



Rostrevor College

Boarding Handbook



Rostrevor College

BOARDING AT ROSTREVOR COLLEGE

Welcome to the Rostrevor College Boarding Handbook. We understand that a Boarding House plays an incredibly important role in the development of a young person, serving as a home away from home.

It is our responsibility to ensure that every boarding student at our College is able to feel a sense of home and belonging at Rostrevor, and Duggan House's routines, expectations and policies provide us with the framework to do so.

This handbook outlines this important information for boarding students and their families and is specific to life at Duggan House.

CONTACT DETAILS

Rostrevor College
67-91 Glen Stuart Road, Woodforde, 5072 SA

Boarding (Duggan House)

All Hours (08) 8364 8204
boarding@rostrevor.sa.edu.au

Director of Boarding – Stuart Proud

0477 589 357
sproud@rostrevor.sa.edu.au

Boarding Coordinator – Josh Clarke

jclarke@rostrevor.sa.edu.au

Boarding Administrator – Grace Stefanato

gstefanato@rostrevor.sa.edu.au



CONTENTS

BOARDING AT ROSTREVOR COLLEGE	2
CONTACT DETAILS	2
MISSION STATEMENT	5
SPIRITUAL GROWTH.....	5
STAFF	6
Director of Boarding	6
Boarding Coordinator	6
Boarding House Administrator	6
Supervisors.....	7
Tutors	7
LEADERSHIP & REPRESENTATION	7
Out of Bounds	8
ACCOMMODATION	9
Damage and Maintenance	10
Health and Medical Care	10
Outside Appointments	10
Sick Day Policy for Boarders.....	11
Asthmatic / Diabetic Students / Allergies	11
MEALS	12
Meal times	12
LEAVE	13
Leave Form	13
Leave Policy	13
HOST AND DAY LEAVE APPROVAL	16
EXEAT/SCHOOL HOLIDAYS	17
Absences.....	17
CO-CURRICULAR (SPORT, MUSIC, SERVICE)	17
Outside Co-curricular Commitments	17
Outside Jobs	18
ACTIVITIES AND RECREATION	18
Skateboards and Bikes	18
Swimming Pool	19
VISITORS	19
HOMEWORK, STUDY AND ACADEMIC SUPPORT	19



Rostrevor College

Study Hub Goals for Independent Study Privileges	19
COMMUNICATION	20
Mobile Phones & Electronic Devices.....	20
VALUABLES AND MONEY	21
PERSONAL RESPONSIBILITY, MISBEHAVIOUR & CONSEQUENCES.....	22
Unacceptable Behaviours and Consequences.....	22
Order of Consequence System	24
Gating.....	24
BOARDERS' CARS	25
BOARDERS' ROUTINES (THIS MAY VARY DURING THE YEAR)	25
SOCIAL CONDUCT	26
HOUSE KEEPING.....	26
Laundry	26
Laundry marking	26
Dry Cleaning	26
HOUSE SYSTEM WITHIN DUGGAN HOUSE	27
House Teams	27
House Activities and Duties	27
CLOTHING AND EQUIPMENT	27
Good Casual Wear	28
Bedding	28
Accessories	28
GROOMING	29
SAFETY AND WELFARE ISSUES	29
Sun Safety.....	29
Non-Student Areas.....	29
Fire Drill / Building Evacuation Procedure	29
Overnight Supervision and Student Assistance	29
Media Classification Policy (Games, Movies etc).....	30
Magazines, Posters, Music, T-shirts	30
Computer Games.....	30
FOOD DELIVERY.....	30



MISSION STATEMENT

We seek to provide a liberating education that is founded on the principles of excellence and equity.

We celebrate our Gospel spirituality through opening our hearts to the Jesus story and nurturing the faith journey of each person in our Rostrevor College family.

We strive to be an inclusive community that welcomes each member with deep respect for their individuality and uniqueness.

We reach out to those at the margins in a spirit of solidarity and justice, seeking to form young 'men for others' who will make a positive difference.

All members of the Rostrevor College community commit themselves to the values of the College and the vision of Edmund Rice.

SPIRITUAL GROWTH

The spiritual development of a boarder is a personal matter. This growth is supported by activities within Duggan House and enhanced by various religious and spiritual functions conducted within the day school.

As a community, we make prayer an important aspect of our daily life. Boarders are required to attend all Services as arranged by the Boarding House in our onsite Chapel. In addition, students will be supported to attend a weekly Sunday Mass observance at a local parish as requested by families.

While recognising that our boarders come from a wide range of religious and spiritual backgrounds, all boys are required to respect the religious background and ethos of our Catholic College. *Attendance at Mass and Liturgies is a requirement of being a member of this community.* As a sign of respect for the practice of the Catholic religion, boys are expected to present themselves in good, clean clothes at Mass and not to disturb others who are taking part more fully in the celebration of the Mass. The Boarding House asks for Family to be supportive of the Boarders' spiritual growth and respect the fortnightly commitment of this Mass or Liturgy. All Leave must cease at 4:30 PM on these Sundays. Exceptions must be made through the Boarding Coordinator.



STAFF

The boarding staff at Rostrevor College act in the place of the Family when the boarders are in residence in Duggan House. Their task is to care for the physical, academic, emotional, spiritual and social wellbeing of up to 70 adolescent boys.

Our boarders come from a variety of backgrounds, cultures and family situations. The role of the staff is to establish a sense of community in this richly diverse group and to help them grow into a much larger version of the families that they have come from. For most boys, the transition from the home family to the family of a community of boarders is a relatively seamless one. However, there are some boys who have varying levels of difficulty in establishing themselves in their new home. For these boys, every action will be taken to ensure they given the opportunity to settle into boarding life according to their individual needs.

There is a wide network staff supporting the boarders during their time in Duggan House. Below is a short description of some of the role's staff fulfill to care for your son.

Director of Boarding

The Director of Boarding is responsible to the Principal for the wellbeing of the boarders and proper functioning of Duggan House. As such, they act "*in loco parentis*" for the boarders while they are in the care of the College. This means that they assume the role of parent while the boarder is at the College acting as their guardian on a day-to-day basis, signing consent forms for excursions and other routine permissions. They are the main source of contact between the boarding parent and the College.

All leave and domestic arrangements are determined by the Director of Boarding. In the matter of Leave, which will be discussed in detail later in this booklet, Duggan House uses REACH software to manage leave requests. If this is not possible, then a phone call can allow for verbal permission to be given. This is an exception, however, and not the rule.

A major focus of the Director of Boarding is to help and encourage the boys in Duggan House to grow into mature young men. Day-to-day discipline and guidance are the responsibility of the Director of Boarding but matters of a serious nature will be discussed with the Principal and Family.

Boarding Coordinator

The Boarding Coordinator is second in charge to the Director of Boarding and assists the Director of Boarding in all aspects of the role stated above. The Coordinator is responsible for overseeing academics, activities and enhancing the spiritual growth of the Duggan House residents. The Coordinator will be in communication with Family, teachers and Heads of House regarding these aspects of your son's life.

Boarding House Administrator

The Duggan House Boarding House Administrator (BHA) provides administrative support to the Director of Boarding, supporting the staff, students, families, and processes of the Boarding House. The BHA serves as the link between the families of current and prospective boarding students and Rostrevor College. They play a key role in healthcare and medical appointments, calendar management, travel planning, and administration support to ensure Duggan House runs effectively.



Supervisors

Supervisors assist the Director in looking after the day-to-day operation of Duggan House as well as offering pastoral care when needed. Invariably it is this group who sees the best and the most challenging aspects of each boarder. Tutors are also employed to provide academic, supervisory and pastoral support.

Tutors

Tutors in Duggan House supervise evening study sessions from **Sunday to Thursday (6.30PM – 8.00PM)**, providing academic assistance and guidance. They play a key role in pastoral care, building strong relationships with boarders and supporting their overall well-being. Additionally, tutors encourage positive routines and help foster a supportive and respectful community within the boarding house.

LEADERSHIP & REPRESENTATION

Duggan House has a student leadership team whose role is to provide student input and leadership in all aspects of boarding life. Known as the Boarders Representative Group or BRG, the team is responsible for working with the Director of Boarding to review house rules, critique the dining menu, organise social events, run House meetings and any other tasks that come up through the year.

General Role and Responsibilities include:

- Assisting with the pastoral care of fellow boarders
- Being a positive role model
- Helping boarders overcome feelings of homesickness and loneliness
- Participating in and helping to facilitate House activities
- Giving new boarders helpful advice on boarding
- Helping to detect and report anti-social behaviour to the Director of Boarding.

The BRG is made up of the Prefect - Head Boarder, supported by the Deputy Head Boarders from Year 12, and representatives from each year level who are appointed as Duggan House leaders.

Significantly, representation of Indigenous students on the BRG will be guaranteed through the role of the Duggan House Aboriginal and Torres Strait Islander Leader. Where the College Aboriginal Programs Prefect is a Boarder, they will also assume this role.

In addition to these formal positions, there are other opportunities for boarders to demonstrate responsibility and to develop pastoral and leadership skills.



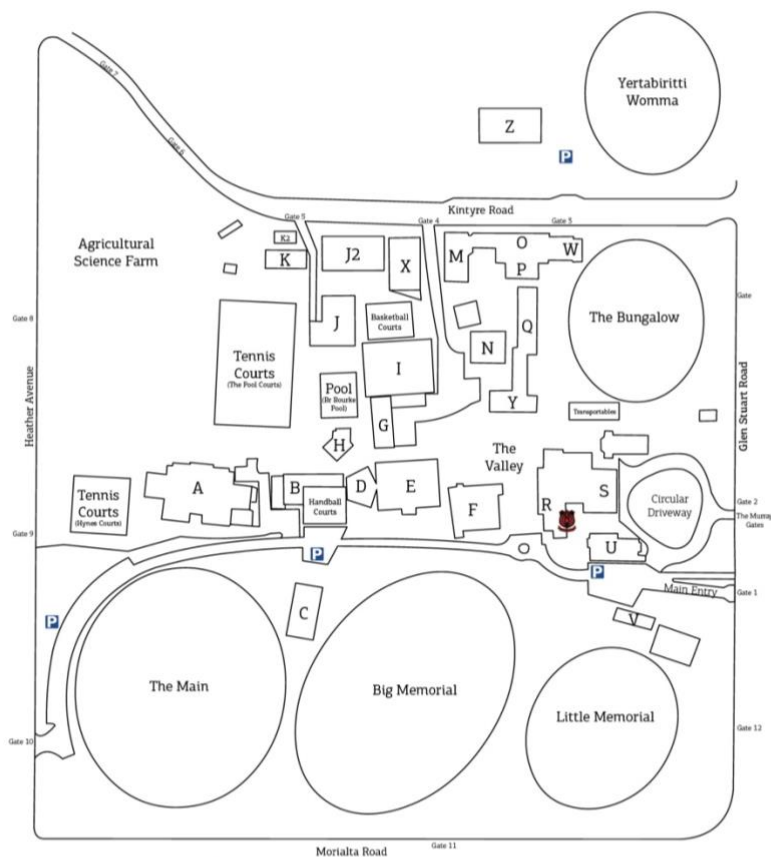
Rostrevor College

Out of Bounds

Within the Boarding House, boys are not permitted in the following areas unless directed by supervisors:

Staff offices, kitchen, first aid room, laundry area, cleaning storerooms, roof and ceiling spaces, staff accommodation and courtyards.

Also note that outdoor recreation is confined to the ovals in front of the Duggan House, the cricket nets, handball courts, tennis courts adjacent to Duggan House and the Purton Hall undercover basketball courts (as per the Campus Leave procedures in the Leave Policy). All other areas on the College grounds are off limits unless under direct supervision.



Reception.....		Ideas Centre.....	Q	Pavilion.....	C
Agriculture.....	K / K2	Grounds Shed.....	V	Pool Change Rooms.....	H
Brickfield House.....	L	Gurr Building.....	M	Purton Hall.....	I
Callan Hall.....	X	Junior / Primary.....	P / O	Rice Building.....	Q
Canteen.....	Y	Junior Years Admin.....	W	Rostrevor House.....	S
Chapel.....	T	Kelty Theatre.....	D	Science Discovery Ctr.....	J2
Clery Building.....	G	Mackey Mall.....	E	Student Services.....	R
Duggan House.....	A	Maintenance Shed.....	B	Technology Centre.....	J
ELC.....	Z	Mogg Building.....	N	Uniform Shop.....	Y
Equity Hub.....	F	Mary Fountain Music.....	U		



ACCOMODATION

Duggan House is a fully equipped and purpose-built boarding facility. It can accommodate 70 boarders and several on-site staff. The facilities are excellent, with a dining room and industrial kitchen, study areas, and a mix of common rooms and break out spaces on each floor. All boarders have their own safe and secure individual room with electronic locks and air conditioning with personal temperature control. The building is fully air-conditioned in summer and heated in winter. Duggan House residents have access to College facilities such as the swimming pool, ovals, sports pavilion and hall.

Boarders are required to keep their rooms clean to a standard as determined by the Director of Boarding. Consideration of communal living will be the determinant of whether a room is 'up to scratch'. Rooms are always to be kept in a tidy state and furniture should not be moved or modified. Damage to rooms is the responsibility of the boy occupying the room at the time and should be reported to a supervisor immediately. Rooms are formally inspected prior to occupancy and upon vacating. Any damage identified during these inspections will be recorded, and associated repair costs will be charged to the boarder's family.

BOARDERS ARE REQUIRED TO SUPPLY

1 x 100 litre storage container for items remaining in the Boarding House during school holidays (excluding summer holiday between school years). Anything that does not fit in this container or their laundry MUST return home during breaks. Anything left outside of these containers will be disposed of.



Bedroom clutter will be monitored so it is important that boys do not bring too many personal belongings. Keep things to a minimum, as holiday times are a good time to top-up if needed. Fans, heaters, decorative lighting and additional furniture are not permitted.

Boarders' rooms are intended as a safe, secure and private space for each boarder, where they can engage in study or rest when it best suits their needs. Each individual is issued with a wrist band "key" to their room. They are waterproof and durable but not indestructible, so they must be looked after with some care. Damaged wristbands can be replaced for a fee of \$10. For safety reasons, doors must not be propped open.

Boys need to consider that they are living in a communal setting and must respect other boys' privacy and need for quiet, especially during study and sleeping times. Inappropriate "movement after lights out" should not occur and consequences may result.

Boarders' rooms are not socialisation spaces. While it is appreciated that visits to other boarders' rooms will occur these are to be kept brief. Extended visits and gatherings of more than two must move to the breakout spaces or common rooms.



Posters are not to be attached to walls with blue tac or tape. The Director of Boarding will decide on the appropriateness of posters. They should only be placed on the veneer surfaces of their room furniture. Food is not to be eaten anywhere other than in the dining room or outside. Boys may store food in their rooms in sealed plastic containers, but it must be eaten in the designated areas and not in their rooms.

Damage and Maintenance

If a student damages any item in Duggan House through careless or deliberate behaviour, he will be required to contribute to the cost of repair or replacement. However, if the damage is deemed to be the result of genuine wear and tear, no cost will be incurred.

All damage should be reported to a supervisor as soon as it occurs.

Our Maintenance staff are available to carry out necessary repairs. Maintenance requests are prioritised and completed as promptly as possible. Students should inform a supervisor of any items requiring attention so the Maintenance team can be notified, and repairs organised accordingly.

Health and Medical Care

All boys will be attended by the duty supervisor, at any time when they are feeling ill, injured, needing advice or needing additional medical treatment. Duggan House has a medical room that can cater to most initial First Aid and medication dispensing needs.

Contact will be made as soon as possible with home in the case of an accident, prolonged illness or any other more serious medical matter.

On the advice of a medical practitioner, the Director of Boarding or an appointed representative will act as the parent and give assent for medical or surgical procedures, including administration of anaesthetics, which the medical practitioner deems necessary for the wellbeing of any boarder. In such cases, contact with Family will be attempted before this takes place, but treatment will not be delayed making parental contact first.

It is highly recommended that all boarders have private health insurance. Significant out-of-pocket expenses may be incurred if private medical insurance is not in place.

Where possible, boarders should carry a **physical copy of their private health insurance card**. This allows for on-the-spot claiming at medical appointments, helping to reduce upfront costs.

Duggan House provides ambulance cover for boarders while they are at the College. However, injuries sustained while participating in club or external sports may not be fully covered under the College's Accident Insurance Policy.

All accidents, along with any first aid treatment provided by boarding staff, will be documented and recorded accordingly.

Outside Appointments

Normally the Boarding House Administrator will make all medical, dental and other appointments for the boarders. If family make the appointments, it is important that the BHA is notified as it can be added to the Boarding House Diary. **Transport needs to be arranged** by the boarder's family.



Sick Day Policy for Boarders.

Students who are unwell and unable to attend school under supervision.

Guidelines for Sick Days use:

1. No Technology:

To encourage rest and recovery, students are not permitted to use phones, laptops, or other electronic devices while in the Sick Bay. Exceptions may be made for essential communication with Family, as approved by staff.

2. Rest & Recovery:

Students are expected to remain quiet and rest during their time. Activities such as reading or sleeping are encouraged to support their recovery.

3. Supervision:

Boarding staff will monitor students and ensure their needs are met, including access to meals, water, and medical attention as required.

4. Sick Bay

Duggan House is fitting with a Sick Bay for Boarders returning from school.

5. Returning to School or Activities:

Students must be cleared by boarding staff before resuming school or extracurricular activities to ensure they are well enough to participate fully.

The Sick Day policy ensures that sick students are cared for appropriately while minimising disruptions to their recovery process.

MEDICATION

It is a legal requirement that all medications (clearly named) are handed to boarding staff. Medication is NOT to be kept in any way by boarders unless authorised by the Director of Boarding. Breaches of this requirement may result in disciplinary action. It is an expectation that Family support this for the safety of their son and other boarders.

The BHA will oversee the organisation of boarders' prescription medications. All Prescription Medications are to be arranged and sought from Star Discount Chemist Rostrevor (details below) and **must be blister packed**. Families of Boarders with prescription medication must set up an account with the Pharmacy for ease of payments and ordering scripts. The responsibility lies with the families to ensure the scripts are within date and payments are managed for these medications.

Duggan House will provide 'over the counter' medication such as 'Panadol' and cough mixture if needed. Permission for the medications will be sought at the time of enrolment.

Asthmatic / Diabetic Students / Allergies

Students who have been prescribed inhalers, insulin and related medications may retain this medication and self-administer provided the appropriate paperwork has been completed. However, spare Ventolin canisters or other items related to these conditions must be kept secure. Family will be consulted in all instances.



Rostrevor College

Similarly, any student with a history of an anaphylactic reaction will need to provide Student Services and Duggan House with an Epi-pen for use in an emergency.

These are the medical practices that Duggan House has developed relationships with, and it is our strong recommendation that appointments are arranged through these practices.

PRACTICE	COMPANY NAME	ADDRESS	PHONE NUMBER
Doctor/GP	Medical HQ Glynde	127 Glynburn Road, Glynde	08 8331 9061
ATSI Doctor/GP/Dental	NunkawarrinYunti	190 Wakefield St, Adelaide	08 8406 1600
Physiotherapy	Physio Xtra Norwood	110 Magill Rd, Norwood	08 8132 1266
Physiotherapy	SportsMed Stepney	32 Payneham Rd, Stepney	08 8130 1222
Chiropractor	Chiropractic Solutions	56 Magill Road, Norwood	08 8362 3342
Weekend Sports Injury Clinic	SportsMed Stepney	32 Payneham Rd, Stepney	08 8130 1222
X-Ray/Imaging	Jones Radiology -SportsMed Stepney	32 Payneham Rd, Stepney	08 8130 1222
X-Ray/Imaging	Radiology SA	511 Lower North East Rd, Campbelltown	08 8402 0212
Dental	SA Dental Service	Adelaide St, Magill	08 8333 0707
Orthodontics	ONiA Orthodontic Network in Adelaide	3rd Floor/198 North Terrace, Adl	08 8227 0336
Orthodontics	Signature Orthodontics	195 North Terrace, Adl	08 7089 8019
Chiropractor	Angeli Chiropractic	145 Montacute Road Newton	
Emergency	Women's & Children's Hospital	72 King William Rd	08 8161 7000
Pharmacist	Star Discount Chemist Rostrevor	161 St Bernards Rd, Rostrevor	08 8337 3199
<i>Disclaimer: Duggan House is in by no way affiliated with these companies. Families are not limited to the use of these services and may pursue whichever health service they see fit for their son.</i>			

MEALS

Meal times are social occasions as well as times for sustenance. Manners and social graces are expected at these times. The College provides three wholesome meals (breakfast, lunch and dinner), along with morning tea, afternoon tea and supper in the evening.

Meal times

Breakfast

(Hot Breakfast supplied 3 days a week, all boarders must attend for roll call)

7.00 am to 7.45 am Monday to Friday

7.00 am to 10.00 am Saturday (Continental)

7.00 am to 10.00 am Sunday (Continental)

Lunch

Monday to Friday – depending on the school timetable.

12.30 pm to 1.30 pm Saturday and Sunday (Casual)

A takeaway hot lunch is provided three times a week in Terms 2 and 3.

Two times a week in Terms 1 and 4. On other days students will make their own sandwich. The sandwich bar is available all mornings for boarders wanting to make additional sandwiches.



Dinner

Is held at 5.30pm each night – all boarders must attend for roll call and notices.

All boarders are expected to be on time for meals. Boarders need the permission of the Director of Boarding to be absent from breakfast or the evening meal. The wearing of torn or dirty clothes, singlets or sleepwear to meals is unacceptable. At no time is any boy to enter the Dining Room in bare feet. Hats and hoods must be removed from the head.

Each boarder is to provide his own water bottle for use outside of mealtimes. Everybody is responsible for cleaning up their own area and placing used items or food in the proper receptacles.

Unless specifically directed, the Kitchen is out of bounds.

LEAVE

All leave is a PRIVILEGE and based on TRUST. All leave is to have the approval of the Director of Boarding. This approval is delegated only for local leave, depending on the year level.

It is an important aspect of the philosophy of Duggan House that all boys take part in leave that is appropriate to their age, year level and circumstances. The responsibilities involved in the taking of leave are extremely valuable experiences. The experience of boarding involves an education that goes well beyond the classroom. Arranging leave and taking that leave in a responsible manner can teach boarders a great many lessons about life. There are some strict guidelines and rules regarding the taking of leave. A boarder may not leave unless the leave is approved by the Director of Boarding or a delegate.

Please Note: in all circumstances regarding student leave the Director of Boarding's decision is final.

Leave Form

Leave requests are lodged online in the management platform REACH. All students are set up with their own account once enrolled into Duggan House. A leave form must be completed by all year groups for all leave except for Local Leave (see Leave Categories). The leave form is a permanent legal document and provides staff with vital information in regard to all aspects of the who, when, what and where of your son's leave arrangements. Hence, it must be completed thoroughly.

Very important

The details stated on the LEAVE FORM must reflect the actual leave requested by the Boarder and the parent. In addition to this, when a student takes leave with the adult stated on the LEAVE FORM, this adult assumes responsibility for your son. Supervisors will not be responsible once your son leaves campus with this person. Explicit terms & conditions must be agreed to when applying for leave. Staff appreciate advanced notice and ask that weekend leave should be finalised by Thursday.

Leave Policy

The leave process is essential to fostering planning, organisation and responsibility. Boarders may only leave College grounds if signed out on approved leave via the REACH platform.

Key Guidelines:

1. **Leave Approval:** Leave requests must be submitted at least 18 hours prior to the leave event through REACH. Late submissions may not be approved.



Rostrevor College

2. **Parental Responsibility:** Family are responsible for entering host information directly into REACH or by emailing the Coordinator or BHA. Host details cannot be submitted through students.
3. **Transport for Activities:** Arrangements may include transport, public transport, or travel with an authorised adult.

Leave Categories:

1. **Campus Leave:** Includes activities within College grounds (e.g., school, co-curricular, detentions). Students must sign in/out using the SISO station.
2. Local Leave: Covers trips to nearby locations (e.g., Firle, Newton, Norwood Parade).
 - a. Group Requirements:
 - i. Years 7-9: Groups of 3+
 - ii. Years 10-11: Groups of 2+
 - iii. Year 12: Individual
 - b. Duration: Up to 2 hours for shops and 5 hours for Norwood Parade.
 - c. Return Time: 9.00PM (Saturday), 4.30PM (Sunday), 5.00PM (Weekdays)
3. **Recurrent Leave:** Approved for ongoing commitments (e.g., external sports, VET course). Requires initial parental and staff approval.
4. **Day Leave (No Host): Available Friday-Sunday-** Approved leave off-campus without adult supervision. Must adhere to duration and group size rules.
5. **Day leave – (No Host) External Co-Curricular –eg Club/ Sports Training**
Off campus without Adult supervision
Year 10 - Year 12: Public Transport/Taxi arranged and approved by Parent,
Year 7 - Year 9: Public Transport (before 5pm) or Taxi arranged and approved by Parent.
Should the Boarder be collected by a Friend or Family, please add as HOST Leave
6. **Host Leave (with adult supervision):** Includes overnight leave with an approved adult.
Host details must be entered by Family into REACH or emailed to the Coordinator or BHA. Students cannot submit host information.
Hosts **MUST present at the Boarding House** to collect Boarders for Host approved Leave.
(entry via Gate 9)

Protocols and Expectations:

- **Return Time:** Leave ends by 4.30PM on Sundays.
- **Midweek Leave:** Midweek leave is permitted for external co-curricular activities and family events. Any other circumstances must be communicated in advance and approved by the Director of Boarding.
- **Signing In/Out:** Boarders must sign in and out using the SISO station. Failure to comply may result in loss of leave privileges.

Leave remains a valuable privilege and must be arranged responsibly to align with Duggan House policies. All decisions made by the Director of Boarding are final.



HOST & DAY LEAVE APPROVAL FLOW CHART	
(1) LEAVE REQUEST	<ul style="list-style-type: none"> Student or Parent creates a Host, Day or Recurrent Sport Leave request via Reach. This must be completed by 10pm Thursday evening. The Notes section should be used to record additional information about the Leave such as which other boarders are in the travel group (so approving staff can ensure minimum numbers travel together), flight numbers and so on.
(2) PARENT/GUARDIAN & HOST APPROVAL	<ul style="list-style-type: none"> Family/Guardians must approve all Host, Day or recurrent Sport Leave. It is important that Family review the details of the Leave request to ensure they are comfortable with all intended arrangements before approving. Parent/Guardian/Host Leave is best done via Reach. In cases where Reach is not available such approvals can be done in person or by phone call. (Staff to record approval by proxy).
(3) DIRECTOR OF BOARDING APPROVAL	<ul style="list-style-type: none"> All Host, Day and Recurrent Sport Leave must be approved by the Director of Boarding or Head of Duggan House. The DoB/HoD may determine a Leave request needs additional detail before approval is granted; or that additional communication is required with Family/Guardians/Hosts before approval can be given. Leave that is determined inappropriate will be rejected, with a note of explanation provided.
(4) TAKING APPROVED LEAVE	<ul style="list-style-type: none"> Boarders must sign out via the SISO station in the Duggan House foyer to commence the Leave. It is expected that the boarder will take the leave as documented. Boarders who are late must contact the Duggan House office. Boarders must sign in via the SISO station in the Duggan House foyer on their return from Leave.

Please note that Rostrevor does not schedule exeat weekends, and that Duggan House does not close during term time. However, it is recognised that taking time away from the hustle and bustle of boarding can be beneficial to student wellbeing. Boarders are encouraged to take Host Leave for a “wellbeing weekend” once or twice a term if possible. Public holiday long weekends are particularly suited for wellbeing weekends, and these opportunities will be advertised in advance.



HOST AND DAY LEAVE APPROVAL

1. Parent creates a Host, Day or Recurrent Sport Leave request via Reach. This must be completed 18 Hours before the occurrence of the leave event.
2. The Notes section should be used to record additional information about the Leave such as which other boarders are in the travel group (so approving staff can ensure minimum numbers travel together), flight numbers and so on.
3. Family/Guardians must approve all Host, Day or recurrent Sport Leave. It is important that Family review the details of the Leave request to ensure they comfortable with all intended arrangements before approving.
4. Parent/Guardian/Host Leave is best done via REACH. In cases where REACH is not available such approvals can be done in person or by phone call. (Staff to record approval by proxy).
5. All Host, Day and Recurrent Sport Leave must be approved by the Director of Boarding or Boarding Coordinator.
6. The DoB/BC/BHA may determine a Leave request needs additional detail before approval is granted; or that additional communication is required with Family/Guardians/Hosts before approval can be given.
7. Leave that is determined inappropriate will be rejected, with a note of explanation provided.
8. Boarders must sign out via the SISO station in the Duggan House foyer and signed off by a staff member to commence the Leave.
9. It is expected that the boarder will take the leave as documented.
10. Boarders who are late must contact the Duggan House office as least 15 mins before their initial return time to make the staff aware of their lateness.
11. Boarders must sign in via the SISO station in the Duggan House foyer on their return from Leave and sign back in to Duggan House.
12. Hosts must be 21 Years of age at a minimum; a host can be 18 to 21 if they are a direct relative of the boarder



EXEAT/SCHOOL HOLIDAYS

It is up to all Family/caregivers to make arrangements for their son's accommodation over SCHOOL HOLIDAYS.

These take place at the end of Term 1, 2 and 3 and the end of the school year. All boarders must leave Duggan House for these holidays. Please ensure the details are submitted through REACH to confirm the details of his travel and his destination. This should be received no later than 9.00pm the Wednesday before the end of term.

Term Dates can be found on the College website.

All boarders must be picked up (depart) by 5pm on the last day of term and should not return to the College until after 2.00pm on the day preceding the start of term unless prior arrangements have been made with the Director of Boarding.

Student rooms must be "spring cleaned" with all bedding removed, all personal belongings stored or taken home. This ensures that a fresh start is made each term knowing that all areas of the room are cleaned and any maintenance items are attended to.

Any early departures or late returns prior to or after holidays can only be approved by the Principal in writing. The process covering early departures and late arrivals can be discussed with the BHA and reviewed by the Director of Boarding.

Absences

As a caregiver it is your responsibility to ensure that your children (of any age) attend school every day unless there are acceptable reasons for absences. For students under the age of compulsion (under 15) this is a legal requirement. For students over the age of compulsion (over 15) this is a legal requirement for Youth Allowance and Abstudy as well as SACE Board and Rostrevor College course requirements.

To notify the College of any planned absence over 2 days please contact the BHA for relevant forms. The forms must be completed at least two weeks in advance to give the College appropriate notice of your son's planned absence.

CO-CURRICULAR (SPORT, MUSIC, SERVICE)

All boarders are encouraged to take part in as many co-curricular activities as their academic and personal timetable can support.

Once nominated for a team, a boarder will fulfil all the training and playing requirements of that team. All leave will only be approved after obligations have been met.

Outside Co-curricular Commitments

Boarders willing to take part in outside school sports must be negotiated through the Director of Boarding. Normal Leave rules will apply to outside co-curricular activities. Travel arrangements and associated costs for outside co-curricular events are the responsibility of the family involved. School commitments will always take precedence over outside co-curricular commitments. Boarders who participate in external cocurricular mid-week will need to arrange study alternatives with the Boarding Coordinator.



Outside Jobs

Unfortunately, boarding life and students taking on outside jobs are incompatible. Students who have outside jobs will generally clash with study times, affect social interaction with fellow boarders, clash with leave rules, cause issues with transport and a number of other duty of care issues.

ACTIVITIES AND RECREATION

It is important to us that our boarders enjoy a vibrant and happy social life, especially on weekends, with activities driven by the interests and initiatives of the students with the support of staff.

Duggan House provides a program of activities and excursions that are age-appropriate for our boarders, and we aim to provide opportunities that are purely fun as well as those that will assist in social development.

While all boarders are expected to participate in the co-curricular program, we also provide recreation activities that encourage a healthy, active lifestyle. Where appropriate, we invite other schools to join us. All activities are supervised by boarding staff and, where necessary, qualified professionals.

We will provide free activities as much as possible, but some may attract a cost. We aim to keep costs to a minimum and may require parental permission for some activities.

All recreation is to be taken within the bounds of Duggan House or the College, depending on the time of day and other activities within the College.

Tennis courts, basketball courts, ovals, handball courts and hard wicket cricket nets are available for use at any time as dictated by common sense. Boarders must use/follow the Campus Leave procedures as outline in the Leave Policy. Play in these areas may, at times, not be directly supervised, so the onus is on those involved to play safely and in a manner that will not disrupt the conduct of any other activities within the College. The pool and Purton Hall are only available for use under direct supervision of a supervisor and/or qualified professionals. Boys must not go beyond the boarding house boundaries.

Duggan House has a number of games tables such as pool, table tennis and soccer. They are in place for all students but must be played as intended. There are three Common Rooms in Duggan House, all with smart televisions that are set up with subscriptions to Netflix and Kayo, with many other subscription apps available should boarders wish to use their own accounts.

Skateboards and Bikes

Boys may bring their bikes, skateboards, scooters or inline skates if they wish. The following conditions apply;

- Helmets and protective gear must always be worn on bikes, boards, scooters and skates. No exceptions.
- Students must stay in designated areas of use.
- Students need to store bikes/boards/skates/scooters in the storage area provided.
- Dangerous or inappropriate use of the above items may result in confiscation and loss of use privileges.
- Family must be aware that the students are not directly supervised when using the above items and their use can involve minor to more serious injuries. If they are unwilling to accept this, then they should not allow their son to bring them.
- Off-campus use of these items will not be allowed unless special permission is granted by the Director of Boarding or a delegate.



Rostrevor College

Swimming Pool

In warmer weather all boarders will have access to the College swimming pool, which will be opened from time to time. The pool will be opened and supervised by boarding staff with the appropriate lifeguarding qualifications. A list of pool rules is available at the Pool.

VISITORS

Visitors are welcome in Duggan House. Boys are expected to introduce all visitors to the supervisor on duty, and they are not to be taken into the dormitory areas. All visitors are to be entertained either in the foyer area or the dining room or outside of Duggan House. Due to the nature of communal living, only residents and supervisors in Duggan House have open access to the dormitory areas. ALL others, including family members, must check with the duty supervisor before going into these areas. Visitors are asked to visit at appropriate times and not during study times, meal times or lights out times.

Close family members are most welcome to visit and share a meal with us when they are in the area. To assist with catering and planning, we ask that families provide at least seven days' notice of their intention to join us

HOMEWORK, STUDY AND ACADEMIC SUPPORT

The main purpose of boarding is to provide access to a Rostrevor education. The structure, staffing and routines of Duggan House are designed to support boarders in their academic endeavours and facilitate students achieving their personal best.

The Daily Routine has been set to provide boarders with the study time recommended in the College Homework Policy, as published in the Student Handbook.

All boarders' rooms have a study desk to work at. It is expected that these are kept organised and fit for private study use.

Boarders who would like to work collaboratively or access academic tutors may use the various breakout and common spaces to do so.

The Study Hub provides a structured and supportive environment for academic success, supervised by staff and tutors.

- **Years 8 to 10:** Attendance during set study times is mandatory to build strong study habits.
- **Year 11:** Attendance is initially required but may transition to independent study if responsibility and progress are demonstrated.
- **Year 12:** Default independent study, but referrals to the Study Hub will be made if focus or progress is lacking.

The Study Hub operates in two rooms: one for quiet study (with a supervisor) and one for group work (with tutors). Students must arrive prepared, stay focused, and adhere to rules. Referrals may be made by staff if needed.

Parental updates on academic progress will include Study Hub attendance and performance. Academic goal-setting and mid-term check-ins will ensure students remain on track.

Study Hub Goals for Independent Study Privileges

To earn the privilege of studying independently in the boarding house, students must achieve the following academic goals:



Rostrevor College

- **Year 9 & 10:** Maintain an average grade of A (85%) or higher.
- **Year 11 & 12:** Maintain an average grade of B (70%) or higher.

Students who do not meet these standards will be required to continue studying in the Study Hub to receive additional academic support and guidance. Progress will be reviewed regularly, and parental updates will be provided.

COMMUNICATION

We encourage student and parent contact and for your son to be responsible for his own mobile phone. Most modern smartphones have internet capability and Family should be careful to regulate and monitor their usage.

We ask that you do not make calls to your son during study times. The Duggan House phone, (08) 8364 8204, can be called if there is an urgent message to relay to your son.

Email

All boys are issued with a username and password for use of the College network. This gives them access to the internet and to internal and external email. Boarders receive an internet usage allowance double that of a day student.

Postal Mail

Boys can receive mail at the boarding house daily. Mail can be posted to the boarding house via the address below:

(Boarder's Name)

c/- Rostrevor College Duggan House

67 – 91 Glen Stuart Rd, WOODFORDE SA 5072

Mail deliveries present a risk of inappropriate items being ordered or otherwise entering Duggan House.

All packages addressed to boarders will be delivered to the Director's Office.

The boarder who is the addressed recipient will be invited to open the package under supervision from a senior supervisor. If the package contents are considered inappropriate, they will be confiscated as per the Search and Confiscation Policy detailed below.

Should the recipient not wish to open their package for privacy or any other reason the matter should be referred to the Director.

Mobile Phones & Electronic Devices

Duggan House practice seeks to encourage boarders to use their devices in a responsible and considerate manner, giving them more responsibility to manage their own devices use as they move into their senior years. To support boarders in this process we encourage families to consider the use of regulated screen time via the family sharing settings for Apple and Android devices.

The following restrictions apply to electronic devices in Duggan House to encourage regulated device use and promote success and wellbeing:

- All Boarders must hand their mobile phone to the duty supervisors for the duration of First Study (6.30PM – 8.00PM).



Rostrevor College

- **Years 7-11 must hand in all electronic devices at least 5 minutes prior to lights out.** All devices will be kept in secure charging stations ready for use the following day and may be collected when they attend breakfast in the morning.

If the device is used in a manner which is deemed to be inappropriate the most likely consequence will be either confiscation or loss of the use of that device for a period of time. If the offence is considered serious, Family will be notified immediately.

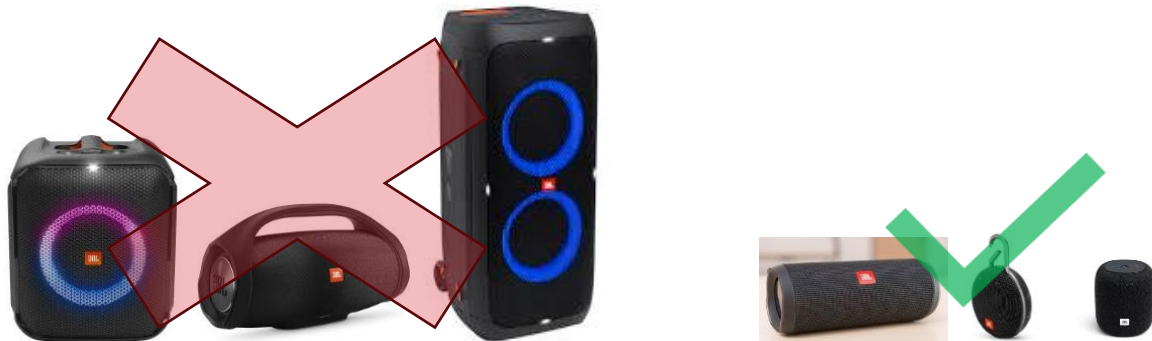
The definition of “Inappropriate use” includes any use identified in the Student Handbook and:

- using such devices after Lights Out, during study or at another time when the use of the device might be a distraction
- using the device for purposes such as viewing of pornography or playing violent or unacceptable video games
- Using the device to capture imagery of other people without their consent.

Note that, phones or Bluetooth speakers are not to be used in Toilet/shower areas for privacy and safety reasons. Boys are also asked to be conscious of others when using speakers. Offensive music or material projected through Bluetooth speakers will result in confiscation. In the event of a Boarder using a Bluetooth Speaker in the shower, the speaker will be confiscated for the remainder of the term and must be collected by a parent.

Boarders may bring Gaming Consoles, however, these are only to be used in the Common Rooms.

In 2026 large Bluetooth speaker will not be permitted in the Boarding House. See below:



Students must realise that they bring any electronic devices to Duggan House at their own risk.

VALUABLES AND MONEY

All students reside in individual rooms that are locked and secured by an electronic lock system. The boys must be responsible for their own possessions and ensure they do not prevent their room door from closing. Money and other valuables may be stored in a file in the Duggan House Office. Possession of another boy's goods without their permission is stealing and will be dealt with as such.

Boarders will have access to their money at ATMs during shop visits. There are ATMs at the Firle shopping centre. A recommended amount of pocket money for Middle Year boys is around \$20 per week. Please ensure that your son does not have an excessive amount of cash in the Boarding House.

Supervisors will do all they can if a student reports an item stolen, however, to assist staff, the following measures can be taken;



- Have all items engraved or marked with a permanent marker.
- Minimise the amount of valuables brought to the College.
- Have more expensive items i.e. computers insured and listed on your Home and Contents insurance policy.
- Have your son be aware of common-sense strategies for not leaving items around and keeping things out of sight.

PERSONAL RESPONSIBILITY, MISBEHAVIOUR & CONSEQUENCES

At Duggan House, boarding is more than a place to live—it is a community where every boarder shares the responsibility of creating a safe, respectful, and supportive environment. Boarders must uphold standards that protect not only their own rights but also those of their peers, Duggan House, and Rostrevor College. These responsibilities are outlined in the Student Handbook and are reinforced through the **Order of Consequence**, a structured system of responses to unacceptable behaviour. Boarders have the right to:

- Feel safe and secure
- Hold personal property without fear of theft
- Live in an environment that promotes respect and responsibility

With these rights come the obligation to respect the rules and expectations of Duggan House. Unacceptable behaviours will not be tolerated and will result in consequences as per the Order of Consequence, ranging from warnings to suspension or expulsion.

Unacceptable Behaviours and Consequences

1. Stealing, Bullying, and Harassment
 - a. Theft, intimidation, or harassment of any kind is prohibited.
 - b. Consequences:
 - i. Initial incidents: warnings, community service, and loss of leave privileges.
 - ii. Repeated or severe cases: suspension or expulsion, with parental involvement.
2. Alcohol and Illicit Drug Use
 - a. The use or possession of alcohol, illicit drugs, or related paraphernalia is strictly forbidden.
 - b. **Consequences:** Immediate suspension, parent notification, and an interview with the Principal and Director of Boarding. Severe cases may lead to expulsion and police involvement.
3. Smoking and Vaping
 - a. Smoking or vaping is not allowed.
 - b. **Consequences:**
 - i. Initial incidents: loss of leave, community service, and parental notification.
 - ii. Repeated offenses: suspension, counselling, and further penalties.
4. Disobedience and Disrespect
 - a. Aggression, swearing, or poor attitude towards staff or peers undermines the community's safety.
 - b. **Consequences:** Warnings for minor incidents. Serious or repeated offenses, including physical violence, will result in loss of leave, community service or suspension.
5. Rituals, Initiations, and Pranks
 - a. Negative traditions or pranks that harm others or property are strictly prohibited.
 - b. **Consequences:** Financial restitution for damages, suspension, or expulsion for the most severe cases.



Order of Consequence Duggan House

.01 Phone taken for 30 mins
Swearing, balls inside, wrong uniform and other low level infractions.

.02 Phone taken for the evening
Late to school, late returning from leave, returning to BH due to disorganisation.
3.15pm - Overnight

.03 Phone taken for the day
Late wake-up, misuse of technology/speakers, talking back to staff.
8.25am - 8pm

.04 Community service - 45 mins
Misuse of boarding house property, leave breach, failure to attend mass, breach of hands off.

.05 Community service - 1hr 30 mins
Multiple or egregious breaches of previous community service guidelines.

.06 Gating - Level 1
To be advised by the Director of Boarding.
No local leave - No internal leave after study

.07 Gating - Level 2
To be advised by the Director of Boarding.
No External Co-Curricular - No host leave - No UberEats

.08 Gating - Level 3
To be advised by the Director of Boarding.
No College Co-Curricular



Order of Consequence System

The **Order of Consequence** provides a structured approach to managing behaviour:

1. **Warning:** boarders are reminded of expectations with verbal or written feedback.
2. **Community Service:** assigned tasks such as cleaning, weeding, or organising boarding areas.
3. **Loss of Privileges:** restrictions on leave, technology access, or activities.
4. **Sunday Morning Community Service:** early wakeups for duties like sweeping, sorting storage, or outdoor cleaning.
5. **Suspension:** immediate removal from Duggan House with parental notification.

Searches and Confiscation

- a. **Searches:** the Director of Boarding may authorise searches of dorm areas under strong suspicion of banned or harmful items. Searches will be conducted respectfully and in the presence of the student and a second supervisor.
- b. **Confiscation:** staff may confiscate items being used inappropriately or that are banned, dangerous, or illegal. Confiscated items may be returned to parents or, if illegal, handed to authorities.

Suspensions and Expulsions

- **Suspension:** Effective immediately, with the boarder collected by a parent or authorised host as soon as possible. Often implemented through conversations with the Deputy Principal.
- **Expulsion:** Reserved for the most severe breaches, such as violence, theft, or substance use. This is at the Principal's discretion.

Gating

Gating is a disciplinary measure used at Duggan House to manage behaviour and reinforce accountability. It involves restricting a boarder's privileges, particularly their ability to leave the boarding house or participate in external activities. Gating is intended to provide a clear consequence for unacceptable behaviour while encouraging reflection and improved conduct. Gating operates on a progressive system, depending on the severity and frequency of the misconduct:

Levels of Gating

- Level 1 - Basic Gating
Restrictions: No local leave and no internal activities outside of study hours.
Purpose: Reinforce the importance of responsibility for minor infractions.
- Level 2 - Moderate Gating
Restrictions: No external co-curricular activities (e.g., sports or clubs) and no access to host leave.
Purpose: Address repeated or moderate behavioural issues with stricter limits on privileges.
- Level 3 - Full Gating
Restrictions: Loss of all leave entitlements and may restrict participation in Rostrevor College co-curricular activities.
Purpose: Reserved for serious or persistent breaches of rules, signalling the need for significant behavioural improvement.



BOARDERS' CARS

Motor vehicles and the ability to drive them can create a great sense of liberty and independence. The intention of making motor vehicle use a privilege for Year 12 students is to enable some flexibility, time efficiency and safety in their transport during their final year at school. The Duggan House Student Vehicle Policy and Agreement can be accessed upon request to the BHA.

BOARDERS' ROUTINES (THIS MAY VARY DURING THE YEAR)

WEEKDAYS	
Time	Details
7.00am – 7.45am	Wake Up Dining Room open for breakfast all boarders must attend
8.00am – 8.20am	Breakfast clean-up Laundry (Monday & Wednesday)
8.25am – 3.15pm	All boarders to have left for school
3.15pm – 5.25pm	Boarders return to Duggan House Afternoon tea (Dining Room closes at 4.00pm) Co-curricular/free time/ recreation
5.25pm – 6.00pm	Dinner – all boarders must attend Roll call Messages Prayer
6.30pm – 8.00pm	First Study – all boarders
8.00pm – 8.30pm	Supper in dining room Free time/recreation
8.30pm – 9.30pm	House activities – Wednesday only
9.00pm - 10.30pm	Years 7 to 9 <ul style="list-style-type: none"> - 9.00pm Own Rooms* - 9.30pm Lights Out Years 10 to 12 <ul style="list-style-type: none"> - 9.00pm Second Study (excludes Wednesdays) * - 10.00pm Own Rooms - 10.30pm Lights Out - Later study permitted for Year 12s only

On Friday and Saturday, bedtime is extended to lights out by 10:30pm for Years 7 to 9 and 11:00pm for Years 10 to 12.

SATURDAY		SUNDAY	
Time	Details	Time	Details
7.15am – 9.30am	Breakfast Co-curricular / recreation	8.00am – 9.30am	Breakfast Free time
12.30pm – 1.30pm	Lunch Co-curricular / recreation	12.30pm – 1.30pm	Lunch Recreation



5.25pm	Dinner Free time / activities	5.00pm	Mass/Liturgy – fortnightly
9.00pm	Outside activity ends Evening jobs start	5.25 – 10.30pm	As per weekday routine
10.30pm	Juniors Lights out		
11.00pm	Lights out / silence		

SOCIAL CONDUCT

There will be times where the boys will be amongst the general public or at a public venue. It is important that each boy remembers that they are representing Duggan House and the College and therefore must act and present themselves appropriately. This will require appropriate dress and grooming standards and good conduct.

Whenever Rostrevor boys are in public in uniform, they invite the public to make judgement, by association, of the College. It is important that boys keep this in mind. This is especially true when travelling in any of the Rostrevor buses which are clearly badged with the College name and logo. Unruly or uncouth behaviour in public or while on the bus is unacceptable and will attract strong consequences.

HOUSE KEEPING

Boarders will be divided into House Teams to foster teamwork and shared responsibility. All students are required to participate in the routine cleaning schedule as outlined in the Duties Roster, which is updated and posted at the start of each fortnight.

Job Allocation: Each boarder will typically be assigned a duty; this duty will be their responsibility for the fortnight.

Responsibilities: Duties include cleaning the dining room, breakout spaces and common rooms.

Professional cleaners manage the more intensive cleaning tasks, such as bathrooms, carpets, and surfaces, ensuring Duggan House maintains a high standard of cleanliness while teaching boarders the value of contributing to their living environment.

Laundry

Duggan House uses an offsite laundry service twice per week; with collection on Monday being returned on Wednesday, and collection on Wednesday being returned on Friday.

Laundry marking

Every item of clothing and bedding in Duggan House is to be clearly named. The quantity of unmarked clothing after each washing can be enormous. Attempts will be made to have items claimed by their owner. However, if it remains unclaimed at the end of term, it is donated to charity.

Dry Cleaning

College blazers will be sent out for dry cleaning in Term 3 and the fee debited against the Boarding House Resource Fee.

Important



Clothes that are not suitable for washing in a commercial type laundry should not be brought to Duggan House. The machines are of a very good quality but are commercial type equipment as are the dryers, so the clothing must be able to withstand such processing.

HOUSE SYSTEM WITHIN DUGGAN HOUSE

The Duggan House community is built upon a strong tradition of teamwork, camaraderie, and shared values. Our house system honours the legacy of notable alumni who exemplify the principles we strive to instil in every boarder. Each house has its unique motto, colour and identity, providing students with a sense of belonging and pride while fostering healthy competition and collaboration.

House Teams

1. "Tenetur Una" (Bound as One) - Blue House
2. "Concordia Vincit" (Harmony Prevails) - Yellow House
3. "Unitas Fortis" (Unity is Strength) - Green House
4. "Amicitia Regnat" (Friendship Reigns) - Pink House

House Activities and Duties

1. **House Competitions:** Students participate in inter-house competitions every Wednesday that promote teamwork, school spirit and leadership. Activities include sports, academic challenges and community events.
2. **House Duties:** Each house rotates through responsibilities that contribute to maintaining Duggan House, such as cleaning and organising communal areas.
3. **Mentorship and Support:** Senior students in each house mentor younger boarders, fostering a supportive and inclusive environment.

Through the house system, students at Duggan House learn valuable life skills, build lasting friendships, and contribute to a vibrant and united community.

CLOTHING AND EQUIPMENT

(PLEASE LABEL ALL ITEMS BELOW)

School Uniform - All uniform requirements are available from the College Uniform Shop.

Formal School Uniform		PE Uniform (Physical Education)	
QTY	ITEM DESCRIPTION	QTY	ITEM DESCRIPTION
1	College Blazer	1	Rostrevor PE Polo Shirt
2	Pairs College Trousers (winter)	2	Pairs Black College PE Shorts
1	College Jumper	1	Pair white soled running shoes
6	Short sleeved College shirts (summer)	1	College tracksuit
6	Long sleeve College shirts (winter)		
2	Pairs of College shorts (summer)		



Rostrevor College

2	College ties
7	Pairs of grey slouch socks (summer)
7	Pairs short black business socks (winter)
1	Pair of plain black leather school shoes
1	College Hat
1	Plain black belt with silver buckle

Students may also need uniforms specific to any co-curricular activity they choose to undertake while at Rostrevor. Uniform requirements for each activity can be found in the Parent Handbook or by speaking with a staff member from the Rostrevor College Uniform Shop.

Good Casual Wear

Good casual gear is to be suitable for wearing to Mass, socials, outings etc. Suggestions include trousers, neat jeans, dress shirts, a neat jumper and neat shoes.

Clothing with inappropriate writing or images (alcohol or poor taste images or slogans) will not be permitted in Duggan House.

Bedding

Boys are to provide their own bed linen, pillow and doonas or blankets. Electric blankets are not permitted.

X2 sets of king single bed sheets

- X1 Dark Colour
- X1 Light Colour

X1 Pillow

X2 Pillowcases

Blankets or doonas with x2 covers

Accessories

X2 Bath towels

X1 Large beach towel

X1 Laundry basket

X2 Laundry washing machine net bags

X1 Item of wet weather gear

X1 Broad brimmed hat

X1 School bag (available from the College Uniform Shop)

X1 PE bag (available from the College Uniform Shop)

X1 Airtight box for storing food in rooms

X1 Drink bottle

X1 Coloured shirt for house colour activities – house designated and communicated by Boarding House Coordinator

You may also bring (but not compulsory)

- Small speaker system (Bluetooth speakers are acceptable at the students' own risk but will be confiscated if used inconsiderately).



- Books for recreational reading.

DO NOT BRING

- Huge stereo systems and Sub woofers.
- Aerosol products (e.g. spray deodorants. These will be confiscated) use pump sprays, roll-ons etc.
- Pocket knives (these will be confiscated)
- Laser light /pens (these are banned and will be confiscated)
- Electric fans or portable heaters, electric blankets, additional lighting (fire risk), TVs
- Your own furniture such as sets of draws, chairs, curtains etc
- Hair clippers and hair cutting implements
- Inappropriate posters, screensavers, calendar etc
- Anything deemed unnecessary and potentially dangerous or inappropriate

Note that all electrical items connected to power must be compliant checked and tagged by a qualified electrician.

GROOMING

The boarding house will enforce the College dress code (uniform) and grooming policy. Any non-conforming hair designs or cuts or colours will not be tolerated. Boarders may be asked to attend to a hairdresser, at their own expense, if their hair does not conform. Shaving will be required as no facial hair is allowed.

Boarders are not to cut their own or each other's hair. There are a number of barbers and hairdressers available at Local Leave locations, with some providing discount to Rostrevor students.

SAFETY AND WELFARE ISSUES

Sun Safety

All boys are to practice the Sun Safe policy. Although staff will encourage and enforce this message, ultimately it is up to all students to ensure that sunscreen, hats and suitable clothing is worn when outdoors. All boys will have access to sunscreen at all times from the Duggan House entrance.

Non-Student Areas

Duggan House has some areas where safety is always an issue whether or not the boys are under direct supervision. These areas are the washing area in the laundry and the kitchen. Only under direct staff supervision may boarders enter these areas. Both sites have concentrated chemicals present.

Fire Drill / Building Evacuation Procedure

On arrival at the boarding house all students will be familiarised with the evacuation procedure. Drills are conducted at least once per term. In this day and age boarding schools also must allow for "Lock-ins" to protect boarders from external threats from dangerous people. A "Lock-in" alarm has recently been installed in Duggan House.

Overnight Supervision and Student Assistance

The Boarding Coordinator or nominated staff member will be on "overnight duty" seven days a week for all urgent matters such as in the case of accident, illness, security issue or other emergencies. Students have after-hours access to the staff on duty.



Media Classification Policy (Games, Movies etc)

In line with the College policy, the following will be enforced in regards media viewing;

G, PG	All students may view these
M	Years 10, 11 and 12s (Year 8s, 9s dependent on media theme)
MA15+	Year 12s only (Dependant on the supervisor's approval)
R	Not permitted

Magazines, Posters, Music, T-shirts

Material deemed offensive or inappropriate may be confiscated. Students with items that have alcohol advertising, sexual or racial connotations or even in poor taste will be asked to take the item home. Any explicit pornographic items such as DVDs / video / magazines etc will be disposed of.

Computer Games

This will be at the discretion of staff and the Director of Boarding of what is deemed inappropriate. Although games now come with ratings a degree of common sense will be applied, however, extremely violent games or games in poor taste will be confiscated.

FOOD DELIVERY

Unless approved by the Director of Boarding, UberEATS and other such food delivery is only allowed on the following conditions:

- Delivery can only be received on Fridays 3:30pm – 10:00pm; Saturdays 12:00pm to 10:00pm and Sundays 12:00pm to 5:00pm. ie it must not interfere with routine expectations
- Delivery must be via Gate 9 on Heather Rd
- All food and drink ordered must be consumed outside, or in the dining room during inclement weather
- All rubbish produced must be disposed of in the outside bins
- Gated students may not order food for delivery

Boarders not following these conditions may have their delivery confiscated.

If you have any questions about anything stated in the Handbook please feel free to contact the Director of Boarding.