



ROSTREVOR
COLLEGE

Parent & Boarder Handbook



DUGGAN
BOARDING

2024

HIS ROSTREVOR

Rostrevor College

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ROSTREVOR COLLEGE 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 will have access to Mass/liturgies on Sunday nights at 5.00pm, in our Chapel or as a part of one of the local parishes. Our boarding program also provides opportunities for reflection and spiritual growth through our Wellbeing Wednesday sessions.

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 Wellbeing Wednesday' 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.

DUGGAN BOARDING HOUSE STAFF

The boarding staff at Rostrevor College act in the place of the parents 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 males.

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 painless one. However, there are some boys who have varying levels of difficulty in establishing themselves in their new home. Invariably, they will be successful in the longer term, but there will be some boys for whom boarding life turns out to be unsuitable.

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

The Director of Boarding is responsible to the Principal for the wellbeing of the boarders' and proper functioning of Duggan House. As such, he acts "*in loco parentis*" for the boarders while they are in the care of the College. This means that he assumes 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. He is 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 is the responsibility of the Director of Boarding but matters of a serious nature will be discussed with the Principal and parents.

The Head of Duggan House is second in charge to the Director of Boarding and assists the Director of Boarding in all aspects of the role stated above. The Director and Head of House work throughout the week providing seven-days-a-week senior staff coverage. When the Director is off duty or away from the College the Head of House assumes authority on his behalf.

The Duggan House Administration Officer (DHAO) provides administrative support to the Director of Boarding, supporting the staff, students, families, and processes of the Boarding House. The DHAO 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 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 the boarder. Tutors are also employed to provide academic, supervisory and pastoral support.

BOARDER LEADERSHIP AND 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, 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 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 Head Boarder Prefect, supported a Deputy Head Boarder and a Social Captain from Year 12, and representatives from each year level who are appointed as Duggan House Vice-captains.

Significantly, representation of indigenous students on the BRG will be guaranteed through the role of Duggan House Aboriginal and Torres Strait Islander Vice Captain.

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

DUGGAN HOUSE

Duggan House is a fully equipped and purpose-built boarding facility. It can accommodate 70 boarders and a number of 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 shares the excellent College facilities such as the swimming pool, sports pavilion and hall.

Out of Bounds

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

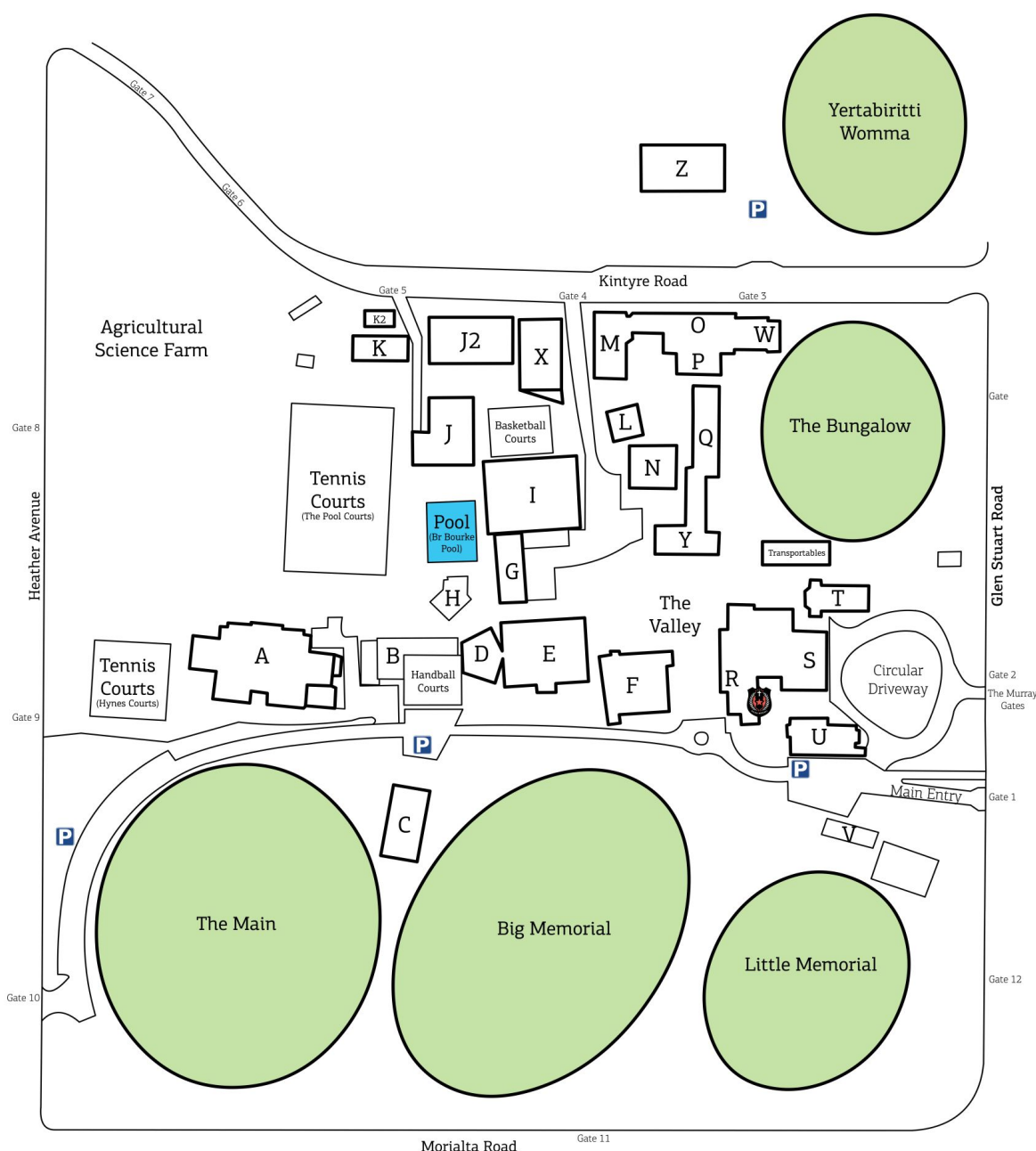
Staff offices, kitchen, first aid room, laundry area, cleaning storerooms, roof and ceiling spaces, staff accommodation and courtyards.

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.

**ALL VISITORS
MUST REPORT
TO RECEPTION**
Business Hours:
Monday to Friday
8:15am to 4:30pm

Reception..... 

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



BOARDERS ACCOMMODATION

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.

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 is 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, however not indestructible, so must be looked after with some care. Damaged wrist bands 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 foolish behaviour or on purpose, he will have to contribute to the cost of replacement or repair. If a student damages an item and it is deemed due to genuine wear and tear, then no cost will be incurred. Damage should be reported to a supervisor as soon as it occurs.

Maintenance staff are on hand for any repairs needed to Duggan House. These maintenance requests are prioritised and completed as soon as possible. Boys should report any items which need attention to a supervisor so that the Maintenance department may be notified, and the necessary repairs be carried out.

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 accident, prolonged illness or any other more serious medical matter.

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

All accidents and any treatment of any kind performed by boarding staff, through first aid, will be recorded.

Outside Appointments

Normally the Duggan House Administration Officer will make all medical, dental and other appointments for the boarders. If parents make the appointments, it is important that the DHAO is notified so that transport can be arranged and medical records can be kept as up-to-date. Where appropriate, a staff member will attend appointments with the boarder and report back to parents as required.

Medication

It is a legal requirement that all medications (clearly named) are handed in 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 parents support this for the safety of their son and other boarders.

The DHAO will oversee the dispensing of prescription medications to boarders. Duggan House will provide 'over-the-counter' medication such as 'Panadol' and cough mixture if needed. Students. Permission will be sought from parents at the beginning of the year for the dispensing of such medication.

It is highly recommended that all boys be fully covered by medical insurance. Considerable out-of-pocket expenses may be incurred where private medical insurance arrangements are not in place. While Duggan House has ambulance cover for boarders while they are at the College, costs associated with injuries sustained whilst playing sport may not be fully recovered through the College's Accident Insurance Policy

Asthmatic / Diabetic Students / Allergies

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

Inappropriate use of such medications and/or dispensing devices, by any student, will not be tolerated.

Similarly, any student with a history of an anaphylactic reaction will need to provide the First Aid centre with an Epi-pen for use in an emergency.

MEALS

Meal times are social occasions as well as times for sustenance. Manners and social graces are to be expected at these times. The College provides 3 wholesome meals with morning, afternoon tea and supper in the evening. Fruit and hot beverages are available, similarly, water coolers are available in the dining room, common rooms and breakout spaces.

Meal times

Breakfast

7.00am to 8.00am Monday to Friday (Casual / all boarders must attend for roll call)

7.30am to 10.00am Saturday (Casual)

8.00am to 10.00am Sunday (Casual)

Lunch

Monday to Friday – depending on school timetable. A takeaway hot lunch is provided 3 times a week in Terms 2 and 3; 2 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.

12.30pm Saturday and Sunday (Casual)

Dinner

Is held at 5.35 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 must be removed from the head.

Each boarder is to provide his own drinking mug or water bottle for use outside of meal times. 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 as 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 the College grounds for any reason unless his leave is approved by the Director of Boarding or his 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 regards to all aspects of 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 & ask that weekend leave is finalised by Thursday.

Transport to school sporting games – Boarders will be required to arrange their own transport to school sporting games (if school transport has not already been organised by school staff). This can be done by either public transport, by the parents of day students or by people authorised by the Boarders parents.

[Leave Policy – Read More](#)

[Leave Approval Flow Chart – Read More](#)

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.

EXEAT/SCHOOL HOLIDAYS

It is up to all parents/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 for [2024](#):

All boarders must be picked up (depart) by 5pm on the last day of term and should not return to the College until after 12.00pm 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 found [here](#)

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 refer to the Extended Student Absence During Term Time policy found [here](#).

CO-CURRICULAR (SPORT, MUSIC, SERVICE)

All boarders are encouraged to take part in as many co-curricular 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

As the College provides a comprehensive co-curricular program there is little need for boarders to be involved in sports (and non-sporting) commitments outside of the College. Any desire to take part in outside school sport must be negotiated through the Director of Boarding. Normal Leave rules will apply with outside co-curricular activities. Travel arrangements and associated costs for outside co-curricular events is the responsibility of the family involved. School commitments will always take precedence over outside co-curricular commitments.

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 some activities.

All recreation is to be taken within the bounds of Duggan House or the College depending on 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. Boys must not go beyond the boarding house boundaries – refer to Duggan Boarding House for map of College Grounds.

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, skate boards, 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.
- Boys 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.
- Parents must be aware that the boys 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 his delegate.

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 surf lifesaving qualifications. A list of pool rules are 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 and lights out times.

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 need to work collaboratively may access the various breakout and common spaces to do so.

During set study times a Study Hub will be set up for group study. The Study Hub will be supervised, and academic support provided by tutors. Boarders in Year 8-10 must attend the Study Hub. Boarders in Year 11 & 12 may access the Study Hub on an as needs basis or may be referred to the Study Hub by a staff member.

COMMUNICATIONS

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 parents should be careful to regulate and monitor their usage. Mobile phones with video calls make communication between boarders and their families easier than it has ever been in the past.

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 user name and password for use of the College network. This gives them access to the internet and to internal and external e-mail. 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 of Boarding 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 of Boarding.

Mobile Phones & Electronic Devices

These days boys have many technological/electronic devices which provide a myriad of functions from phone access, taking photos, playing games, storage of information, music and video to internet access. The potential for these devices to be misused is significant and the ability of staff to monitor and control their use is becoming more difficult each day. These devices include mobile phones, laptops, tablets and gaming consoles.

Duggan House practice seeks to encourage boarders to use these 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.
- Years 8-11 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.

Where 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, parents 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 reason. Boys are also asked to be conscious of others when using speakers. Offensive music or material projected through Bluetooth speakers will result in confiscation.

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

Boys 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

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 ATM's during shop visits. There are ATMs at the Firle shopping centre. Recommended amounts 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 bought 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

As part of a residential community boarders are not just responsible for themselves, but also for their fellow boarders, Duggan House and the College as a whole. These responsibilities are outlined in a variety of policies published in the Student Handbook.

All Boarders have the right to feel safe in Duggan House. They also have other rights such as to hold personal property and to live in a secure and responsible environment. There is, therefore, an obligation for Staff and fellow boarders to ensure that these rights are protected and respected by all. Consequently, certain behaviours are not acceptable in Duggan House and will attract appropriate consequences.

The following behaviours will not be tolerated in Duggan House:

- stealing
- bullying and harassment
- alcohol or other illicit drug use
- breaking bounds and trust
- continued disobedience or disrespect
- smoking or vaping

This list is not exhaustive, but those points above seem to be the ones that generate most problems for all concerned. Misdemeanours mentioned above may lead to a range of consequences ranging from a simple warning, community service, or having leave restrictions imposed, to suspension from Duggan House and ultimately, exclusion from boarding.

Licit and Illicit Drugs (including alcohol)

Any incidents involving the use of or involvement with illicit drugs / alcohol and associated paraphernalia will mean the student is suspended immediately and sent home. His re-entry to Duggan House becomes a matter for an interview with the Principal, Director of Boarding, the student and his parents. The introduction of alcohol or illegal drugs onto College property may result in the immediate cancellation of the boarder's enrolment at Rostrevor College.

Bullying

Bullying, be it physical, psychological, technological or verbal will not be tolerated. Any boarder instigating or involved in bullying behaviour will receive appropriate reprimand and consequences. Serious incidents of intimidation or bullying may result in a suspension or expulsion. Parents & Students can refer to the College's Antibullying & Harassment Policy.

Rituals / Initiations and Pranks

Any form of negative and inappropriate traditions or initiations will not be tolerated with severe consequences for any student involved with or carrying out such actions. Any student being involved in pranks or any form of "muck up" will be required to pay for any damage caused to the boarding house or to any private belongings. Serious incidents may result in a suspension or expulsion.

Smoking/Vaping

Students caught smoking/vaping for the first time will have a number of consequences applied and parents called with the severity of the consequence rising if this becomes a repeated problem. Consequences may include cancellation of leave,

community service and if the problem persists, suspension. Boys will also be counselled on the impact to their health with assistance given to any boy who may have developed a habit.

Swearing, aggression and poor attitude

Respect is to be given at all times to all fellow students and supervisors. All boarders and staff need to feel safe and free from physical and verbal harm. Any boy that swears or outwardly displays a poor attitude will be warned with consequences for those that fail to manage their outbursts or aggressive behaviour. A suspension may be called upon for more serious incidents such as physical fighting, violent threats and repeated offences.

Any boarder swearing or displaying aggressive behaviour towards a staff member will incur immediate consequences. Parents will be informed. More severe or repeat incidents will automatically result in a suspension. Any physical attack on a staff member or student may result in charges being made and expulsion from Duggan House.

Suspensions

Where a suspension is required it is effective immediately. If a boarder is suspended it is Duggan House policy that they be picked up as soon as possible either by a parent or authorised host.

Search and Confiscation Policy

In line with our duty of care, health and safety the College reserves the right to search for and confiscate items that may be harmful to students and staff or confiscated if it is contributing to poor or non-compliant behaviour. A confiscated item may also be sent home with parents or if an illegal item, be deposited with the appropriate authorities.

Search

- The Director of Boarding must approve any search.
- Staff can only search student dorm areas on a strong suspicion that the student/s has in their possession a stolen item, illegal drugs / alcohol, a weapon, a banned item at the College or inappropriate material.
- The student will be given the opportunity to voluntarily provide the item in question to staff before a search is carried out.
- Students must cooperate with college staff in any search. If they refuse, staff will request parent/caregiver intervention.
- A search must be conducted with the student concerned being present and a second supervisor, with staff being mindful of the sensitivities of handing students' personal belongings. Where acceptable or possible the student will search through their items with staff observing and direction.
- No student will be physically searched. Students will be expected to comply with staff with demands to cooperate. Parents will be contacted if the student is uncooperative.

Confiscation

Staff have the right to confiscate any item that is;

- Being used inappropriately as per College rules (e.g. mobile phones used after lights out etc)
- Is a banned item at the college (e.g. R rated material, laser pointers etc.)
- For the safety of students and staff
- An illegal item or substance (e.g. illegal drugs / items will see police being notified)

Staff will set a period of time an item will be confiscated and when and how it will be returned, either to the student or parent.

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 found [here](#).

SAMPLE BOARDERS' ROUTINES (THIS MAY VARY DURING THE YEAR)

WEEKDAYS

	Outdoor Bell
7:00-7.45am	Wake-up Dining Room Open for Breakfast – all boarders must attend. Lunch to be made
8am	Dining Room closes
8:00-8.20am	Breakfast Clean-up Laundry (Monday and Wednesday) Begin Leaving for school
8:20am	5 minute call
8:25am	All boarders to have left for school
3:15 – 5.35pm	Boarders return Afternoon tea Cocurricular/free time/recreation
4:00pm	Afternoon tea clean up
4.55pm	Wellbeing Wednesday 5 minute call
5pm	Wellbeing Wednesday Activity
5:35	Dinner- 5 minute call
5:40-6pm	Dinner – all boarders must attend Free Time
6:25	Study - 5 minute call
6.30pm – 8pm	First Study all boarders
8:00	End of First Study
8-8.30pm	Supper in dining room Free time/recreation
8:55pm	All boys inside
9:00pm	8-9s own rooms
9.30pm	8-9s Lights Out
9:00-10pm	Second Study Year 10 - 12
10pm	10-12s own spaces
10:30pm	10-12s Lights out
	Later study permitted for Year 12s only

On Friday and Saturday, bed time is extended to lights out by 10:30pm for juniors and 11pm for older boys. Weekends are more relaxed, with sample routines outlined below:

WEEKENDS

SATURDAY		SUNDAY	
7:15 – 10am	Breakfast	8 – 10am	Breakfast
	Co-Curricular / recreation		Free time
12:30pm	Lunch	12:30pm	Lunch
	Co-Curricular / recreation		Recreation
5:45pm	Dinner	5:00pm	Mass
	Free time / activities	5:45pm	Dinner
8:00pm	Supper	6:30 – 11pm	As per weekday roster
9:00pm	Outside activity ends Evening jobs start		
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 standards and grooming 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

House jobs

All students will have to participate, at some time, in the routine cleaning schedule according to the Duties Roster posted at the beginning of the Term. On average, they will be allocated a job once every other fortnight. Jobs include Dining Room clean up, vacuuming general areas, emptying rubbish bins, locking gates etc

Cleaners attend to the more serious cleaning needs of Duggan House such as the bathrooms, carpets and surfaces.

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

A local Dry-Cleaning service is available with students needing to provide supervisors with cash to provide to the Dry-Cleaning service provider who will pick up, dry clean and deliver each item for a very reasonable price. Please see staff for this service. College blazers will be sent out for dry cleaning in Term 2 and 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.

CLOTHING AND EQUIPMENT (PLEASE LABEL ALL ITEMS BELOW)

School Uniform

All uniform requirements are available from the College Uniform Shop.

Formal School Uniform	
QTY	ITEM DESCRIPTION
1	College Blazer
2	Pairs College Trousers (winter)
1	College Jumper
6	Short sleeved College shirts (summer)
6	Long sleeve College shirts (winter)
2	Pairs of College shorts (summer)
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

PE Uniform (Physical Education)	
QTY	ITEM DESCRIPTION
1	Rostrevor PE Polo Shirt
2	Pairs Black College PE Shorts
1	Pair white soled running shoes
1	College tracksuit
Sports Wear (Co-curricular)	
Summer –Tennis	
1	Rostrevor Tennis Shirt (Drive team only)
2	Pairs of White Shorts (Drive team only)
1	Pair of College Sports Socks
1	Pair of White Sandshoes
Summer - Cricket	
1	Rostrevor Cricket Shirt
2	Pairs of Cricket Whites
1	Pair of College Sports Socks
1	Pair of White Sandshoes
Winter – Rugby/Football/Soccer/Hockey	
1	Pairs Black Shorts
2	Pairs of College Hooped Socks
1	Pair of Sports Boots

Good Casual Wear

Trousers Jeans

Dress shirts Foot wear

Good casual gear is to be suitable for wearing to Mass, socials, outings etc.

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.

- 2 Sets of king single bed sheets
- 1 Pillow
- Blankets or doonas with 2 covers
- 2 Pillow cases

Accessories

- 2 Bath towels
- 1 Large beach towel
- 1 Large laundry basket
- 2 Laundry Washing Machine Net Bags
- 1 Item of wet weather gear
- 1 Broad brimmed hat
- 1 Schoolbag (available from the Uniform Shop)
- 1 PE bag (available from the Uniform Shop)
- 1 Airtight box for storing food in rooms
- 1 Drink bottle

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).

DO NOT bring

- Huge stereo systems and Sub woofers.
- Aerosol products (e.g. spray deodorants. These will be confiscated) use pump spays, 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, screen-savers, 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 others 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 safe

All boys are to practice the Sun Safe message. 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 the 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 have to 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 Head of Duggan House or nominated staff member will be on “overnight duty” 7 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.

UBER EATS

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

- Delivery can only be received on Friday's 3.30pm – 10pm; Saturday's 12pm to 10pm and Sunday's 12pm to 5pm. 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.

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.

Notes



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