



## *Welcome to Connolly & Burke House*

Welcome to the St John's College Boarding Community. We hope that your boarding experience will be a happy and rewarding time for you. We recognise that boarding is seldom, if ever the same as living at home, but those students who come prepared to grasp the many and varied opportunities that boarding house life offers, thoroughly enjoy the experience and make life long friends. The independence and self-discipline necessary to make a happy boarder are of value forever.

St John's welcomes students from different religious beliefs and ethnic origins and expects them to respect each other's values and cultures. The multi-cultural nature of the Northern Territory ensures that students of the many races who attend the College combine well to the mutual benefit of all.

The motto of the College is **Strong In Faith**. With this in mind we seek to develop a strong moral character, based on the knowledge and practice of the Faith and to provide a sound, general education. We respect and welcome our differences of race and cultural heritage, aware of the opinions of others and a shared concern for the truth.

All staff contribute to the aims and spirit of the College by being people who:

- Share a genuine concern for and commitment to the values of the school
- Can be tolerant and accepting of others
- Can be a formative influence through their maturity and professional competence.

Ideally the relationship between parents and staff is one of shared responsibility. The College values the initiative and participation that parents may provide and seeks to support and cooperate with them in their role as the primary educators of their children.



## ACCOMMODATION MSC HOUSE

10 Rooms with bathrooms  
Student Recreation Room

Houses approximately 20 International, Australian and Senior Indigenous Students



## CONOLLY HOUSE

Consists of three wings housing approximately 75 Indigenous students.

Includes Recreation Rooms with Aust Star TV and videos

Senior Dorm – single bedrooms

Middle Dorm – single, double bedrooms

Junior Dorm Upstairs – double bedrooms

Junior Dorm Downstairs – 8 bed dormitory

## BOARDING HOUSE STAFF

The Boarding Houses are managed by the Heads of Boarding and staffed by Full Time, Part Time and Casual House Parents. These people are chosen for their Christian values, qualifications and experience in working with children. Their mission is to care for your child, keeping them safe, happy and healthy. To promote and encourage their education and to provide them with a wide range of sporting and recreational activities.

## BOARDING REPORTS

Boarding reports are compiled by the Head of Boarding and will be sent to parents with the student's academic reports. The report will tell you how well your child is progressing with his boarding life, and his personal growth and development.

## COMPUTERS

Students have access to computers during school hours and during Study time. Weekend access for study purposes can be obtained through prior arrangement with staff. Personal Lap Top computers only, are permitted and remain the sole responsibility of the student. The school will take no responsibility for theft or damage to any student's personal computer



## CULTURAL CONSIDERATIONS

St John's College is a multi cultural environment, catering for Aboriginal, Australian and International students. We promote a spirit of tolerance, respect and understanding for all peoples and cultures.

## DIARIES

Students are issued with a St John's College Handbook/Diary. This book is to be used each day for entering homework, assignment dates and important events. Teachers and Houseparents will check and sign your book every night. The book also contains important information regarding the school rules and regulations for students and parents

## DRUGS/ALCOHOL

Drugs and alcohol are **strictly forbidden** regardless of a student's age. Any student possessing, using or bringing illegal or forbidden substances on to school grounds can expect to have his/her enrolment terminated.

## EXCURSIONS

Boarders can expect to be involved in some school-based excursions during the year. Parental or guardian permission will be requested for overnight camps. Overnight and weekend Boarding House camps are organised regularly during the term. Some are compulsory and all require parental permission.

## FACILITIES

There are many facilities available for student boarder's use after school and during weekends. These include football ovals, basketball courts, swimming pools, gymnasium, library, computer room and music room.

### Junior Campus

Oval

#### USE

Weekdays after school

Weekends

No students are permitted to remain on the oval area after 7pm



### Basketball Courts

Court 1 (Lights)

#### USE

Weekdays after school

Weekends

### Senior Campus

Oval

(Lights)

#### USE

Weekdays after school

Weekends

Boys using this Oval in the evening must return to Dorms by 9pm

### Basketball Courts

Jubilee Hall

(Lights)

#### USE

Weekdays after school

Weekends

Boys using this Court in the evening must return to Dorms by 9pm

### Music Room

Junior Campus

#### USE

Weekdays after school

Weekends

Permission must be arranged with the music teacher or Head of Boarding before use.



### Gymnasium

Junior Campus

#### USE

Weekdays after school

Weekends

No students are permitted to use the gym without supervision.

### Library

#### USE

After school during tutor Class

Weekends by arrangement with teaching or boarding staff

### Computer Room

#### USE

After school by special arrangement with teaching staff

Weekends by special arrangement with teaching or boarding staff

### Swimming Pools

#### USE

Weekdays after school until dinner time

Weekends anytime until 8pm



## LAUNDRY



The school laundry washes all uniform, casual clothes, underwear, bedding and towels. Students are allocated a laundry number, which remains his number for the duration of their stay at the school. **All students' clothing must be named and numbered. The laundry staff number the clothing – parents and students should make sure all items are named.**

If students purchase new clothes during the term they should be taken to the laundry for marking as soon as possible. **Uniforms and casual clothes can be taken to the laundry everyday after school. Clean uniforms are collected the following morning.**

## MASS

St John's is a Catholic College and various aspects of religious education and involvement are compulsory for all students. Mass forms a very important part of boarding life and is usually held on Sunday mornings.

## MOBILE PHONES

Students may have access to mobile phones under the following conditions. Students who breach the rules may have their phone confiscated for a period of time to be determined by the Head of Boarding.

Mobile phones are the sole responsibility of the student and the school accepts no liability for loss, misuse or associated call costs

Mobile phones are not allowed at school during the school day

Mobile phones are not to be use during Tutor Class ie switched off

Mobile phones must not be used after lights out

Mobile phones must never be used for inappropriate or nuisance calls



## MONEY & BANKING

Students are encouraged to manage their own money using a **key card account**. This system is easy to operate and allows parents an easy way to monitor their child's account and deposit money for them. We ask parents to make sure there is sufficient money in their child's account to cover weekly expenses, including outings and personal items.

Overseas students will receive assistance from the Head of Boarding or the International Boarding Co-ordinator to open an account when they first arrive. Students arriving with large amounts of cash should hand it to the Head of Boarding for safe keeping until an account can be opened. **Students must never give their card or their PIN to any other student.**

Students should not carry large amounts of cash on them at any time.

## PERSONAL HYGENE

All students must shower, wash their hair and clean their teeth every day. Students must shower after sport or sports training. Deodorant should be used. Underwear and socks are to be changed daily. All other clothing is to be laundered regularly.

**No aerosol spray cans are permitted in the school. Students should purchase roll on or pump spray deodorants.**

## ROLL CALL

Roll call is conducted in the Conolly House Rec Room each morning at 7.45am. All boys are expected to attend in full school uniform. Further Roll Calls are conducted throughout the evening and on weekends.

## SAFETY & SECURITY

The safety of your child is one of our most important priorities. Therefore the Head of Boarding and House Parents must know where your child is at any time.

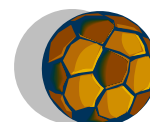
- All students must have permission before leaving the College grounds
- Students must return to the Dorms on time
- Students should behave in a safe manner at all times
- Boarding students are never allowed to travel in cars driven by Day students or other unapproved drivers
- Fire Drills are carried out during the term from time to time to ensure all students are aware of safety procedures
- Students should not carry large amounts of money
- Students should lock valuables in their lockers
- All valuables are the sole responsibility of the student



## SPORTS & ACTIVITIES

Students are encouraged to be involved in a sport of their choice. There are many sports available to choose from. Many students play sports for a local club as well as participating in school sports and activities. Students will need to provide their own sporting gear and equipment when participating at club level.

- Local Club Sports
- Soccer
- Basketball
- Netball
- Australian Rules football
- Rugby Union
- Rugby League
- Hockey
- Tennis



The Boarding Houses provide a range of organised recreational activities after school and during weekends. Some of these activities may be compulsory at times and all activities are supervised.

- Shopping Excursions
- Camping Trips
- Swimming
- Fishing
- BBQ and Picnics
- Roller Skating
- Ten Pin Bowling
- Canoeing
- Abseiling
- Movies
- Discos



## STAFFING

All areas of boarding are under the supervision of the respective Heads of Boarding. Full time Houseparents, casual Houseparents and supervisors assist them.

## STORAGE

Storage facilities are minimal but adequate. It is essential that students have minimum clothing and belongings at boarding school, as it is easier to take care of them and transport them to and from home.

## STUDY



All students attend supervised study classes each evening (except weekends) from 6.30pm to 8pm. Students are encouraged to study at times other than those designated. All homework and assignments must be completed on time.

## TELEVISION & MAGAZINES

Students are not permitted to have their own TV's at school.

There are TV'S and VCR's in the Boarding House Rec Rooms for supervised student use.

**Inappropriate (R rated) TV programs and videos, magazines that include nudity, crude language or references to drugs or other illegal activities are forbidden in the Boarding House. Music CD's containing explicit language, reference to drugs and killing are also forbidden.**

## UNIFORMS

Full school uniform is compulsory at St John's College.

Grooming is expected to meet appropriate standards of modesty and cleanliness.

### In the Senior College Boys wear:

- Plain white polo shirt with tailored collar and embroidered College Badge
- Navy school shorts as supplied by the Uniform Shop
- Black school shoes or black sneakers

### In the Junior College Boys wear:

- Plain yellow polo shirt with tailored collar and embroidered College Badge
- Navy school shorts as supplied by the Uniform shop
- Black school shoes or black sneakers

### Sports Uniform:

- Black shorts
- House coloured T – shirt with House Badge
- School hat or cap



### Shoes:

- Black school shoes or black runners must be worn to school each day.
- Coloured runners, masseurs and scuffs (regardless of colour) are not acceptable.
- Students suffering from cuts, blisters etc must see the School Nurse and be issued with an 'Out of Uniform' pass if shoes cannot be worn.
- Thongs are never permitted without a medical certificate.

# Important Information

## Communication

### Boys Head of Boarding

Please contact the Head of Boarding at any time if you have any concerns regarding your child.

#### Mr John Herd

Office:

Mobile Phone: 0412 725 962

Phone: 08 898 222 41

Fax: 08 898 222 42

### Boys Boarding Staff On Duty

House Parent

Mobile Phone 1: 0421 003 898

House Parent

Mobile Phone 2: 0421 003 899

Duty Office

Phone: 08 898 22206

### Contacting Your Child In Boys Boarding

You may contact your child on:

Phone: 08 898 222 06 or 08 898 222 41

Weekdays: 3.30pm – 5pm      8.30pm – 9pm

Weekends: 9am – 9pm



Please do not contact your child during study times

Please do not contact your child after lights out at night or before 8.30am

**In an emergency contact the Head of Boarding at any time.**

### Contacting the School Administration Office

For appointments or phone calls with the School Principal

Phone: 08 898 222 22

Postal Address: LMB13, GPO Darwin NT 0800

Residential Address: 10-54 Salonika St, Darwin NT 0801

## Visitors

Family and friends are welcome to visit at the following times. All visitors must see the Head of Boarding or a House Parent who will then advise the student of your arrival. Under no circumstances are visitors permitted in the Dormitories. It is advisable to phone the College before visiting as students may be out or involved in compulsory activities.

Monday – Thursday      3.30pm – 4.30pm

Friday                      3.30pm – 8.30pm

Saturday                    11.00am – 8.30pm

Sunday                      11.30am – 4.30pm

# Daily Routines

|                         |  |
|-------------------------|--|
| <b>Monday to Friday</b> |  |
| 6.30am                  | Wake up call.<br>Shower, dress in full school uniform<br>Make your bed and clean up room. Collect all items needed for school – books, pens etc and sports uniform if necessary. Students do not return to Boarding House until after school for any reason.   |
| 7.45am                  | Roll Call in TV Rec Room – All students must attend  |
| 8.00am                  | Breakfast in the Dining Room   |
| 8.45am                  | School day begins – attend Home Room class   |
| 3.20pm                  | End of School day Return to Boarding House<br>Students wishing to leave school grounds for any reason must seek permission from Houseparents and sign the “Sign Out Book”. The book must be signed again on your return. All students must return in time for Dinner unless they are at sports training.   |
| 5pm                     | Dinner<br>Students must attend all meals in the Dining Room.<br>Appropriate dress – No hats, singlets or bare feet.  |
| 6.30pm-8pm              | Study Time<br>All students are to attend Tutor Class.  |
| 8pm-9.30pm              | Free time<br>May be spent doing outdoor activities, watching TV or further studies. Students are to remain on College grounds at this time.  |
| 9.30-10.30pm            | All students in own rooms<br>Junior students Yr 8-9 in bed and lights out 9.30pm<br>Senior Students Yrs 10 -11-12 in bed and lights out by 10.00pm   |
| Friday Variations       | Students wishing to go on Weekend Leave must have permission forms completed by Thursday morning prior. Students must be collected and signed out by the approved person before leaving College grounds.<br>Weekly Boarders also need to have faxed approval from parents each Term. All students must return to the College by 6pm Sunday unless approval to do otherwise has been granted by the Head of Boarding. |
| 6pm                     | Casuarina Shopping and Movie excursion. Students are transported by College bus to Casuarina Shopping Centre for shopping and Movies. The last College bus leaves approximately 9.30pm.  |
| 11.00pm                 | Lights out Juniors   |
| 11.30pm                 | Lights out Seniors   |

# Daily Routines

|                         |   |
|-------------------------|---|
| <b>Saturday Routine</b> |   |
| 7.00am                  | Wake up call for students with sporting commitments   |
| 8.00am                  | Early breakfast for students with sporting commitments<br>Appropriate dress – No hats, singlets or bare feet. |
| 8.00am                  | All students wake up – Shower, Make beds, Tidy room before leaving for breakfast.                             |
| 8.30am-9.30am           | Breakfast in Dining Room<br>Appropriate dress – No hats, singlets or bare feet.                               |
| 9.30am-11.30am          | Activities, sporting commitments, camps and excursions  |
| 11.30am                 | Lunch   |
| 12midday - 4.00pm       | Casuarina shopping excursions and other organised activities.<br>Some organised activities may be compulsory. |
| 5pm                     | Dinner in dining room<br>Appropriate dress – No hats, singlets or bare feet.                                  |
| 5.30pm-7pm              | Free time   |
| 7pm – 10.30pm           | Organised Activities.   |
| 10.30pm-11pm            | Prepare for bed. Students make their way to Dorms.<br>Shower as necessary. No loud music.                     |
| 11pm                    | All students in bed with lights out   |
|                         |   |
| <b>Sunday Routine</b>   |   |
| 7am-8am                 | Wake up call for students with sporting commitments.  |
| 8am                     | Early breakfast for students with sporting commitments  |
| 8am                     | All students wake up – Shower, Make beds, Tidy room   |
| 8am-9.30am              | Breakfast in Dining Room<br>Appropriate dress – No hats, singlets or bare feet.                               |
| 10am                    | Mass – Church Service. All students are to attend Mass  |
| 11am-12                 | Free Time/Excursions etc  |
| 12pm                    | Lunch – BBQ Picnic  |
| 12.30                   | Organised Activities/Excursions etc   |
| 5pm                     | Dinner in Dining Room.<br>Appropriate dress – No hats, singlets or bare feet.                                 |
| 5.30pm-9pm              | Free Time with organised activities, Movies in Dorms  |
| 9pm                     | All Students return to Dorms – No loud music.   |
| 9.30pm                  | All Junior students in bed with lights out  |
| 10pm                    | All Senior students in bed with lights out  |
|                         |   |
|                         |   |

# *Boarding House Expectations*

## **RESPECT OURSELVES AND OUR PROPERTY**

- Wash regularly – shower every day and after sport
- Keep our hair and teeth clean
- Wear clean clothes
- Put dirty clothes in the wash
- Make bed and keep room clean and tidy every day
- Change our bed sheets every week
- Have no food or drinks in our room
- Always try to do our best
- Protect and respect our belongings
- Avoid substance abuse

## **RESPECT OTHERS AND THEIR PROPERTY**

- Be friendly and helpful to others
- Respect others possessions
- Respect others opinions and ideas
- Be polite – say please and thank you
- Respect your environment – do not throw rubbish around
- Do not play loud music after lights out
- Do not say bad things about others

## **RESPECT ST JOHN'S COLLEGE**

- Always wear the correct school uniform
  - Always behave in the correct manner when representing the school
  - Be respectful and friendly to visitors to the school
  - Be respectful and courteous to staff
  - Take care of College property
  - Be proud of your School!
- 
- All accidental / deliberate property and equipment damage including Graffiti will be paid for by the student.

# All About Leave

In busy boarding houses it is essential for the safety of all, that the Boarding Supervisors know where every student is at any given time. Therefore it is a very strict rule that you must never leave the school without completing the appropriate form of leave.

## WEEKEND & OVERNIGHT LEAVE



### Student's Responsibility

- Request written permission from parents
- Request written permission from host family
- Introduce host family to Head of Boarding or Supervisor
- Ensure the Weekend Leave /Sign Out Form is signed by host family
- Return to the Boarding House at the agreed time
- Report to the Head of Boarding or Supervisor on return

Allow time for permission to be received by the Head of Boarding at least two days before leave date. Last minute requests for leave will not be approved.

### Parent's Responsibility.

- Contact the Head of Boarding if they have any concerns about the leave request
- Complete and sign Permission Form
- State the name, address and phone number of the host family
- Fax Permission Form to the Head of Boarding at least two days before the leave date.

Parents may nominate in writing, certain host families for one complete term. This saves disappointment in case a student cannot contact their parent/guardian in time. Permission from the host family will still be required on each occasion.

### Host Family's Responsibility

- Fax permission to the Head of Boarding at least two days before the leave date.
- Personally collect the student from the College
- Personally sign the student Weekend Leave Form
- Return the student to College at the agreed time.

## LOCAL LEAVE

Students may request Local Leave to visit the Girls Campus/Jubilee Hall or to shop at Stuart Park.

- No permission will be granted to Stuart Park Shops before school or after dark.
- Permission must be given by a Boarding Supervisor
- The Sign Out Book must be signed on leaving
- The Sign Out Book must be signed on return

**NEVER LEAVE THE BOARDING HOUSE AREA  
WITHOUT PERMISSION**

# Holidays And Travel

On Travel Day each term Staff and Houseparents will ensure safe transport of students to the Airports and Bus Terminals in time for their travel.

Students living locally will need to be collected from the College by family or guardians.

## HOLIDAYS

There are four (4) holiday breaks each year.

Christmas Holidays                      Begin early December – Return around 28<sup>th</sup> January

Easter Holidays                            10 days

June /July                                    Begin about 3<sup>rd</sup> week in June for 4 weeks

September                                    Begins late September for approximately 10 days

**The Boarding Houses are closed during these periods.**

Parents should make travel arrangements well in advance.

**Those students who cannot travel home overseas during short breaks will be billeted with local families or attend organised camps. This arrangement will only apply to International students.**

All other students are expected to travel home on the designated Travel Day.



# Medical Information

## THE COLLEGE INFIRMARY

The College Infirmary is staffed by a qualified Nursing Sister.

## INFIRMARY HOURS

Open: Monday to Friday  
Hours 7.30am to 3.00pm  
Phone: 08 898 22253



## AFTER HOURS

Sick or injured students are cared for by House Parents in the Boarding House. If medical treatment is necessary the Head of Boarding or a House Parent will escort the student to the Royal Darwin Hospital Emergency Department.

## WE WILL KEEP YOU INFORMED

It is the policy of the school to make every effort to inform parents of any accident or illness concerning their child. If a student is admitted to hospital parents are contacted immediately.

## Doctors Appointments

- Appointments to see a doctor must be made through the Sister at the Infirmary.
- A staff member will always accompany the student to their appointments.

## Medications

- All medication must be handed to the Infirmary Sister.
- Boarders are not permitted to keep supplies of headache tablets or prescribed medicines in the Boarding House.
- All medicines are administered by the Infirmary Sister or House Parents.

## Dental Care

- The school uses the services of the Darwin Dental Clinic or a nearby Dentist for emergencies.
- Parents are encouraged to make dental appointments, where possible during holiday times.

## School Health Screening Program

During the year the school runs a dental, hearing and vision screening program.

- Parental consent for student participation in this program is requested on the Enrolment Application Form.
- Results of the screening are referred to parents for follow up treatments if necessary.

## Vaccination Programs

Occasionally the Infirmary provides a government funded vaccination program against such illnesses as Meningococcal Disease, Tuberculosis and Hepatitis C.

- Parents must give their written permission for students to participate in these programs.

# Meals

All boarders have their meals in the air conditioned Dining Room.  
Please advise the Head of Boarding if your child has any food allergies or special food requirements.

## MEAL TIMES

- **Monday to Friday**

|              |                    |
|--------------|--------------------|
| Breakfast    | 7.30am to 8.30am   |
| Lunch        | School hours       |
| Evening Meal | 5.00 pm to 6.00 pm |



- **Saturday & Sunday**

|                 |   |
|-----------------|---|
| Early Breakfast | from 7.30am for those with sporting commitments |
| Breakfast       | 8.30am to 9.30am                                |
| Lunch           | 12 midday                                       |
| Evening Meal    | 5.00pm to 6.00pm                                |

Note: Meal times may vary occasionally.

## In The Dining Room

### Dress

- Clean and neat
- No hats
- No singlets
- No bare feet



### Manners

- Treat catering staff with courtesy and respect – always use please & thank you
- Good table manners
- Remain seated while eating
- No running or rough behaviour
- Talk quietly and politely
- Absolutely no whistling

### Duties

All students are required to:

- Scrape and stack their own dishes
- Wipe and clean their own tables

# *What to Bring*

In addition to School Uniforms students will need the following:

## **Black School Shoes**

- Black shoes or black runners are a compulsory part of the school uniform and not available at the School Uniform shop.

## **Casual Clothing**

- Shorts
- Tee Shirts
- Warm jacket or pullover
- Runners
- Cap/hat
- Swimming attire and beach towel

## **Good Clothing (optional)**

- Long pants
- Collared Shirt

## **Underwear**

- Boxer shorts or jocks
- Socks

## **Toiletry Items**

- Soap Shampoo & conditioner
- Hair brush and comb
- Deodorant (aerosol cans are not permitted)
- Toothbrush and toothpaste
- Shaving gear
- Sun-screen

## **Miscellaneous**

2 x Padlock and keys  
Coat-hangers  
Blue- tack  
Marker Pen