

# Boarding Handbook

2024



ST PAUL'S  
COLLEGE  
WALLA WALLA, NSW



# WELCOME

St Paul's College provides weekly boarding for boys and girls in single sex facilities.

Flexi boarding is also available on a case-by-case basis.



Many of our boarding parents are attracted to St Paul's because of our rural location. These parents either value our location because they live in a rural setting themselves or because they recognise that we offer a safe and nurturing environment far away from the distractions of urban life.

There are no separate enrolment criteria for boarding students. When students are enrolled at St Paul's, their caregivers may elect to change their child's status between that of a day student, weekly or flexi according to their circumstances, their ability to connect with our community and the availability of accommodation.

All policies, procedures and guidelines of the day school and the boarding houses are derived from the same underlying Christian ethos. Although the boarding houses are separate from the day school, the welfare, behavioural management, and support structures that exist in the day school are also available to boarders and supervisors.

**Ms Anita Morton**  
**PRINCIPAL**

Boarding at St Paul's College is an amazing opportunity for our students. What impresses me most about boarding at St Paul's is the sense of belonging and community that is achieved. We encourage all our boarders to be themselves and support one another. The environment is inclusive, and staff work diligently to maintain this sense of community.



We hope that all our incoming and existing boarders continue to respect the tradition of inclusion and support at St Paul's across all our Houses. We ask our boarders to work together and with staff to allow each other to have the best possible experience of boarding, whatever their personal circumstances.

**Ms Caroline Clancy**  
**Deputy Principal, Students**

*December 2023*

## **BOARDING CONTACTS**

### **Deputy Principal, Students**

Ms Caroline Clancy

Ph. 0260292200

[caroline.clancy@stpaulscollege.nsw.edu.au](mailto:caroline.clancy@stpaulscollege.nsw.edu.au)



### **Head of Boarding**

Mr Jack Nicholas

[jack.nicholas@stpaulscollege.nsw.edu.au](mailto:jack.nicholas@stpaulscollege.nsw.edu.au)



### **Head of Girls**

Ms Julianne Turner

Ph: 0490 892 444

[Julianne.turner@stpaulscollege.nsw.edu.au](mailto:Julianne.turner@stpaulscollege.nsw.edu.au)



### **Head of Boys**

Shane Laracy

[shane.laracy@stpaulscollege.nsw.edu.au](mailto:shane.laracy@stpaulscollege.nsw.edu.au)



### **Nitschke House (Boys)**

Phone: (02) 6029 2112

Mobile: 0456 933 136

Fax: (02) 6029 2372

Email: [boysboarding@stpaulscollege.nsw.edu.au](mailto:boysboarding@stpaulscollege.nsw.edu.au)

### **Jericho House (Girls)**

Phone: (02) 6029 2271 / (02) 6029 2405

Mobile: 0497 916 589

Fax: (02) 6029 2137

Email: [girlsboarding@stpaulscollege.nsw.edu.au](mailto:girlsboarding@stpaulscollege.nsw.edu.au)

### **Medical Centre**

(02) 60292200 / 0474 596 590

Email: [angie.frohling@stpaulscollege.nsw.edu.au](mailto:angie.frohling@stpaulscollege.nsw.edu.au)

### **College Reception**

Phone: (02) 6029 2200

Email: [admin@stpaulscollege.nsw.edu.au](mailto:admin@stpaulscollege.nsw.edu.au)

## AIMS AND GOALS

St Paul's College aims to be a "Christ-centred community valuing people and learning". Our mission is to provide an education that is complete, distinctive and quality by:

- Promoting and nurturing the Christian faith.
- Educating students in body, mind and soul.
- Developing excellence in each child.
- Actively demonstrating that each person is of worth and has dignity.
- Equipping students to be good citizens of St Paul's College and their communities.



Students within the boarding community are encouraged to develop in the academic, spiritual, social, emotional and physical domains as follows:

### ACADEMIC GOALS

Students are encouraged to:

- Reach their academic potential.
- Become lifelong learners who work productively as individuals and as members of teams.
- Take responsibility for their learning.
- Encourage and support each other to work hard academically
- Be proud of their work

### SPIRITUAL GOALS

Students are encouraged to:

- Develop their own faith.
- Reflect and meditate on spiritual truths.
- Develop an informed conscience and sense of purpose.
- Explore ethical issues and adopt worthy values.
- Celebrate and maintain the Christian heritage of St Paul's College and the Boarding Houses.

### SOCIAL AND EMOTIONAL GOALS

Students are encouraged to:

- Grow in character within the community that promotes faith, hope, compassion and service to others.
- Respect personal differences in others irrespective of sex, age, ability, appearance, culture or socio-economic situation.
- Know, desire and do good.

### PHYSICAL GOALS:

Students are encouraged to:

- Understand the links between the physical, social, emotional, academic and spiritual elements of their life so as to obtain an appropriate balance in their lives.
- Exercise and work appropriately.
- Recreate, eat and rest in a responsible manner.





## RELATIONSHIP BETWEEN DAY SCHOOL AND BOARDING

All policies, procedures and guidelines of the day school and boarding are derived from the same underlying ethos. Consequently, all policies of the day school apply to boarding students after hours. Additional policies, procedures and guidelines apply only to boarding students.

There are no separate enrolment criteria for boarding students. When students are enrolled at St Paul's, their caregivers may elect to change their child's status between that of a day student, weekly flexi boarder according to their circumstances, their ability to connect with our community and the availability of accommodation. New boarders must undergo a two-night trial to ensure a smooth entry to boarding if a place is offered.

The welfare, behavioural management and support structures that exist in the day school are available to support boarding students and boarding staff. In particular, issues that cannot be resolved in the boarding house are referred to the Deputy Principal, Students and then the Principal.

The boarding houses are regarded as each boarding student's home. Therefore:

- Procedures are in place to restrict the access of day scholars and staff to the boarding houses as well as boarding students during the school day.
- The types of relationships that form between the boarding staff and boarding students differ from the relationships which are formed between teachers and their students.
- Students can give their room/cubicle their own sense of individuality, and their room/cubicle is regarded as their personal space.

### TYPES OF BOARDING AT ST PAUL'S COLLEGE

There are two options available to parents of students who reside at St Paul's College:

- a) **Weekly Boarding** - which operates for 5 days a week. Students are expected to depart the boarding houses by 8:30am Friday morning and return no earlier than 3:00pm Sunday afternoon.
- b) **Flexi Boarding** - (i.e., overnight stays for students who require short-stay boarding) is available on a case-by-case basis. A minimum two-night stay is preferred.



# DAILY ROUTINE

## WEEKDAY TIMINGS

### Wake Up

All students are woken by Staff at 6:45am for Juniors, and 7am for Senior students. Where they wish to be woken earlier for a school event or similar this can be done but needs to be requested of a staff member the night before.

### Breakfast

A continental and hot breakfast is served from 7.30am until 8.00am daily. All Years 7-11 boarders are required to attend breakfast in order to prepare themselves for the school day ahead. Year 12 boarders have the option to attend the Dining Room or make their own breakfast in the kitchen facilities within the boarding house.

### Departure for school

All boarders depart at 8:30am.

### Recess

Students have their morning recess in the Dining Room.

### Lunch

Students have the option of a hot and cold lunch in the Dining Room.

### Return to Boarding House

Students are expected to return to the boarding house promptly and sign in at the end of the school day, unless alternate arrangements have been communicated to the boarding staff/school office, and then recorded in the *Reach* leave system.

### Afternoon Tea

A varied afternoon tea is served in the Dining Room from 3:30pm and is an excellent opportunity to 'catch up' at the end of the school day.

### Afternoon Activities

On Monday to Thursday there are optional activities for all boarders. These activities vary from, swimming, agriculture, sport, homework help, art, fishing, fitness, and other extra co-curricular activities.

### Dinner

The main meal of the day is a rolling dinner from 6:00pm to 6:30pm. There is a Community Dinner at 6pm once per week, this day is set for the term dependent on what other activities are available.

A formal dress dinner is served twice a term in the Dining Room.

### Supper

Supper is served from 8.00pm in common areas and provides the opportunity for the boarding community to socialise at the end of the day.

### Bedtimes

Bedtimes differ according to year level of the student.



## WEEKDAY ROUTINE SUMMARY

- Wake up 6:45am/7:00am
- Breakfast From 7:30am until 8:00am
- Depart for school 8:30am
- Lunch From 1:10pm until 2:00pm
- Return to Boarding House 3:15pm
- Afternoon Tea 3:30pm
- Activities Monday – Thursday from 4pm
- Student Hub 3:30pm-9:30pm
- Dinner 6:00pm
- Quiet time/ Study 7:00pm until 9:30pm
- Supper 8:30pm
- Bedtime and lights out:
  - Years 7 & 8 9:00pm
  - Year 9 9:30pm
  - Year 10 10:00pm
  - Years 11 & 12 10:30pm



After 8.30pm and before bed, a quiet ambience must be maintained within the boarding house. This is a time for relaxation and conversation, not loud music, or loud behaviour.

Please avoid contacting your child from 6:00pm – 8.00pm (dinner & study) or directly before bed.

At the discretion of the supervisor on duty, boarders may be able to stay up a bit longer due to special events.

Watching TV and personal devices are part of modern life; however boarders are limited to a certain extent. They are encouraged to watch the news in the mornings and evenings to keep up to date with local, national and world events.

## BOARDING HOUSE COMMUNICATION

### CONTACTING STAFF

Due to the busy nature of the school, it can sometimes be difficult to reach staff by telephone. For matters that are non-urgent in nature it is usually easier to email the supervisor or teacher with a basic query and ask them to call you back when convenient.



For more urgent matters or emergencies, please do not hesitate to contact the Heads of Boarding or Reception. Important telephone numbers and email addresses are listed at the front of this handbook.

### TELEPHONE AND MOBILE PHONES

Both boarding houses have telephones for use by students and parents. **Mobile phones are not permitted to be used during dinner, meetings, class, or lights out. Phones can be accessed at Study at the discretion of Study Staff.** Please do not make telephone calls to boarders between 6:00pm and 8:00pm as this is dinner and study time. If it is difficult to contact your child, or if they are not calling home often enough (a problem because they are enjoying themselves), email the boarding house and staff member can either pass on a message or remind your child of the importance of keeping mum and dad up to date as to how they are going at school.



## MAIL

Letters to the staff or boarders should be addressed:

(Staff/Boarder's Name)  
(Name of boarding house)  
St Paul's College  
3 Klemke Ave  
Walla Walla NSW 2659



## FACEBOOK & INSTAGRAM

The Boarding House has a Facebook Page where parents, extended family and friends can gain an insight into what we have to offer.

Welcome to our community, we are excited to share the experience with you all.



## GENERAL INFORMATION

### STUDY

We aim to build the level of responsibility each boarder has to complete their work effectively, by providing a quiet, suitable location for the boarders to complete their learning tasks. This space is upheld by an accessible support network that nurtures the growing levels of independence of each boarder.

#### Boarding Academic Assistance bookings

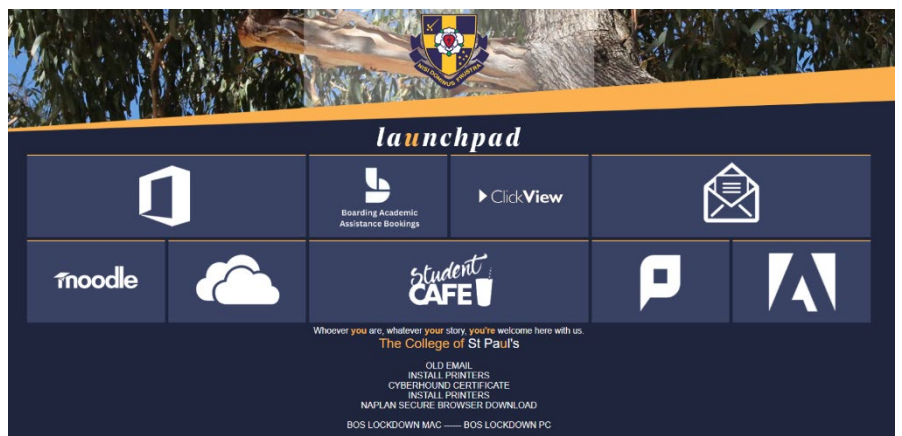
From 3:30pm - 6:00pm, Tuesday and Thursday, staff members are available for academic assistance bookings in the Student Hub. There can be 10, 20 or 30 minutes in length, and as an individual or small group, depending on the nature of the assistance required. Boarders book times to discuss upcoming tasks, break tasks down into manageable tasks or obtain direct assistance with the task itself. Boarders are more than welcome to use the hub for any length of time until 6:00 pm when the hub closes until the evening study period.

The Boarding Academic Assistance Booking system develops a level of independence and responsibility for boarders and involves them as a decision maker, regarding their own academic work required. Staff monitor the progress of assessments and are in consistent communication with teaching staff, the boarders themselves and boarding staff to make sure the boarder is staying on top of their work and to assist where required.

Booking a time can be completed easily by anyone (boarders, boarding staff, teaching staff, and parents or carers) by clicking on the Boarding Academic Assistance bookings page, located in the student launchpad page.

#### Evening study

Evening study sessions are held Monday - Thursday between 6:30pm and 9:00pm in the Student Hub. These sessions are open for all students on the proviso that the study expectations are met. Everyone is encouraged to use this space, as it provides a quiet and respected space for all boarders to complete their school work, regardless of age or ability.



The following arrangements for each year level are in place for the evening study:

- **Year 7** – Non-compulsory, highly encouraged to use booking system and the evening study and are closely monitored by support staff regarding their current workload.
- **Year 8** – Non-compulsory, highly encouraged to use booking system and the evening study and are closely monitored by support staff regarding their current workload.
- **Year 9** - Non-compulsory, highly encouraged to use booking system and the evening study and are closely monitored by support staff regarding their current workload.
- **Year 10** – Compulsory two nights a week, for a minimum of 1 hour. These nights are one of Monday or Tuesday, and one of Wednesday or Thursday. Boarders have the option of the start time but must take responsibility for completing the full hour within the evening study period window. Year 10s are welcome to complete more outside of this arrangement.
- **Year 11** – Compulsory 4 nights a week, for a minimum of 1 hour. Boarders have the option of the start time but must take responsibility for completing the full hour within the evening study period window.
- **Year 12** – Non-compulsory, highly encouraged to use the hub space for study. The small study rooms are set aside for the use of Year 12 boarders. Often an individualised arrangement with the study coordinator is in place to aid each boarder more specifically.

## COMPUTERS

Both boarding houses have wireless connection to the internet through the school's network. Restrictions are in place to ensure students are not able to access inappropriate sites. Computers are a necessary part of a modern education, and their appropriate use is encouraged. They may be used for both recreation and work. However, games and social media are banned during study times and at the Staff's discretion on the weekend. If electronic devices are being misused during designated study times or after lights out, the supervisor on duty has the right to confiscate the computer and its return will be negotiated through the Deputy Principal, Students. The Deputy Principal, Students has the capacity to check boarders' internet usage (sites and times) via the school IT Department and random checks are conducted.

## MOBILE PHONE POLICY

All mobile phone numbers are registered with Staff and recorded on Reach. Students are strongly encouraged to use their phones responsibly. Mobile phones must in no way, distract from the academic focus of students. **They should not be used during dinner, meetings, study times or after lights out.** Parents are asked to monitor their child's phone bills carefully and regularly. Excessive use should be communicated with Staff and restrictions applied. Staff have the right to confiscate a student's mobile phone if they feel it is being misused or if it goes off at inappropriate times. Continued misuse may result in a boarder not being permitted to have a mobile phone at all. In such a case, boarders can keep in contact with their family via the boarding house phone system.

Parents are encouraged to use monitoring devices/apps so they can track and limit their students mobile phone access.

## POCKET MONEY

ATMs are available at local shops but may attract charges. No large sums of money should ever be displayed openly in student areas. Parents may hand the boarding staff pocket money to be distributed to their child throughout the term, however it is a better lesson that students learn to use their own money wisely. There is a WAW bank located in Walla Walla where boarders can withdraw money.

## **ELECTRICAL EQUIPMENT**

Any electrical items brought on site must be checked by staff on duty. Item must be tagged as per regulations.

Boarders are not permitted to have heaters, electric blankets, TVs or fridges in their rooms. Any power boards must be tested and tagged. Small fans are allowed but larger stand-up varieties are not recommended as they take up too much space. Electrical items will be removed if they have not been approved by staff, are considered a fire risk or are being used incorrectly without consideration of other people around them.

## **PERSONAL ROOM OR CUBICAL AREAS**

Although regular inspections occur, it is the responsibility of every member of the boarding house to always keep their own area neat and clean. It is expected that clothes are kept neatly inside cupboards, and books should be well organised and the desk area of each cubicle clear of any markings and clutter. Personal rubbish bins must be emptied every day and under no circumstances should rubbish be left for another to pick up. Any food must be kept in sealed containers. Staff may conduct inspections or searches of cubicles/rooms at the discretion of the Deputy Principal, Students.

## **PERSONAL NEATNESS AND CLEANLINESS**

Sheets, pillowcases, doona covers and towels must be changed, and clothes must be washed weekly. Personal cleanliness and hygiene are a paramount part of communal life. Hair must be washed regularly and be kept strictly within the boundaries of College expectations. Extremes of hair fashion, colour or length will not be allowed, and this is itemised in the Parent & Student Handbook. All boarders must shower daily.

Uniform must be maintained well and worn with pride.

Common rooms and facilities are the responsibility of every user to protect and keep clean, neat and tidy. There will be people rostered to clean up; however, individuals must clean up after themselves. It is also important that the behaviour in these rooms is always appropriate. Keep this in mind especially in relation to language used.

## **OPENING AND CLOSING OF HOUSES**

At the beginning of each term the boarding houses will open from 2.00pm onwards the day prior to school commencing. Following Exeat Weekends, Boarders can return from 7am on the day of return to school. The opening and closing hours of the boarding houses are published on the College calendar, the Boarding Facebook page and in the Newsletter. Parents are advised to arrange and communicate travel details as early as possible. Most terms finish on a Friday and boarders can leave at the conclusion of classes (3.15pm) on this day. Boarding houses will close at 4:00pm on these days. Parents are asked to view the calendar carefully and arrange travel to be as close to these times as possible.

## **ALCOHOL, TOBACCO, VAPING AND DRUGS**

All incidents are referred to the Principal. No student should ever be in the possession of any alcohol, tobacco, vaping devices or illegal drugs.

## **FIRE EVACUATION AND EMERGENCY PROCEDURES**

At the beginning of each term fire and lockdown drill procedures with both boarding houses are supervised by the Boarding Staff. Records are kept with Boarding Staff. Boarders are expected to take these drills seriously and a report is completed at the end of each one. They are asked to move quickly and quietly when an alarm goes off to the designated area for each boarding house.

## **POSTERS AND COMPUTER IMAGES - MOVIES / GAMING RATINGS**

Students are permitted to create a sense of ownership of their own cubicle space or room by adding posters and decorations. Some simple guidelines apply:

- There must be a balance of appropriate images and interests.
- Pornography or any other inappropriate material such as offensive reading material or screensavers will attract severe penalties. Discretion in these matters is the right of the boarding staff.
- Posters can only be placed in designated areas using blue-tac or pins on their pin board.

## **VALUABLES AND SECURITY**

We ask each boarder to be conscious of their personal belongings. They are reminded to lock away valuables. Each boarder has a cupboard in their cubicle or room where they can lock away these items. Please name all items.

All external doors to each boarding house are locked at the end of the evening by the supervisor on duty. The supervisor sleeps overnight on site during their shift and conducts random inspections on some nights.

All houses are alarmed at night and the houses have cameras operating 24 hours a day. No student or visitor may enter the boarding house without the permission of the supervisor on duty.

Personal computers or expensive devices are to be covered by parents' own insurance. Only items owned by the College are covered by insurance - personal items are not.

Boarders must vacate and remove all their belongings from their rooms at the end of each year. At the end of Terms 1, 2 and 3 they can keep any belongings in their cupboards or under their bed but must be stored away neatly.

Any damage to the boarding house will be charged to the student concerned. Each student is responsible for their own area and must ensure it is clean and free from graffiti. Any damage needs to be reported to the supervisor on duty immediately.

Any boarder deemed to have tampered with an alarm or camera and placed themselves or other members of the boarding house in danger would expect to be sent home.

Boarders are not permitted to be in restricted areas during the day or at night time.

## **SENIOR EXAM PROCEDURES**

- All boarders must have a copy of their exam timetable.
- Boarders are not permitted to study during the school day in the boarding houses during mid-term or trial HSC exams. Supervision may be provided dependent on staffing availability.
- Boarders can study in the houses for HSC exams if there is staff on duty, otherwise they will study over at school.
- If you have a significant break in exams and wish to request leave overnight during the week, this may be possible provided all leave procedures are addressed.
- Meals are compulsory as always during exam periods.
- Boarders must follow the day school rules for signing in and out during school hours whilst exams are occurring.
- All boarders are expected to comply with expectations and guidelines throughout their HSC exams.

## **LEAVE PROCEDURES**

- St Paul's College operates an electronic leave system called REACH. Parents will receive an email detailing all the necessary information regarding operation of this system.
- It is the parents' responsibility to contact the host family and to make sure their child will be fully supervised and cared for when on leave and sign the boarder in and out if appropriate.
- All boarders must be signed out of the boarding house and back into the boarding house by an



appropriate adult (Senior Day Students are not deemed appropriate for example).

- Staff reserve the right not to grant leave if they are not satisfied that all details have been completed, including exact pick-up and return times.
- All leave is subject to a boarder meeting any school or sporting commitment. This means that if a boarder has opted for a co-curricular activity, they should never miss that activity because of a leave request.
- Hosts must be at least twenty-five years of age, unless they are older brothers or sisters and have your permission to collect your child.
- The only exceptions to the above are as follows:
  - a) In the absence of the Deputy Principal Students, the Staff on duty may grant leave if he or she is satisfied that all requirements have been met.
  - b) The only time supervisors would ever grant leave would be if a student's parents unexpectedly turned up and requested leave. This must only be with the student's parents.

## LEAVE TYPES

### Day Leave:

- This refers to boarders being taken out and returned on the same day.

### Dinner Leave:

- Students may go on dinner leave during the week with relatives or hosts approved by parents. They must be back in the residence by 9:00pm.
- Boarders are not permitted to sign out for social leave (cinemas, parties etc.).

### Street Leave: Sunday - Thursday

- Location: Walla Walla main street
- Time: 3:30pm to 5:00pm
- Dress: Respectable
- Boarders must sign out with the supervisor on duty. All boarders must have permission forms signed.



## **HEALTH & MEDICATION**

### **Wellness Centre**

At St Paul's College the health and wellbeing of boarding students is of high priority. To provide good health care all Boarding Supervisors are qualified with current certificates in Provide First Aid HLTAID011, Anaphylaxis and Asthma. The school also provides a College Nurse who works closely with the Boarding Supervisors to monitor the health and wellbeing of the boarders. It is important for parents to inform the nurse or supervisors of changes to the student's health that may have occurred over the weekends or holiday periods.

The nurse visits each house every morning from 8am onwards and in the afternoon to check in and see if any issues have arisen. The student will be cared for either within the boarding house or the student may need to see the nurse in the wellness centre at a convenient time for the nurse and student.

Appointments for consultation with GP, specialist, dentist, orthodontist, physiotherapist, and other health care providers can be coordinated by the nurse in consultation with parents. Boarders are transported to this appointment in the College vehicle. The cost of all appointments and medications are to be covered by the student at the time of the appointment - paid by cash/eftpos or over the phone. Students should have current Medicare cards.

College Nurse will contact parents if we believe it is necessary to make a medical appointment, and verbal consent will be obtained, documented, and the outcome of these appointments will be discussed with the parents. Boarders may nominate their own Medical Practitioner; however, appointments may be difficult to arrange at short notice. St Paul's has developed a relationship with the local GP service in Walla Walla/Holbrook and appointments can usually be arranged here by the Nurse on the day required. Currently the facility provides bulk billing to students 16 years and younger.

Boarders requiring a sick day/rest will be in the wellness centre for the duration of the school day and will be cared by the nurse who will arrange medication, meals and liaise with parents. The nurse will determine whether the student can return to the Boarding Houses or arrange for them to be sent home. Boarding House Staff will assist with basic health care under the direction of the Nurse. St Paul's can provide care of your child for short term illnesses, however, at times it will be necessary for parents to arrange the collection of their child as soon as possible.

The College Nurse is available between 8:00am - 4.15pm Monday – Fridays.

The College Nurse can be contacted on mobile – 0474596590 during available hours or via email at [angie.frohling@stpaulscollege.nsw.edu.au](mailto:angie.frohling@stpaulscollege.nsw.edu.au)

### **CHRISTIAN LIFE AT ST PAUL'S COLLEGE**

The wellbeing of our students is of utmost importance. At St Paul's College we believe that this wellbeing encompasses the spiritual domain as well as the physical and emotional domains.

Grace is said at all meals and return thanks extended afterwards. Students are enrolled into St Paul's College on the understanding that they are willing to experience our Christian practices.

### **MEALS**

The College engages caterers to prepare nutritionally balanced meals for boarders according to safe work practices. The catering staff can provide meals for students who have special dietary requirements (e.g. vegetarian, food allergies and intolerances, etc.).

All students are required to attend each meal other than Year 12s who may have their breakfast in the dorms at the discretion of Boarding Staff.

Parents are welcome to have a meal in the College Dining Room if they are visiting. Prior notification to staff is required.

Early and late meals must be arranged beforehand with the boarding/kitchen staff.

### **WEEKEND TRAVEL (WEEKLY BOARDERS)**

The College provides a weekly bus service to and from Jerilderie (via Urana) and Wagga Wagga. The car/bus arrives at St Paul's College by 8.30am on Mondays and leaves St Paul's College by 3.45pm on Fridays. Students intending to use this service must advise supervisors by 9:00pm Wednesday evening. A timetable is available from the College Office.

Fares charged for students travelling on the Wagga Wagga and Jerilderie services are refunded to parents by the NSW Department of Transport every six months. Victorian students travelling on the Wodonga service pay per trip in accordance with the fee schedule.

### **LEISURE ACTIVITIES**

There are numerous activities in which boarders can be involved outside of the regular school day. We encourage all boarders to be involved in sporting activities at St Paul's College and in the community to maintain their physical fitness. Boarders are welcome to train with local sporting teams. There are optional after school activities organised for all year levels on Monday to Thursdays.

### **VISITORS**

Visitors are welcome at the College. All visitors are required to report to the Boarding House office and announce themselves to the staff on duty, and then wait for the student who will be called for by staff. Visitors are not permitted to enter the rest of the boarding house as this is the boarders' private area. Visitors may be received in boarders' rooms if they are direct family members, or otherwise in the common areas. On weeknights visitors may be received only between the hours of 3.30pm and 5.30pm.

### **STUDENT LEADERSHIP**

Boarding captains or a leadership team are elected each year for the Boys' and the Girls' houses. These students have leadership roles. Also, a Boarding Council is elected by students and this group meets regularly to provide forum for raising students' concerns and making suggestions for improvement.





## BOUNDS

St Paul's College campus is considered to consist of the College triangle, that is with Klemke Avenue, Pioneer Drive and Morgan's Road. Areas out of bounds to boarders include all areas outside the College triangle (including the farms and Equine Centre), classroom areas, and the ovals after dark. Students may leave these bounded areas only with the permission of staff and in accordance with the procedures for taking leave.

## DRIVING AND TRAVELLING IN CARS

Only Year 11 & 12 boarders are permitted to have a vehicle at the boarding house. Vehicles may only be used for travel to and from school. Vehicles are parked at the College at the risk of the owner and keys are to be lodged with boarding staff. Please note that drivers are not to take passengers who are other boarders, with the exception of siblings. Please refer to the 'St Paul's College Car Form' for more information.

## CO-EDUCATION

Co-education is an important aspect of each young person's development. However, it is important to respect boundaries in relationships. Note that the College has zero tolerance of sexual activity between students. As a mark of respect for each other's privacy, male students are not permitted inside the sleeping quarters of the girls' boarding house and female students are not permitted to enter the sleeping quarters of the boys' boarding house. Students are encouraged to spend time together in common areas at the discretion of the staff on duty.

## REQUIREMENTS FOR LIVING IN BOARDING

Clothing for after school, recreational leave and other outings.

- Pillow(s) and pillow slip(s).
- 2 sets of sheets (fitted and loose) for a single bed.
- 2 blankets and doona.
- 2 towels.
- 2 face washers.
- Coat hangers.
- Laundry bag
- 1 padlock for room cupboard.
- Water bottle
- Toiletries (**no aerosol sprays**)
- Desktop fan (for summer)



All items must be clearly named. The Uniform Shop is open from 10:30am to 2pm Tuesdays and 12:30pm to 4.00pm on Fridays.

Dress requirements for dinner are smart casual clothing unless it is a formal dinner, where the appropriate formal attire must be worn.





## **HOMESICKNESS**

### **FROM A PARENT'S PERSPECTIVE**

We feel it is perfectly normal for a boarder living in completely new surroundings to miss home and family. To overcome the common problem of initial homesickness we suggest that it is important for you as parents to:

- Emphasise the need for your child to be fully involved in and out of the classroom. Involvement in sport, games, music and other activities is essential and should be encouraged wherever possible.
- Realise that you will hear of, or experience, the worst of your child's homesickness. They will tend to ring when they are feeling at their lowest. They may also tend to exaggerate the worst features of boarding to convince you of their "predicament".
- Understand that poor grades and difficulty with work can be related to homesickness in the early stages.
- Appreciate that recurrence of the problem is quite common after the first few weekends out, or after term holiday. However, usually this is overcome quickly on returning to school.
- Further to this, too many outings with family over the first few weeks may cause great difficulty for your child in making the break from home. Let your child experience the normal activities of the residences, particularly during weekends. It is in the boarding environment, particularly on weekends, that they will establish new friendships.
- Please encourage your child to see the Supervisors or School Counsellor if the problem seems to be reaching an intolerable level. Often discussing the problem with someone is of great assistance.
- Experience suggests that the better you as parents cope with the natural anxiety associated with separation from young ones, the more quickly the boarders will adjust to boarding life. Students pick up on and may often reflect the anxiety in a parent's voice when communicating and may respond accordingly even though they may be for the most part enjoying the boarding experience. Be aware of a common and usually short-term period of adjustment. Understanding, patience, friendliness, and firmness would appear to be the most important qualities necessary for a quick and smooth transition to a new environment.

### **FROM A BOARDER'S PERSPECTIVE**

Parents can be assured that boarders who may feel the pangs of homesickness will be well catered for in the first weeks of St Paul's College. Supervisors are well versed in strategies and techniques to assist new boarders to cope with the challenges which emerge in this area. Outlined below are some of the techniques used to assist and train boarders to deal with some of these initial settling in hurdles. Please pursue at your leisure and perhaps even take time to discuss these with your child prior to arrival at St Paul's College. This will result in a more inclusive response by not only the student themselves, but also their parents and those staff with whom they will seek close contact. The emphasis is certainly on the student dealing with the situation themselves, as we believe this is the best way forward.

- Do not expect too much from friends and family. Try to set realistic expectations about what you can expect from your relationships. This avoids continued frustration and disappointment.
- Try to identify your emotions accurately. Do not misinterpret your loneliness for depression. This may make you behave in a "depressed" manner and make the situation much more serious.
- Understand that being alone is not the same as loneliness. Being alone can be very healthy. We all need to be alone from time to time. Some activities such as reflection, reading and writing are often best done when you are alone.
- Loneliness and its associated anxieties do not need to rule your life. By recognising your loneliness, it is often possible to understand what you are dealing with and relieve the anxieties.

- It is important to learn appropriate and effective interactive skills. Many lonely people fail to realise why or how they are ineffective at building relationships. Social skills training should be sought. Your Care Group teacher, School Counsellor or Supervisor can help you receive suitable training.
- Recognise that conflicts can make relationships stronger. Lonely people often feel that conflicts or problems in a relationship mean that the relationship has “failed” in some way. That is not necessarily true.
- Lonely people tend to blame both themselves and others for their unhappiness. Recognise that some relationships just “do not work out” and no one is to blame.
- Try to understand other people and consider their feelings. Lonely people are often self-centred and think only of themselves. This leads to being easily injured or gaining an inflated opinion of yourself.
- Practice tasks to reduce your loneliness. Try to meet and talk with one new person each week.



# Street Leave, Transportation & Activity Form 2024

Boarder's Name: \_\_\_\_\_

***Please ensure you are familiar and comfortable with the expectations of St Paul's College Boarding House, as listed below, but subject to change, in relation to the boarder street leave, transportation and attendance at various activities.***

Please indicate you are content with the arrangements in place at the Boarding House by ticking the relevant box.

- ☐ Do you give permission for your child to be granted Street Leave down the main street of Walla Walla to attend the local Cafés between 3.30pm to 5:00pm, with the understanding that this is a privilege for boarders that may be withdrawn by staff if standards of conduct and co-operation do not meet expectations?
- ☐ Do you give permission for your child to be transported by St Paul's College Boarding House staff in College vehicles to and from medical appointments, sports practices/games and to Boarding House activities within the local area?
- ☐ Do you give your permission for your child to have a bike at the Boarding House, with the understanding it is a privilege for boarders that may be withdrawn by staff if standards of conduct and co-operation do not meet expectations?
- ☐ Do you give permission for your child to go for early morning and after school walks/runs around the College "triangle" of the St Paul's Campus?

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_

This form needs to be completed and returned to the Boarding House prior to a student joining the boarding community.





# Boarding House Street Leave Guidelines for 2024



All boarders, with permission granted by their parents/caregivers can access street leave in 2024 under the following guidelines.

- Street Leave is only granted on from 3.30pm until 5:00pm
- Boarders can only access the following shops while on Street Leave:
  - o Cafés (when open for business)
  - o Medical Centre & Pharmacy
  - o WAW Bank
  - o Salon
- Years 7 to 9 boarders must be in a group of 3 (minimum) and at least one boarder must have their mobile phone with them and turned on at all times.
- Years 10 and 11 boarders must be in a group of 2 (minimum) and at least one boarder must have their mobile phone with them and turned on at all times.
- Year 12 boarders can walk alone but must have their mobile phone with them and turned on at all times.

Street Leave is a privilege and failure to follow these guidelines will result in Street Leave being removed for a period of time as instructed below:

1. First breach of the above guidelines will result in one week of Street Leave removed.
2. Second breach of guidelines above will result in Street Leave removed for the remainder of the current term.

There may be special circumstances when Boarding House staff may override these guidelines in consultation with the Deputy Principal, Students.





## Boarding House: Car Permission Form 2024

Boarder Name: \_\_\_\_\_

Car Model: \_\_\_\_\_

Car Make: \_\_\_\_\_

Car Colour: \_\_\_\_\_

Car Registration: \_\_\_\_\_

***Please ensure you are familiar and comfortable with the expectations of St Paul's College Boarding House, as listed below, but subject to change, in relation to the student use of cars while in the Boarding House community.***

- St Paul's College does not accept responsibility for the security of any vehicle brought to the Boarding House or to the St Paul's College Campus.
- Boarders are allowed to park their car at the Boarding House, spaces permitting, if they are driving to and from home and will be expected to:
  - Provide the Boarding Supervisor on duty their car keys once they arrive at school.
  - When returning home, collect their car from the Boarding House at the conclusion of the school day.
  - Exercise caution whilst driving on the College campus and specifically near the entrance to the Boarding House.
- Boarders will not be permitted to use cars during the week. Transport will be provided by St Paul's College to all medical appointments in Albury/Wodonga.
- Only Year 11 and 12 boarders will be granted permission to have a car at the Boarding House.
- In exceptional circumstances, a written request can be made 48 hours ahead of time to the Deputy Principal, Students for concessional use of a car e.g. To attend a work placement, a Vocational Education course or a regular co-curricular activity.
- Boarders will not be permitted to transport other boarders in their car unless:
  - They are a sibling with written permission from a parent/caregiver.
  - In exceptional circumstances, a written request can be made 48 hours ahead of time to the Deputy Principal, Students.

**We accept that failure to adhere to these conditions may result in the immediate withdrawal of car privileges.**

Boarder Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

*This form must be completed and returned to the Deputy Principal, Students prior to a boarder bringing a car to the Boarding House.*





## Boarding House Mobile Phone Guidelines 2024



ST PAUL'S  
COLLEGE

Boarder's Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

***Please ensure you are familiar and comfortable with the expectations of St Paul's College Boarding House, as listed below, but subject to change, in relation to the student use of mobile phones and electronic devices (iPads, laptops etc.) in the boarding community.***

- St Paul's College Boarding House does not accept responsibility for the security of any mobile phone or electronic device brought to the Boarding House.
- Mobile Phones and electronic devices are not to be used at all after lights out in the evenings.
- Mobile Phones are not to be used:
  - o During Boarding House meetings
  - o During meal times in the College Dining Room
  - o During evening study
  - o With disregard to the privacy of another student or staff member
- Boarders are only allowed to bring one mobile phone to the Boarding House.
- Boarders are to abide by the day school mobile phone policy for use of mobile phones during school hours.
- Years 11 – 12 may keep their mobile phones and electronic devices. However, any inappropriate use will lead to the revision of this privilege to Junior Guidelines.
  - Years 7 – 10 must hand in their mobile phone and all electronic devices at 9pm from Sunday evening through to Thursday evening.
  - Year 7 & 8 – 8:30pm
  - Year 9 – 9:00pm
  - Year 10 – 9:30pm
  - Devices will be returned at Staff discretion in the mornings.
  - Students who use their mobile phones for self care (eg. Wellness apps, sleep or meditation aids must arrange to complete their evening routine before Mobile Phones are handed in at 9pm. No phones will be accessed overnight by students in years 7 – 10.

### ***Consequences***

We accept failure to adhere to these guidelines will result in immediate withdrawal of mobile phones and/or electronic devices for one week. On the second failure to adhere to these guidelines there will be an immediate withdrawal of mobile phones and/or electronic devices for one term/or remainder of current term.

Student Signature: \_\_\_\_\_

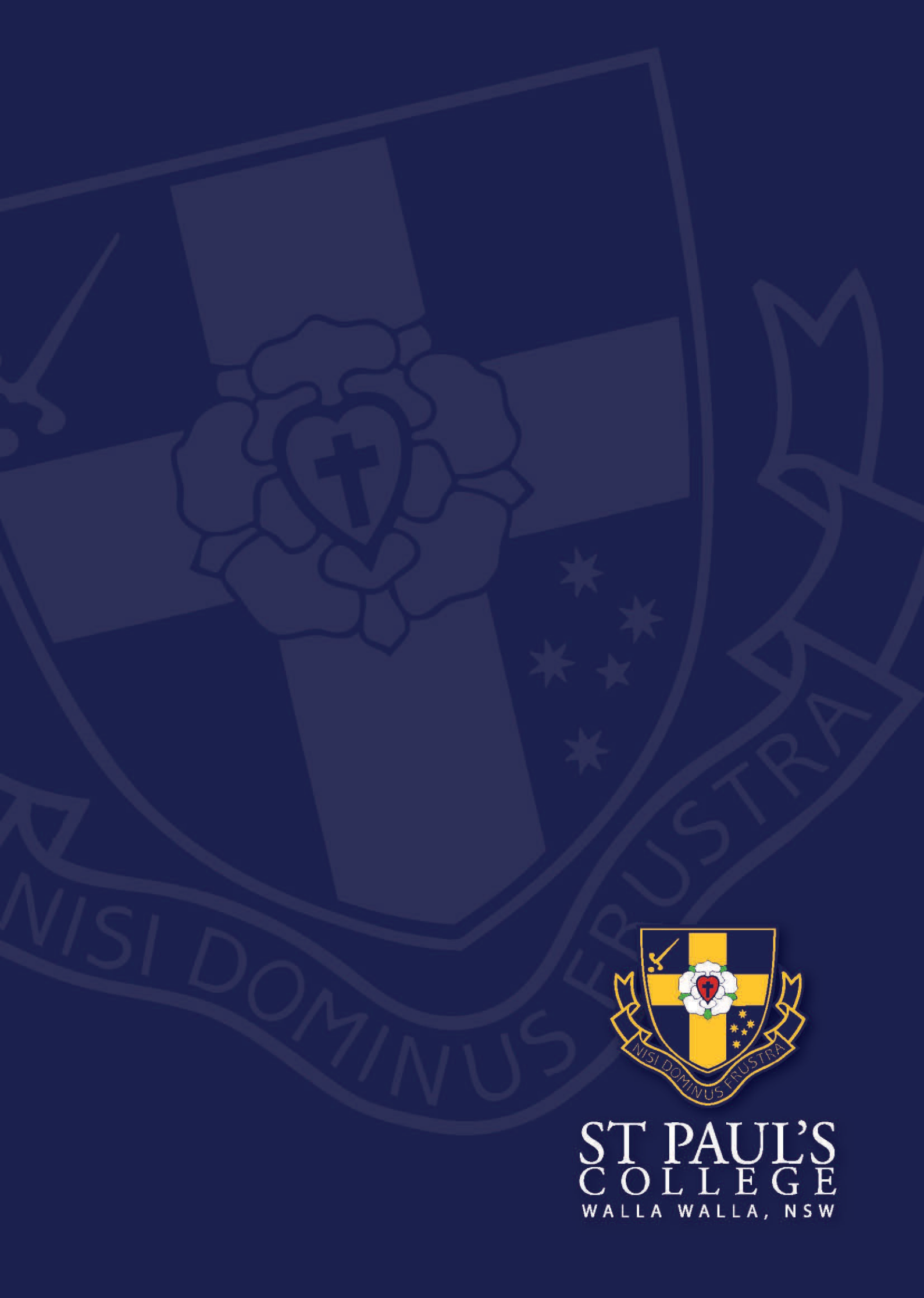
Parent / Guardian Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

This form needs to be completed and returned to the Boarding House prior to a student joining the boarding community.







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