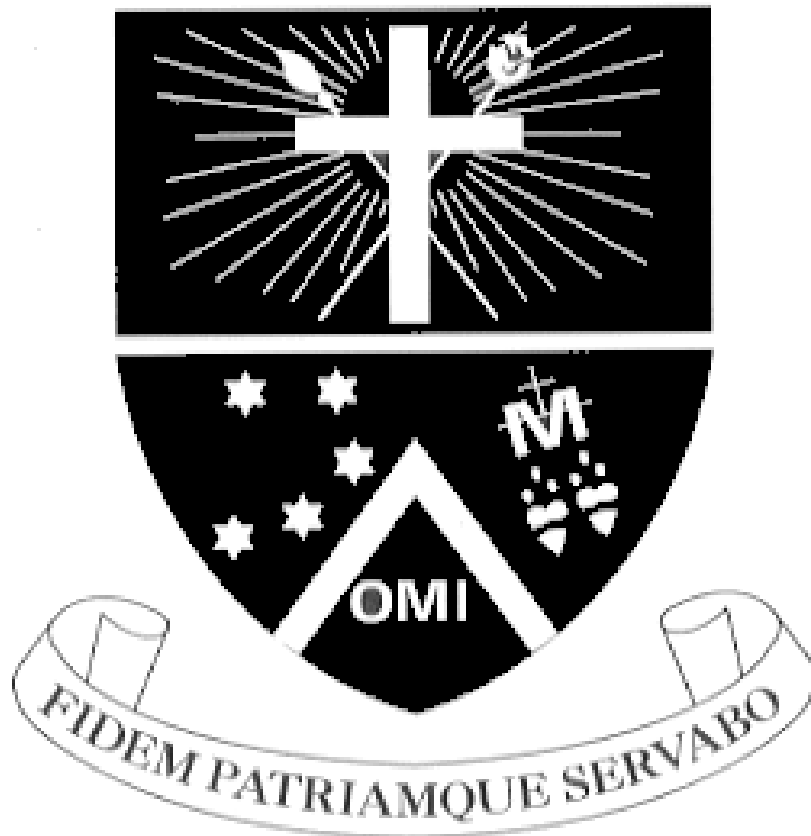


MAZENOD COLLEGE



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

Head of Senior Boarders office 9291 1421

Head of Junior Boarders office 9291 1418

Boarding Supervisors' Office Phone 9291 1554

Boarding House Fax 9291 1556

Housemothers' Phone 9291 1554

Dining Room Kitchen During meals 9291 1519

Student Phones:

Junior Section 9291 1542

Upper Senior Section 9291 1551

Lower Senior Section 9291 1550 9291 1549

Lewis House Common Room 9291 1564

Phone calls should 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.

Mazenod College, as a School and Boarding Community prides itself on offering an education based on academic 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. Michael Anderson (Deputy Head of Senior House, Years 10, 11, 12)

Miss Candice Betts (Deputy 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 plan 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.

PASTORAL CARE 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.

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

DEPUTY 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.

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.

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.

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 encourage 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:

COLLEGE APPOINTED 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 the staff Boarding Management Team.

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

Staff

1. To develop a greater knowledge of team dynamics and the impact this has on student leadership groups.
2. To provide staff with practical skills to manage both individual student development and team development.
3. To enhance mentoring skills in staff who work with student leaders.
4. To promote self-reflection in staff who work with student leaders.

Students

1. To enhance individual leadership skills i.e. communication, time management, problem solving skills, etc. for students who are given leadership roles.
2. To provide students with age related practical skills to function within a team environment.
3. To provide students with opportunities to network with students from external sources be it corporate, professional or educational sectors.
4. To promote self-reflection as an important aspect of personal leadership development.

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.

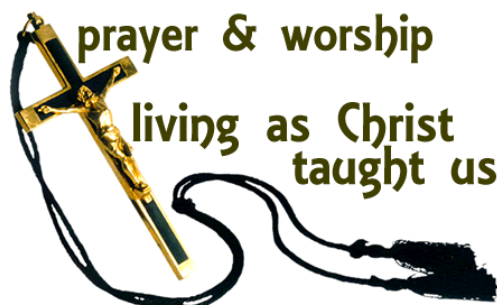
The charism of St Eugene de Mazenod came from his love of the Eucharist and the Word in the knowledge of Jesus who came to save us through His death and Resurrection. This charism inspires the key values of our College community.

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 neat casual attire befitting this important aspect of College and Boarding life.

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 | HOUSES | | | | | |
|---------------|---|-------|---|--------|---|-------|
| | McDerm' | Cran' | Daly | Hughes | Wilson | Lewis |
| | EVENT/ACTIVITY | | | | | |
| 7:00 – 7:45am | Breakfast, showers preparation for the day etc. | | | | | |
| 7:45 – 8:20 | Preparation for school. Leave the House before 8:20am | | | | | |
| 8:30 – 3:15 | Normal school hours | | | | | |
| 3:15 – 7:00pm | Free time, training, tutorials, calls home, jobs, preparation for study etc. Dinner: 5:45 – 6:30 | | | | | |
| 6:45 – 7:40 | First Study Session [Uninterrupted, Sustained & Silent] | | | | | |
| 7:40 – 8:00 | Supper in the Living Room [great time for phone calls or showers etc.] | | | | | |
| 8:00 Sharp! | Second Study Session [Some approved Collaboration] Y7's & 8's 15mins reading time, Y9's at least 30mins Y10-12 Non ATAR: at least 30mins, Y10 -12 ATAR: at least 50mins | | | | | |
| 9:00 – 9:15 | All year 7 & 8 in bed, quiet time, lights out at 9:15 | | Further study as required, then free time & preparation for bed | | | |
| 9:15 – 9:30 | Sleep | | All year 9's in bed, quiet time, lights out at 9:30 | | Further study as required, then free time & preparation for bed All boys inside the House by 9:30pm | |
| 9:30 – 9:45 | | | All year 10's in bed, quiet time, lights out at 9:45 | | | |
| 9:45 – 10:00 | | | 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

| | |
|---------------|--|
| 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 [roll call] Students will be asked to assist with wash up. |
| 7.00pm | Free time, study or activities, phone calls home, organised activities. |
| | <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: 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 [roll call] 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> |

SATURDAY ROUTINE

| | |
|------------------|--|
| 8.00 – 9.30am | Breakfast [roll call] 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 [roll call] and wash-up |
| 5.30pm | Dinner [roll call] 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 For Y11 and Y12 students - headphones only for electronic equipment from then onwards to lights out being called.</p> <p>Lights [roll call] 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</p> |

SUNDAY ROUTNE

| | |
|---------------|---|
| 8.00 - 9.30am | Breakfast[roll call] , 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 [roll call] 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 [roll call] and wash-up, followed by showers and free time |
| 6:30pm | Mass |
| 7.00pm | Clean & Preparation for the week ahead. All boys are encouraged to tidy their own rooms and assist with the general tidiness of the House. |
| 8:00pm | Y7 and 8 supper and showers |
| 8:30pm | Y 9-12 supper & showers. |
| 8:45pm | Y7, 8 & 9 mobile phones handed in and all showers for these sections completed. |
| 9:00pm | Main lights out [roll call] 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 will result in these items being confiscated for a period of time.

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: For your convenience all appointments are booked by our House Mothers. This also minimises time lost from school and avoids any clash of appointments. Please ensure that you liaise directly with our House mothers.

Medical & Dental services are provided by **Mead Medical in Kalamunda, Crystal Brook Dental Clinic and Orthodontic treatment** is available in Kalamunda and Midland. These Centres is very accommodating for our boys.

NB: Please ensure that you have thoroughly complete your son's CareMonkey profile. Including any care plans.

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]

NB: In the case of contagious diseases such as chicken pox, measles 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.

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 can 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 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.

All mobile devices are not to be used during study.

ABSENCE FROM COLLEGE

All leave requests will be entered into REACH. Parents will then be able to monitor their son's movements both on campus [within the College grounds] and off campus through his sign in/sign out history.

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 Boarding House/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. Ensuring REACH signing.

(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 **the College should be contacted.** 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 will be completed on REACH 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.

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 through REACHI. 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.

There will be occasions where we believe that a decision to attend or not should be made by parents and we will notify you accordingly.

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.

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.

Late Meals: 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.

THE BOARDING RECREATION COMPLEX

In attempting to replicate a family environment we have created a number of areas that you may find in the average home. The areas will provide the boys with a range of opportunities to further develop their social and personal skills in a 'family type' atmosphere.

There are obviously guidelines that govern the use of each area and these will be discussed with the boys upon arrival. Reasonable sanctions will be applied if necessary.

Theatre Room

A large TV is available for the boys to view age appropriate [viewer ratings] programs and DVD's. Theatre style seating allows for large groups.

Study

This area provides the boys with a library, collaborative study spaces, TV, quiet reading spaces etc.

Games Room

This area provides the boys an opportunity to play table tennis, pool, board games and more robust type activities. A large TV screen will display current sporting events and the like. Sporting memorabilia will be a feature of this area. We already have a number of items from some of our old boys on display.

Living Room

In this area the boys can gather for a quiet chat, enjoy a hot chocolate or milo whilst appreciating the wonderful view from the balcony. We have 2 lounge areas, a few bar tables and a fantastic outdoor entertaining area.

BEHAVIOURAL RESTRICTIONS/ GENERAL ISSUES:

These have been listed alphabetically

ACCOMMODATION: We are one of the few boarding houses that provide individual accommodation for all boys. A vertical approach is preferred where the boys have an opportunity to interact with boys of varying ages.

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 will be noted on REACH.

ACTION/MANAGEMENT PLANS FOR MEDICAL CONDITIONS: It is essential that all asthmatic students and those with allergies or any health conditions have an Action/Management 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 or other types of speaker systems are not appropriate in a community environment. The Head of Boarding will request that parents take them home. Head phones should be used on all occasions.

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, GLUE or PINS: 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 an older student towards a younger student, 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 should 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 or Deputy Head of Boarding. A permission request form must be completed. All car keys will be handed in for safe keeping.

CHEWING GUM: is not permitted on the school property. Reasonable consequences will apply for any infringement of this request.

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 Head of Year [Hoy] in conjunction with the relevant Deputy Head of Boarding will discuss the initial appropriate measures of a supportive and / or disciplinary nature. Parents will be notified.

COMPUTER AND INTERNET USE: The College policy is stated in the Diary and will be adhered to in the Boarding House. We will be utilising ‘Family Zone’ to assist in these matters.

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 [contraband] 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/blatant disrespect or disobedience may result in suspension or expulsion.

DRUGS [including alcohol]: 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.

SOCIAL MEDIA: Whilst we have the ability to assist the boys in their use via their College laptops it is becoming increasingly difficult to monitor other mobile devices that the boys have in their possession. Every endeavour will be made to educate the boys in the appropriate use of these devices. The boys 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. We will also incorporate the use of 'Family Zone' to assist everyone.

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. Girls or women are not to be brought into the boarding residence/ boarding area or College grounds without permission.

GAMBLING: Illegal Gambling is not permitted at the College.

HOMEWORK: All College expectations and policies will apply. 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. Please refer to the College Diary section for more information.

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 recorded in CareMonkey. 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.

Parents are requested to cancel all data services with the device provider, so that the mobile device only provides telephonic and messaging services. This will not only cause the phone to comply with the abovementioned requirement but also reduce the cost of his mobile phone activity.

The newer 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. We would prefer these types of phones are not brought to Mazenod at all but if they are and students are found taking photos we consider inappropriate the phones will be confiscated until they can be handed to parents, never to return.

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 and boys 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 about the implications of inappropriate use of electronic/mobile devices and provide them with the knowledge about being safe in the social media world. We will be using 'Family Zone' to assist everyone in this matter.

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.** Body piercings are not allowed 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.

SIGNING ASSESSMENTS, DIARIES AND COLLEGE LETTERS: All assessments, notes in diaries and College letters regarding excursions and incursions will 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 [see Drugs]: 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.

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, and EFTPOS facilities are available at the Sanderson Road Shopping Centre.

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. General information about boarding is emailed each week to boarding parents and a Student Bulletin will be sent regularly.

PARENT LIAISON GROUP: In order to facilitate better communication and support among families of the College, we have set up a Parent Liaison Group specifically for the Boarding Community. In support of this group we conduct regular parent forums of which you are all most welcome to attend. 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.

The names of members of this group will disseminated early each year.

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 **2 bath towels**
- Clothes brush 1 Beach Towel
- Thongs **2 - 4 pillowcases**
- 1 Dirty Linen basket (small) 1 - 2 pillows
- 2 Boxes of tissues Doona
- Digital alarm clock **2 doona covers**
- Headphones for music
- Toiletries, including sunscreen lotion and deodorant. (Pump spray or roll-on).
- No spray cans allowed.

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 |) | |

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.

