

# Mount St Bernard College Herberton Residential Handbook



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## Residential Contacts

College Principal	Ms Narelle Hunt
Assistant Principal Boarding	Mr Malcolm Fahey
Assistant Head of Residential (Girls)	Ms Judy Anning
Assistant Head of Residential (Boys)	Mr Dave Shade
Residential Staff and Student Co-ordinator	Ms Joanne Bull
College Nurse	Mrs Tanya Davis
Medical Officer	Ms Laura McLellan
Residential Pastoral Care (Girls)	Ms Lorraine Muckan
Residential Pastoral Care (Boys)	Mr Christopher Borrell
	Mr Damian Riesenweber

## Residential Supervisors

Ms Joanne Bull	Mr Rabah Belkessa
Ms Joy Beohm	Mr Damian Riesenweber
Ms Dexine Majer	Mr Jason Stephen
Ms Elissa Coleing	Mr Jim Gaynor
Ms Ellie Bock	Mr Keith Jans
Ms Janelle Miosge	Mr Ken Duncan
Ms Leneeka McFarlane Green	Mr Kura Shioji
Ms Kales Billy	Mr Martyn Hampton
Ms Sam Hall	Mr Murray Hanrahan
Ms Sandy Bauer	Mr Callum Leslie
Ms Shanna Niehsner	Mr Stewart Diprose
Ms Sheree Quinn	Mr Trevor Madden
Ms Briony Nicholls	Mr Daniel Kransnoff
Ms Flo Cornish	Mr Aidan Prowse
Ms Sheila Carimihan	
Ms Tania Bolger	
Ms Jenny Rossiter	

## Postal Information

PO Box 14

Herberton, QLD 4887

## Email address

[msb.residential@cns.catholic.edu.au](mailto:msb.residential@cns.catholic.edu.au)

## Phone Numbers

Residential Reception Phone: 07 4096 1504

Morrissey House: 07 4096 1514

Bernards House: 07 4096 1508

***Please leave a message on voicemail***

# 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.

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 ensure that students are given the opportunity to become the best person they can be through a good education academically, socially, and spiritually.



## **Morrissey (Girls) Boarding House**

We have included a list of essential items your child will need to bring with them to boarding school. Do not forget to include a family photo; this helps students to settle into 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.



## **Bernards (Boys) Boarding House**



# 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 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.



**Morrissey (Girls) Boarding House**

# Student's Day

## Female Boarding

### Sunday Evening to Friday Morning

6.45am	Students- Wake-up, Shower, Clean teeth and get ready for school
7.45am	Roll Call
7.50am	Laundry Drop off
7.55am to 8.20am	Dining Room for Breakfast
8.20am	Dorms locked & students begin classes
8.20am to 3.00pm	School
3.00pm to 3.20pm	Laundry Collection and Afternoon Tea available at the Kitchen
3:00pm	Dorms Unlocked
4.00pm – 4.50pm	Shower and Free Time, afterschool sports/activities
4.50pm	Roll Call
5.00pm – 5.45pm	Dinner
5.45pm to 6.45pm	M1 – Study/Homework (5.45pm – 6.45pm) M2 - Study/Homework (5.45pm – 6.30pm)
7:45pm to 8:00pm	Supper and handing in mobile phones (juniors). All students brush teeth before bed.
8.15pm	Bedtime for Juniors Years 7, 8 & 9 (no showers after bedcheck)
8.45pm	Seniors hand in phones/laptops
9.15pm	Bedtime for Seniors Years 10, 11 & 12 (no showers after bedcheck)

### Friday Afternoon, Saturday & Sunday

7:30am to 8.30am	<b>Students wake-up and get dressed. (Not compulsory)</b>
8.30am to 9.30am	Breakfast (Not compulsory)
9.00am to 12:30pm	Organised activities, bus trips, shopping trips, club sport activities etc.
12.30pm to 1.00pm	Lunch in Boarding
1.00pm – 4.50pm	Organised activities, bus trips, shopping trips, club sport activities etc.
4.50pm	Roll Call
5.00pm – 5.45pm	Dinner (Compulsory)
5.45pm – 8.30pm	Free Time
8pm	Supper
8.30pm	Juniors hand in phones/laptops (Fri/Sat only)
9.00pm	Bedtime for Juniors Years 7, 8 & 9 - Fri/Sat only (no showers after bedcheck)
9.30pm	Seniors hand in phones/laptops (Fri/Sat only)
9.45pm	Bedtime for Seniors Years 10, 11 & 12 – Fri/Sat only (no showers after bedcheck)

## Male Boarding

### Sunday Evening to Friday Morning

7.00am	Students- Wake-up, Shower, Clean teeth and get ready for school
7.55am	Roll Call
8.00am to 8.20am	Dining Room for Breakfast
8.20am	Dorms locked & students begin classes
8.20am to 3.00pm	School
3.00pm to 3.20pm	Afternoon Tea available at the Kitchen
3:00pm	Dorms Unlocked
3.00pm to 5.00pm	Hand in uniform, Shower and Free time, Afterschool sports/activities
5.00pm to 5.45pm	Study/Homework
5.45pm to 6.15pm	Dinner
6.15pm – 8.00pm	Free Time
8.00pm- 8.15pm	Supper
8.15pm	Hand in phones/laptops – bottom floor
8.30pm	Bedtime for Bottom Floor
8.45pm	Hand in phones/laptops – middle floor
9.00pm	Bedtime for middle floor
9.15pm	Hand in phones/laptops – top floor
9.30pm	Bedtime for top floor

### Friday Afternoon, Saturday & Sunday

7:30am to 8.30am	Students wake-up and get dressed. (Not compulsory)
8.30am to 9.30am	Breakfast (Not compulsory)
9.00am to 12:30pm	Organised activities, bus trips, shopping trips, club sport activities etc.
12.30pm to 1.00pm	Lunch in Boarding (in dorm)
1.00pm – 5.00pm	Organised activities, bus trips, shopping trips, club sport activities etc.
5.45pm – 6.15pm	Dinner (Compulsory)
6.15pm – 8.00pm	Supper
8.45pm	Hand in phones/laptops – bottom floor (Fri/Sat only)
9.00pm	Bedtime for Bottom Floor (Fri/Sat only)
9.15pm	Hand in phones/laptops – middle floor (Fri/Sat only)
9.30pm	Bedtime for middle floor (Fri/Sat only)
9.45pm	Hand in phones/laptops – top floor (Fri/Sat only)
10.00pm	Bedtime for top floor (Fri/Sat only)

## Essential Items (New Boarding Students)

Each student requires the following items:

- ☐ Underwear (at least 7 pairs) Please check and replace, if necessary, throughout the year
- ☐ 3 Bras (at least 1 white) for under female white formal school uniform
- ☐ 2 Pyjamas (Winter and summer styles as Herberton gets very cold) or tracksuit.
- ☐ Thongs, sandals (NOT FOR USE DURING SCHOOL HOURS)
- ☐ Joggers (no high tops or canvas or volleys)
- ☐ Swimming togs
- ☐ 10 Coat Hangers
- ☐ Heat Pack for medical requirements
- ☐ Hat and sunscreen
- ☐ Drink bottle
- ☐ Small bag or backpack (for outside school activities/wallet)

**Casual clothes to wear after school and on weekends (appropriate for a Catholic school)**

- ☐ Shorts – no high cuts (Not torn in front of legs, appropriate length)
- ☐ Shirts – no low cuts
- ☐ Dresses – No short dresses
- ☐ Skirts – No Mini 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 must have individual headphones for listening to music.

**Students are not permitted to wear clothing or jewellery that has offensive pictures or logos on them i.e., marijuana leaves, swearing.**

- 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.**



# Essential Items (Returning Boarding 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 pillowcases
- ☐ 1 doona and 2 doona cover (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
- ☐ 3 Bras (at least 1 white) for under female white formal school uniform
- ☐ 2 Pyjamas (Winter and summer styles as Herberton gets very cold) or tracksuit.
- ☐ Thongs, sandals (NOT FOR USE DURING SCHOOL HOURS)
- ☐ 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, hairbrush, toothbrush, toothpaste, hair bands, pads and/or tampons – NO AEROSOLS)
- ☐ Tissues
- ☐ Heat Pack for medical requirements
- ☐ Drink bottle
- ☐ Small bag or backpack (for outside school activities/wallet)

## **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
- ☐ Students must have individual headphones for listening to music.
- ☐ Family Photo

**Students are not permitted to wear clothing or jewellery that has offensive pictures or logos on them i.e., marijuana leaves, swearing.**

- 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 respectably dressed always.***

# Items prohibited at Mount St Bernard College

Cigarettes/Vapes	Alcohol	Illicit Substances (drugs)
Knives or weapons of any kind	Needles	Aerosol/Spray Cans
Matches and Lighters	Permanent Markers	Chewing Gum
Energy Drinks	Cotton Buds	Nail Polish and remover
Hair Dye	Cool C, Cool R	Alcohol based mouth wash
Laser lights	Over the counter medication	Candles
Oil Burners	Pornographic materials	Violent computer games
Water bombs	Slime	Fake Nails, Fake Lashes
Hair Straighteners are allowed – however they need to be used in a common room area (Open Area) with fans circulating.		
Makeup – afterschool/weekends only		

## Activities/ Recreation time

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

- The boarding staff organise and arrange activities for students to be involved in during the week and on weekends.
- **Talk to the supervisors 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.

## Health Clinic

The Health Clinic is operated by a Registered Nurse. MSB has a doctor that visits the College every week who works closely with our College 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.

## 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.

- **Guardian/Primary Carer** may collect their child at any time. However, we would ask parents to **contact us 24 – 48 hrs before arriving at the school** so that your child can be fully prepared.
- **We do not encourage students to miss any school days unless it is for emergency reasons.**
- 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/carers. The Visitors List can be updated at anytime.

**ALL HOSTS OF STUDENTS MUST SIGN OUT AND IN AT MORRISSEY or BERNARDS RECEPTION UNLESS THEY ARE DROPPED OFF BY THE COLLEGE TO CAIRNS CENTRAL.**

**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 5.00pm. They are to be collected/returned to MSB by family/host and not on trans north bus.**

- If students arrive after start of school on Monday, they will not be permitted to go on weekend leave for the **remainder of that term.**
- Students must apply for leave on the REACH application which can be downloaded from the app. store. (REACH Boarding) Alternatively, students can use the Residential iPad to apply online. A text message is then sent to parent/carers for approval. This needs to be done by **5pm** on the **Wednesday before** the weekend leave. No leave 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.
  - If parent/carers would like to know more about the REACH program and how they can apply for leave on their student's behalf, please email Residential Administration officer at [msb.residential@cns.catholic.edu.au](mailto:msb.residential@cns.catholic.edu.au)
- There are two exeat weekends per term. The school supplies the bus down to Cairns Centrals on the Friday at 4pm and pickups from Cairns Centrals at 3pm on the Sunday.
- ***If a student is arriving back to school later than Sunday evening, you must contact the Residential Office.***

**Compassionate Leave** – is for circumstances where a close family member has passed away or is seriously ill.

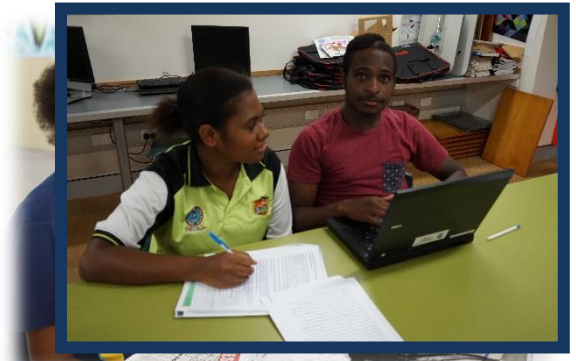
- Families should contact the College as soon as possible to arrange leave with the Head of Boarding.
- Abstudy requires a letter from your Council office stating the following:
  - Students name required to attend funeral.
  - Confirmed date of funeral
  - Relationship of student to deceased.
- Abstudy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

**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 for all students.
- 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.
- Headphones 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)
- All electrical devices are to be registered on College Equipment Register
- **Phones, iPods and personal computers must be handed in at night for all students.**

## Mobile Phones

- Students must not use phones in an inappropriate manner eg. Texting of rude messages, use of inappropriate language, explicit material, inappropriate photo's.
- 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.
- ALL students will leave their mobile phones in the boarding house during the day – ***NO MOBILE PHONES PERMITTED IN CLASS OR IN THE PLAYGROUND DURING SCHOOL HOURS.*** Please refer to the College guidelines regarding the acceptable use of mobile devices.

# DIGITAL/ELECTRONIC DEVICE POLICY



## Guided by the College Mission Statement

Drawing our inspiration from the Gospel of Jesus and the Mercy Tradition, we empower young people through our commitment to education to become persons 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.

### 1. This policy covers the use of any/all the following:

- use of any digital, electronic, ICT device (incl. - computers, mobile phones, cameras, iPod, music players, external storage devices, etc).
- internet resources – any point of access to email, internet.

in both Day School and Residential environments.

### 2. Expectation to sign and adhere to expectations – parents/carers and students are expected to have signed off and adhere to:

- a) *ACCEPTABLE USE OF COMPUTER AND INTERNET RESOURCES SECONDARY AGREEMENT* - Catholic Education Diocese of Cairns (attached)
- b) *ICT DEVICE CONSENT FORM*

The above two documents form part of a student's initial enrolment and acceptance documentation.

**3. Knowing what's expected** - Guided by the documents listed in point 2 (above) Mount St Bernard College aims to ensure that potential issues are clearly identified and addressed, ensuring the benefits that digital/electronic devices provide (such as increased safety and educational purposes) can be experienced by all students, staff, and families. In doing so, these documents provide staff, students and parents/carers with guidelines and instructions for the appropriate use of electronic devices during day school and boarding hours.

**4. Digital/electronic devices** - Mount St Bernard College recognises a **DIGITAL/ELECTRONIC DEVICE** as any device used for the transferring, communication and or storage of images, information, files, music, etc. These include but are not limited to laptop and desktop computers, mobile phones, iPod, iPad, mp3 players, digital cameras, external storage devices, and any device providing a point of access to email and internet services.

**5. Used for Educational Purposes** - Mount St Bernard College also acknowledges the increased use and ownership of electronic devices within the community and by students for educational purposes. It is for this reason that the College permits students to have mobile digital/electronic devices at school. However, during school hours (8:00am – 3:00pm) devices can only be used within the guidelines of this policy and associated agreements. Subsequently, this requires that school staff, students and parents/carers take steps to ensure that electronic devices are used safely, respectfully, and responsibly.

**6. College Expectations and Responsibility** – Guided by our Mission Statement values, all students are expected to demonstrate the MSB Three: *Be Safe, Be Respectful and Be Responsible*. All students are therefore expected to use digital/electronic devices in a safe, respectful, and responsible manner. The college *Positive Behaviour Support Plan* will guide staff in cases where students have not followed the stated expectations around the safe, respectful, and responsible use of electronic devices. In addition to the responsibilities outlined in the ***Acceptable Use of Computer and Internet Resources Secondary agreement***, it is the responsibility of all students who either bring an electronic device onto college grounds and into learning areas, or use school-supplied devices, to follow the guidelines outlined in this college-based document.

**7. Using devices at school** – Students are **NOT** allowed to use mobile phones at any time during the school day. Boarding students will leave their mobile devices in the boarding houses prior to departing each morning. Within the Residential facilities, students are expected to follow the expectations set down by the Head of Boarding.



**8. Parents/Carers contacting their children** – parents/carers are expected to support the college by working in positive partnership to ensure procedures are followed:

- During school hours, if contact with a student is necessary, parents/carers are asked to minimise disruption to learning and contact the **Front Office (4096 1444)** so that a message can be passed on to a student.
- For boarders, after 3pm, contact can be made with the **Residential Office (4096 1504 – girls, or 40961508 - boys)**. Parents need to be aware and supportive of the fact that students are not permitted to receive and/or make calls or text messages during class time.
- In the case of an emergency or high importance, the college Front Office (**40961444**) remains a vital and appropriate point of contact. This will ensure your child is reached quickly and assisted in the appropriate way.
- It is also expected that if students own a mobile phone – that only one device is brought onto school property (day school and boarding). More than one phone or ‘decoy’ phones are in contradiction to this policy.

**9. Personal use of device** - Mobile phones/iPods, other, may be used for listening to music at the discretion of the staff member providing it does not hinder in anyway the operations, including bedtimes.

**10. Handing devices to staff or Police** - Should electronic devices cause disruption to lessons or other school activities, be used between periods or in a way that is in breach of this policy, handing in of the device will be required (i.e. – confiscated). A return time will be determined on a case-by-case basis and may include that afternoon, end of the week or the school term. Parents will be notified on a case-by-case basis. The return of the device will be determined if it is safe and appropriate to do so. In required cases, mobile devices can be kept and handed to Police for further action.

**11. Refusing to hand in** - Students refusing to comply with a staff member’s direction to hand in a device will be followed up additionally for refusing to follow reasonable expectations. Further refusal to comply will result in a parent interview with the Principal (or their delegate) with the student being required to attend this interview. On a third and subsequent hand in, the student will be issued with a more serious consequence in line with the college Positive Behaviour Support policy.

**12. Taking responsibility** – Residential students are advised to keep their mobile devices and chargers locked in their personal lockers always when not in use. The College accepts no responsibility for personal electronic devices that are lost, stolen or damaged whilst on college premises, travelling to or from the college or on college sponsored functions. It is solely the responsibility of the owner of the device.

## **STUDENT AGREEMENT**

I have read and discussed this policy and agree to be a safe, responsible, and respectful user of all electronic and digital devices.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **PARENT/CARER AGREEMENT**

I/we have read and discussed this policy and agree to support the college and my child in being a safe, responsible, and respectful user of all electronic and digital devices. I/we understand that a breach of this policy will incur consequences according to the college Positive Behaviour Support Policy.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **POLICY UPDATES**

*This college-based policy is updated and revised regularly. Students, staff, and families are notified each time the policy or procedures are changed. If you are unsure whether you are reading the most current version, you should contact the College. (November 2016)*

## 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 mealtimes.
- Singlet type tops are not to be worn in the dining room. Students are expected to be clean and tidy and wear appropriate footwear.
- 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.



## 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 can 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 bedtime 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 in class, study, or the dining room. Students found using mobile phones at the incorrect times or do not hand them in when required, will have their phone confiscated. If the student continues to misuse their mobile phone in any way, further consequences will be established.
- We would ask that families **do not call during meal, study, and mass times**. Please call between 3pm and 5.00pm.
- Mount St. Bernard College takes NO RESPONSIBILITY for any lost, stolen, or damaged property, including mobile phones. Students are expected to take appropriate care of their personal items.

### 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.
  - If your child chooses to participate in any sport or activity requiring parental consent, parents will be contacted by the residential staff.
- It is suggested that **family deposit a regular amount**, for example \$20 - \$50 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. The College has an ATM located in the boarding residence.

## Laundry

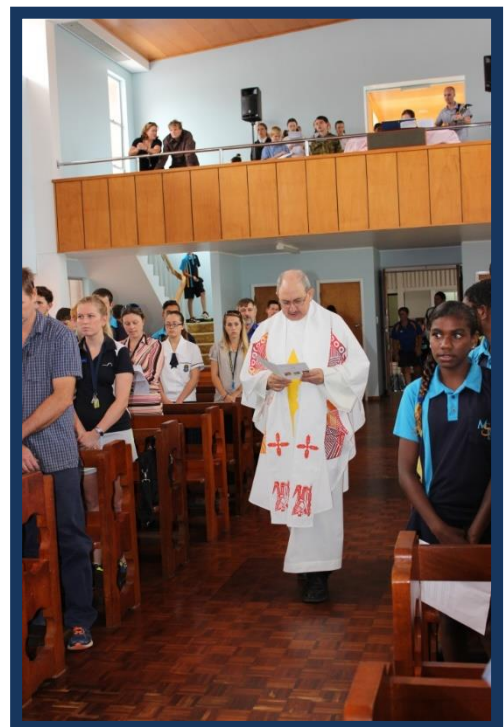
The College has a commercial laundry on site which operates from Monday to Friday every week during the school term.

- **Students are expected to take their clothing to the laundry each weekday** for washing and collect it again in the afternoon.
- **All bed linen must be sent to the laundry weekly.** A roster has been developed to ensure bed linen is laundered regularly.
- 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 College has a regular Mass in Chapel.

**Dress for Mass** – Students will be dressed.  
in the appropriate College uniform for  
the Friday afternoon Mass or Liturgy.



# 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 be **SAFE, RESPONSIBLE, and RESPECTFUL.**

- 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: \_\_\_\_\_



# Weekend Leave – Boarding Students

## Preferred Method:

- Weekend leave can be submitted through the boarding software, REACH by either parent/carer or by students. This is an easy process and can be done on a computer or via the app. on your phone. Instructions on how to do this can be emailed to you on request. Leave forms via REACH need to be submitted by 5pm on the Wednesday prior to the weekend on which leave is required.
- Please phone Residential Admin. for details: 07 4096 1504.

## Alternatively:

- The paper form of 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.
- On request the Weekend Leave Application Forms can be emailed to the parent/guardian. The forms can then be returned to the College by email:
  - Email: [msb.residential@cns.catholic.edu.au](mailto:msb.residential@cns.catholic.edu.au)
- 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.
- 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.
- Our preferred way to apply for leave via the REACH Boarding application. Your child/ren will be introduced to this way while boarding with us. Please call Residential Admin if you would like to know more.

**Below is a sample of a completed weekend Leave Application form to help you with the process.**

Nov. 2016

**Mount St. Bernard College**

**WEEKEND LEAVE APPLICATION FORM**

Student Name: Betty Smith Year: 10

Student Mobile: 1234 567 890

I understand I must return before start of school Monday morning.  
If I don't I will not be allowed on weekend leave again this term.

Students Sign: Betty Smith

*This form will not be sent to parent/guardian without your signature*

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**Parent / Guardian Approval**

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

Date out: Fri. 7.6.17 Date in: Sun. 9.6.17

Time out: 3.30pm Time in: 5pm

Travel details – Departure & Return (if not provided by the college):  
Joe bus to CNS – Trans Nth back.

To be collected from the bus/College by: Tim Smith 7890 173 461  
(Full name & phone number of the person collecting your child)

To be returned to the bus/College by: Tim Smith 7890 173 461  
(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: Julie Jones

Address: 64 Mills St Cairns

Phone Number: 0156 170 111

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

Please note: This completed Leave Request Form must be submitted to the Residential Office by 5pm the Wednesday prior to leave being requested. A late form may result in refusal. 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: Jackie Smith Date: 7.6.17

Parent /Guardian Name: Jackie Smith Contact phone number: 1461 341173

**Email to: [msb.residential@cns.catholic.edu.au](mailto:msb.residential@cns.catholic.edu.au)**

Full details are required for departure and return.

Both Tim Smith and Julie Jones must be on the Visitors List

Don't forget to sign, print your name and include Phone Number

# WEEKEND LEAVE APPLICATION FORM



## *Mount St. Bernard College* **WEEKEND LEAVE APPLICATION FORM**

**Student/s Name:** \_\_\_\_\_

**Parent / Guardian Approval**

**Please Note:** Our preferred method of applying for weekend leave is through the REACH Boarding app, which can be downloaded from the App. store for free. If you would like more details on this, please contact the Residential Administration Office on 07 4096 1504.

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 completed Leave Request Form must be submitted to the Residential Office by 5pm the Wednesday prior to leave being requested. A late form may result in refusal. Submission of this Leave Application Form does not guarantee the automatic approval of your child's leave.***

**IN THE EVENT THAT THE HOST IS LATE PICKING UP STUDENT,  
THE STUDENT WILL BE RETURNED TO COLLEGE.**

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

Parent /Guardian Name: \_\_\_\_\_

Contact phone number/s: \_\_\_\_\_

**Residential Email: [msb.residential@cns.catholic.edu.au](mailto:msb.residential@cns.catholic.edu.au)**



## BOARDER VISITOR LIST

**STUDENT FULL 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 Director of Boarding.

**PARENT / GUARDIAN**

**SIGNATURE:** ..... **FULL NAME:** ..... **DATE:** .....

I understand that anyone whose name does not appear on this list will not be allowed to have contact with my child.

Visitor's Name	Residential Address	Relationship to child	Telephone Numbers
			Home ..... Work ..... Mobile..... Email .....
			Home ..... Work ..... Mobile ..... Email.....
			Home ..... Work ..... Mobile ..... Email .....
			Home ..... Work ..... Mobile ..... Email .....