



John Paul College
Unity | Christ | Learning



Boarding

Handbook
2024

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1.0 From the Boarding Staff

At John Paul College, we believe that our core purpose in boarding is to care for and nurture the students who have been placed in our care. We strive to make boarding life a positive growth experience for all boarders by providing a safe and secure environment where they are encouraged to achieve their personal best. Our pastoral and academic welfare framework promotes the development of individual and group care, character strengths and wellbeing.

Boarding students bring so much richness, diversity, honesty, and humour to the life of the College. Irrespective of whether they arrive in Year Seven or enter in older year levels, or whether they are from a rural community in Northern Territory or a city like Hong Kong, our boarders quickly become a part of a family made up of special individuals. Whilst at the College, boarders are encouraged to grow as people, apply themselves as scholars and immerse themselves in the co-curricular life of the College and community service. Not all boarders necessarily thrive in their first encounter with living away from home, but very few leave boarding as Year Twelve Valedictorians without enormous emotion and life-long friendships.

The Boarding community at John Paul College endeavours to provide a second home, in a communal environment, for the boarding students at the school. Our boarding students should enjoy the friendships, the security, and the care of their second home. We aim to provide an experience for our boarders which helps them achieve their personal best and develop into young people of character.

We look forward to sharing boarding journey with you and your family.

Boarding Staff

2.0 Statement of Commitment to the Protection of Children and Young People

John Paul College supports the rights of children and is committed to ensuring the safety, welfare, and wellbeing of students. John Paul College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

Their commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

In support of their commitment, John Paul College is dedicated to our Child and Youth Risk Management strategy, which includes having relevant policies, procedures, and training in place to effectively address the safety and wellbeing of students in our care.

3.0 Conduct in Our Boarding Community

A Boarding Code of Conduct agreement (Appendix 4) is included, and families acknowledge these expectations. Each boarder signs a copy at the start of each year as an acknowledgment that the Boarders' Handbook has been read and understood.

We encourage boarders to look for opportunities to serve and support others. We are like a big family, and just like home, sometimes we get along and sometimes we do not! Regardless, we expect all boarders to treat each other with kindness and respect and this also extends to supervisors and other boarding staff. A 'please' and 'thank you' goes a long way!

We commit fully to the care and safety of your child. Trust and honesty are central to our community, alongside forgiveness and acceptance. As with any family, there are guidelines, and our boarding village is no different.

Our guidelines are based on Consideration, Cooperation and Duty of Care. Boarders are asked to always ensure that they are following the guidelines to support the safety, comfort, and wellbeing of self and others. We expect our boarders to always use appropriate language, and swearing is not permitted.

We believe that:

- A safe and secure environment is our first priority, where our boarders consider their boarding house as a 'home away from home'.
- Our boarders should be provided with opportunities to participate in stimulating and challenging sporting, cultural and recreational activities so as to foster holistic well-being, personal growth and a healthy, balanced lifestyle.
- Academic personal best can be realised through the fostering of a love of learning and sound study habits.
- Every member of the boarding community has a role to play in the creation of a caring 'boarding family' where we look after each other.
- Honesty and integrity are vital for a successful boarding life.
- Our boarders need to take ownership of their behaviour, accepting responsibility for their actions.
- Independence and self-reliance are important life skills for all boarders to learn and apply.
- Pride in self-engenders pride and care for our physical boarding environment.
- Mutual respect and open-mindedness foster good interpersonal relationships and celebration of difference.

4.0 Arrival at John Paul College

Travel Arrangements

Boarders are to arrive at the College the day before the commencement of the term and depart on the last day of the term. These days are known as 'Boarder Travel Days'. Fenton Village will not generally be open any time before or after these days.

This date is specified below.

4.1 Boarder Travel Days

Are usually the day before each term commences and the day before each term concludes.

It is unusual for the College to organise travel for boarders, except in special circumstances. Boarders' travel plans must be made well in advance so that travel can occur on the designated Boarder Travel Day.

Boarders will not be permitted to leave early or return late unless there is an unavoidable circumstance, of which the Head of Boarding is made aware in advance so that the relevant Head of School can be informed. Parents will be required to notify the College of their intentions.

Boarder Travel Day arrangements must be made no later than two weeks before the day of travel. Full details including flight information should be logged in REACH and should be provided to Boarding Reception at this time by contacting boarding@jpc.qld.edu.au or 07 3826 3366.

4.2 International Boarders

Passports and Airline/Travel Tickets

All passports and tickets must be given to the Head of Boarding so that they can be placed in the safe.

Boarders can only be transported by boarding staff to and from Brisbane Airports.

4.3 Homestay during Holidays (Optional)

All boarders are expected to vacate Fenton Village for vacation periods.

Overseas boarder parents are encouraged to arrange holiday care through guardians, family, or agents. If this is not possible, the College may assist with holiday homestay arrangements. However, there is limited availability.

4.4 Communication

Communication is a critical element in the successful operation of any boarding facility. This is particularly the case regarding leave or situations where boarders are unhappy or require support with some aspect of boarding life. For the leave process, please read the appendix, Leave Process.

In the case where dissatisfaction is an issue, boarders should, in the first instance, raise their concern with boarding staff to solve the problem. If the issue is not resolved at this point, please contact the Head of Boarding.

REACH (online leave management system) should be used by parents who wish to provide details regarding leave for their child, add or remove Approved Hosts for their child.

Boarding staff will assist with boarder welfare issues, boarding operational matters, medical appointments, and information regarding boarder progress.

Boarding staff will assist with medical and health-related issues and should be contacted if a boarder has reported feeling unwell or before external appointments are booked.

Contact Details

Boarding Reception	07 3826 3366 boarding@jpc.qld.edu.au
Head of Boarding	07 3826 3466 0448 056 441 tfloyd@jpc.qld.edu.au
Deputy Head of Boarding	07 3826 3366 rclemenger@jpc.qld.edu.au
Boarder Mail	John Paul College Fenton Village 83-125 John Paul Drive Daisy Hill QLD 4127

5.0 Fenton Village Expectations

All students, staff and families associated with the life of the College must regard themselves and others with mutual respect and learn the importance of co-operating in a Christian community characterised by diverse interests and traditions. It is imperative that no student, whether through neglect or intent, interferes with the rights of others to learn or participate in college activities.

It is expected that all students will accept responsibility for their progress through diligent and careful preparation for and participation in all activities.

To foster a secure and productive environment, the Village has adopted the following expectations of all boarders:

College Rules Apply During Term Time and While Students are Travelling to and From School:

- 5.0.1 The use of offensive language, smoking or being in the presence of smoking, vaping, consumption of alcohol, taking or possessing illegal drugs, carrying, or possessing dangerous objects, and stealing are regarded as serious breaches of discipline.
- 5.0.2 Harassment of any kind, including bullying, is regarded as a serious breach of discipline. The College has a 'zero tolerance' policy on all forms of harassment.
- 5.0.3 Students must respect the property of others and the College.
- 5.0.4 Students may not go beyond Fenton Village bounds without the permission of the boarding staff and using the appropriate leave process.
- 5.0.5 Students may not break the limits of propriety or territory in the matter of sexual behaviour. That is, the explicit display of inappropriate affection is not acceptable.
- 5.0.6 Irresponsible behaviour within the College grounds and buildings, including the defiance of the authority of both teaching and non-teaching staff, is not acceptable behaviour.
- 5.0.7 Students may not drive a motor vehicle unless written permission is granted by parents and the Head of Boarding.

5.1 Discipline

Boarding staff may personally deal with minor breaches of behaviour such as disruptive or uncooperative behaviour. More serious offences are dealt with by the Head or Deputy Head of Boarding and possibly the College Principal for offences that are inconsistent with our college and boarding values.

Consequences may include guided conversations, parental contact, gating, or extra duties. We would appreciate support from parents with these measures, particularly about time frame and the logistics of any 'gating' issues.

Our disciplinary system is based on care and mutual responsibility. Of equal importance is the process of reconciliation and restoration of good relations, mutual trust and respect following issues of misconduct which have attracted disciplinary measures, and which have been successfully worked through and resolved. Where possible we also try to focus on a Positive Behaviour model which is a person-centered approach to behaviour aimed at reducing behaviours of concern.

5.2 Boarder Dress and Appearance Expectations (refer Appendix 2)

Students should always be clean and tidy and wear their uniforms with pride. Boarder dress and appearance expectations are outlined in the Boarder Dress and Appearance Policy; see below; these expectations are to be always met.

A comfortable style of attire for boarders, while managing personal safety, allows boarders to feel a sense of belonging to a boarding environment. The standard of dress and appearance required during a boarder's time in Fenton Village is guided by the following:

5.21 General Dress Expectation

- 5.21.1 During College hours and on college occasions, boarders abide by the John Paul College expectations regarding uniform, hair, and jewelry policies.
- 5.21.2 After school hours, boarders may change into 'Neat Casual' clothing but must not mix casuals with the uniform. This includes when departing on any type of leave.
- 5.21.3 'Neat Casual' dress is the expectation for all dining room meals.
- 5.21.4 Shoes are to be worn when outside the boarding compound.

5.22 Neat Casual – Elaborations

- 5.22.1 Shirts or tops are to have sleeves. Midriffs tops are not permitted.
- 5.22.2 Dresses, shorts, and skirts must be of a reasonable length. A reasonable length can be determined by the item ending mid-way between the thigh and knee.
- 5.22.3 Inappropriate slogans or messages on clothing are not acceptable.
- 5.22.4 Makeup, hair, and jewelry expectations apply.

5.23 Makeup and Jewelry Expectations

- 5.23.1 Stud earrings are required when participating in physical activity. A wristwatch and a modest chain are permissible.
- 5.23.2 Tasteful application of makeup is allowed when dressing for host leave, boarding events, or outings.
- 5.23.3 No expensive or sentimental jewellery should be brought to boarding.

6.0 Preparing for Boarding

Boarding offers a rich and rewarding educational experience. It enables students to develop maturity, independence, self-confidence, and resilience within a safe, caring, and nurturing family environment. Our boutique accommodation within a village atmosphere makes our boarding an extraordinary experience.

We look forward to welcoming to the John Paul College family, boarders and girls from regional, rural, and Indigenous communities, neighbouring states, and countries. Our holistic education for boarders will provide them with numerous opportunities to gain experience and learn in the academic, sporting, cultural and service domains of our college.

6.1 What to Bring – Checklist

Apart from College-related materials and sporting equipment, there are many other items a boarder will need to bring to Fenton Village. See Appendix 1 for a suggested list of clothing and other items. All College Uniform items can be purchased from the College Retail Centre and may be pre-ordered.

6.2 What Not to Bring

While we want our boarders to feel as if they are at home, some items should remain at home:

- 6.2.1 Small fridges (large common room fridges are supplied)
- 6.2.2 Skateboards and blades
- 6.2.3 Electric heaters and fans (Reverse cycle air conditioners are used throughout the village)
- 6.2.4 Sharps of any kind
- 6.2.5 Offensive material, shirts, posters, or music.
- 6.2.6 Non-Australian standard electrical items [adaptors etc.]
- 6.2.7 Candles, lighters etc.

6.3 Living Away from Home

One of the most apparent aspects of education in a boarding school is that the boarder is living away from home. However, all boarders and parents new to boarding should appreciate that the boarding lifestyle of the twenty-first century looks and feels nothing like its traditional predecessor.

Fenton Village staff aim to provide a caring, nurturing, and supportive environment that reflects the family qualities that boarders would be familiar with.

Some young people may have trouble adapting to the communal living situation; others relate to the number of other people continually surrounding them. Boarders learn to value tolerance and mutual respect, as they must share their living space with others. Please note that we still uphold the dignity and importance of the right to personal freedom and privacy.

It is our experience that boarders gain independent living skills while boarding. This is achieved by:

- 6.3.1 Keeping bedrooms and cupboard areas clean and tidy
- 6.3.2 Managing personal hygiene
- 6.3.3 Ensuring that laundry is kept up to date.
- 6.3.4 Developing study and time management skills
- 6.3.5 Making the most of school resources by joining co-curricular activities and
- 6.3.6 Managing leave.

Our boarding staff provides guidance in all these areas.

It also makes it much easier for your child during their settling in period if some basic preparation has been undertaken at home in these areas. Suggested pre-requisite life skills: operating a top loading washing machine, operating a dryer, ironing techniques, making a bed, washing dishes and vacuuming.

6.4 The 'Settling In' Period

Living away from home for the first time may be a daunting experience. Therefore, it is perfectly normal for young people to feel strange in entirely new surroundings and a necessarily institutionalised environment.

Parents may hear of or experience the worst of a child's homesickness. Some boarders will tend to email or ring when they are feeling at their lowest.

Please encourage your child to see resident staff with their concerns. Often discussing the problem with someone not directly involved is of great assistance.

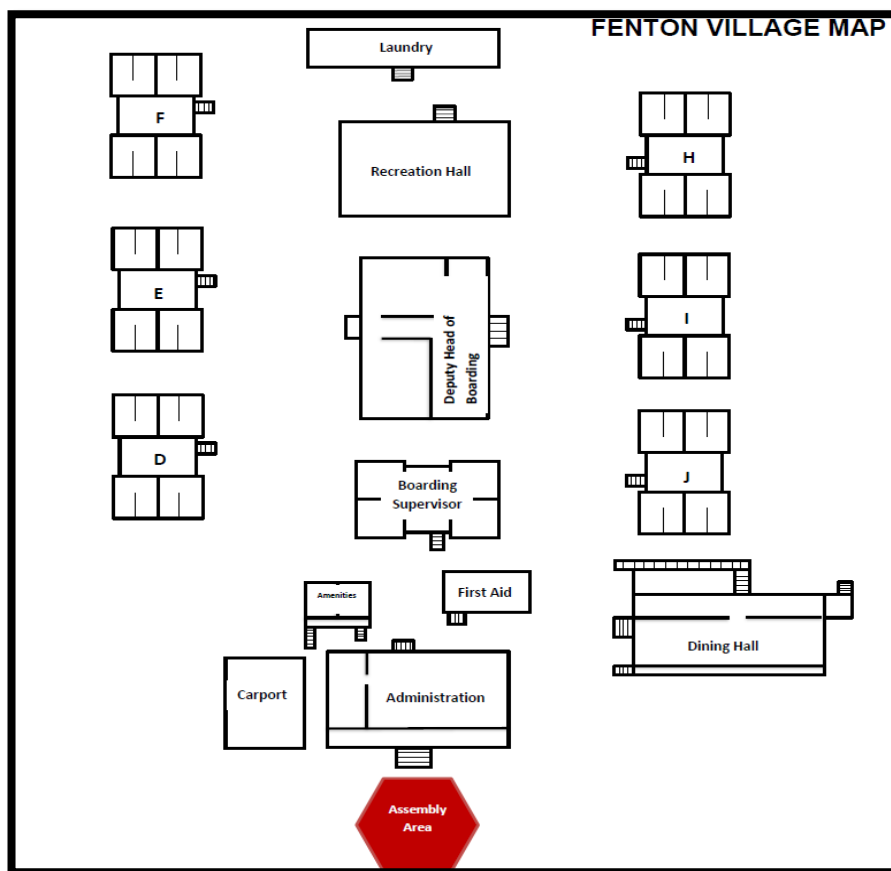
It is also normal for parents to miss their child, particularly at the start of the year or term or in a first-time boarding situation. Having a child on the phone and telling you how much you are missed may multiply the very normal emotional commitment that parents have to their children. We suggest you follow the guidelines below to help alleviate your concerns.

- 6.4.1 Limit your phone calls, Skype, or FaceTime to a specific time of the day and week, especially in the early part of the year or their boarding experience.
- 6.4.2 Call outside Prep/study, meal, and Recreation routine times or just before bedtime.
- 6.4.3 Try to limit the extent that mobile phones are used between you and your child to lessen the emotional impact.
- 6.4.4 Contact Boarding Reception if you are concerned that your child is really upset – there will be a staff member in Fenton Village who will be able to help your child immediately.
- 6.4.5 Use email – this is an excellent way for you to make contact about the day-to-day events. Still, it removes the emotional impact of your voice when a child has been experiencing a difficult transition or period.

7.0 Accommodation

7.1 Villa

John Paul College is a co-educational Day and Boarding School with Fenton Village providing comfortable modern living space for up to 48 boarders from Years Seven to Twelve. The Village has six spacious and self-contained villas, each with up to eight boarders of similar age in twin share rooms with adjoining private ensuites. Every villa is equipped with its own kitchenette, dining, and lounge area, including an LCD television.



7.2 Security

Fenton Village is a secured community monitored and controlled by the John Paul College Security and Facilities Department 24 hours a day, via an infrared closed-circuit camera network and a set of electronic security networks linked to every villa and staff accommodation.

Access to the Village is through our front gates which require boarders to scan their student ID cards. We value our residential staff as they are an added support and security network for our boarders. Physical security is an essential characteristic of Fenton Village.

Security screens are also fitted to windows and doors to add to the safety of boarders. Each building also has a set of fire doors to enable easy evacuation of the buildings, should the need arise. Boarding staff complete thorough inspections of all these elements when the Village is closed for the night.

Personal valuables are the responsibility of the owner. Sums of money and technology items (iPhones, iPads, headphones, etc.) must be carefully maintained and secured in the lockable cupboards when not required.

Boarders will be required to supply their own locks to secure cupboards. Large sums of money, beyond pocket money, are not required. It is best practice for boarders and parents to use bank key cards and online banking to manage any large forms of money. If there is a reason for a boarder to have cash, they should hand it to the Head/Deputy Head of Boarding for safe keeping.

7.3 Meals and Catering

The Fenton Village Dining Hall plays the role of the kitchen table, one of the most important aspects of any boarder's home life. Meals are prepared by a dedicated team of JPC chefs with extensive hospitality experience.

The Dining Hall seats over 50 guests in air-conditioned comfort. It also features a hot buffet servery, salad bar, and breakfast bench.

Boarders are expected to be prompt and attend all boarding meals as scheduled in the Fenton Village Weekly Routine. The focus of mealtimes is to catch up with friends, peers and staff and enjoy a nutritionally prepared meal in a family setting. We appreciate feedback regarding this important aspect of boarding life and as such, we conduct formal and informal surveys throughout the year. Please refer all dietary matters to the Head of Boarding. During the week, lunches are supplied at the College Tuck Shop. Every effort is made to cater to special dietary conditions. Late Meals will be provided as required.

7.4 Room Tidiness

Room tidiness is not negotiable! Your child will need to make their bed daily and ensure that their desk and floor are clear of any items to allow our cleaning staff to come through daily and maintain their personal space. Waste bins need to be emptied each day and any food items should be in airtight containers.

7.5 Tidiness of common shared areas

It is each boarder's responsibility to ensure that the tidiness of our shared common room areas, passageways, mini kitchens, and bathrooms is always up to an acceptable standard. Boarders will from time to time be asked to do their part in the cleaning of these areas, and we have an expectation that along with utilising the space, they will also contribute to its upkeep.

7.6 Breakages and Damage

Breakage of or graffiti to any article or piece of equipment in the boarding house must be reported to staff immediately. The cost for repairs or replacement of boarding house equipment deliberately damaged by students will be charged to parent's accounts. When allocated to a room, boarders must immediately notify staff of any existing damage or graffiti, to avoid confusion regarding responsibility. No materials are to be draped over lights due to potential fire hazards. Insurance to boarders' property is strongly recommended that parents check their insurance policies to ensure adequate coverage of personal items. The college does not accept responsibility for expenses arising from loss of or damage to personal effects and property.

7.7 Laundry

John Paul College students take immense pride in wearing the Burgundy and Blue, and as such, the laundering of clothes is paramount to meeting College standards of dress and appearance.

All clothing items must be clearly marked with the boarder's name; this is best done with a laundry marker or sewn-on name labels.

Parents and guardians can purchase labels from a range of suppliers; here are some recommended websites:

My Name Label: <http://www.mynamelabel.com.au>

Stuck on You: <http://www.stuckonyou.com.au>

Tinyme: www.tinyme.com.au

As part of the broader boarder development program, John Paul College has embraced the concept that young people take a hands-on approach to organise their daily needs, including laundering their clothes. The Village has excellent facilities for students to wash, dry and iron their clothing. Our stand-alone laundry building houses six washing machines and dryers.

Doing laundry is another set of skills that boarders will develop that will help them to become independent adults. We will of course provide assistance when required.

When boarders commence their boarding journey, our professional staff, will assist with every effort to establish a washing routine for every boarder. Be assured that boarding staff will monitor and help with laundry every day to ensure our boarders look their best.

7.8 Technology Devices and Internet

The entire boarding village is wirelessly networked, enabling boarders to connect to their school account and internet services. Boarders are afforded an additional data allowance to assist in studying, researching, and communicating with home or family.

Boarders have access to selected social media and gaming sites between 4.00pm and 9.00pm AEST.

The school network is a secure and safe place for boarders to access online content; there is no need for any personal Wi-Fi hotspot or similar devices to be used in the Village. After 9.00pm each evening, the network is limited to web browsing and email only; this ensures that boarders can continue studying and completing academic tasks - the Student Use of Mobile Phones Policy ([Click here](#)). Boarder mobile phone and digital device use fall within the College Mobile Phone and Digital Device Policy.

8.0 Health Care

8.1 Medical Information

Boarder parents are expected to provide complete and accurate details of their child's medical history and circumstances at the commencement of every school year or when details have changed. This is done initially by completing the Medical Permission Form upon enrolment in the College. Any medical information is kept confidential (unless permission is granted by parent/s) and should only be discussed directly with the Head/Deputy Head of Boarding or Senior Supervisor.

Over the counter (OTC) medication permissions can be granted by parents using our online leave management system REACH.

8.2 Health Centre

Students may present at the College's Health Centre from Monday to Friday 8:00am to 3.30pm. If a boarder falls ill outside of these hours, the Head of Boarding and/or boarding staff will tend to their needs and consult with parents.

John Paul College is located a short distance from several medical centres. These facilities are our point of call for boarders requiring non-urgent medical consultation.

Our Medical

(07) 3177 7777

195-225 Bryants Road

Loganholme QLD 4129

All boarders are expected to have money available to pay for any medical expenses incurred. The College will not pay for appointments, medical treatments, or pharmaceuticals.

8.3 Medical Emergency

In the case of an emergency, students will be taken to Logan Hospital. This facility has a 24-hour Accident and Emergency Department. Boarder parents or guardians will be contacted immediately in any event that requires a boarder requires an ambulance and/or hospitalization.

8.4 Medication

College policy states that all medication (clearly labelled) is handed to boarding staff upon arrival at Fenton Village. Boarders must never store their own medication.

When boarders keep their own medication, it can become accessible to others.

All medications are locked in the overnight medication box kept at the Boarding First Aid Room. Medication includes prescriptions, vitamins, cough mixture, pain relievers, antihistamines etc.

Medication can only be administered with a doctor's order (prescription medications) or written permission from a parent/legal guardian (Boarding Medical Permission Form).

8.5 Medical and Dental Appointments

All medical/dental appointments for boarders should be made through our appointed and designated first aid person. If a parent is taking their/her child to a medical appointment during school time, the parent will need to inform the College and notify the Boarding House.

8.6 Illness

Boarders who are contagious (with an excludable illness) will be withdrawn from residing in their villa and relocated into an isolated sleeping and living space in the First Aid building. This is located adjacent to the Boarding Administration and Reception building. If this is not suitable due to the boarder's illness, the boarder should then be placed into the care of the nominated Emergency Contact person. In consultation with the boarder's GP, the Head of Boarding will co-ordinate this event and inform the boarder's parents. If a boarder returns a positive Covid-19 result, they will be required, if possible, to isolate off-site. In consultation with their parents and emergency contact person, the Head of Boarding will organise these arrangements.

In general, a boarder who is ill will be assessed by a member of staff in the first aid room. If unwell and unable to attend school (high temp) they will remain in the first aid room without technological devices, to recover and recuperate. Parents will be kept well informed throughout this process. Regular updates will be provided.

8.7 Excludable Illness

Recommended minimum exclusion periods for infectious diseases for Schools (based on the National Health & Medical Research Council Guidelines) [see Time Out website](#). Note: The NHMRC recommends that physically unwell children be excluded from attending the College.

8.8 Mental Health Issues

On occasions a boarder may present with a mental health issue. If this is the case the parent/guardian will be contacted by the Head or Deputy Head of Boarding to discuss the sequence of events. The Boarding Village may also seek assistance/guidance from the College counsellors and Health Centre staff regarding decision-making and management. Depending on the severity and frequency of the issue, the College and Boarding Village will work with the family and health professionals to devise and follow a Health Management Plan.

If the Boarding Village does not have the resources to effectively manage the mental health issue the boarder involved may be asked to seek alternative accommodation until such time they are assessed as ready to return to the Boarding Village. The Boarding Village and the College will work with the student and their family to ensure a smooth transition back to the boarding house. To enable this transition there must be a Health Management Plan in place. This may necessitate that the student continues to seek assistance from health professionals.

9.0 Routines

9.1 Overview

Fenton Village has organised its operations around specific routines and rituals. A boarding environment needs to use routines to maintain consistent expectations and provide boarders with a solid foundation to manage their own circumstances. This practice certainly enables much easier management of the Village and the boarders who reside within it. Variations may be implemented in response to specific situations, e.g., COVID Safe practice, special events.

There are two main routines that Fenton Village follows:

- Weekday routine (Monday – Friday)
- Weekend routine (Friday 3.20pm – Sunday 5.30pm).

Weekday Routine Monday to Friday

Time	Routine
7.00am	Wakeup
7.00am – 7.45am	Breakfast
7.30am – 8.00am	School preparation
8.00am	Boarders depart for classes
3.30pm – 4.00pm	Afternoon tea in Dining Hall
5.45pm – 6.15pm	Dinner
6.45pm – 7.45pm	Prep session 1
7.45pm – 8.00pm	Supper
8.00pm – 8.45pm	Prep session 2
9.00pm – 9.15pm	Years Seven and Eight tech handed in & quiet time
9.15pm	Years Seven and Eight lights out
9.30pm	Year Nine lights out
9.45pm	Year Ten lights out
10.15pm	Years Eleven and Twelve lights out
10.30pm	Final lockup and security arming

Weekend Routine Friday to Sunday

The Fenton Village weekend routine is much more relaxed than that of the weekday routine. We determine weekends as the period between Friday 3.20pm and Sunday at 5.30pm. Several influences guide the weekend routines:

- School events
- TAS and other sporting commitments
- Academic timing (exams and assessment time)
- Planned village events and outings, formal dinners, end-of-term outings, and late-night shopping.
- Weather
- Boarder negotiation
- Risk assessment.

Boarding staff will arrange outings and activities. Weekend Planners will be published for the students and hard copies posted in prominent places throughout the Village.

All boarders are to return to Fenton Village in time to adequately prepare for the school week.

Friday

Time	Routine
6.00pm	Dinner
	Evening activities / personal time
9.30pm	Years Seven to Nine lights out
10.00pm	Years Ten to Twelve lights out
10.30pm	Final lockup and security arming

Saturday

Time	Routine
9.00am	Wakeup call (If students are travelling to TAS sport, an early wakeup and breakfast is provided)
	Activities / personal time
7.00am – 9.00am	Breakfast (Dining will be open from 7.00am)
12.30pm	Lunch
6.00pm	Dinner
	Evening activities / personal time
9.30pm	Years Seven to Nine lights out
10.30pm	Years Ten to Twelve lights out
10.30pm	Final lockup and security arming

Sunday

Time	Routine
10.00am	Wakeup call
8.00am – 10.30am	Dining will be open from 8.00am
12.30pm	Lunch
5.30pm	All boarders are to return to Fenton Village from weekend leave
6.00pm	Dinner
6.30 onwards	Clean up and tidy personal spaces and Village in general
8.30pm	Years Seven to Nine tech handed in
9.00pm	Years Seven to ten lights out
9.30pm	Years eleven and twelve quiet time
10.00pm	Final lockup and security arming

9.2 Mornings and Breakfast

The morning routine is the most important of a boarder's day, as it sets the day in motion and generally determines our boarders' tone and preparedness. The morning routine involves a few facets of the organisation:

Wake-up call/roll completed.

Showers/uniforms

Breakfast

Villa clean up.

Prepare and depart for the College.

Before the commencement of the school day, boarders who are sick will be expected to present themselves to staff and be assessed by designated boarding staff. If a boarder requires rest, they will be moved to the sickbay.

To ensure a speedy recovery, sick boarders will not have access to phones, laptops, or other devices.

Should a student become unwell during the day, the same procedure is expected for 'Day School' students. The boarder will be directed to the Health Centre. Boarders also have access to the College counselling and chaplaincy staff. This will be directed by the individuals themselves and/or by the Head of Boarding as needed.

9.3 Lunch

Currently, during the week, Boarders' lunch is served from the JPC Tuckshop.

9.4 Afternoons

Boarders return to Fenton Village straight after School. On some occasions, students may not return until later in the afternoon due to further academic or co-curricular commitments.

It is an expectation that each boarder presents themselves to the Boarding Reception in the Administration building when arriving from School, as they would before leaving for school in the morning. This allows boarding staff to conduct an accurate Roll Call. The afternoon routine is a time for boarders to relax, enjoy some free time, or engage in individual study or co-curricular activity.

9.5 Co-curricular Activities

All boarders are expected to participate in at least one co-curricular activity per term, with the selection undertaken in consultation with parents.

The boarding staff will arrange transport arrangements in consultation with the Head of Sport and Activities, Head of Performing Arts and associated coaches and team managers, confirmed and approved in consultation with boarder parents.

All boarders are required to inform boarding staff of their co-curricular commitments.

9.6 Dinner

Dinner is held at 5.45pm every weekday evening at the Village Dining Hall unless otherwise arranged for special dinners or BBQ evenings.

Boarders are expected to change out of their full school uniform and into 'neat casual' attire (Boarder Dress and Appearance Policy). Grace will precede our formal dinners, and then each table will be called to be served. The behaviours exhibited during meals should be when eating in a restaurant or at the family table.

9.7 Homework / Prep Time

Within the context of an educational institution, one of the most important aspects of a student's daily routine is consolidating the concepts and knowledge learnt throughout the day. Prep time is one of the most significant times of a boarder's day.

There are some fundamental expectations of boarders during Prep Time.
Prep Time is time to complete set homework and further study.

A quiet study environment is to be maintained during Prep Time. The boarder will be removed if they are disruptive to this study time.

During each Prep Time, a boarding staff member, academic tutor, or teacher will make themselves available for academic support.

9.8 Lights Out and Lockup

The routine of closing the house is guided by various activities, including boarders' meetings, chapel services and outings. Please refer to the weekly routine for more detailed information.

9.9 Boarders' Meeting

All boarders are expected to attend our weekly Boarders' Meeting. The Boarders' Meeting is an essential part of the boarding routine. It provides an opportunity to discuss relevant matters of operation, recognises excellence within the Boarding and College community, and, most importantly, sets the tone for the week ahead.

9.10 Boarder Outings

Boarding staff organise frequent events and outings for Boarders. A calendar of events will be prepared and made available to boarders and parents. Many of these events are optional and require boarders to use the sign up via REACH. Every endeavour will be made to encourage boarders to attend.

9.11 Special Event Meals and Birthdays

Each Term will have several themed meals, decided upon by boarders in consultation with the Catering Manager. In addition to these, the boarding community will on occasions gather for a semi-formal dinner such as a Multicultural dinner, Lunar New Year dinner, Boarding Banquet and Christmas picnic.

Birthdays are a special time in anyone's life, an occasion to celebrate. As part of our boarding community, we celebrate these milestones with every boarder. Of course, when that special day arrives, boarders and staff will make every effort to ensure our birthday boarder has a full and happy day.

9.12 Birthday Cakes

Boarding staff are more than willing to assist in picking up and delivering personal birthday cake orders. John Paul College is close to Chatswood Central Shopping Centre. Robertos Cheesecake Shop (07) 3209 2771.

9.13 Boarder Whereabouts

Roll calls and headcounts are an integral part of the boarding lifestyle and ensure that boarding staff know where all our Boarders are at any given time. Roll calls and headcounts are a legal obligation and a legal document.

Rolls are taken on a routine basis during the wake-up and breakfast routine, after school return to Fenton Village, during prep/homework session and shut down and lockup of the facility. Students offsite should make themselves contactable (via phone) at all times.

9.14 Evacuations and Lockdowns

Boarders will take part in evacuation and lockdown drills at least once during each term. They will be well briefed of the procedures.

10.0 Leave Process

Boarders lead active lives and frequently attend social, cultural, and co-curricular activities. Therefore, these details must be in our leave system and are up to date to assist in providing these leave opportunities.

At John Paul College, we use a Boarding Management System called REACH, which enables boarders and residential staff to manage to leave arrangements and permissions at any given time. REACH is available through the student portal but is also an Android and Apple app. Boarders and parents will receive a password and username to access their leave request account prior to their arrival.

A list of approved hosts can be generated through the REACH system.

10.1 Leaving the Boarding Village

Boarders, their families, hosts, and friends are expected to announce themselves when coming and going from Fenton Village. Staff may ask for identification to ensure the safety of our boarders. It's imperative that we hand our care of boarders to approved adult hosts.

Boarders can only leave the boarding community with the combined approval of boarding staff and parents/guardians. Permission/approval is granted through the Online Boarding Leave Process (REACH). It may sometimes be necessary to contact parents to gather more information about the leave request. Visitors who are collecting students are not to enter villas.

10.2 Cars in boarding

As a rule, boarders who wish to have a vehicle in boarding need to have permission granted by the Head of Boarding. There are forms to complete as part of this process. Misuse of vehicles will result in this privilege being revoked.

10.3 Boarders and part time employment

Boarders may have a part time job but may only work on weekends and during daytime hours. Boarding is unable to transport boarders to employment, so guardians are required to transport them or other arrangements need to be organised.

Forms

Need to be completed and returned to the Head of Boarding:

[Special Permission Form](#)

[Boarding Medical Permission Form](#)

[Vehicle Driver Permission Form](#)

[Code of Conduct Agreement](#)



APPENDIX 1: Suggested Clothing and Equipment List

LABELLING of clothes, linen, etc. is **MOST IMPORTANT**. Responsibility cannot be accepted for unmarked articles.

Casual clothing should meet the standard of dress as outlined in the Boarders Dress and Appearance Expectations.

UNIFORM:

- 1 - College blazer
- 3 or 4 - College shirts
- 2 - Pairs grey shorts
- 2 - Pairs long grey trousers
- 3 - Dresses
- 2 - College tie
- 5 - Pairs College socks
- 1 - College Jumper
- 1 - Pair black school shoes with laces

SPORT:

- 1 - College polo shirt
- 2 - House t/shirts

- 2 - College cap
- 2 - Pairs sport shorts
- 4 - Pairs College sports socks
- 1 - Appropriate sports shoes

LINEN ETC.

- 2 - sets single sheets
- 2 - bath towels
- 1 - Beach Towel
- 2 - 4 pillowcases
- 1 - 2 pillows
- 2 - doona covers
- 1 - Doona or Comforter

CLOTHING: (Minimum quantities, please, due to space, seasons, and laundry facilities).

- 6 - Pairs underwear
- 2 - Sets pyjamas
- 3 - socks
- 2 - collared shirts
- 2 - tailored shorts
- 2 - tops with sleeves (girls)
- 2 - shorts (girls)
- 1 - pair thongs/sandals
- 1 – tracksuit (optional)
- smart casual shoes
- jacket/jumper
- jeans/long pants
- 2 - hat/cap (washable)
- Swimmers/shorts/bathers
- Rashie/sun shirt
- General smart casual wear

TOILETRIES & PERSONAL ITEMS

- sunscreen lotion
- deodorant. (Pump spray or roll-on). **No spray cans.**
- Soap/body wash
- Hygiene products
- Toothpaste & Brush
- Hair ties/clips/bands/pins
- Etc.

OTHER:

- Plastic coat hangers
- Sleeping Bag (for camps)
- 1 - Dirty Linen basket (small)
- 2 - Boxes of tissues
- 1 - Shoe polish outfit
- 'Safe cup' (reusable) for supper
- Water bottles



APPENDIX 2: Boarder Dress and Appearance Policy

Rationale

This policy document aims to achieve this by providing a comfortable style of attire, while managing personal safety, which allows boarders to feel a sense of belonging to a boarding environment. This policy is produced to assist boarders, boarder parents, school staff and residential staff in maintaining the standard of dress and appearance required during a boarder's time in Fenton Village.

1.0 General Dress Expectation

- 1.1** During school hours and on School occasions boarders are to abide by the John Paul College expectations regarding uniform, hair, and jewellery policies.
- 1.2** After school hours, boarders may change into "neat casual" clothing, but must not mix casuals with uniform. This includes when departing on any type of leave.
- 1.3** "Neat Casual" dress is the expectation for all dining room meals.
- 1.4** Footwear must be worn at all times around the village.

2.0 Neat Casual – Elaborations

- 2.1** Shirts or Tops are to have sleeves. Midriffs are not permitted.
- 2.2** Dresses, Shorts and Skirts must be of a reasonable length. A reasonable length can be determined by the item ending mid-way between the thigh and knee.
- 2.3** Inappropriate slogans or messages are prohibited.
- 2.4** Fenton Village makeup, hair and jewellery expectations apply.

3.0 Makeup and Jewellery Expectations

- 3.1** Stud earrings are required when participating in a physical activity.
- 3.2** A wristwatch, and a modest chain are permissible.
- 3.3** Tasteful application of makeup is allowed, when dressing for host leave, boarding events, or outings. Makeup is not permissible when going to dinner or sharing time with fellow boarders in The Village.



APPENDIX 3: Responsible Use of Technology Policy

Responsible use of technology includes:

1. Respecting and protecting the privacy of others including:

- using only assigned accounts.
- not viewing, using, or copying passwords, data, or networks to which they are not authorised, and
- not distributing private information in any form (including through emails, photographs, mobile phones and the Internet) about others or themselves.

2. Respecting and protecting the integrity, availability, and security of all electronic resources including:

- Observing all network security practices.
- Not providing their password or access to the College network to another student or anyone outside the College.
- Not destroying or damaging data, networks, or other resources.
- Not installing any software onto the network without authorisation from Techsphere.
- Not creating “peer to peer” networks or sharing their notebook’s resources across the College network without express permission of a teacher or Techsphere.
- Not accessing any proxy sites that attempt to mask or hide their identity or network activity from the College’s network security.
- Not hacking or attempting to gain unauthorised access to files or the network of any organisation or individual.

3. Respecting and protecting the intellectual property of others including:

- Not altering, moving, or deleting files belonging to others.
- Not plagiarising, copying, or presenting as their own, the work of others.
- Not infringing or violating copyright laws (including copying and transmitting documents, software, music, games and/or video files) without license or permission. Such games or music should be legally acquired. Students may be required to provide software licences or proof of music purchase for any installed items found on their notebook during inspections or servicing.

4. Respecting and practising the principles of the Guidelines for Mutual Respect including:

- Communicating only in ways that are appropriate and respectful. Harassing, insulting, defaming, or attacking others through any digital communication amounts to cyber-bullying and is not acceptable.
- Not accessing, downloading, sending, or displaying offensive, abusive, racist, pornographic, sexist, obscene language, or excessively violent material in any electronic communication.
- Not sending emails that contain information, which is abusive, impolite, offensive, defamatory, inaccurate, or illegal.

- Not sending spam, chain letters, or other mass unsolicited mailings.
- Not accessing sites, applications or files during class time that are not relevant to the lesson.
- Accessing only appropriate sites. Inappropriate sites include, but are not limited to, sites that are illegal, pornographic or contain inappropriate or obscene sexual material, advocate hate/violence, contain discriminatory material or other inappropriate games or software.

5. Storing only up to 1GB of either music and/or games.

If more than this is detected by the College, then the excess may be wiped immediately. Music is to be stored under the “My Music” folder and students are requested to create an accompanying “My Games” folder for the installation of games.

6. Ensuring material on computers is age appropriate as per the Government classification for movies and games and not engaging in network gaming on the College network unless under the direction of a teacher.

7. Respecting and protecting College equipment including:

- Ensuring the student follows the care and protection instructions for notebooks and other College technology equipment.
- Not deliberately damaging or defacing computers and other technological equipment.

All these policies and protocols (excluding the 1 GB music/games limit) apply to USB drives, external hard drives and other technological equipment brought into the College or connected to college provided equipment or network.



John Paul College

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APPENDIX 4: Boarding Code of Conduct ACKNOWLEDGEMENT REPLY FORM

At John Paul College Boarding, each boarder has a fundamental right to feel and be safe, to work towards academic excellence and to have a fulfilling, life changing experience.

This Code of Conduct is designed to ensure these rights are afforded equally to all boarders. Breaching the Code of Conduct may result in a boarder forfeiting his or her place in the boarding house and/or the College.

All boarders, along with their parents are required to read the Code of Conduct below and ensure that they understand the behaviours required in Fenton Village for 2024. This understanding is to be acknowledged by each boarder and their parents.

As a member of Fenton Village Boarding at John Paul College, I understand that:

- I have a right to always feel safe and secure, therefore I have the same responsibility to promote positive relationships and avoid actions that may threaten the safety of myself or others.
- I have a right to expect my belongings to be safe therefore I have the responsibility to respect others' belongings, to label my property and to appropriately secure my valuables.
- I have the right to personal privacy therefore I have the responsibility to seek permission to enter another person's room and to always respect their personal space. I will not enter anyone else's personal area or in their absence or tamper with their belongings.
- I have the right to well-maintained, clean accommodation therefore I have the responsibility to keep my room and villa clean, neat, and tidy always. I must also respect all Boarding Village property including furniture items as well as the property of others.
- I have the right to an education therefore I have a responsibility to work quietly and effectively during study time, to follow all rules in place and not hinder my own or others' pursuit of academic success. I must focus during the allocated study sessions and ensure that I complete any set work. I will arrive at study time promptly and well prepared with everything I need to ensure the session can be productive. If I have no study, I understand that I must engage in a quiet alternative.
- I have the right to positive health and wellbeing therefore I have the responsibility to report all illness, poor general health, or any mental health concerns and to abstain from inappropriate behaviours such as smoking, vaping, e cigarettes, alcohol, or drug use. This also includes not being in possession of or supplying to other students, items related to smoking, alcohol, drug use and vaping on school/boarding premises or whilst on college related activities and in uniform. I must also never be in possession of items that may injure others, e.g., knives, blades etc.
- I have the right to access approved leave from the boarding community therefore I have the responsibility to apply for leave in a timely manner, inform staff when departing and arriving and to contact staff immediately should there be an issue with maintaining the timings and conditions of the approved leave.
- I have the right to just and fair treatment therefore I have the responsibility to treat all staff, students and the rules with honesty and respect. This includes my use of appropriate language towards staff and my peers as well as my general behaviour and manners.
- I have the right to live in an environment which enhances my wellbeing therefore I have the responsibility to ensure I do the same for others. This includes adhering to lights out time promptly to allow for quality sleep and ensuring that noise levels in bedroom areas are kept to a minimum particularly at bedtime.
- I have the right to be a proud member of Fenton Village boarding community therefore I have the responsibility to follow boarding rules, and guidelines, attend all compulsory boarding and, co-curricular activities, meetings and always uphold the values of our boarding community and the College.

I agree to abide by the John Paul College Boarding Code of Conduct and any rules and guidelines specified in the Boarders Handbook and the Mobile Phone/Device Policy.

Should I breach the Code of Conduct, I will accept any appropriate disciplinary actions implemented and understand I may be jeopardising my position as a boarder at the College.