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Welcome to the John Paul College Family,

There has been much excitement in our community through the journey of planning, building and establishing the grounds of Fenton Village, our very own boutique boarding community. Fenton Village is ‘a home away from home’, offering an opportunity for families to have a 21st century boarding experience, in one of Australia’s largest co-educational schools.

My belief is that school creates memories for life.

It is my role and the role and responsibility of every one of our staff to ensure that each of our students has the opportunity to reach their individual potential whilst being supported and encouraged within our interconnected learning environment.

It is the responsibility of our students to be the best that they can be – by striving for excellence in all areas of life.

Our staff do not come to work just to “do a job”. We strive to be the best educators that we can be, recognising that the young people in our care are part of a three way partnership which also involves their parents and their teachers. They have their own skill sets, aptitudes, aspirations and prior knowledge. Their individual needs are addressed and their learning opportunities are maximised to enable them to take advantage of a continuous educational environment with flexible curriculum pathways supported by the finest technological opportunities.

Students are also involved in a multitude of co-curricular activities including excellent sporting and performing arts programmes, a national award winning sustainability programme and our own farm.

I believe that there are exciting possibilities out there for every child and, at John Paul College, we produce outstanding citizens who are destined for successful lives with the ability to develop into compassionate and responsible leaders.

Almost 100% of our graduates advance towards their chosen career within three months of finishing school, and all have the confidence to excel in modern society.

As I walk around our magnificent campus set high up on the hill adjacent the Daisy Hill State Forest, I am grateful for our learning environment which dissects a path across countries, cultures and language. We openly celebrate our cultural diversity with mutual respect and acceptance and our 54 nationalities make us a truly a diverse family operating within a Christian ecumenical environment. We are one team, one school, one family.

I look forward to working in partnership with you to make your child’s journey through John Paul College the finest educational experience in Queensland.

Mr Peter Foster
Headmaster
Arrival at John Paul College

Travel Arrangements

Boarders are to arrive at The College the day before the commencement of term and depart no later than the day after term concludes; this is when Fenton Village will be opened. This is known as ‘Boarder Travel Days’. **Fenton Village will not be open any times before or after these days.**

The beginning of the year however the ‘Boarder Travel Day’ will be the day before the Senior School Orientation day, this date is specified in the table below.

<table>
<thead>
<tr>
<th>Term</th>
<th>Commencement</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Friday, 22 January 2016</td>
<td>Friday, 25 March 2016</td>
</tr>
<tr>
<td>Term 2</td>
<td>Sunday, 10 April 2016</td>
<td>Saturday, 18 June 2016</td>
</tr>
<tr>
<td>Term 3</td>
<td>Sunday, 11 July 2016</td>
<td>Saturday, 17 September 2016</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday, 3 October 2016</td>
<td>Friday, 25 November 2016</td>
</tr>
</tbody>
</table>

It is unusual for The College to organise travel for boarders, except in special circumstances. It is vital that boarders travel plans are made well in advance so travel can occur on the designated Boarders’ Travel Day.

Boarders will not be permitted to leave early or return late unless there is unavoidable circumstance, for which the Director of Boarding should be made aware of in advance so that the relevant Head of School can be informed.

**Boarder Travel Day arrangements must be made no later than two (2) weeks from the day of travel. Details of the arrangements should be provided to Boarding Reception at this time also, boarding@jpc.qld.edu.au or 07 3826 3366.**

International Boarders

*Passports and Airline/Travel Tickets*

All passports and tickets must be placed in a large envelope with the student’s name on the front and given to the Director of Boarding so that they can be placed in the safe.

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

Homestay during Holidays (Optional)

**All boarders are expected to return home 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 able to assist with holiday homestay arrangements, however there are limited availabilities.

We organise homestay through various forms of communication to parents and friends of the John Paul College community. We have a number of families willing to host Boarders during term holidays, however organising these well in advance avoids disappointment and confusion.

**All overseas parents are expected to notify the Director of Boarding at the commencement of the year of any home stay arrangements that are required. Costs associated with homestay are at the expense of the boarder parent, and must be paid for in advance.**
Communication and Contacts

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

In the case where dissatisfaction is an issue, it helps us if boarders express their concern to boarding staff first, in an attempt to solve the issue. If the issue is not initially resolved, please contact the Director of Boarding.

Boarding Reception should be used by parents who wish to provide details regarding leave for their child, add or remove Approved Hosts for their child, or wish to make contact with their boarder/s.

The Director of Boarding will assist with all boarder welfare issues, boarding operational matters, medical appointments, and information regarding boarder progress.

The College Nurse will assist with medical and health related issues and should be contacted if a boarder has reported feeling unwell.

Contact Details

Boarding Reception 07 3826 3366
(Email) boarding@jpc.qld.edu.au

Director of Boarding (Office) 07 3826 3466
(Mobile) 0448 056 441
(Email) JBeutel@jpc.qld.edu.au

College Nurse/Health Centre
(Office) 07 3826 3323
(Email) medical@jpc.qld.edu.au

Boarder Mail

John Paul College
Fenton Village
John Paul Drive
Daisy Hill, Queensland 4127
Australia
Fenton Village Expectations

It is important that all associated with the life of the College 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 particularly important that no student, either through neglect or intent, interferes with the rights of others to learn or participate in College activities.

It is expected that all students will come to accept responsibility for their progress through diligent and careful preparation for, and participation in, all activities of which they are members.

In order 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.

1. Students should, at all times, be clean and tidy and wear the uniform with pride. Boarder dress and appearance expectations are outlined in the Boarder Dress and Appearance Policy, these expectations are to be met at all times.

2. The use of offensive language, smoking or being in the presence of smoking, consumption of alcohol, taking or possessing illegal drugs, carrying or possessing dangerous objects, and stealing are regarded as serious breaches of discipline.

3. 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.

4. Students must respect the property of others and the College.

5. Students may not go beyond Fenton Village bounds without the permission of the Resident Staff and using the appropriate leave processes.

6. 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 strictly prohibited.

7. 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.

8. Students may not drive a motor vehicle, unless written permission is granted by parents and the Director of Boarding.
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 will make our boarding a very special experience.

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

What to Bring Checklist

Apart from school related materials and sporting equipment, there are many other items a boarder will need to bring to Fenton Village. A basic list of items you will need.

Casual clothing should meet the standard of dress outlined in the Dress and Appearance Policy (Appendix).

<table>
<thead>
<tr>
<th>Bedding</th>
<th>Clothing</th>
<th>Personal Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Pillow</td>
<td>□ 5 x Underwear</td>
<td>□ Roll-on Deodorant (No Aerosol)</td>
</tr>
<tr>
<td>□ Quilt/Doona + Cover</td>
<td>□ 2 x Socks</td>
<td>□ Toothpaste and Brush</td>
</tr>
<tr>
<td>□ Beach Towel</td>
<td>□ 2 x Pyjamas</td>
<td>□ Soap or Body Wash</td>
</tr>
<tr>
<td>□ Swag/Sleeping Bag (School Camps)</td>
<td>□ 2 x Collared Shirt (Boys)</td>
<td>□ Hair Brush</td>
</tr>
<tr>
<td></td>
<td>□ 2 x Tailored Shorts (Boys)</td>
<td>□ Hair Ties/Clips/Bands/Pins</td>
</tr>
<tr>
<td></td>
<td>□ 2 x Tops with sleeves (Girls)</td>
<td>□ Body Moisturiser (Optional)</td>
</tr>
<tr>
<td></td>
<td>□ 2 x Shorts (Girls) **length requirement</td>
<td>□ Hygiene Products – Term supply</td>
</tr>
<tr>
<td></td>
<td>□ Pair of Jogger/Sandshoe</td>
<td>□ Headphones</td>
</tr>
<tr>
<td></td>
<td>□ Pair of Thongs/Sandals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Swimmers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Rash Shirt</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Hat</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Jeans or Long Pants (for winter months)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Jacket or Jumper</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Raincoat/Spray Jacket</td>
<td></td>
</tr>
</tbody>
</table>

Rash Shirt
Hat
Jeans or Long Pants (for winter months)
Jacket or Jumper
Raincoat/Spray Jacket
Roll-on Deodorant (No Aerosol)
Toothpaste and Brush
Soap or Body Wash
Hair Brush
Hair Ties/Clips/Bands/Pins
Body Moisturiser (Optional)
Hygiene Products – Term supply
Headphones
What Not to Bring
While we want to make you feel as if you are at home, there are some items that should remain at home:
- Small fridges (Large common room fridges are supplied)
- Skateboards and blades
- Electric heaters and fans (Reverse cycle air conditioner throughout the house)
- Sharps of any kind
- Offensive material - shirts, posters or music

Living Away from Home
One of the most obvious aspects of an education in a boarding school is that the Boarder is living away from home. All Boarders and parents new to boarding, however, should appreciate that the boarding lifestyle of the 21st Century looks and feels nothing like its traditional predecessor. Huge dormitories, mediocre food and being locked in the school for terms at a time are stereotypes of a bygone era.

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

Some young people may experience difficulty adapting to the communal living situation, especially relating to the number of other people continually surrounding them. Boarders learn to value tolerance and mutual respect, as they have to share their living space with others. Please note that we still uphold the dignity and importance of a right to personal space and privacy at all times during the school day.

It is our experience that Boarders gain independent living skills while in boarding.

This is achieved by:
- Keeping bedrooms and cupboards areas clean and tidy;
- Managing personal hygiene;
- Ensuring that laundry is kept up to date;
- Developing study and time management skills;
- Making the most of school resources by joining co and extra-curricular activities;
- Managing leave.

Guidance in all of these areas is provided by our boarding staff. 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.
The “Settling In” Period

Living away from home for the first time is always a daunting experience. Therefore, it is perfectly normal for young people living in completely new surroundings and in a necessarily institutionalised environment to feel strange and to want to go home.

It is important for you to realise that you will hear of, or experience, the worst of your 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 when the problem seems to be reaching intolerable levels. Often discussing the problem with someone not directly involved is of great assistance.

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

- 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;
- Call outside Prep and Recreation routine times or just before bedtime;
- Try to limit the extent that Mobile Phones are used between you and your child, to lessen the emotional impact;
- Contact Boarding Administration 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;
- Use email – this is a great way for you to make contact about the day to day events but it removes the emotional impact of your voice when a child has been experiencing a difficult transition or period.
Accommodation

Villa

John Paul College is a co-educational Day and Boarding School with Fenton Village providing comfortable modern day living space for up to 48 Boarders from Year Levels 7 to 12. The Village has six spacious and self-contained Villas, which has eight Boarders of similar age in twin share rooms with adjoining private ensuites. Every Villa is equipped with its very own kitchenette, dining and lounge area which includes a large LCD Television and phone line for incoming calls.

Security

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

Access to the Village is through our front gates which require Boarders to scan their student ID card. ‘Live in Staff’ are located in the centre of the Fenton Village. We place high value on our ‘live-in’ staff as they are an added support and security network for our Boarders. Physical security is an important characteristic of Fenton Village.

Security screens are also fitted to windows and doors, to add to the safety for 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 of these elements when the Village is closed down for the night.

Personal valuables are the responsibility of the owner. Sums of money and technology items (iPhones, iPads, headphones etc.) need to be carefully maintained and secured in the lockable cupboards when not required. We provide sets of keys to each Boarder to ensure they are able to secure these items. 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 as a way of managing any large forms of money.
Meals and Catering

The Fenton Village Dining Room 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 hospitality specialists, Metropolitan Canteens. This team has been caring for our John Paul College students for a number of years already, with the management of our College Tuckshop.

The Dining Hall seats over 50 guests in air-conditioned comfort, in an ultramodern style layout and design. In addition to the indoor seating, the Dining Hall also hosts alfresco seating along a front veranda overlooking native bushland and the Cec Munns Ovals. It also features a hot buffet servery, salad bar, beverage station, breakfast bench and dessert areas.

Boarders are expected to be prompt and to attend all boarding meals as scheduled in the Fenton Village Weekly Routine. The focus of meal times is to catch up with friends, peers and staff and enjoy a nutritionally prepared meal in a family setting.

Menus for each month will be available on the College website. We appreciate feedback regarding one of the most important aspects of boarding life – that being meals of course, and as such we will conduct formal and informal surveys throughout the year. Every effort is made to cater for special dietary conditions. Please refer all dietary matters to the Director of Boarding.

Special Event Meals and Birthdays

Each term will have a number of themed meals, decided upon by Boarders in consultation with the Catering Manager. In addition to these, once a term, the boarding community will gather for a semi-formal dinner which will be held in honour of a special occasion. This may include St Valentine’s Day, Christmas in July, Melbourne Cup and a final farewell and celebration dinner for our departing Year 12s at the conclusion of the year – this also incorporates a boarding Christmas party.

Birthdays are a special time in anyone’s life, an occasion to really celebrate. As part of our boarding community we celebrate these milestones with every Boarder. At the beginning of the month we will share a birthday cake in honour of those having a birthday during that month. Of course, when that special day arrives, Boarders and staff will make every effort to ensure a full and happy day is had by our birthday Boarder.

Birthday Cakes

Boarding staff are more than willing to assist in picking up and delivering personal birthday cake orders. John Paul College is in close proximity to the Chatswood Central Shopping Centre, which hosts three reliable cake making establishments:

Baskin Robbins, (07) 3290 0770
Michel's Patisserie, (07) 3299 4586
5 Star Bake, (07) 3299 4177
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 items of clothing must be clearly marked with the boarder’s name; this is best done with a laundry marker or sewn-on name labels.

Labels can be purchased by parents and guardians 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

Fenton Village will use an off-site laundry service for all our supplied linen; this includes a weekly bed linen changeover.

As part of the wider boarder development program, John Paul College has embraced the concept that young people are to take a hands-on approach to organising their daily needs; this would include the laundering of their clothes. The Village has excellent facilities for students to wash, dry and iron their clothing. Our standard alone laundry building houses 6 washing machines and dryers, each dedicated to boarder laundry only, along with each Villa housing is own ironing stations. Doing laundry is another set of skills that boarders will develop, that will help them to become independent adults.

When boarders commence their boarding journey our professional staff, including a fulltime House Mother, will assist with every effort to establish a washing routine for each and every boarder. Be assured that boarding staff will monitor and assist with laundry every day to ensure our boarders are looking their best.

Technology Devices and Internet
The entire boarding village is wireless networked, enabling boarders the ability to connect to their school account and internet services. Boarders are afforded an additional data allowance to assist in study, research and to communicate home or to family.

Boarders have access to selected social media and gaming sites, along with Skype, WeChat, Line and FaceTime between the hours 5pm and 9pm AEST.

The school network is a secure and safe place for boarders to access online content; therefore there is no need for any personal Wi-Fi hotspot or similar devices to be used in the Village. After 9pm each evening the network is limited to web browsing and email only, this ensures that boarders can continue to study and complete academic tasks.

Boarder use of technology and associated devices is governed by the College Responsible Use of Technology Policy.

Boarder mobile phone and digital device use falls within the College Mobile Phone and Digital Device Policy.
Health Care

Medical Information
Boarder parents are expected to provide complete and accurate details of their boarders’ medical history and circumstances at the commencement of every school year, or when details have changed. This is done through completing the Boarding Medical Form upon enrolment.

Any medical information is kept confidential (unless permission is granted by parent/s) and should only be discussed directly with the Director of Boarding and/or the College Nurse.

Open Hours
Students may present to the Health Centre at any time during Monday to Friday 8:00 am to 4.00 pm.

If a boarder falls ill outside of these hours, the Director of Boarding and/or boarding staff will organise for a doctor’s visit, or will take the boarder to the Logan Hospital.

John Paul College is located a short distance from Daisy Hill Medical Centre and Chatswood Road Medical Centre. These facilities will be our point of call for boarders requiring non-urgent medical consultation.

Daisy Hill Medical Centre
(07) 3208 0957
Allamanda Drive
Daisy Hill QLD 4127

Chatswood Road Medical Centre PTY LTD
(07) 3208 8622
30-34 Chatswood Road
Springwood QLD 4127

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

Emergency
In the case of an emergency, students will be taken the 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 to be taken to hospital.

Medication
It is College Policy 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. In the case of medications that may be required overnight (pain relief and emergency allergy treatment), the Registered Nurse gives the medication to the Boarding Staff and it is locked in the overnight medication box kept at the Village Reception. Medication includes prescriptions, vitamins, cough mixture, pain relievers, anti-histamines etc.

Medication can only be administered with a doctor’s order (prescription medications) or written permission from a parent/legal guardian (Boarding Medical Form).
Medical and Dental Appointments
All medical/dental appointments for boarders should be made through the Director of Boarding, as an Appointments Diary is kept. If a parent is taking his/her boarder to a medical appointment and a further appointment is made, the parent is to inform the Director of Boarding of the date and time so it can be recorded.

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

Illness
Contagious Boarders (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, it is preferable that the boarder is then placed into the care of the nominated Emergency Contact person. The Director of Boarding, in consultation with the College Nurse and the boarders GP, will co-ordinate this event and inform parents of the boarder.

Excludable Illness
Recommended minimum exclusion periods for infectious diseases for Schools (based on the National Health & Medical Research Council Guidelines). Note: The NHMRC recommends that children who are physically unwell should be excluded from attending school, pre-school and child.

Routines

Overview

Fenton Village has organised its operations around specific routines and rituals. It is important for a boarding environment to use routines to maintain a consistent level of expectations and provide Boarders with a solid foundation to manage their own circumstances. This practice certainly enables for much easier management of the Village and the Boarders who reside within it.

There are two (2) main routines that Fenton Village will follow:
- Weekday Routine (Monday – Friday AM);
- Weekend Routine (Friday PM – Sunday).

Weekday Routine

Monday to Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Routine</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.30am</td>
<td>Wake Up Call</td>
</tr>
<tr>
<td>7.00am – 7.30am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7.30am – 8.00am</td>
<td>School Preparation</td>
</tr>
<tr>
<td>8.00am</td>
<td>Boarders depart for classes</td>
</tr>
<tr>
<td>3.30pm – 4.00pm</td>
<td>Afternoon Tea in Dining Hall</td>
</tr>
<tr>
<td>6.00pm – 6.30pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.30pm – 8.30pm</td>
<td>Prep</td>
</tr>
<tr>
<td>8.00pm – 8.30pm</td>
<td>Sport/Recreation</td>
</tr>
<tr>
<td>8.30pm – 9.00pm</td>
<td>Showers</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Year 7 – 9 Lights Out</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Year 10 – 12 Lights Out</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Final Lockup and Security Arming</td>
</tr>
</tbody>
</table>

Weekend Routine

Friday to Sunday

The Fenton Village weekend routine is much more relaxed than that of the weekly routines. We determine weekends as the period of time between Friday 3.20pm and Sunday 5.30pm. The weekend routines are guided by a number of influences:
- School events;
- TAS and other sporting commitments;
- Academic timing (exams and assessment time);
- Boarding calendars (Published every term on the School’s website);
- Planned Village events and outings, formal dinners, end of term outings and late night shopping;
- Weather;
- Boarder negotiation;
- Risk Assessment.

The Director of Boarding will arrange outings and activities. Weekend Planners will be published on the student and parent portals, along with hard copies posted in prominent places throughout the Village.
All Boarders are to return to Fenton Village no later than 5.30 pm Sunday evenings. Any Boarder who will not be returning to the Village before that then must have a parent inform the Director of Boarding before that time.

**Friday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Routine</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td></td>
<td>Evening Activities / Personal Time</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Year 7 – 9 Lights Out</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Year 10 – 12 Lights Out</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Final Lockup and Security Arming</td>
</tr>
</tbody>
</table>

**Saturday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Routine</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.30am</td>
<td>Wake Up Call</td>
</tr>
<tr>
<td></td>
<td>Activities / Personal Time</td>
</tr>
<tr>
<td>7.30am</td>
<td>Breakfast (Dining Hall will be open from 6am)</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td></td>
<td>Evening Activities / Personal Time</td>
</tr>
<tr>
<td>10.00pm</td>
<td>Year 7 – 9 Lights Out</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Year 10 – 12 Lights Out</td>
</tr>
<tr>
<td>10.30pm</td>
<td>Final Lockup and Security Arming</td>
</tr>
</tbody>
</table>

**Sunday**

<table>
<thead>
<tr>
<th>Time</th>
<th>Routine</th>
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</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Wake Up Call</td>
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<tr>
<td></td>
<td>Activities / Personal Time</td>
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<tr>
<td>8.30am</td>
<td>Breakfast (Dining Hall will be open from 6am)</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>5.30pm</td>
<td>All Boarders are to return to Fenton Village from weekend leave</td>
</tr>
<tr>
<td>6.00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>6.30pm – 7.30pm</td>
<td>Prep</td>
</tr>
<tr>
<td>7.45pm</td>
<td>Chapel and Boarders Meeting</td>
</tr>
<tr>
<td>8.30pm – 9.00pm</td>
<td>Showers</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Year 7 – 9 Lights Out</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Year 10 – 12 Lights Out</td>
</tr>
<tr>
<td>9.00pm</td>
<td>Final Lockup and Security Arming</td>
</tr>
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</table>
Mornings and Breakfast
The morning routine is the most important of a Boarder’s day, as it sets the day in motion and, as such, generally determines the tone and preparedness that the Boarder will endure. The morning routine involves a few facets of organisation:
- Wake up call / roll completed;
- Showers / uniforms;
- Breakfast;
- Villa clean up;
- Prepare and depart for school.

Nurse Visits
The College Nurse will attend Fenton Village to medicate and consult with any Boarder with potential medical needs.

Boarders who are sick prior to the commencement of the school day will be expected to stay in bed and will be assessed by the College Nurse. If a Boarder requires rest, they will be either moved to the sickbay located in the Main Administration building for close monitoring and medication (if needed) or stay in their own room for the day under the monitoring of available boarding staff.

Should a student become unwell during the day, the same procedure is expected as 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 Director of Boarding on a needs basis.

Lunch
Boarders are provided lunch through the College Tuckshop. Using the cashless swipe card system, each Boarder will be afforded an allowance to purchase their lunchtime meal. This cost is inclusive of the boarding fee.

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 will present themselves to the Village Reception in the administration building, when arriving from school, as they would before leaving for the daily school timetable. This allows boarding staff to conduct an accurate Boarder Whereabouts Report.

The afternoon routine is a time for Boarders to relax, enjoy some free time or to engage in individual study or co-curricular activity.
Co-Curricular Activities

It is expected that all Boarders participate in one or several co-curricular activities per term with the selection undertaken in consultation with parents.

Transport arrangements will be arranged by boarding staff, in consultation with the Director of Activities, Director of Performing Arts and associated coaches and team managers, confirmed and approved in consultation with boarding parents.

All Boarders are required to inform the Director of Boarding of their co-curricular commitments.

Dinner

Dinner is held at 6.00 pm every weekday evening at the Village Dining Hall, unless otherwise arranged for special dinners or BBQ evenings.

Boarders may remain in full school uniform or be in ‘Neat Casual’ attire (Boarder Dress and Appearance Policy).

Dinner will be preceded by Grace, and then each table will be called to be served. The behaviours exhibited during meals should be those of when eating in a restaurant or at the family table.

Homework / Prep Time

Within the context of an educational institution, one of the most important aspects of a student’s daily routine is that of consolidating the concepts and knowledge that has been learnt throughout the day. So, it goes without saying that ‘Prep Time’ is one the most significant times of a Boarder’s day.

There are some fundamental expectations of Boarders during Prep Time:

- Prep Time is a time to study. No washing or ironing should take place during these sessions;
- A quiet study environment is to be maintained during Prep Time. The Boarder will be removed if they are disruptive to this study time;
- Years 7 to 9 Boarders will study in a classroom environment, while Years 10 to 12 can use their own room or common areas to study. When negotiated with staff, Boarders may choose to move up to the main campus and utilise other College facilities;
- All doors of the senior rooms must be pinned back or left ajar. This prevents disruptions from staff when doing roll calls and also reduces non-study behaviours;
- Boarders can listen to music, through head phones if desired;
- Any Boarders wishing to engage in collaborative work can do so by moving into the common areas, including the Dining Hall. No collaborative work is to be done in single rooms, unless prior consent is given by the staff on duty at that time;
- During each Prep Time there will be a staff member or teacher who will make themselves available for academic support. These staff can be found in the classroom area with Years 7 to 9 Boarders.
Lights out and Lockup of Fenton Village

Settling a boarding environment down for the evening is a challenging routine and occurs using a staggered process. Fenton Village is no exception. The routine of closing the house is guided by various activities including Boarders’ meetings, chapels and outings:

**Boarders’ Meeting and Chapel**

At 7.45 pm each Sunday all Boarders are expected to attend our weekly Boarders’ Meeting and Chapel Service. These are held in the Boarders’ Dining Hall, adjacent to the Administration block.

The Boarders’ Meeting is an extremely important part of the boarding routine. It provides an opportunity to discuss relevant matters of operation, to recognise excellence within the boarding and College community and, most importantly, to set the tone for the week ahead.

**Boarder Outings**

Boarding staff will organise frequent events and outings for Boarders. All Fenton Village outings and activities can be found on the Boarding Activities calendar, located on the College website.

These events are generally organised as a family group activity and designed for all Boarders to be involved, unless the Boarder is going on parental leave. Any associated costs will be disclosed to Boarders by the Director of Boarding or Residential Coordinator and then emailed to parents for final permission. If there is an associated cost it will be added to the Boarder’s billing account in most cases.

**Boarder Whereabouts and Roll Calls**

Rolls and head counts are an integral part of the boarding lifestyle and ensure that boarding staff have the knowledge of where all of our Boarders are at any given time. Rolls and head counts are a legal obligation and a legal document.

Rolls are done on a routine basis, during the wakeup and breakfast routine, after school return to Fenton Village, during prep / homework session and during shut down and lockup of the facility.

**Fire and Evacuations**

Boarders will take part in Fire Drills for evacuating the College and Fenton Village.

In the event of a fire the designated warden will:

- Alert and evacuate those in the danger area to the Fenton Village assembly point;
- Inform John Paul College Security who will alert QFRS;
- Despatch a person to the John Paul Drive entrance to direct the Fire Brigade to the fire;
- Extinguish the fire if safe to do so;
- An alert and evacuation practice will be carried out at least once during each term.

Every student will know the location of fire fighting equipment. A woollen blanket or rug should be used for body protection if an evacuation has to be made through or near flames;

Students will assemble at the designated evacuation area, in their allocated house living arrangements (Villa) for a roll call to be taken.
Leave Process

Boarders lead active lives and frequently attend social, cultural and co-curricular activities. Therefore, it is important that these details are on our leave system and are up to date so that we can 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 leave arrangements and permissions at any given time. REACH is available through student portal, but is also an Android and Apple App. Boarders will receive a password and username to access their leave request account upon arrival to boarding at John Paul College.

Each boarder parent/guardian is to provide a detailed list of approved people who may take their boarder on day or overnight leave. The Approved Host Leave Form (appendix), should be completed and handed to boarding staff on the day of entry to Fenton Village. Approved Hosts are able to be changed at any time by emailing Boarding Reception – boarding@jpc.qld.edu.au.

Sign IN and OUT Register

Boarders, their families, hosts and friends are expected to announce themselves when coming and going from Fenton Village. This is monitored through the Sign In/Out Process at the Village Reception, located in Administration Building. Each entry requires the boarder to fill in – where they are going (even if it is on campus), time of departure, expected time of return. A boarding staff member must co-sign every entry; boarders must never leave the house until this is completed.

Boarders can only leave the boarding community with the approval of the Director of Boarding. Permission is granted through the Leave Process.
Boarding Forms, Procedures and Policies

There is a number of boarding specific policies that boarders and their parents are required to understand prior to their first day in Fenton Village. These policies are attached to this handbook, but can also be accessed online from the College website within the boarding@JPC section.

**Forms**

Need to be completed and returned to the Director of Boarding

- Boarding Medical Form
- Approved Host Form

**Procedures and Policies**

- Boarder Dress and Appearance Policy
- Online Boarding Leave Process
- Boarding Leave Matrix
# Medical Permission Form

## Student Information

<table>
<thead>
<tr>
<th>Surname</th>
<th>Given Name</th>
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<table>
<thead>
<tr>
<th>Preferred Name</th>
<th>Middle Name(s)</th>
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<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth</th>
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</thead>
<tbody>
<tr>
<td>[ ] Male</td>
<td>[ ] Female</td>
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<table>
<thead>
<tr>
<th>Home Address</th>
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</table>

## Family Information (Please provide complete details)

### Father’s Name

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name</th>
<th>Surname</th>
<th>Home Telephone</th>
<th>Home Telephone</th>
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<tbody>
<tr>
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</table>

### Mother’s Name

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name</th>
<th>Surname</th>
<th>Home Telephone</th>
<th>Home Telephone</th>
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<table>
<thead>
<tr>
<th>Business Telephone</th>
<th>Business Telephone</th>
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<table>
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<tr>
<th>Mobile</th>
<th>Mobile</th>
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</table>

## Alternative Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Telephone</th>
<th>Business Telephone</th>
<th>Mobile</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Relationship</th>
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</table>

## Medical Cover Information

<table>
<thead>
<tr>
<th>Medicare Number</th>
<th>Expiry Date</th>
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</thead>
<tbody>
<tr>
<td>Surname on Card</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Private Medical Insurance</th>
<th>Name of Fund</th>
<th>Number</th>
</tr>
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<tbody>
<tr>
<td>[ ] Yes [ ] No</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Usual Doctor or Practice</th>
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</table>

<table>
<thead>
<tr>
<th>Usual Dentist or Practice</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Orthodontist (If applicable)</th>
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<table>
<thead>
<tr>
<th>Specialist Medical Practitioner (If applicable)</th>
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<table>
<thead>
<tr>
<th>Other</th>
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</table>

## Health Care Cards or Low Income Health Care Cards

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname on Card</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Other information</th>
</tr>
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</tbody>
</table>
Immunisation

Is your child immunised according to the National Immunisation Program Schedule? [ ] Yes [ ] No

Year of Last Tetanus Injection

Variations to Schedule

Medical Conditions

Does your child have any allergies  [ ] Yes [ ] No

Allergic to

Extent [ ] Anaphylaxis [ ] Severe (Affects co-ordination, breathing) [ ] Mild (Rash or other irritation)

Management – Students with anaphylaxis must provide a management plan and two (2) epi-pens

Does your child have asthma  [ ] Yes [ ] No

Medications

Possible triggers

Frequency – last episode

Time between episodes

Has the students ever been hospitalised with asthma [ ] Yes [ ] No

If yes, Year

Management – A management plan must be attached for all students with asthma

Does your child take any medications  [ ] Yes [ ] No

Medication

Condition

Directions for administration

Medications are to be provided to the school nurse in their original container, labelled by a pharmacist with the students' details and instructions for administration. Non-pharmaceutical medications eg homeopathic remedies/vitamins will not be administered by the school nurse.

Does your student suffer from any of the complaints below? Please circle the number and give details.

1. Previous Surgery
2. Recent illness
3. Severe headaches/migraine
4. Visual or eye problems
5. Ear/hearing disorders
6. Epilepsy, fainting or blackouts
7. Kidney or bladder disorders
8. Diabetes
9. Musculo/skeletal problems
10. Heart / Lung disorders
11. Mental Health disorders
12. Skin conditions
13. Nosebleeds
14. Claustrophobia
15. Sleepwalking/ nightmares
16. Bedwetting
17. Travel sickness
18. Menstrual pain
Additional Information

Is there any further information you wish to add which you consider relevant to your child’s physical, social, developmental or emotional health?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Instructions and Permission

I accept that in the event of an accident or injury or illness to my child, the School Registered Nurse or authorised person (e.g.: Director of Boarding, Homestay Parent or Indigenous Education Facilitator) will seek appropriate medical aid and may authorize, where every reasonable attempt has been made to contact me, any treatment including operations and/or anaesthetic deemed necessary by a qualified medical practitioner.

I give permission for the School Registered Nurse or authorised person (e.g.: Director of Boarding, Homestay Parent or Indigenous Education Facilitator) to administer prescribed and over-the-counter (S1,S2,S3,S4) medication to my child.

I give permission for health assessments and follow up investigations (e.g. blood tests, audiology, radiology) where it is deemed advisable by the School Registered Nurse or authorised person (e.g.: Director of Boarding, Homestay Parent or Indigenous Education Facilitator).

Students are provided immunisation programs at the college at scheduled intervals during their years of enrolment. Please indicate (circle) if you wish authorised College Staff (e.g. School Registered Nurse, Director of Boarding, Indigenous Education facilitator) to sign these forms on your behalf.

YES

NO

Signature of Parent / Legal Guardian  Date

Print Name
Boarders' Approved Host List & Leave

Boarder Parent to Complete, Sign and Return to the Director of Boarding – boarding@jpc.qld.edu.au

<table>
<thead>
<tr>
<th>Boarder's Surname:</th>
<th>Given Names:</th>
<th>Year Level:</th>
</tr>
</thead>
</table>

**Note:**

- Boarders will **not be permitted** to travel in cars driven by Day School students or drivers under the age of 21 unless they are an immediate family member.
- Leave with a host under the age of 21 will **not be permitted** unless they are approved by the Director of Boarding and the parent/guardian.

<table>
<thead>
<tr>
<th>Full Name of Approved Host</th>
<th>Relationship</th>
<th>Address</th>
<th>Home Telephone Number</th>
<th>Mobile Number</th>
<th>Overnight Leave Allowed</th>
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<tbody>
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</table>

Parents Name: [ ]

Parent Signature: [ ]

Date: [ ]
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. General Dress Expectation
   1.1. During school hours and on School occasion’s boarders are to abide by the John Paul College expectations in regards to 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; the only exception is breakfast where school uniform is required.
   1.4. Enclosed shoes are to be worn when outside the boarding compound.

2. 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 strictly prohibited.
   2.4. Enclosed shoes, with heel and bridge support.
   2.5. Fenton Village makeup, hair and jewellery expectations apply.

3. Makeup and Jewellery Expectations
   3.1. Female boarders only are permitted to wear one pair of earrings, pierced through the lobe. Stud earrings are required when participating in a physical activity or outing.
   3.2. A wrist watch 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.
Online Boarding Leave Process: REACH Boarding Management System

**Boarder Requests Leave via Leave Request on REACH**
1. Full details/conditions are to be provided.
2. Leave Request is now pending, until approval is received from all parties.

**Boarding Staff contact Parent** (if applicable)
1. Full details/conditions are confirmed by parent.
2. Leave Request remains pending, until approved by the Director of Boarding.

**Boarding Staff contact Host** (if applicable)
1. Confirms leave arrangements.
2. Leave Request remains pending, until approved by the Director of Boarding.

**Final Approval**
Director of Boarding

**Key Terms:**
- **Cinema Leave** – going to Hyperdome Cinema Complex.
- **Co-curricular/Sport Leave** – leaving for any sport or school related event.
- **Approved Parent/Host Leave** – leaving for an outing with someone who is already on an approved list for leave.
- **Host Leave** – leave with a family or person who is not already an approved by the boarder’s parent/s.
- **Overnight Leave** – Going on leave with either an Approved Host or Non-Approved Host for the night.
- **Weekend Leave** – Leave that occurs for the coming weekend, Friday 3.20pm – Sunday 5.30pm. Going on Leave with a Parent, Approved Host or Non-Approved Host.
- **Boarder Travel Day** – the day which boarders travel to and from home to boarding, which specific travel details.
Boarder Leave Request Matrix

Boarders, Parents, Hosts and Boarding Staff are to use this matrix as a guide to the expectations and timelines of leave requests at JPC Boarding – Fenton Village.

Leave Types are categorised into two (2) fields, On Campus and Off Campus.

Boarder Leave is ultimately at the discretion of the Director of Boarding.

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Time of Notice</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ovals &amp; Courts</td>
<td>30 minutes</td>
<td>• Submit a leave request at all times</td>
</tr>
<tr>
<td>Pool/Gym</td>
<td>30 minutes</td>
<td>• Late meal request in notes section of leave request.</td>
</tr>
<tr>
<td>Music Rooms</td>
<td>30 minutes</td>
<td>• Minimum of 3 boarders in a group for this leave.</td>
</tr>
<tr>
<td>JPIC Supervised Study</td>
<td>30 minutes</td>
<td>• Sign OUT before 4.30pm</td>
</tr>
<tr>
<td>Chatswood Shopping</td>
<td>Nil</td>
<td>• Sign IN before 5.45pm</td>
</tr>
<tr>
<td>Daisy Hill Shopping</td>
<td>Nil</td>
<td>• Boarders are to submit a leave request when being transported by parents,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• host or private arrangement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• TAS players will be transported each week by the Boarders Bus as per the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>weekly sports schedule and weekend boarding planner.</td>
</tr>
<tr>
<td>TAS</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Leave Requiring Boarder Bus Transport</td>
<td>48 hours</td>
<td>• Travel time does not exceed 15 minutes each way.</td>
</tr>
<tr>
<td>Weekend Leave</td>
<td>Thursday 9am</td>
<td>• Parent or Approved Host ONLY</td>
</tr>
<tr>
<td>Afternoon/Evening Leave</td>
<td>24 hours</td>
<td>• Parent or Approved Host ONLY</td>
</tr>
<tr>
<td>Cinema Leave</td>
<td>48 hours</td>
<td>• Hyperdome Event Cinema ONLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Weekends ONLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Boarder Bus for transport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum of 3 boarders in a group for this leave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• MUST Submit movie title and rating</td>
</tr>
<tr>
<td>Hyperdome Shopping</td>
<td>24 hours</td>
<td>• Wednesday 3.45pm – 5.00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Saturday 1.30pm – 4.00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum of 3 boarders required for outing to occur.</td>
</tr>
<tr>
<td>City Leave</td>
<td>48 hours</td>
<td>• Year 10, 11 and 12 Boarders ONLY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum of 3 boarders in a group for this leave.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Full details of Bus Routes and visiting locations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Boarders MUST have a working and charged mobile phone.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sign OUT after 9.00am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sign IN before 6.00pm</td>
</tr>
<tr>
<td>Host Leave</td>
<td>24 hours</td>
<td>• Approved Host ONLY</td>
</tr>
<tr>
<td>Parent Leave</td>
<td>Nil</td>
<td>• Return by 9.00pm</td>
</tr>
</tbody>
</table>