Residential Handbook

2016
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Residential College Contact Details

College Principal
Mr David Finch

Residential Manager (Girls)
Mrs Tina Schefe

Residential Manager (Boys)
Mr David Schefe

Assistant Head of Residential (Girls)
Ms Judy Anning

Residential Administration
Mrs Sonya Frost / Leisha Tibbs

College Nurse
Mrs Paulene Kittler

Residential House Parents:

Mrs Lorraine Muckan
Mr Peter Kane

Mr Jason Stevens
Ms Marion Gall

Mrs Joanne Bull
Ms Tracey Puertollano

Ms Kales Billy
Ms Grace Trezise

Mr Jim Gaynor
Ms Maree Tewhare

Ms Sheree Quinn
Mrs Dexine Majer

Ms Shirley Bell
Ms Ramona Mea

Mr Ken Fenwick
Ms Sandy Bauer

Mr David Shade
Mr Stan Puertollano

Mr Rabah Belkessa
Ms Ellie Bock

Mr Ricardo Warnaar
Ms Ayako Warnaar

Ms Anne Palmer
Mr Tony Stowe

Ms Margaret Freeman
Ms Lisa Price

Mr Trevor Vass
Ms Sasha Rosas

Ms Tammy White
Ms Julie Oswell

Danny Shaw
Mr David MacNamara

Ms Carla Shaw
Mr Seiji Gabey

Postal Address
PO Box 14
Herberton, QLD 4887

E-mail: residential@msb.qld.edu.au

Phone Numbers

Residential Reception Phone (24 hrs 7 days a week) 07 4096 1504

Residential Office Fax 07 4096 3250

Please leave a message on voicemail.
Your message will be answered as soon as possible.
Welcome to Mount St Bernard Residential College

Living away from home can be an exciting, anxious and rewarding experience. To make sure you arrive prepared and settle in comfortably, knowing what is expected of you at the college, this booklet will outline what daily life will be like for you as a residential student.

Orientation Week gives you and your parent/s the opportunity to meet the staff who will be caring for you, ask them any questions you may have, become familiar with the College and settle in before school starts.

As a Catholic residential College, founded by the Sisters of Mercy, our main aim is to provide a safe, happy and supportive environment for students in which they can learn and grow. We make sure that students are given the opportunity to become the best person they can be through a good education academically, socially and spiritually.

Morrissey Boarding House

We have included a list of essential items your child will need to bring with them to boarding school. Don’t forget to include a family photo; this helps students to settle in to residential life especially if they become home sick.

All personal clothing and belongings must be marked with the student’s name and laundry number. This will be given out on arrival to College.
College Values

The College community operates on three core values – **Respect, Participation and Effort**. As a member of the MSB Community you are making a commitment to practise these values in all you say and do.

**Respect** – Respect firstly for ourselves, respect for each other and respect for the environment we live and work in.

**Participation** – Being a member of the College community is about participating in things that are going on, whether it is simply washing up your own dishes in the kitchen or being on a school sports team.

**Effort** – Success for each student is personal best. Students are encouraged to do their best in every aspect of their life at the College from class work to sports to keeping their pods tidy.

This booklet is designed to give families and students all the information they need to prepare for life at a Residential College. It contains all of the important facts, contact details and schedules you will need to keep in touch.

Should you have any questions, concerns or information over the course of the year please contact the Residential reception on (07 4096 1504).

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**Health Clinic**

The Health Clinic is operated by a Registered Nurse.

All medications, including over the counter medications must be stored in the Health Clinic. **Students must not keep any medications in their dorms; this includes Panadol.**

Medications are given out by the School Nurse or the Lead Supervisor in her absence. All administered medications are recorded on a Medications Register.
# A typical day at MSB for a resident student:
## Monday – Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.45am</td>
<td>Students wake-up, shower, clean teeth and get ready for the day</td>
</tr>
<tr>
<td>7:30am – 8:00am</td>
<td>Dining room open for breakfast</td>
</tr>
<tr>
<td>8:00am – 8:20am</td>
<td>Final preparation for the school day</td>
</tr>
<tr>
<td>8:20am</td>
<td>Dorms locked &amp; students begin classes</td>
</tr>
<tr>
<td>3.00pm – 3.20pm</td>
<td>Laundry open and afternoon tea available</td>
</tr>
<tr>
<td>3:20pm</td>
<td>Dorms unlocked</td>
</tr>
<tr>
<td>5.30pm – 5.45pm</td>
<td>All students prepare for study</td>
</tr>
<tr>
<td></td>
<td>Shower if necessary</td>
</tr>
<tr>
<td>5.40pm – 6.15pm</td>
<td>First Sitting students to dining room</td>
</tr>
<tr>
<td>6.20pm – 6.50pm</td>
<td>Second Sitting students to dining room</td>
</tr>
<tr>
<td>6.15pm – 7:30pm</td>
<td>First sitting students to study</td>
</tr>
<tr>
<td>6.50pm – 8:00pm</td>
<td>Second sitting students to study</td>
</tr>
<tr>
<td>7.45pm – 8.30pm</td>
<td>All students getting ready for bed – extra study time for Seniors by negotiation</td>
</tr>
<tr>
<td>8:30pm – 8:50pm</td>
<td>Supper and handing in mobile phones</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Bed time for Juniors Years 7, 8 &amp; 9</td>
</tr>
<tr>
<td>9.30pm</td>
<td>Bed time for Seniors Years 10, 11 &amp; 12</td>
</tr>
</tbody>
</table>

### Weekdays
Various afternoon sports training/activities and shopping.

### Friday
No Study
Organised activities instead for all students

### Saturday & Sunday
Various organised activities

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am – 8.00am</td>
<td>Students wake-up and get dressed</td>
</tr>
<tr>
<td>8.00am – 9.00am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9.00am – 12.00pm</td>
<td>Organised activities, bus trips, swimming etc.</td>
</tr>
<tr>
<td>12:00pm – 12.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1pm – 5pm</td>
<td>Organised activities, bus trips swimming etc</td>
</tr>
<tr>
<td>6.00pm – 6.30pm</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

### Sunday
Morning Mass in Community
Essential Items for Residential students

Each student requires the following items:

- 1 mesh laundry bag (only to be purchased from the college, these are suited to use in the college laundry machines)
- 1 pillow and 2 pillow cases
- 1 doona and 2 doona covers (doona should be good quality & thick as nights are cold here)
- 3 bath towels/1 face washer
- Underwear (at least 7 pairs) Please check and replace if necessary throughout the year
- White Bras (at least 3) for under female white formal school uniform
- 2 Pyjamas (Winter and summer styles as Herberton gets very cold) or tracksuit
- 1 Dressing gown
- 3 white singlets/vests for winter months
- Thongs, sandals
- Joggers (no high tops or canvas or volleys)
- Swimming togs
- 10 Coat Hangers
- Hat and sunscreen
- Toiletries and toiletries bag (ROLL ON deodorant, soap, shampoo, conditioner, hair brush, tooth brush, tooth paste, hair bands, pads and/or tampons – NO AEROSOLS)
- Tissues
- Drink bottle
- Small bag or backpack (for outside school activities/wallet)
- Air tight container for storing snacks in refrigerator
- Casual clothes to wear after school and on weekends (appropriate for a Catholic school)
  - Shorts – no high cuts
  - Shirts – no low cuts
  - Dresses
  - Skirts
  - Jeans
  - Jumper
  - Socks – Please check and replace if necessary throughout the year
- One smart casual outfit for attending Mass and other important events
  - Skirt or pants and blouse or dress for girls
  - Long pants and button shirt for boys
  - Sandals for girls
  - Black school shoes for boys or dress shoes
- Family Photo
- Students are not permitted to wear clothing or jewellery that has offensive pictures or logos on them i.e. marijuana leaves, swearing.
- Students must have individual head phones for listening to music

➢ When students arrive at the college, Residential staff will assist students in labelling all clothing and shoes with the student’s laundry number, using laundry markers suitable for the industrial washing process.
➢ It is also very important that if a student buys more clothes while at school they should take them to a staff member for labelling immediately so that they can be easily identified.
➢ Students are encouraged not to bring any large or valuable items to school, if you do bring these items you bring them at your own risk as the College will not take responsibility for damages or theft.

Students should be respectfully dressed at all times.
Items not permitted
The following items are also not allowed

<table>
<thead>
<tr>
<th>Cigarettes</th>
<th>Alcohol</th>
<th>Illicit Substances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knives or weapons of any kind</td>
<td>Needles</td>
<td>Aerosol/Spray Cans</td>
</tr>
<tr>
<td>Matches and Lighters</td>
<td>Permanent Markers</td>
<td>Chewing Gum</td>
</tr>
<tr>
<td>Energy Drinks</td>
<td>Cotton Buds</td>
<td>Nail Polish and remover</td>
</tr>
<tr>
<td>Hair Dye</td>
<td>Cool C</td>
<td>Alcohol based mouth wash</td>
</tr>
<tr>
<td>Laser lights</td>
<td>Over the counter medication</td>
<td>Candles</td>
</tr>
<tr>
<td>Oil Burners</td>
<td>Pornographic materials</td>
<td>Violent computer games</td>
</tr>
<tr>
<td>Water bombs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activities/ Recreation time

Students are encouraged to be involved in as many extra-curricular activities as possible.

- The Activities Co-ordinator organises and arranges activities for students to be involved in during the week and on weekends.
- Talk to the Activities Co-ordinator if you are interested in joining a sporting team or doing some special activities outside of school time.
- Make sure you have the appropriate clothing and footwear to be able to participate in after school activities.
- Parents are responsible for payment of club registration fees. This is not the responsibility of the College. All fees must be paid at the beginning of each sporting season.
Climate
Herberton is situated on the Atherton Tablelands south-west of Cairns.

- **Herberton can get quite cold** due to its height (915m elevation) above sea level.
- Winter temperatures can fall **as low as 0 degrees**.
- Summer can be hot and humid but there can also be cool rainy days during the wet season.
- The weather changes often, warm and water resistant clothing (jacket or raincoat) is a must.
- A good quality, warm doona is recommended for students.

Leave Procedures
Leave refers to any time a student leaves the College grounds without being accompanied by a staff member for an organised activity.

- **Parents** may collect their child at any time. However we would ask parents to **contacts us 24 – 48 hrs before arriving at the school** so that your child can be fully prepared.
- Please be advised that **only family and friends stated on the ‘Visitors List’** will be permitted to collect students after permission has been granted by parent/carer. The Visitors List can be updated at anytime.

**ALL STUDENTS MUST SIGN OUT AND BACK IN AT MORRISSY RECEPTION.**

**Afternoon Leave** is for students in Years 11 & 12 only to be able to walk to the shops in Herberton after school. This is a privilege for students who show correct behaviour. Students who have Residential College and parental permission must sign out at the Residential office. Students must wear College uniforms on afternoon leave.

Students in years 7 to 10 can only have down town leave at the discretion of the Head of Boarding and must be accompanied by a House Parent.

**Weekend Outings** – Students are expected to dress appropriately for weekend outings. Students, who are not dressed in a respectful, modest manner, will not be permitted to participate in weekend outings.

**Weekend Leave** for students is from **Friday afternoon after 3.00pm and they must return on Sunday afternoon by 6.00pm**.

- If students arrive after start of school on Monday, they will not be permitted to go on weekend leave for the **rest of that term**.
- Students must apply for this leave on an **official Residential College Leave Form** which must be signed by a parent or official guardian and **faxed or emailed by 4pm on the Wednesday before** the weekend leave. No forms will be accepted after the Wednesday before the requested weekend. **Only family and friends registered on the ‘Visitors List’** will be permitted to collect students.
- Students catching Trans North bus from Atherton to Cairns will need approximately $17 each way. Please ensure your child has enough money for return travel before they depart the College.
- If a student is arriving back to school later than Sunday evening you must contact the Residential Office. **This is acceptable for emergency situations only.**
Compassionate Leave – is for circumstances where a close family member has passed away or is seriously ill.

- Families should contact the College as soon as possible to arrange leave with the Head of Boarding.
- Abstudy requires a letter from your Council office stating the following:
  - Students name required to attend funeral
  - Confirmed date of funeral
  - Relationship of student to deceased.
- Abstudy has strict rules for travel at these times. Please contact the College office if you have any questions.

To give students the best opportunity to complete their academic commitments we strongly advise parents not to take their child out of classes unless it is unavoidable.

Student ID is provided by the College in Term One. Replacement ID’s will cost $10. If a student is travelling home by plane, they must have their Student ID to obtain their airline ticket.

**Study**

- Study is compulsory Monday to Thursday
- Students must be prepared for the work that they will do during study
- Students must not disturb other students
- Students are not to talk or play music during study
- Mobile phones must not be used during study
- Head phones are permitted at the discretion of staff on duty
- Students are not permitted to leave study without permission from the staff on duty

**Electrical Devices**

- All electrical devices need to be inspected and tagged by an Electrician (if not brand new)
- Students are permitted to bring a small box fan (if not new, must be tagged by an Electrician)
- All electrical devices are to be registered on College Equipment Register
- Phones, IPods and personal computers must be handed in at night

**Jewellery**

- Only one pair of ear rings is permitted. No other body piercings are permitted
Mobile Phones

- Students must not use phones in an inappropriate manner eg. Texting of rude messages, use of inappropriate language, explicit material.
- Phones will be confiscated if this occurs.
- Students must not video or take photos of any other persons without permission from that person.
- Students are advised not to lend their phone to other students.
- There are strict guidelines regarding the use of mobile phones during certain times. Students and families need to be aware and accept these College rules.
Meals

Most meals are served in the College dining room.

- **Students are expected to attend the three main meals during the day** as they are an opportunity for students to gather as a community and attendance checks to be done. Main meals are breakfast, lunch & dinner and the light meals are morning tea, afternoon tea and supper. Students are provided with a **range of choices for all three main meals** with a vegetarian option always available. There is also always **fresh fruit and cold drinking water** available from the dining room during meal times.

- **Students will be rostered to do kitchen chores on a rotating roster.**
- Singlet type tops are not to be worn in the dining room. Students are expected to be clean and tidy and wear appropriate footwear.
- In the new facilities students have **kitchenettes** available to them for storing and preparing snack food.
- It is expected that students will **keep these areas clean and tidy at all times** as these communal areas may also be used for study, meetings etc.

There are also many **themed dinner nights and special events** held in the dining room throughout the year. Students are given the opportunity for fancy dress, formal dress and fun.

2015 NAIDOC Celebrations
<table>
<thead>
<tr>
<th>TERM 1</th>
<th>[9 weeks]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSB Office Opens</td>
<td>Monday 18 January</td>
</tr>
<tr>
<td>New Boarder Orientation Travel</td>
<td>Tuesday 19 January</td>
</tr>
<tr>
<td>New Boarder’s Orientation commences</td>
<td>Wednesday 20 January</td>
</tr>
<tr>
<td>Continuing Boarders’ Travel</td>
<td>Monday 25 January (Pupil Free Day)</td>
</tr>
<tr>
<td>Australia Day Public Holiday</td>
<td>Tuesday 26 January</td>
</tr>
<tr>
<td>Years 7 – 12 commence</td>
<td>Wednesday 27 January</td>
</tr>
<tr>
<td>3.00pm students end term 1</td>
<td>Wed 23 March</td>
</tr>
<tr>
<td>Boarders’ Travel</td>
<td>Thursday 24 March</td>
</tr>
<tr>
<td>Easter Celebrations</td>
<td>Friday 25 March – Monday 28 March</td>
</tr>
<tr>
<td>Autumn Mid-Semester Break (2 Weeks)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 2</th>
<th>[10 weeks]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarders’ Travel</td>
<td>Monday 11 April</td>
</tr>
<tr>
<td>All classes commence</td>
<td>Tuesday 12 April</td>
</tr>
<tr>
<td>Anzac Day Public Holiday</td>
<td>Monday 25 April</td>
</tr>
<tr>
<td>Labour Day Public Holiday</td>
<td>Monday 2 May</td>
</tr>
<tr>
<td>3.00pm students end term</td>
<td>Thursday 16 June</td>
</tr>
<tr>
<td>Boarders’ Travel Day</td>
<td>Friday 17 June</td>
</tr>
<tr>
<td>Winter Student Break (3 Weeks)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 3</th>
<th>[10 weeks]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSB Office Open - Staff Day</td>
<td>Monday 11 July</td>
</tr>
<tr>
<td>Boarders’ Travel Day - Atherton Show Local Holiday</td>
<td>Tuesday 12 July</td>
</tr>
<tr>
<td>All classes commence</td>
<td>Wednesday 13 July</td>
</tr>
<tr>
<td>3.00pm students end term</td>
<td>Thursday 15 September</td>
</tr>
<tr>
<td>Boarders’ Travel</td>
<td>Friday 16 September</td>
</tr>
<tr>
<td>Spring Mid-Semester Break (2 Weeks)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 4</th>
<th>[8 weeks]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queen’s Birthday Public Holiday</td>
<td>Monday 3 October</td>
</tr>
<tr>
<td>Boarders’ Travel</td>
<td>Tuesday 4 October</td>
</tr>
<tr>
<td>All classes commence</td>
<td>Wednesday 5 October</td>
</tr>
<tr>
<td>QSA Verification Day</td>
<td>Monday 17 October (Pupil Free Day)</td>
</tr>
<tr>
<td>Year 12 students finish</td>
<td>Friday 18 November</td>
</tr>
<tr>
<td>3.00pm all students end term</td>
<td>Thursday 24 November</td>
</tr>
<tr>
<td>Boarders’ Travel</td>
<td>Friday 25 November</td>
</tr>
<tr>
<td>MSB office closes</td>
<td>Friday 2 December</td>
</tr>
</tbody>
</table>

2016 PARENT TERM DATES
Communication – Residence to Home

It is very important that students and staff can always contact families. Please ensure that all emergency contact details are current and correct so that in case of an emergency the College can contact someone about the incident.

- **Living away from home can be quite difficult for students at first** but often after a short period they settle into their new environment and are quite comfortable with the expectations and routines of day to day life.
- **One of the things that can be most difficult is receiving important news from home by phone, text or e-mail rather than in person.** To ensure students are able to adjust to any changes at home while they are so far away we would ask that families ring the Head of Residence or Residential reception so that we can be there to help students when they receive unexpected information from home. Such information might be about an accident or death in the family.
- Students can contact families several ways – e-mail, mobile phone & reception landline.
- All students upon enrolment are provided with their own College e-mail account. This is a free service provided by the college.
- **Mount St Bernard’s Residential Mobile Phone Policy** states that mobile phones are handed to supervisors at bed time for charging and safekeeping. Students will receive their mobile phones back the following day after school and in the morning on Weekends.
- Mobile Phones are not permitted to use mobile phones in class, study or the dining room. If students found using mobile phones at the incorrect times or do not hand them in when required, will have their phone confiscated for one week. The second time the phone will be confiscated for two weeks, the third time the students’ phone will be posted home to the parent/guardian.
- We would ask that families do not call during meal, study and mass times. Please call between 3pm and 5.30pm.
- Students who bring a mobile phone or any other sort of electronic item must complete an Equipment Register form for each item. This ensures that if the item is lost, staff will know what to look for and can confirm ownership as quickly as possible. We do not encourage students to bring expensive equipment with them to boarding. The College will not be responsible for missing or damaged property.

Families are able to contact students several ways. Through their personal mobile phones or e-mail and also through the Residential Office which can connect calls directly to the dormitories.

**IMPORTANT**
The Residential College often needs to contact families about various issues and it is important the families notify us when there is a change to their contact details – address, home phone number, mobile, e-mail etc. This information ensures that we can easily contact you when needed.

**Medicare and Healthcare / Centrelink Cards**
For medical reasons we require a copy of all Medicare cards and or Health care cards/Centrelink Card. These cards are required if students need medical care outside of the school. In the event of a visit to the doctor, students are responsible for the cost of any prescribed medications. All medication must be handed to the College Nurse this also includes over the counter medications.

**Money**
While away from home your child/ren will often need pocket money for various reasons.
- Students often require a little extra cash for excursions, personal items, replacement uniform items, phone credit etc.
- **Residential activities of a weekend** like trips to the movies or pizza nights etc are not funded by the College and would require the student to fund their own involvement.
- **Outside school sporting participation** like touch, netball, basketball, boxing, footy, hockey are also not funded by the College and would require the student to fund their own participation.
  - Contact sport such as Boxing requires special permission from parent/guardian before the student can participate.
- It is suggested that family deposit a regular amount, for example $20 per student per week, into their child’s bank account linked to a key card for their own use. This is in addition to any other expenses related to other activities.

### Laundry

The College has a commercial laundry on site which operates from Monday to Friday every week during the school term.

- **Students are expected to take their clothing to the laundry each week day** for washing and collect it again in the afternoon.
- **All bed linen must be sent to the laundry weekly.**
- The laundry washes in very hot water and dries clothes in a commercial dryer that can be quite harsh on clothes; therefore students should be careful about the types of delicate clothing they bring to the residential college.

### Mass

The Residential College celebrates Mass on Sundays at St Patrick’s Parish Church with members of the local community. All residential students are expected to participate in mass as part of their involvement in College life.

**Dress for Mass** – Clean, neat and tidy; modest, smart, casual. Island dresses are acceptable. No singlet tops are to be worn and students must wear appropriate footwear.
Expectations of a Mount St Bernard College Residential Student

**MSB Mission Statement:** Drawing our inspiration from the Gospels and the Mercy Tradition, we empower young people through our commitment to education to become people of faith, learning and hope, and so contribute to their communities. We are committed to the values of:

- Community – living and giving gracious hospitality in the spirit of family,
- Mercy – acting justly with a compassionate heart,
- Respect – valuing self, others, environment and the purpose of school,
- Excellence – striving towards personal best, and
- Wisdom – gaining life enhancing knowledge and skills.

Students at MSB are expected to work within the guidelines of:

- Respect
- Participation and
- Personal Best

We encourage all students to move from the need for external behaviour management methods towards a mature, self-directed student who makes positive decisions. This maturation process requires a community of mutual respect, which models Christian values and beliefs, as expressed in the Gospels.

**Student Responsibilities - Contract**

To support both my learning and that of others as an MSB student I will:

- Co-operatively contribute to a positive learning environment for all.
- Always participate and do my personal best.
- Take care of all school equipment and use items collaboratively under teacher instruction (share).
- Be punctual and prepared for all classes (with student diary).
- Work within the school guidelines, and understand the consequences of unacceptable behaviour.
- Wear the College uniform with pride.
- Treat others with courtesy and respect.
- Treat all residential staff with courtesy and respect.
- Be punctual to all residential routines and functions.
- Cooperate with and accept all residential rules and expectations.

Student Name:_____________________________________ Year:_____________________

Signature:_________________________________________ Date:_____________________

Parent/Guardian:____________________________________ Date:_____________________


## Equipment Register
Please complete this form for any electronic equipment your child is planning to bring with them to the college

**STUDENTS**

**NAME:** ____________________________________

<table>
<thead>
<tr>
<th>Mobile Phone/Make: (Samsung, Telstra, Nokia etc.)</th>
<th>Model: (TZ1, 350, Treo etc)</th>
<th>Serial Number: (found underneath the battery and contains letters and numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sim card number: (12 digit number on the back of the sim card)</td>
<td>Sim card pin: (4 digit code)</td>
<td>PUK number: (approx 8 digits)</td>
</tr>
</tbody>
</table>

**Phone Number:**

**Colour and style:** (Hot pink, black & silver, flip style, slide style etc.)

**Any distinctive features:** (scratch mark, broken battery cover, identifying stickers etc.)

Other electronic items (Laptops, MP3 players, iPods, hand held game machines, CD player, DVD player etc) – Please supply the following information for each item. Use a new table per item:

<table>
<thead>
<tr>
<th>Make: (Dell, Apple Mac, Samsung etc.)</th>
<th>Model: (TZ1, 350, Treo etc)</th>
<th>Serial Number: (usually found underneath or on the back of items)</th>
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**Any distinctive features:** (scratch mark, broken battery cover, identifying stickers etc.)

It would also be helpful if a photo can be supplied or if the student can get staff to take a photo when they arrive at school.

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Weekend Leave - Boarding Students

1. A Weekend Leave Application Form must be completed and signed by the Parent/Guardian and received by the College by 5pm on the Wednesday prior to the weekend on which leave is required.

2. On request the Weekend Leave Application Forms can be faxed or emailed to the parent/guardian. The forms can then be returned to the College by fax or email:
   Fax: 0740962509
   Email: residential@msb.qld.edu.au

3. If the person you are requesting your child to stay with is not on the Visitors List, then a Visitors List Form must also be completed.

4. As you can appreciate there are many students in the Residential College who require weekend leave, so it is imperative that the Leave requests are received on time, so that they can be processed in a timely manner.

Below is a sample of a completed Weekend Leave Application Form to help you with the process.

---

Mount St. Bernard College

WEEKEND LEAVE APPLICATION FORM

Student Name: Mary Smith Year: 9

Date of request but try/your child is given permission for leave on the following days:

Date out: Fri 17/4/13 Date in: Sun 19/4/13

Time out: 3:30pm Time in: 8:00pm

Travel details:

(For name & phone number of person collecting your child)

To be collected from the house by:

Julie Smith

To be returned to the house by:

Trans rapid bus

(For name & phone number of person collecting your child)

Contact name, address & phone number of person where your child will spend their leave:

Name: Ian Taylor
Address: 77 Nobody St, Edithton, Canal
Phone Number: 1300456123

Have you contacted the people mentioned above? (Yes) No (please circle)

Please note: This Leave Request Form must be submitted to the Residential Office by 5pm the Tuesday prior to leave being requested.

All leave is subject to approval by the Heads of Residence.

Submission of this Leave Form does not guarantee the automatic approval of your child’s leave.

Parent/Guardian Signature: ____________________________ Date: 17/4/13

Parent/Guardian Name: ____________________________ Contact phone number: 0428834956

Residential Office Fax Number: 074096 3250

Office use only: Date Received: ___________ Initial: ___________

Leave Approved: Yes No Signature: ____________________________ Date: ___________

RUA 2013 Residential Documents & Procedures/Weekend Leave Form.docx

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Full details are required for departure and return.

← Both Julie Smith and Ian Taylor must be on the Visitors List.

Don’t forget to sign and print your name and phone number.
WEEKEND LEAVE APPLICATION FORM

Student Name: ________________________________________ Year: _______________________

I/we request that my/our child be given permission for leave on the following days:

Date out: _______________        Date in: _______________
Time out: _______________        Time in: _______________

Travel details – Departure & Return (if not provided by the college): _______________________
_________________________________________________________________________________

To be collected from the bus/College by: _____________________________________________
(Full name & phone number of the person collecting your child)

To be returned to the bus/College by: _____________________________________________
(Full name & phone number of the person returning your child)

Contact name, address & phone number of person where your child will spend their leave: Name: _____________________________
Address: ______________________________________________________________________
Phone Number: _____________________________

Have you contacted the people mentioned above?   Yes    No (please circle)

Please note: This Leave Request Form must be submitted to the Residential Office by 5pm the Wednesday prior to leave being requested.
All leave is subject to approval by the Heads of Residence.
Submission of this Leave Application Form does not guarantee the automatic approval of your child’s leave.

Parent/Guardian Signature: ___________________________ Date: _______________________
Parent /Guardian Name: ___________________________ Contact phone number: ___________

Residential Office Fax Number: 074096 3250

<table>
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<tr>
<th>Office use only</th>
<th>Date Received: ________________</th>
<th>Initial: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Approved</td>
<td>Yes</td>
<td>No</td>
</tr>
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</tbody>
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20
BOARDER VISITOR LIST

STUDENT NAME: ……………………………………………………………..

I give the people as indicated below, permission to have contact with my child while they are boarding at Mount St Bernard College. I understand that the people listed below will be permitted to visit my child at the College, but my child will not be allowed to leave the College grounds with them unless a Leave Permission Form has been completed by me and leave has been approved by the Head of Residential (Boys or Girls).

<table>
<thead>
<tr>
<th>Visitor’s Name</th>
<th>Residential Address</th>
<th>Relationship to child</th>
<th>Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Home</td>
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<td>Work</td>
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I understand that anyone whose name does not appear on this list will not be allowed to have contact with my child.

Signature: .......................................................... Name: ............................................. Date: ..........................