Boarding

2016 Parent & Student Handbook
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to Boarding</td>
<td>Page 3</td>
</tr>
<tr>
<td>Boarding Contact Information</td>
<td>Page 4</td>
</tr>
<tr>
<td>Vision and Mission Statement</td>
<td>Page 5</td>
</tr>
<tr>
<td>Pastoral Relationship &amp; Liturgy</td>
<td>Page 6</td>
</tr>
<tr>
<td>Core Values</td>
<td>Page 7</td>
</tr>
<tr>
<td>Responsibilities &amp; Consequences</td>
<td>Pages 8 &amp; 9</td>
</tr>
<tr>
<td>Life in Boarding</td>
<td>Pages 10 &amp; 11</td>
</tr>
<tr>
<td>What to Pack</td>
<td>Page 12</td>
</tr>
<tr>
<td>Leave Procedures</td>
<td>Page 13</td>
</tr>
<tr>
<td>Sample Boarders Routine</td>
<td>Page 15</td>
</tr>
<tr>
<td>Map of Campus</td>
<td>Page 16</td>
</tr>
</tbody>
</table>
We welcome all families to the Catholic Agricultural College boarding community. We are delighted that you have chosen here as your second home whilst attending school. Our facility has a long and proud history of residential care and has been a major influence in the lives of many young men and women.

Our College is guided by true Edmund Rice traditional values, these are lived out on a daily basis and enable our students to effectively engage in both boarding and schooling programs. We are committed in our efforts to successfully teach and guide our students through the most important stage of their young lives.

Being a boarder is a rewarding experience. It provides you with lifelong skills and friendships. We encourage you to make the most of the opportunities that are available during your time at the College.

Our experienced staff play a caring and supportive role during your son/daughters stay. Regular communication with parents has enabled our staff to respond respectfully to the day-to-day issues within boarding, with the wellbeing of each student a priority.

We encourage parents and family members to visit from time to time, this association with our College community is most welcome.

Our Handbook is provided to assist your child in making a successful transition to boarding life. We look forward to working in partnership with parents and carers to provide a positive and worthwhile experience for all boarding students.

Yours sincerely

Sam Godfrey
Head of Boarding
CONTACT INFORMATION

Mrs Sam Godfrey, Head of Residential Care  
Godfrey.Sam@cacbindoon.wa.edu.au  
Mobile 0457 518 155

Residential Care Office-Phone  9576 5543  
Residential Care Office-Facsimile  9576 1146

Mary Rice House  9576 5568  
9576 5569  
0457 518 154

Joseph House  9576 5554  
0467 720 944

Mary MacKillop House  9576 5570  
9576 5571  
0457 518 152

Catherine House  9576 5566  
9576 5567  
0467 719 994

House Parents

Sam Godfrey  
Maryke Beveridge  
Steve Glover  
Lea Latimer  
Liz Drummond  
Annalise Brown  
Nikol Urbus  
Ursula Isgar
VISION AND MISSION STATEMENT

VISION STATEMENT

Faithful to the gospel of Jesus and the tradition of Blessed Edmund Rice,

Catholic Agricultural College seeks to inspire each person to become optimistic, hopeful and fulfilled in a healthy, country environment, for the benefit of rural and wider communities.

MISSION STATEMENT

Catholic Agricultural College is an educational and vocational centre, situated in an agricultural setting strong in faith and compassion. The College is a vital part of the local community. The students, staff and college community share a common direction and work together to ensure the realisation of this vision.

The College aims to nurture all of our students on their faith and learning journeys and support them in developing skills, knowledge and understandings to become responsible contributors in their communities.

The College strives to engage our diverse student population using an approach which integrates the spiritual, pastoral, and learning needs of each student. Through effective academic and training programmes supported by appropriate behaviour practices we endeavour to facilitate the full development of each student.
Pastoral Relationship

The residential community is operated within the context of the vision of Edmund Rice, founder of the Christian Brothers. It aspires to establish a “community” atmosphere with sound Catholic principles. Such a community inevitably finds itself operating in a balance between discipline and individual freedoms, the needs of the individual and the needs of the community as a whole.

It also recognises the student’s reason for being in the residential community is to acquire the best education possible. Every attempt is made to create a “home-like” atmosphere in their residence.

In their relationship with your son/daughter, the residential staff will carry out their positions of responsibility with understanding. The relationship is seen primarily as a pastoral relationship reflecting care and concern, balanced by the clear boundaries and mutual respect.

Liturgy

In accordance with the Catholic values upon which the College is based, boarders must attend Mass. Mass is held each Saturday evening at 6.30 pm.

Should your child require additional support in preparation for any sacramental services, please contact the College Chaplain, Br Tony Hackett.

Students are reminded that Mass is a sacred time of respect and reflection, active participation is encouraged and attendance is compulsory. Appropriate behaviour is also encouraged during our Mass.

The College also invites community members and families to join our Mass.
The Catholic Agricultural College Bindoon lives and grows within the values mentioned below:

Core Values

• **Excellence**  Our community responds to the dignity of each person and actively promotes our people to strive to be the best they can be in both aspiration and achievement through the provision of extraordinary opportunity for our students and staff.

• **Respect**  Our community strives to be inclusive and recognises the faith tradition, diversity and rights and responsibilities of each person. We aim to act responsibly to care for the beauty of our unique, rural environment and endeavour to act justly in stewardship of our resources.

• **Tolerance**  Our community strives to serve its families and members and the broader community through reaching out to others through the spirit of tolerance and hospitality with generosity of spirit. We endeavour to celebrate diversity and liberate those at the margins through nurture and a sense of belonging to our small community.

• **Honesty**  Our community strives to promote and allow for the free expression of people to develop a wholesome lifestyle, free of prejudice and of peaceful and authentic consequence. We promote self-growth and healthy relationships through honest feedback and restorative practice.
RESPONSIBILITIES & CONSEQUENCES

All students are expected to take an active role in the day-to-day upkeep and care of our residential facilities.

A good positive approach to life within the houses will make the transition to boarding life a comfortable one. Students need to work together within the boarding environment and support each other on a daily basis.

It is up to the individual to make the most of the opportunities that are presented to them. This is the essence of the notion of responsibility and subsequent consequences.

The boarding community very much runs on trust. Once that trust is broken by an individual, he/she forfeits the basic freedoms that he/she is normally allowed until he can show that he/she is indeed trustworthy and responsible enough to use his freedoms appropriately.

Although the relationship between staff and boarders is one of caring and supervision and not primarily of power, staff do have authority over boarders and therefore, boarders must take direction and discipline from staff in a respectful manner.

Smoking is definitely NOT permitted in the boarding community. Boarders are absolutely forbidden to have in their possession, bring on to the premises, consume or use any alcoholic beverage, non-prescribed during or associated implements. This also applies to leave situations.
RESPONSIBILITIES & CONSEQUENCES

Developing Skills

There are a number of independently motivated life skills in which a new boarder must be proficient, if they are to make a speedy and pleasant transition to boarding.

• The ability to make a bed in a neat and tidy manner;
• Picking up and putting away, as well as the organisation and caring of one’s belongings;
• Organising study times and achieving set study goals;
• Appropriate socialising and mixing skills with peers;
• The structuring of leisure time in such a way as to avoid getting bored or having little to do;
• Management of your own Key Card account.

Guidance is given by the boarding staff, however, it would be much easier for your child during the settling in period if some basic preparation has been given at home prior to arriving.

Homesickness

It is perfectly normal for young people living in completely new surroundings, out of their own comfort zone to feel strange and want to come home from time-to-time. This is something they should not hide from, but face up to. It is important for you as a parent to support us in keeping your child in a positive frame of mind. Communication with home is encouraged, however, constant calls may complicate your progress and make the situation more difficult.
LIFE IN BOARDING

Dress Standards
Students are expected to dress appropriately during free time. When attending dining room - no singlets, no hats, all students must be wearing footwear.

We want our students and staff to feel comfortable and also look presentable. Therefore, we ask that students dress in casual, modest clothing in Residential time. No inappropriate logos.

Laundry service is supplied.

Personal hygiene, room tidiness and general cleanliness is of high priority in our boarding community.

Formal Dress
Several times per term students wear formal uniform, formal uniform is the red school top, school tie, black pants or black skirt and blazer. These items should be hanging in students wardrobes at all times. There are irons kept in the boarding houses for students to iron uniform for such occasions.

Shoes and Jewellery
It is compulsory for students to wear black, leather, lace-up school shoes. Uniforms are checked before leaving the boarding houses. Jewellery is not acceptable at school, other than one plain stud or sleeper in each ear lobe and one necklace with a religious symbol.

Study Times
Study is held from Sunday to Thursday nights. Mary MacKillop and Catherine House students study in their bedrooms as do the students in Mary Rice House. Joseph House girls’ study is held in house. Students are encouraged to bring their own laptops for personal study. Phones are not to be used at study.

Boarders Long Weekend
It is compulsory for every Boarder to leave the boarding house for the long weekend mid-term break, Term 2 & Term 3. Prior arrangements must be made to stay with a host family or your parents.

Weekend Excursions
Most weekends boarders will leave the property, for example we have trips to the movies, shopping, AFL football, Supa Golf, the Maze, festivals/fun days. Participation in these excursions is dependant on behaviour.

Emergencies
So that we can best help and support your child, please contact Residential Care staff before discussing issues with your child such as a death of a family member or family pet. Without this prior warning we may not be able to support your child in the most appropriate way. continued over....
LIFE IN BOARDING

Name Tags and Engraving
To reduce lost or stolen items, please ensure that all clothes are clearly labelled and personal items are engraved for easy identification.

Pocket Money
Keycard access must be arranged for 2016.

Medications
Parents need to complete the medical information form received in the Welcome Package, so that the College Nurse can collate important information to pass onto the Residential Care Supervisors.

All medications should be handed into the school nurse on arrival at the College. This includes over the counter medications such as Panadol and hay fever tablets.

Students are not permitted to have medications in their own possession.

The College Nurse then keeps a record of the medications handed in and each student has medication cards drawn up for the dispensing of these at suitable times.

Trained staff at the College then dispense medication as directed.

For any further information, please contact Sr Celia on 9576 5518.

Mobile Phones
The College recommends only one mobile phone per student. It must be understood that we take no responsibility for lost or stolen goods. We request that the serial numbers are supplied to assist us if anything such as this might occur. All phones are to be handed to supervisors prior to lights out.

Consequence - if not handed in or two are found, they will be posted home to parents.

Water Wise
Boarders are reminded to help with our water supply it is important that they have short showers, checking and reporting taps and not wasting water.

Sun Smart School
Catholic Agricultural College is a Sun Smart School and all students are encouraged to wear sunscreen and a hat when outside. During school hours, students have a school hat or can wear their Akubra’s. During the summer boarders go swimming in free time. Girls must wear shirts or singlet’s over bikinis and boys must wear board shorts and a shirt or singlet.
## WHAT TO PACK

### General
- Bath towels (2)
- A mug, bowl & cutlery (fork and spoon for dorm only)
- Toiletries
- 7 day pill box for medication
- Shoe cleaning kit
- Locked box
- Personal items eg photos
- Coat Hangers (8 minimum)
- Sheet Set (2)
- Mattress Protector
- Doona and doona cover
- Pillow and pillow cases
- 2 x padlocks and keys

### Security
- Personal items such as DVD’s (G, PG, or M rated), CD’s (without coarse language), game boys, ipods, laptops and mobile phones are allowed but should be clearly named or engraved for identification purposes. These items and others like jewellery and money should be stored in a locked box.

### What’s Not Permitted
- Personal television sets
- Unsuitable posters or pictures
- Roller skates/Skateboards/Scooters
- Pocket knives
- Medications kept in their room
- Electric heaters
- Candles, matches, oil lamps
- Aerosols eg. deodorant, cigarettes, alcohol and drugs
- Pets

### Summer
- Thongs
- Beach towel
- Summer P’J’s
- Casual clothes (t-shirts, shorts, jeans) to wear on weekends and after school
- Joggers/sneakers
- Batteries
- Sun safe swimming shirts (rashy)
- Sun cream
- Fan
- Hat

### Winter
- Inside slippers or ugg boots
- Outside sneakers/closed in shoes/boots
- Dry’s a’bone or rain proof jacket
- Electric blanket
- Extra doona/blanket
- Winter P’J’s
- Casual warm clothes (jumpers, jeans, shirts) to wear on weekends and after school
- Shoe cleaning kit

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School Uniform and black leather lace up school shoes
**LEAVE PROCEDURES**

When residential students leave the property they must have permission from their parent/guardian. Leave Forms need to be completed and either faxed or emailed to the Residential Care Office. Leave forms can be downloaded from the Catholic Agricultural College website or picked up from the Residential Care Office.

As we need to plan ahead for activities and numbers of students for staffing and meals, the College requires that Leave Forms be received a minimum of 3 days before the student is to leave.

Many students go out on weekends with family and friends of family or friends from school. Leave Forms for weekend leave must be received by Residential Care by 6pm Wednesday night. We ask in the case of emergencies that parents contact Residential Care as soon as possible.

Drivers under the age of 25 years are at a higher risk of accidents, therefore, the College requires that parents complete a Permission to Travel With Another Student form if they are being driven in a car with a fellow student.

Students are to be signed out by parents at the respective houses after school hours or during school hours at College Reception. Students are to be returned to the College before 6pm on Sunday. Please ring us if your child is not going to make that deadline for any reason. Please note that Residential Care staff may ask for ID when signing students out.

School holiday and Boarders’ Long Weekend, drop offs and pick ups are only on travel day.

Some students make use of the Day School bus services that leave the College on Fridays after school and return on Monday mornings before school. Please contact Admin to discuss seat availability before submitting leave forms to Residential Care. Please ensure that students have full school uniform and school shoes to wear back to school on the Monday morning as they will not be able to access the Houses in the morning.

Occasionally things arise during the term and students need to have time off during the school week. Leave Forms must still be sent to the Residential Care Office. These Leave Forms are then taken to the Principal for approval.

There is a TransWA bus service that we use to transport students North for boarders’ long weekends and holidays. Please be aware that a staff member has to leave the College to put your child on these buses, therefore, we need as much notice as possible to ensure that there is adequate staffing in the Houses at these times. Please supply us with the seat or ticket number and times of arrival and departure on the Leave Form. For most bus services the preferred pickup and drop off point is the College turnoff.

Leave Forms are to be faxed to 9576 1146 or emailed to resicare@cacbindoon.wa.edu.au.
BOARDERS LEAVE REQUEST FORM

Facsimile: (08) 9576 1146
Head of Residential Care mobile: 0457 518155

Email: resicare@cacbindoon.wa.edu.au

PLEASE NOTE:

- Requests for leave from classes must be approved by the Principal or Deputy Principal.
- This leave form must be returned to the Head of Residential Care by mail, fax or email, no later than the Wednesday before the day of the leave requested.
- A request for leave may be refused if a disciplinary matter exists.

I request that ____________________________________________________________
(Residential Student’s Name)
be given permission to leave the College on:

(Day) ____________________ (Date) ____________________ (Time) _____________________________
and return to the College on:
(Day) ____________________ (Date) ____________________ (Time) _____________________________
(return time is 6.30pm)

During this time he/she will be staying with:
Name: ____________________________________________________________
Address: ___________________________________________________________
______________________________________________________________________ Phone No: __________________

Reason for request for leave:
______________________________________________________________________

How and with whom is your student travelling? (Detail travel arrangements):
From CAC: ___________________________________________________________
To CAC: ___________________________________________________________

PARENT/GUARDIAN SIGNATURE ________________________________________

OFFICE USE ONLY

Principal/Deputy Principal ________________________________________________
Head of Residential Care ________________________________________________
Bus Driver to be notified ________________________________________________
### SAMPLE BOARDERS’ ROUTINE
(This may vary during the year)

#### WEEKDAYS

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>6.30 - 7.00 am</td>
<td>Students wake up</td>
</tr>
<tr>
<td>7.00 - 7.30 am</td>
<td>Organise room eg bed tidy/clothes neatly away</td>
</tr>
<tr>
<td>7.30 - 7.50 am</td>
<td>Attend breakfast in the dining room</td>
</tr>
<tr>
<td>8.00 - 8.20 am</td>
<td>Prepare for school, put items for your day in lockers</td>
</tr>
<tr>
<td>3.10 pm</td>
<td>Make your way up to your boarding house for afternoon tea. Pick up phones and get ticked off roll.</td>
</tr>
<tr>
<td>3.10 pm</td>
<td>Dorms open for students to return - piece in dorm.</td>
</tr>
<tr>
<td>4.30 - 5.00 pm</td>
<td>Showers are taken</td>
</tr>
<tr>
<td>5.00 - 5.45 pm</td>
<td>Free time</td>
</tr>
<tr>
<td>5.45 - 6.30 pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.30 pm</td>
<td>Return to Dorm</td>
</tr>
<tr>
<td>7.00 - 8.00 pm</td>
<td>Study time for all students</td>
</tr>
<tr>
<td>8.00 pm</td>
<td>Share time - supper etc</td>
</tr>
<tr>
<td>9.00 pm</td>
<td>Lights out - hand in phones</td>
</tr>
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Senior students may attend to additional studies if required.

#### WEEKENDS

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Sat 8.00 am</td>
<td>Breakfast In House</td>
</tr>
<tr>
<td>Sun 8.30 am</td>
<td>Breakfast In House</td>
</tr>
<tr>
<td>8.45 - 10.00 am</td>
<td>Charges House/Dorm</td>
</tr>
<tr>
<td>10.00 - 11.30 am</td>
<td>Trip into Town Bindoon</td>
</tr>
<tr>
<td>12.30 - 1.00 pm</td>
<td>Lunch time Dining Room</td>
</tr>
<tr>
<td>1.15 - 3.15 pm</td>
<td>Activities time with Residential staff Sports/Music/etc</td>
</tr>
<tr>
<td>3.30 - 4.30 pm</td>
<td>Free recreational time or weekend study On-site</td>
</tr>
<tr>
<td>4.30 pm</td>
<td>Shower time In House</td>
</tr>
<tr>
<td>5.30 - 6.00 pm</td>
<td>Evening meal Dining Room</td>
</tr>
<tr>
<td>Sat 6.30 pm</td>
<td>Attend Mass College Chapel</td>
</tr>
<tr>
<td>Sunday 7.00 pm - 8.00 pm</td>
<td>Study House</td>
</tr>
<tr>
<td>7.30 - 9.00/9.30 pm</td>
<td>Free recreational time Movies/Games etc House/Dorm</td>
</tr>
</tbody>
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Excursions taken on some weekends to Perth and surrounding areas

*Students are requested to participate willing in all aspects of our College routine. Please be punctual and considerate of others during this time.*