



ROSTREVOR
COLLEGE

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Rostrevor College (est. 1923)
ABN 63 001 070 495

**A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION**
Reception to Year 12

Duggan House Host Guidelines

Thank you for agreeing to be a nominated Host for one of our boarders when they are on leave.

Time away from Duggan House, particularly in a family setting, is an important adjunct to our Boarding program. This provides our students with the opportunity for relaxation, spending time with family and friends, and then returning to Boarding ready to resume their regular school program. We recognise that this is a significant responsibility that you have taken on and we appreciate very much your doing so.

To assist you in exercising your duty of care while acting in loco parentis during a period of Host Leave, we would like to draw the following to your attention:

- The student you are hosting may have health and wellbeing considerations that need to be managed during the leave event. Examples include injuries, allergies, and medications. Boarding staff will be in contact with you about any such requirements.
- When the student is staying with you, you will need to make satisfactory arrangements for their transport to and from your home.
- In addition to approving the Host Leave event via REACH, we recommend prior communication with the boarder's family regarding both your and their expectations during the leave period. It is the boarder's responsibility to provide these details.
- You may be contacted by boarding staff to confirm the leave arrangements, either before or during the leave.
- While they are staying with you, the student may need to fulfil school responsibilities, such as homework and/or participation in sporting or other events. Please ensure that you are aware of their obligations when they come to stay with you.
- In taking responsibility for the student on leave, you need to ensure that you are happy with whatever arrangements are made while they are with you, particularly in relation to transport and social events. If you ever have any doubts about any of this, please check with the boarder's parents or senior boarding staff.
- If there are any changes to the Leave arrangements, or anything else which you think the Boarding House needs to be aware of, please do not hesitate to contact the Director of Boarding.
- We suggest you exchange contact details with the boarder for emergency contact purposes. Should you lose contact with a boarder in your care please contact us via the details below.

Contact details for the key boarding staff are as follows:

Duggan House Office: 8364 8204

Michael Vickery: Director of Boarding 0458 611 855

Eugene Evans: Head of Duggan House 0418 852 703

Again, we thank you sincerely for agreeing to host one of our boarding students and wish you well with this.

Yours faithfully,

Mr Michael Vickery
Director of Boarding