separately labelled envelopes which their son can store in his file in the supervisors' office, accessing them on a regular basis.

No student should borrow another student's property without permission.

STUDY RULES

Strict silence must be observed at all times during study periods.

Permission to visit classrooms or lockers will usually not be given. It is the student's responsibility to be prepared for study before it begins.

Year 7, 8 & 9 students are NOT permitted to listen to music during study. Failure to conform to this study rule will result in the device being confiscated for a period of time as deemed necessary.

Year 10, 11 & 12 students are permitted to listen to music during study provided they use headphones. The volume must be kept low so that no noise can be heard by others. Failure to conform to this study rule will result in the device being confiscated for a period of time as deemed necessary.

Permission to watch **TV** for schoolwork must be gained by providing the supervisor with written notification from the teacher concerned.

Silence is to be maintained while working on computers in any location during study times.

A break will normally occur for all students for supper.

Extra Study: For Y10-12 student's permission need not be sought. For Y7-9 students, it can be granted by a supervisor; however consideration must always be given to other students who are trying to sleep. For Year 10-12 students such study will occur in their own rooms, for juniors the supervisor will designate a place of study. Such an extension must end in time for the student to go to bed at the normal time.

Students are not to enter another student's room during study time without the permission of the supervisor on duty. Partner or group study may occur during the second Study if permission is granted.

Students must keep their doorway curtain open at all times and they must be seated at their desk.

ABSENCE FROM COLLEGE

Conditions governing leave have been drawn up with a great deal of thought and care, with the interest and protection of the boys in mind. Please read them carefully and make sure you understand them fully. This section of the handbook deals with:

- closed weekends, closed days
- weekend & overnight leave and
- day & local leave
- important notes about leave conditions
- Boarders' Long Weekends and the end of a school term
- Socials, excursions and camps.

1 Closed weekends and closed days:

There are closed weekends in the year to allow boarders to settle into the Boarding House and participate in activities within their House and/or year group. There are also some closed days so that year groups of boarders can experience activities together. These are given in the diary.

Generally the first weekend of Term 1 is a closed weekend for all Boarders

2 Weekend & Overnight Leave with a supervising host:

Boys are permitted to go out with parents, relatives and specified hosts. **All arrangements for leave are submitted through the REACH electronic leave system. The URL is <http://maz.reachcms.com.au>.** The request needs to be **received by Thursday 12.30pm**. The fact that leave has been applied for does not mean that it will be approved. The Deputy Heads will approve in most cases (see point 5 for exceptions). Parents will be automatically informed by the system as will the student.

(a) It is compulsory for all students who are in boarding to attend Mass at 6:30pm on Sunday. This is an important time that allows all students to reflect on the core values of the Boarding House, the College, their families and their own life in general. **The Weekend Leave return deadline is Sunday by 6pm**, for Mass at 6:30pm. It is hoped that parents will whenever possible organise their son's return to Boarding so that he can be in time to be part of the community's celebration of Mass.

(b) A Host list must be set up by parents through the REACH portal of people you trust and authorise to host/supervise leave, such as grandparents, family friends etc.

(c) **Boys are encouraged to spend at least a few weekends per term in the Boarding Community to foster friendships and share recreational interests.** They must always fulfil their weekend commitments e.g team sport, academic and extra-curricular, even when on weekend leave.

(d) Boys are to have their rooms tidy prior to leaving the College. Their permission to go on leave may be cancelled or their departure delayed if this condition is not met.

(e) Students must be collected and returned to the College by their host, unless specific arrangements are made between parents and the Head of Boarding. Leave with unknown hosts will not be granted for safety reasons.

(f) The student must make contact with a supervisor on his departure and return.

(g) Communication with the College is essential for late returns. Late returns are defined as “any time AFTER the period of approved leave”. Boys or hosts must phone the Boarding House and discuss with a supervising staff member the changed details.

(h) If boys have permission to travel by public transport or taxi they must report to the supervisor when leaving and returning to the College. Permission to use taxi or public transport must be given in by parents in their leave application (Notes section), or at the discretion of the Head of Boarding or Deputy Head of Boarding in special circumstances. In addition, there must be direct contact with the Head of Boarding or Deputy Heads of Boarding by the host family wherever public transport is used.

(j) Only **immediate family** may take their son out at short notice should they be in Perth unexpectedly. They will need to be back for study time or parents may choose to undertake this supervision. The leave can be requested using the REACH portal via pc, tablet or mobile phone

(k) It is against boarding policy for boys to stay overnight in flats or houses where there is no approved adult supervision.

NOTE: The Head of Boarding, Deputy Heads or supervisors do not have the authority to give permission for a boy to be absent from school during school days, **except** for medical or dental appointments or when the Housemothers consider the boy is medically unfit to attend school. Such permission is only given by the Principal/Deputy Principal and as such it is incumbent on you to **contact the College directly**. This particularly applies to boarders leaving early at the end of term. We are more than happy to facilitate arrangements after approval has been granted.

3. Parties:

Parties, particularly for Years 11/12, present their own unique and difficult problems in terms of management. Hence, ***leave directly from the Boarding House will not be granted.*** It is obviously important that students do not find themselves in situations where they become involved in behaviours that are contrary to the College and Boarding House rules

4 Local / Day Leave without a supervising host:

Local Leave includes Sanderson Road shops, Ray Owen sports complex and St. Brigid's College.

Saturday or Sunday Day Leave to the City and environs is for Year 11 & 12 students only. In the second semester Day Leave to the City may be applied for by parents for a student in Year 10.

There must be a minimum of two Boarding boys together for all unsupervised leave outings

A student is required to gain explicit permission from the Head of Boarding, Deputy Head of Boarding, Supervisor or Housemother to leave the College.

The destination, departure and return times are to be indicated on the whiteboard for all occasions including sport at Ray Owen, playing on College ovals, trips to local shops, St Brigid's College etc. with times of drop off and pick up by Boarding clearly stated.

There will be no day leave granted for senior boys to go directly to the beach or water based activities from boarding.

Application for unsupervised City day leave by Y11 and Y12 students must be made before Friday 1pm. This may also apply to Y10 students in Semester 2. All Y11 and Y12 student day leave is between 9am and 4:30pm on the same day.

All unsupervised local leave is between 9am and 5pm.

There will also be occasional after-school organised trips to Kalamunda or Forrestfield provided there is a supervisor available to take the trip.

Year 7 & 8 students must be in the company of a senior boy or buddy during Term 1.

If a boarder is required to leave the College for any reason during the school day, he must obtain a note from the Head of Boarding, Deputy Head of Boarding, supervisor or Housemother which is then presented to the school office when leaving. He must sign out at the College office and sign back in on return.

5 Important Notes regarding any leave:

In relation to any leave, Head of Boarding or Deputy Head of Boarding may refuse permission if he or she considers that the boy has been out too much or his behaviour has not been up to the standard we expect at Mazenod. This would be done in consultation with the parent/guardians when possible.

FAILURE to comply with the rules about absence from the College will result in disciplinary action. There will be automatic extra duty for anyone failing to carry out the procedures set out above. More serious breaches such as being absent from the College without notification or permission may result in grounding, suspension or, for serious offences, removal from the Boarding Community.

6 Boarders' long weekends and the start and end of terms:

Boarders' long weekends are eagerly awaited by both boarders and parents and are an essential part of boarding life. They give the boys an opportunity to "recharge their batteries" in the company of those most dear to them. Many parents would also remember the "count down" to the end of term and holidays.

It is difficult to juggle their academic needs and the problems of transport at these times. We ask all parents that their sons do not miss time at school around these weekends and term starts and ends. Leaving early or arriving late can put students under pressure over assessments and cause "gaps" in their learning. Both of which undermine our common goal of students achieving their best. While consideration is made for distances travelled, boarding students are required to start and finish school on the dates stated in the College calendar. Exceptions to this need to be discussed and agreed with the Head of Boarding.

When planning for a long weekend or the holidays, would parents please note the following:

All boarders are required to leave the College at the designated times listed in the calendar. These are usually:

Departure Date: Boarding House closes at 5:30pm

Return Date: Boarding House opens at 3:00pm

All travel details must be sent in via the REACH portal **at least one week prior to the student's date of travel**. Boarders are expected to be at school **until 3.15pm** on the last school day before such weekends or ends of term. There is no evening meal provided and parents are asked to organise their son's departure by 5:30pm whenever possible. However, should a student need to remain in the Boarding House overnight, in order to complete their travel arrangements, an evening meal, supervision and transport to the airport/station can be provided if parents contact the Head of Boarding in writing in sufficient time.

The Boarding House will NOT be open until 3pm on the designated return day. All boys are required to be back by 9:00pm. A cafeteria style meal will be available from about 5:45 to 6:30pm on these evenings. Students and parents may help themselves.

Boarders' long weekends are normally to be spent at home. However, if parents wish their sons to spend such weekends with host families, or other people, the College should be notified in writing as for normal weekend leave.

Students covered by Abstudy and Department for Planning and Infrastructure (DPI) Travel Warrants will need to have end of term and long weekend air travel arranged by parents and these travel arrangements communicated to the Boarding House at least 6 weeks prior to the travel date. **DPI advise that with the introduction of Advance Purchase tickets, it is no longer possible to book one-way trips, as Advance tickets are return tickets only.**

Parents are asked to notify the Deputy Heads of Boarding of all travel arrangements for their son's arrival and departure to and from the Boarding House. This is best done by fax or email. It would be appreciated if this can be done well in advance of the day of travel so that any necessary arrangements can be made at the Boarding House.

7 Excursions, Socials & Recreational Activities

These are organised at various times throughout the year by staff and senior students. There are usually at least 2 organised trips each weekend. Students and Parents have the opportunity to use the Excursion money process. Please see the Excursion money form for further explanation.

Students will sign up for excursions.

For end of year activities, involving the whole year group, the College may subsidise all or part of the cost. We attempt to offer trips that have a minimal or no cost.

8 School excursions and camps

The Head of Boarding and Assistant Deputy Heads stand in loco parentis for boarding students. In this capacity one of the team will sign a single permission slip to grant permission for all boarders required to attend a particular school excursion or camp.

COLLEGE DINING ROOM AND KITCHEN

Meals are important family occasions. In the Boarding House they are important community occasions. Not only is it essential that the boys eat regular well-balanced meals but they also need to participate fully in the life of the community.

All students are to present themselves in the dining room for all meals, except Saturday and Sunday breakfast.

Good behaviour and manners are expected in the dining room at all times.

No personal electronic devices are to be brought into or used in the dining room or kitchen.

All students are to be suitably attired – singlets, football jumpers, hats, hoods and bare feet are unacceptable.

Students are rostered for dining room and meal duties. If a student is unable to complete his rostered duty, it is his responsibility to find a replacement. Failure to do so will result in the student having to complete extra duties.

If a student has sport training, or other valid commitment, that will prevent him from being at dinner, he must write his name on the late list so that a meal can be saved for him.

Parents are most welcome to join us for any meal, but we ask you to phone ahead to notify us.

DUTIES

Each student is responsible for the cleanliness and tidiness of his sleeping area.

Each student will be rostered a weekday charge [setting up or emptying bins]. Boarders may be required to do weekend jobs such as cleaning up areas around the Boarding House as requested by staff.

No personal electronic devices, for example iPods and mobile phones, are to be used when on charge duty.

GUIDELINES FOR USE OF THE BOARDING RECREATION COMPLEX:

Common Rooms – Shared facility

No sporting activity to occur in the Common Room. (Games Tables excluded).

Magazines, Books and Papers are not to leave the room and are to be returned to the shelf after use.

Great place for relaxation or a game of cards, board games, pool or table tennis.

Area must be cleaned before leaving and each boy must wash his own dishes and utensils.

Supper is served in the Common Room each evening.

Junior Television Room – Year 7 - 9

No food or drink is to be taken into the Television Room at any time.

No sporting activity is to occur in the Television Room.

No MA15+ (or above) videos or DVDs are to be played in this room.

Year 10, 11 and 12 students may use this room but cannot control what is watched.

The room must be kept tidy at all times. The doonas are to be left stacked neatly after use.

Senior Television Room – Year 10 - 12

Senior students have first use of this room, unless explicit permission has been given by a supervisor and the viewed item is below an MA15+ rating.

No food or drink is to be taken into the Television Room at any time.

No sporting activity is to occur in the Television Room.

It must be kept tidy at all times.

NB: The Deputy Heads or the Head of Boarding have the final decision on what is appropriate to view in this TV room. In their absence, other supervisory staff will have the authority to use their judgment on what is appropriate.

BEHAVIOURAL RESTRICTIONS/ GENERAL ISSUES:

These have been listed alphabetically

ABSENCE: No boarder is ever to leave the College grounds without permission. Disciplinary action will be taken with the potential for severe penalties. Their whereabouts should be noted on the magnetic board.

ACTION PLANS FOR MEDICAL CONDITIONS: It is essential that all asthmatic students and those with allergies or any health conditions have an Action Plan completed by their family doctor or specialist for each condition.

AEROSOL CANS: Students should not have pressurised cans of **any kind**. Deodorants and other personal toiletries should be roll-on or pump spray.

ALCOHOL: The possession or consumption of alcohol, or being under its influence, is **FORBIDDEN** to all boarders at all times. Boarders must not consume alcohol at all while they are residential students. The minimum penalty will be suspension from the Boarding House but the penalty is more likely to be expulsion from the Boarding House and/or College

AMPLIFIERS: Large sound systems are not appropriate in a community environment. The Head of Boarding will request that parents take them home.

BAD LANGUAGE: Bad language is not tolerated. The Head of Boarding and Deputy Heads will take disciplinary action against students who repeatedly use audible 'bad' language. This is not just 'boys being boys' and as they live in a shared community it should not be accepted at all and may result in suspension.

BICYCLES: Will normally not be allowed. Any genuine non-recreational reason will be considered on a case by case basis by the Head of Boarding.

BLUE/YELLOW TACK, STICKY TAPE OR GLUE: must not be used on the walls in any part of the Boarding House.

BULLYING: Any form of intimidation of one student by another or towards a member of staff, particularly if this is racial, discriminatory, or by one student toward another [not necessarily age dependent], is totally unacceptable and will result in the student being suspended or expelled. The Boarding House will work consistently with the College policy – see the College Diary.

CARS: As per College guidelines no boarder may drive a vehicle, travel in a vehicle driven by another student or travel in a vehicle driven by a driver on “L” or “P” plates unless the driver is a supervisor with “P” plates being employed to convey student(s). No student is allowed to have a vehicle on campus without the express permission of the Head of Boarding. A permission request form must be completed. All car keys will be handed in for safe keeping and all guidelines [these will be outlined upon applying] must be adhered to.

CHEWING GUM: is not permitted on the school property. Students caught with chewing gum will be required to do community service duties.

COLLEGE DIARY: It is important that each student’s diary is monitored as it is a vital communication channel between teachers and parents/Boarding House staff.

If a teacher writes any note in a boarding student’s diary the student must present his diary to the Head of Boarding or Deputy Head of Boarding on duty between 3:30 pm and 5:00pm.

Every student must present his diary to the relevant Deputy Head of Boarding or Head of Boarding to be checked and signed each week.

If a pattern of minor infringements is observed or a major incident has occurred the relevant Deputy Head of boarding will contact parents to discuss appropriate measures of a supportive and / or disciplinary nature.

COMPUTER AND INTERNET USE: The College policy is stated in the Diary and will be adhered to in the Boarding House.

CYBER-BULLYING: is not tolerated. Any student involved in this behaviour will have face severe sanctions which may include suspension or expulsion from the College.

DANGEROUS ITEMS: Items that could cause harm to person or property are banned. If found they will be confiscated and given to parents. Disciplinary action will be taken which may involve serious penalties.

DISRESPECT AND DISOBEDIENCE: toward a supervisor, kitchen staff member or cleaning staff member is totally unacceptable and will result in disciplinary action being taken. Serious disrespect or disobedience may result in suspension or expulsion.

DRUGS: The possession, supply, use or sale of any form of non-prescribed medication or non-medical drug or hallucinogen is absolutely **FORBIDDEN**. Due to the serious nature of this matter, even for a first offence, the minimum penalty is likely to be expulsion from the College.

DVDs/VCDs/GAMES: Videos, DVDs/VCDs and computer games are not allowed to be used during study or after lights out. Any student found using them at such times will have both the disks and their computer/player confiscated and possibly not returned until the end of that term. When used, the rating must be appropriate for the age of the youngest student watching/playing the item.

ELECTRONIC DEVICES: Parents are asked to consider carefully what electronic equipment they provide for their students. The Boarding House does not want its students to have access to inappropriate material and websites. The College has a well-regulated and adequate environment for any student. Any student who has equipment that can access the internet should have the connectivity blocked, this includes mobile phones. Any equipment found accessing the internet without going through the College server will see that device being banned from the Boarding House. As the electronic revolution continues and devices become increasingly sophisticated it is vital that students are not provided with electronic equipment that leaves them unprotected and open to making poor choices. Parents will be asked to provide a list of electronic equipment they are providing for their son. The Head of Boarding & Deputy Heads reserve the right to confiscate any equipment that is misused or has inappropriate content. The Head of Boarding and Deputy Heads reserve the right to check any device at any time for the presence of inappropriate content or access to the internet externally from our server. No electronic equipment can be used after lights out. Parents are asked to check the contents of their son's electronic equipment regularly.

EMAIL: Misuse at any time or use during study time, will result in students being denied access for a period of time. A second offence will incur a penalty of denied access for at least one term.

FACEBOOK, MYSPACE AND SOCIAL NETWORKING SITES: No Y7, 8, 9 & 10 is permitted to access these sites from the Boarding House via the College network. Y11 and 12 boys may apply for access to these sites but must be aware that misuse at any time or use during study time, will result in students being denied access for a period of time.

It is expected that parents are 'friends' of their son's on any social media site to which their son belongs.

FEMALES: including family members, are not to enter the dormitory areas without permission from the supervisory staff. However, on the boarders' days of return from holidays and long weekends, immediate family members are welcome to help him settle back in and get organised. This rule does not apply to female boarding staff members.

GAMBLING: Illegal Gambling is not permitted at the College.

GIRLS OR WOMEN: are not to be brought into the boarding residence/ boarding area or College grounds without permission. **Females, including family members, are not to enter the dormitory areas without permission from the supervisory staff.** This rule does not apply to female boarding staff members.

HOMEWORK: Students are expected to write all homework and assignments in their diary as these are set by teachers. It is a student's responsibility to ensure that he completes all homework and remains up to date with his work. He can ask study supervisors to give him the sort of help that parents would give at home. As many of the supervisors are teachers the students have a valuable resource available during study. The study supervisor will notify the subject teacher, in the diary, where help was given. Study supervisors will, when asked, also help students schedule long assignments so that they do not leave things to the last minute.

Only the Head of Boarding or Deputy Head of Boarding can write a note of excuse for homework not done or incomplete and this will be a rare occurrence.

LOGONS and PASSWORDS: No student is to use the logon and password credentials of another person. Boarding and the College will take disciplinary action against students who give / borrow/ steal or receive such items.

MOBILE PHONES: Mobile phones are permitted for use by boarders at appropriate times. Any boarder found using his mobile during school hours, study time or after lights out will have the phone immediately confiscated. Boarders take sole responsibility for the care and supervision of their phones. Phone numbers must be registered with the Boarding Office. No student needs more than one phone or more than one SIM card. Any student found to have multiples of these will have them confiscated. Mobile phones that have the facility to access the internet should have that facility blocked.

The mobiles with cameras are of serious concern. The facility on a mobile phone to take pictures, record video or audio is not allowed to be used in the dormitory or bathroom areas. Serious sanctions will be applied to those involved. If students are found taking photos we consider inappropriate the phones will be confiscated until they can be handed to parents and other severe consequences will result.

Year 7, 8, 9 mobile phones are collected every evening before lights out and returned the next day.

As the range of features increases on mobile phones and other devices, parents are asked to consider the cyberbullying and access to inappropriate material implications of new features offered

on electronic devices. Parents need to be aware of the dangers of cyberbullying as a result of a recording and the implications of Bluetooth and other facilities.

We will continue to educate the boys with the implications of inappropriate use of electronic devices and the give them knowledge about being safe in the social media world.

PERSONAL APPEARANCE: Students must be neat, tidy and clean-shaven at all times. Some modes of clothing and hairstyles may be considered inappropriate for a student of this College. The College diary states what is acceptable and the Boarding Community adheres to the same policy. Offending articles of clothing will be confiscated and, **in the case of haircuts**, students will be asked to rectify the matter immediately or be asked to leave the Boarding House until satisfactory compliance. This seems to be a major issue with the boys and your cooperation in ensuring your son complies with the College haircut policy would be greatly appreciated.

Body piercings are not allowed with school uniform and, together with jewellery, are not encouraged among boarders.

PERSONAL BELONGINGS: All clothing and personal belongings must be clearly labelled with the student's name. Responsibility cannot be accepted for unmarked articles.

PERSONAL COMPUTERS: All boarder are involved in a College lap-top program. During study time if students play games on the College computers or computer network they will have their access removed for a minimum period of time. Any student found with inappropriate material, such as pornography, will have their computer confiscated immediately.

All computers at the College must run in a supervised environment. Personal computers and laptops are discouraged.

Personal wireless modems are not allowed and will be confiscated for parents to collect and, as a minimum disciplinary action, restrictions will be placed on the student(s) use of electronic equipment.

The Head of Boarding maintains the right to have the College IT Manager or one of his staff check any student's electronic equipment that has a storage capability for compliance with the College and Boarding House rules. Refusal to allow this will result in the device being confiscated for collection by parents.

PHOTOGRAPHY: No pictures or video/audio recording is to take place in dormitory or bathroom areas.

POSTERS: Students may put posters up on their pin-up boards. These should be appropriate. The final decision on what is appropriate will be made by the Deputy Head of Boarding or Head of Boarding.

PROPERTY DAMAGE: Any student causing damage to school property, whether intentionally or not, or as a result of breaking a school rule or misbehaviour, will be asked to pay for the cost of the repairs. This is particularly relevant in the case of windows (which are no longer covered by insurance).

READING MATERIALS/AUDIO/VISUAL: Any reading material or electronically stored materials, tapes, CDs, DVDs, posters, etc, considered unsuitable, will be confiscated and destroyed. Depending on the circumstances, further disciplinary action may be taken. Portable DVD players, games players, computers (including laptops) are not permitted in the Boarding House during study or after lights out. If a student's electronic equipment is used to view or share any inappropriate material the device(s) involved will be confiscated and held until it can be collected by the parent(s) of the boy(s). The student will not be allowed the privilege of having such devices in the Boarding House again.

SENIOR COLLEGE BALLS: Students are permitted to accept private lifts to any ball upon the receipt of a written request from parents and/or through REACH. Students will only be permitted to attend other schools' balls on receipt of written permission from parents. This must detail travel arrangements and, if staying out overnight, the name, address and phone number of the person responsible for the student. If the student is not staying out overnight, he must return to the College immediately after the ball concludes. The details of arrival time back in Boarding must be negotiated with the Head of Boarding.

SIGNING ASSESSMENTS, DIARIES AND COLLEGE LETTERS: All assessments, notes in diaries and College letters are to be signed by the Head of Boarding or Deputy Heads of Boarding.

There will be circumstances where the boys will require their parents to actually sign documents. Some of these are: subject selection forms, requests to watch particular movies,

SKATEBOARDS, SCOOTERS, ROLLERBLADES, BICYCLES: These are banned from the Boarding House. The College grounds and steep hills around the College are considered too dangerous for the use of these apparatus.

SMOKING: This is **FORBIDDEN** at all times, whether at the College or on weekend visits. It will incur penalties up to and including suspension and/or expulsion. E-cigs and the like will be treated as smoking and incur the same consequences.

SOCIAL NETWORKING SITES: Year 7, 8, 9 and 10 students are not allowed on any social networking sites accessed by computer or other electronic device. Year 11 & 12 students who use these sites are not to have them as their “home” pages during study, nor can these sites be accessed during study.

SPORT & SPORTS EQUIPMENT: No sports/games ball of any type can be bounced or played with inside the Boarding House. We have sufficient outdoor areas for this to occur. The Boarding House will supply some sporting gear.

STEALING: A community is based on trust and stealing is a violation of that trust, whether it happens inside or outside the boundaries of the Boarding House. Serious consequences will result from such an activity with suspension or expulsion being typical penalties.

SWIMMING POOL: This is out of bounds unless explicit appropriate permissions are given by a Boarding House supervisor on duty. The rules on swimming pool usage will be explained to all students at the start of Term 1.

TELEVISION: No boarder is allowed to have a television in their room.

VIOLENCE: will not be tolerated and possible sanctions will include suspension and/or expulsion.

COMMUNICATIONS: Students are encouraged to communicate regularly with their parents.

EMAIL: Students may use email as a communication device with the family. All boys have College email accounts.

BANKING SERVICE: We do arrange regular trips to Kalamunda for banking purposes.

NEWSLETTER: The College Newsletter will be posted and/or emailed to ALL parents each week, along with any other information that has been distributed to the students throughout the week. The Boarding newsletter is emailed each week to boarding parents.

PARENT LIAISON OFFICERS (PLOs): In order to facilitate better communication and support among families of the College, we have Parent Liaison officers specifically for the Boarding Community. You may ring any of these families at any time with any concern that you may have regarding the Boarding Community. You may simply want to give them a call if things are getting you down. Please know that these good people have offered to provide this service. If there is any other family who would like to volunteer their service as well, could they please contact the College.

PLO's Cont.'

The names and contact details are given in the following table.

| NAME | STUDENT | AREA | PHONE |
|----------------------------------|----------------|-------------|--------------|
| Bianca & Andrew James | Year 10 | Hyden | 98895002 |
| Deanne & John Even | Year 9 | Goomalling | 96291197 |
| Miranda & Rob O'Brien | Year 11 | Kulin | 98898007 |
| Sharon & Daryl Sermon | Year 12 | Ballidu | 96741240 |

SOME PRACTICAL TIPS FOR HOMESICK STUDENTS AND WORRIED PARENTS

Homesickness is a very real issue for many of our boarders and their families. People will cope in their own way. Some of these ways are more appropriate than others. The following suggestions are not meant to be the definitive answer to homesickness but are offered with the intention of smoothing the transitions from home to the Boarding Community.

Firstly for the students:

- Be prepared to talk to boarding staff – you are not alone in your feelings.
- Keep busy.
- Become involved in all of the activities of the Boarding House and the College.
- Try and think of the Boarding House as your home away from home.
- Use email to stay in touch. You could even write letters or send cards.
- Phone home regularly – (preferably not more than once a day).
- Have a photo of your family in a prominent place.
- Speak to older students as they know exactly what you are going through.
- Bring photos of those things that are important to you from home.

For the Parents

- Be prepared to talk to the boarding staff to determine accurately how your son is coping. Not always will your son's perspective be the correct one.
- Try to encourage your son to communicate with the boarding staff.
- Communicate regularly with your son/s and reassure them that there are people at Mazenod who care about them.
- Ring your sons – (preferably not more than once a day).
- Give your son/s time and space to adjust to boarding life.
- Speak to other parents who have gone through what you are going through now.
- Having something to do immediately after a parent leaves is crucial in combating homesickness. Helping him make his bed or unpack may be useful to you all and good to do together but try to leave him some things to do himself.
- Parents of new or homesick boys are encouraged not to take the boys out for the weekend too often so that they can "bond" with their peer group.

CLOTHING LIST FOR BOARDERS

LABELLING of clothes, linen, etc. is MOST IMPORTANT. Responsibility cannot be accepted for unmarked articles.

THE FOLLOWING CLOTHING AND FOOTWEAR ARE REQUIRED FOR RESIDENT STUDENTS.

- 1 - College blazer (Term 2 & 3 only)
- 3 - College white shirts
- 2 - Pairs grey shorts (summer uniform - tetron material)
- 2 - Pairs long grey trousers (can be worn all year round instead of shorts)
- 1 - College tie - Years 7-12
- 5 - Pairs College socks
- 1 - College Jumper (Term 2 & 3 only)
- 1 - Pair black school shoes with laces

BED LINEN ETC.

- 1 - Shoe polish outfit
- 6 - Pairs underpants/boxer shorts (minimum) Single bed mattress protector
- 2 - Sets pyjamas **2 sets single sheets**

Other - Plastic coat hangers

Clothes brush

Thongs

1 Dirty Linen basket (small)

2 Boxes of tissues

Digital alarm clock

Headphones for music

Toiletries, including sunscreen lotion and deodorant. (Pump spray or roll-on).

No spray cans allowed.

1 Beach Towel

2 - 4 pillowcases

1 - 2 pillows

Doona

2 doona covers

SPORT:

- 1 - College tracksuit
- 1 - White College polo shirt
- 2 - Faction t/shirts (maroon)
- 1 - College cap
- 2 - Pairs blue sport shorts
- 4 - Pairs white sports socks
- 1 - Appropriate white sports shoes

CASUAL:

Jeans, t/shirts, joggers, jacket etc. -

(Cold machine wash & hot dryer proof.)

(Minimum quantities, please, due to space and laundry facilities).

1 hat (washable)

Swim shorts

Smart casual trousers and dress shirts for socials, College Masses and dinners.

All College Uniform items can be purchased from the College Uniform Shop and may be pre-ordered.

NOTE: PLEASE DO NOT BRING FANS, HEATERS OR ELECTRIC BLANKETS. REVERSE-CYCLE AIR CONDITIONING IS PROVIDED

ALL OTHER POSSESSIONS e.g. mobile phones, iPods, alarm clocks etc. must be clearly marked and, where appropriate, engraving is preferable.

PLEASE ENSURE that name tags are SEWN on in a conspicuous spot on EVERY ARTICLE OF CLOTHING and MANCHESTER and NOT IRONED ON

N.B. TO EXPEDITE THE SORTING OF LAUNDRY AND TO REDUCE LOSSES IN CLOTHING, PLEASE ENSURE THESE INSTRUCTIONS ARE FOLLOWED WHEN MARKING CLOTHES. PLEASE **SEW** ON NAMETAGS.

| | | |
|----------------------|---|-------------------------------|
| Shorts |) | |
| Sports Shorts |) | Centre back, inside waistband |
| Underpants/Boxers |) | |
| Pyjama Pants |) | |
| Bathers |) | |
| Shirts |) | |
| Pyjama Coats |) | Centre back neck |
| T/Shirts |) | |
| Uniform socks |) | Top inside of sock |
| Sport socks |) | |
| Blankets |) | |
| Handkerchiefs |) | |
| Towel (for swimming) |) | Corner |
| Sheets |) | |
| Towels |) | |
| Pillow Cases |) | |
| Doona and Cover |) | |
| Mattress Protector |) | |

ALSO MOST IMPORTANT - Please do not send any clothing eg. 'Motif' t/shirts or sweatshirts that may be affected by commercial laundering. Hand washing is not a possibility and responsibility cannot be accepted for clothing not suitable for commercial clothes dryers. Clothing that is made from materials known to shrink in commercial dryers should not be sent to the laundry.

NOTES

