



COLUMBA CATHOLIC COLLEGE
CHARTERS TOWERS

Shine at Columba

RESIDENTIAL HANDBOOK

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Welcome to Columba Catholic College Boarding

Welcome to the Residential Community at Columba Catholic College. Around 130 young men and women are part of this community and they come to us from areas all over the state of Queensland and there are some from other states and overseas.

We hope that you and your children, like hundreds of families before you, enjoy your time at Columba and value forever the wonderful friendships you will make with those with whom you and your children associate. Our staff are committed to making the transition from home to residential life as seamless as possible. They give a lot of time and energy to create the conditions where boarders can lead safe, purposeful, and happy lives.

The Residential Community extends over two campuses. Girls live at St Mary's Campus and the boys reside at Mt Carmel Campus.

This booklet is intended as a guide to living in the Residential Community and has information for both students and their families. It gives details of the way things are done, and you can refer to it from time to time. One thing that students will find is that while they will fit into an established routine, every now and then something will come up which is out of the ordinary. That is when students need to try to understand why things are done; as well as what is done. Above all, students need to be prepared to ask if they are not sure what to do.



Boarding Contact Numbers

Principal	07 4787 1744
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Deputy Principal Pastoral and Residential	0407 167 414
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Health Centre	0407 165 583
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Head of Boys Boarding	0438 489 917
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Head of Girls Boarding	0418 782 814
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Boys' Residence - Comerford Residence	0418 885 530
Ryan Residence	0428 871 744

Girls' Residence - Junior Supervisor	0409 114 462
Senior Supervisor	0439 533 440
Landline	07 4754 6340

Mt Carmel Campus (8.00am to 4.00pm Monday to Friday)	07 4787 1744
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St Mary's Campus (8.00am to 3.30pm Monday to Friday)	07 4754 6333
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College Office Email:	office@columba.catholic.edu.au
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COLUMBA CATHOLIC COLLEGE
CHARTERS TOWERS

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Columba Catholic College Mission Statement



MISSION STATEMENT

Columba Catholic College inspires day and boarding students, in a climate of Courage, Commitment and Compassion, to grow in faith, purpose and knowledge. Founded on Catholic traditions, the College community encourages students to use their gifts and talents to pursue excellence and to be a 'Light to the World.'

Prayer and Liturgy

The strong tradition of Catholic Education is central to the College as a whole. Boarders come together for weekly Mass on Saturday evenings or Sunday mornings. This central part of our liturgical week sees the College playing an important part in College rostered Parish Masses where students participate in various roles such as reading, being special Ministers of the Eucharist, and collectors and presenters of Offertory Gifts.

For Mass each week, students are required to wear smart casual clothes i.e. collared shirts and closed in shoes. On occasions, students will be required to wear full College formal uniform. At all other times, good casual attire is required.

The Residential community welcomes boarders from all denominations. We do expect, however, that all boarders will participate in our liturgies and in the evening prayer.



*There is only one thing for us to do and that is to do our best.
Right where we are, every day of our lives.*

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Living Away From Home

We understand that it can be difficult to make the decision to send your child away to a boarding school. As parents and caregivers, you make that decision based on what you think will ultimately benefit your child in the long run. This section is intended to give families a ready guide as to how to handle difficulties which may arise when parenting at a distance with a child in boarding. The best approach is one where issues or concerns are dealt with at the lowest possible level. This is not to give the impression that the concern is not a valid one, rather, it allows the most appropriate person to respond to the matter.

Preparing your child with a number of independently motivated life-skills will assist with the settling in period. Some suggested personal skills needed are:

- The ability to make a bed in a neat and tidy manner.
- Managing their laundry appropriately.
- Keeping their room neat and organised and taking pride in one's belongings.
- Develop a good study routine.
- Appropriate socialising and mixing with peers.
- Budgeting of funds.

Personal Hygiene

It is essential that all boarders know the importance of showering daily, the need for soap, shampoo and deodorant and ensuring their clothes are washed after each wear. Without this knowledge, it is possible that a boarder may be ostracised by their peers. Residential staff will provide guidance where needed but an awareness of this before commencing boarding would help prevent any potential problems. All boarding students are required to supply their own toiletries.

Dealing With Routine

Dealing with the day to day routine for new students entering into boarding can be stressful. Please discuss with your child how the routine can work to their advantage and also strategies for coping with that routine.

Older students entering into boarding for the first time may find the day to day routines a bit restrictive. Success in this matter lies in the understanding that structure and routines are important to maintain an orderly and harmonious community environment.

Helpful Information For Parents

Concerned about academic matters

- Phone or email the individual teacher concerned.
- Arrange to meet teachers if you are in Charters Towers.
- Be supportive of your child as long as they are trying hard. Let your son or daughter know the level of effort you expect from them.
- Consider that the difficulty with schoolwork may be a symptom of something else. Discuss the matter with Residential staff and/or the relevant Head of Boarding.

Your child tells you stories of things at school which you do not like or do not understand.

- Contact your child's residential houseparent on a regular basis. They are often in the best position to understand the student and to help communicate what the issues are that they may face.
- Contact the relevant Head of Boarding. Whether the story is true or not, we want to know about it, and you need to be reassured that things are satisfactory or that action has been taken.

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You are coming to Charters Towers unexpectedly and you wish to take your child for a meal or overnight.

- Encourage your child to inform the Head of Boarding about your intentions as it is good training for your child to manage these things for themselves.
- Parents need to make their intentions known to residential staff prior to leave.

Your child wants permission to go out with someone whom you are not sure about.

- Phone and speak with the relevant Head of Boarding – they are often in a good position to know a little about the hosts and can also provide an insight into the reasons why your son/daughter wants to go on leave.

There is a death, a serious illness, or a crisis in the family.

- To provide the best plan of support and care for your child in these circumstances, it is extremely important that you notify the Deputy Principal Pastoral and Residential or the relevant Head of Boarding of any death, serious illness or family crisis as soon as possible.
- Notify the College as soon as possible as there are too many risks in the student accidentally finding out through mobile messaging and social network sites.
- If you wish to tell the child over the phone, then the child should be with an adult in a private environment. We strongly advise that you allow us to tell the child, and then have your child speak to you.
- The same process applies for the death of a family pet – it is important to notify residential staff first.

Homesickness

Homesickness is a normal, very common, and usually short term problem. For many new boarders, going to boarding school is the first time they have spent a significant amount of time away from home and their family. Most students feel homesick at some time. It often happens when they are tired, stressed, or having friendship issues.

What to do if your daughter or son is suffering from homesickness:

- Phone residential staff that are involved in the care of your child or phone the relevant Head of Boarding if you have any concerns.
- Be loving, understanding, and supportive; but also, firm in keeping your contact at a limited level. Remember that their difficulty is in making the break from you and home and the difficulty cannot be resolved by holding on to the same links as before. Do not allow yourself to be emotionally blackmailed: homesickness is something your child has to handle on his or her own, and with us.
- It is important to understand that you will hear of the worst of your child's homesickness. Boarders will tend to phone when they are at their lowest. They will tend to exaggerate the worst features of the boarding community in an effort to convince you to take them home. It is always best to speak to the house parent on duty as quite often they just need to vent in order to feel better about a situation.
- It is important that new students are encouraged to be involved, both in and out of the classroom. Involvement in extracurricular activities such as sport, debating, gym sessions, music and clubs is essential for a happy boarding experience.
- Most new boarders will settle in after a short time at school. However, the problem may recur after the first weekend home. In this case it is usually very quickly overcome and extra care will be provided. It is also important to remember that besides family members, new boarders will often greatly miss their pets.

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Important Fundamentals and Expectations

Acceptance of Authority

It is essential that students wholeheartedly accept the basic authority of Residential Staff. It must be clearly understood that if a student does not accept this authority, then Residential staff will initiate discussions with the relevant Head of Boarding and/or Deputy Principal Pastoral and Residential as to whether we can accept responsibility for the student, and the student may put their place in the Residential Community at risk.

Living Together

All students are expected to behave with consideration for the safety and well-being of themselves and others. The College 'Big 5' expectations – Respect for Self, Others, Learning, Environment and Tradition are to be adhered to. Since living together is the key to boarding life, we regard violence, harassment and theft as offences which will be taken very seriously. We shall not tolerate violence and harassment in any form, and we shall treat violence and harassment of others as a most serious matter. Similarly, theft is an antisocial act against the whole community, as well as against a particular victim, and cannot be tolerated in a close Residential Community.



*"I know God won't give me anything I can't handle.
I just wish he didn't trust me so much".
(Mother Teresa)*

Friendships

Boarding can develop lifelong friendships. Here are some tips to help with the process of living together harmoniously which in turn will help with friendships.

- Try not to judge people by first appearances; take the time to get to know other boarders. Remember, everyone has a story.
- Understand that you are not always going to agree with someone's opinion, but you do need to be respectful of others.
- Be positive in your actions, words and attitude.
- Always include other people.
- Make the right choice - not the choice of others.
- Before speaking consider the 3 Gates:
 1. Is it **KIND**
 2. Is it **TRUE** and
 3. Is it **NECESSARY**

Harassment and Bullying

Harassment or bullying will not be tolerated and will be dealt with as a serious matter. If your child tells you that they are being harassed or bullied, it is important that you raise the matter with us – despite what your child might advise. The College's [Bullying Policy](#) is available on our website.

Pastoral Care

Quality Pastoral Care is central to positive relationships. Our role is to work together to enable each young person to feel known, cared for and respected. The personal, social, academic and spiritual growth of our students is key. Students are provided with a range of opportunities to engage in activities that build their social capacity within a safe, pastorally supported environment. Please refer to our [Pastoral Care Policy](#) for further information.

COURAGE | **COMMITMENT** | **COMPASSION**

Breaking of Bounds

It is most important that correct procedures are followed when leaving the College property, either St Mary's Campus or Mt Carmel Campus. For example, no student is permitted to leave a building after it has been secured. Essentially, once students are settled into the residences, and especially once settled to bed, they are expected to stay there. If a student is found to have left her or his area, and let himself or herself out of a building, this would be considered a most serious offence.

Damage to Property

Your child is responsible for their individual bed bay area. Your child is also responsible for their actions. We can naturally expect a certain amount of wear and tear, but your child will be required to pay for damage which could have been reasonably anticipated and prevented. It is most important that damage be reported as soon as it occurs or is noticed. Damage may be as trivial as a missing screw or a loose door handle; or it may be more serious, such as a broken window or hole in the wall. Whatever the case, it must be reported immediately by writing out the details on an incident form which is kept by your child's supervisors. If your child breaks something substantial, then it is a good idea to present themselves to Residential Staff and explain the matter to her or him in person (before they hear about it elsewhere). The cost of repairs to College property resulting from non-accidental incidents will be charged to family accounts.

Students' Bed Bay

All students are always expected to keep their area clean and tidy. Student belongings need to fit into the available space. This means, that students may need to consider carefully what they bring to the residence. Students are encouraged to personalise their bed bay to make it feel homely. Posters, hooks etc are not permitted to be placed on any walls. Small photos or pictures are allowed to be placed on the laminex cupboard doors using Blue Tack only. Students are not to use sticky tape of any kind. It is important that everyone is prepared to respect the privacy of each

student's area. There is also a matter of security. If a student goes into another person's area, students leave themselves vulnerable to accusations of theft should something go missing.

Room Allocations

Boarding students are allocated a room at the commencement of the school year and will remain in the same room for this duration. Any changes must be negotiated with the relevant Head of Boarding.

Various factors are considered when allocating rooms and roommates for students.

Consideration is given to factors such as:

- Year level
- Friendship
- Study habits
- Supportive students with less confident students
- Past behaviour
- Similar interests
- Student requests

If for some reason students have concerns at any stage regarding their room allocations, students or parents can contact the relevant Head of Boarding.



CVC Units

Parent Accommodation

A range of accommodation units are available on the Mt Campus for parents/guardians on request. Three of the four units are fully self contained with cooking and laundry facilities. Due to their popularity it is suggested that you book in advance. The units can be booked through the office by phoning 07 4787 1744 or emailing office@columba.catholic.edu.au.



Prohibited Substances and Illegal Drugs

While on College premises or on any occasion when representing the College, students are not permitted to:

- Smoke or possess tobacco products.
- Possess, consume or be under the influence of alcohol.
- Deliberately inhale solvents.
- Possess drug-related equipment.
- Possess, use or be under the influence of drugs prohibited by law.
- Possess or use performance-enhancing drugs.

Students found to have been drinking alcohol whilst at or in the care of the College, may, in the first instance, be suspended. Students bringing alcohol onto College property, or to a College function or excursion, will be externally suspended. It is also regarded most seriously, to return to the College from leave or any outside event and be affected by alcohol.

Any student who supplies illegal drugs to other students or brings illegal drugs on to the College property or to a College function or excursion, will have the matter referred to the Principal. The matter will be referred to the Police.

Disciplinary action will be taken to protect the health and safety of all students. Where violations occur, all dealings will be fair and aimed at protecting as much as possible the welfare of the student body and the integrity of the College.

Health Centre and Medication

The Health Centre is staffed every weekday by a Registered Nurse. A local Doctor conducts appointments at the Mt Carmel Campus two mornings a week. Students who feel unwell in the morning should notify their supervisor who will notify the Health Centre. An assessment will be made, and an appropriate response made. The student may spend a day, or part of the day resting in the Health Centre if that is what is indicated. An appointment may be made for the student to see a doctor. If the student has a condition which will require several days of bed rest, or which might prove contagious or infectious in a community living situation, then arrangements will generally be made for the student to go home.

Parents will be notified of their child's condition. If a student is unwell at any other time (that is, at night) then he or she should approach their supervisor in the first instance. The College Nurse will become involved and an appropriate response made.

Columba Catholic College is not permitted to administer medication other than that prescribed by a doctor. Prescribed medication will be administered by the College Nurse or Residential Staff under the instruction of the College nurse. Any medication that you would like to have your child receive while they are in the College's care needs to be prescribed by a medical practitioner. This includes over the counter medication such as Panadol, Nurofen and antihistamines.

Students are not permitted to keep medication in their possession in their bed areas, particularly analgesics and prescribed medicine.

Parents should avoid diagnosing over the telephone. If your child has a headache or some other ailment, do not advise them to take something for it. Refer your child to their House Parent, or Head of Boarding. If you have concerns about whether your child is ill, then contact their House Parent, or Head of Boarding.

A **Consent to Administer Medication for Boarder** form is required to be completed prior to each school year. The College requires full Medicare Card details to facilitate medical, dental, hospital and pharmaceutical services for you child. We recommend that the students have their own Medicare card.

Boarders requiring medical appointments in Townsville must discuss this with the College Nurse prior to making the appointment. Townsville appointments also incur a separate fee which is required to be paid the day prior to the appointment.



Student Safety

Fire Safety

The use of any flammable materials indoors is strictly forbidden. Any student lighting anything indoors, or adjacent to a building will be referred to the Deputy Principal Pastoral and Residential.

If the fire alarm bell starts ringing, the building must be evacuated. To do this you are simply to leave immediately by the nearest available safe exit; move briskly without running; and assemble wherever directed by a staff member. Each residence has a map of all exits and assembly points. Fire Drills will be conducted throughout the year.

Security

- Boarders are responsible for their own personal belongings and valuables and are advised to keep these valuables locked away. They must respect the property of others.
- Boarders should not keep large sums of money around the residences – even locked in their cupboards. Students are encouraged to hand their money to a residential staff member to be locked safely in the residential office.
- It is most important that students report any theft immediately. It is also particularly important that students are prepared to tell staff if they have a reasonable suspicion that another student has stolen things. We understand that people are reluctant to “dob”. On the other hand, to say nothing, is to condone theft.
- It is important that student belongings are properly named. All uniforms, clothes, sporting gear, shoes, books, everything which students have, must have their name clearly marked on it.
- Students are discouraged to lend or borrow clothes from other students. There are health reasons why students should not wear each other's shoes; share lipsticks; and borrow another student's sports gear. Primarily though, the problem occurs when something goes missing. The first reaction is often “it's been stolen”, whereas in fact, the item has been lent, borrowed, or simply misplaced.

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Other Important Safety Issues

- Ceiling cavities, roofs of buildings, and scaffolding are strictly out of bounds.
- The possession of dangerous items (for example, knives, fireworks, ammunition, cigarette lighters, laser lights etc.) is strictly forbidden.
- Tampering with safety equipment (fire alarms and extinguishers) is strictly forbidden. Any student who discharges or damages such a piece of equipment will have to pay for its repair or recharging, in addition to consequences determined by the College.
- No student may have use of a motor vehicle or motorbike during term without the specific permission of the Principal.
- No student may be a passenger in a motor vehicle driven by any other student without specific permission from the Principal.
- No ball games are permitted inside buildings.
- The College has a Sunsmart policy. Students are strongly encouraged to wear a hat out of doors. Students must wear appropriate clothing while outdoors which includes footwear.
- The College has an aerosol can free policy.
- The College has a nut free policy.

Pocket Money

Students are encouraged to use an ATM system for managing their money. Parents should be careful when giving their children, especially younger children, too much disposable cash. If you are in doubt about anything relating to money for your child, please contact residential staff. Students are actively discouraged from borrowing money from each other. If a student has difficulty with money for something (especially an excursion), then he or she should speak to a residential staff member or Head of Boarding.

BUDGETING

Boarders will have access to town leave each week therefore, it is important that your child knows how much money they will receive as a weekly allowance and what type of things they are allowed to spend it on. It is important that they learn to make good choices when purchasing food items. There will be opportunities for Townsville shopping trips that students may wish to save their money for.

AFTERNOON/WEEKEND EMPLOYMENT

Senior Students may obtain part time employment at the discretion of the Head of Boarding. Students are encouraged to only work 1 to 2 shifts. Before commencing employment, students must complete a 'Permission to Work' form, outlining all details. It is the responsibility of the student to ensure their school work is up to date.

Relationships

Girl/Boy friendships develop in the boarding environment despite there being two residential campuses. Our responses to such situations are guided both by the Catholic ethos of the College, and by our understanding of what is appropriate for young people still at school with a variety of commitments. In particular, we are alert to:

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- Age inappropriate relationships
- Excessive displays of affection
- The degree of exclusivity – whether the couple have other friends, and spend an appropriate amount of time with their other friends
- Furtive behaviour – being alone in areas which are out of bounds, or where supervision is made difficult
- Relationships which become too intense and begin to colour every facet of the child's life – and compromise routines and work commitments.
- Inappropriate weekend leave arrangements.
- Inappropriate liaisons on Campus.
- Visiting the residences is prohibited and not encouraged.

We recognise that the individual students concerned may not always see the adult point of view in these matters, and they may regard our vigilance as being interfering or excessively zealous. Nonetheless, we have a responsibility to you as parents; to the children concerned; to other, younger students who may regard the relationship as a model for their own experiments; and to the tone of the College in general. Young people in exclusive relationships sometimes fail to realise that they are making others in the community uncomfortable. We would hope that your sons and daughters will advise you if they have formed a friendship with another student. If we feel that the attachment is a strong one, then we shall advise you of it ourselves. The College reserves the absolute right to judge the appropriateness of any relationship carried on within the College; as well as any actions or activities which result from such a relationship. The College will measure its response alongside the Catholic ethos of the College, as well as its professional judgement about the appropriateness of such relationships or actions for young people in a co-educational boarding setting.

Mobile Phones

The College prefers students to have access to a mobile telephone while at the College in order to maintain contact with their parents. However, the use

of such phones is limited to reasonable conditions that do not impose on the rights of other residences and that do not impede students participating in the life of the residential community and the associated routines.

Mobile phones are useful tools, but bad masters. Remember that any incident, remark, or issue, is likely to become misquoted, corrupted, or distorted about 11 seconds after it happens. Your child's interpretation of an event when on the telephone to home might sometimes be a little distorted (or very distorted). Stay calm and if you feel that you need to know more, contact Residential Staff or the Head of Boarding.

If you phone a member of the Residential Staff on their mobile phone, please be aware of the level of distraction they may be experiencing. They may be driving in the car (and accordingly will not answer immediately); speaking with someone who is demanding a lot of attention; in the middle of supervising dinner; or some other absorbing activity. If you want a long conversation, then ask them to phone you back. If you have a simple question or piece of information – then keep it simple. Alternatively, the use of email is also effective and efficient.

All mobile phones are turned off during Chapel times, and whilst at Mass. It may also be turned off when a private conversation is being undertaken with a student, staff member, or parent. Please be patient and leave a message. It will be returned directly.

Boarders' Travel

Permission for early departures from College at term breaks, or during term, must be obtained from the Head of Boarding. The College has a full program each term, and it is essential that students and families do not make unilateral decisions about absences without going through the correct channels.

Parents are advised that the College cannot move or relocate examinations for students to depart early for holidays. In exceptional cases, students can apply through the College Assessment Policy for consideration provided adequate documentation is made.

At the start of each term, boarders are expected to return to the residences before 5.00pm on the day prior to the first day of the school term. Parents and guardians are asked to notify the Heads of Boarding of their child's departures and arrivals prior to the beginning and end of each term.

Motor Vehicles

No student is permitted to have the use of a car or motorbike during term time without the express permission of the Principal.

No boarding student is permitted to be a passenger in a motor vehicle or on a motorbike, driven by a day student or any other person on a restricted (L, P1 or P2) licence without the permission from the College. A breach of this rule will result in leave being revoked for a period of time.

Before a weekly boarding students can drive to and from the residences parents must complete a Permission to Drive form.

Driving Licences

Boarding staff will assist students, within reason, to attend the regulating authority in Charters Towers and sit for the various tests. However, no student may take time off from school in order to attend driving lessons. Where possible, these matters should be attended to after or before school, or at home during holidays.

Clothing

Uniform requirements are outlined in the College Prospectus and on the College website. In addition to the College uniform, students need normal casual clothing for wearing around the College after school, and when trips are made outside the College. It is important to have a set of smart-casual clothes for semi-formal occasions and when attending Mass on

weekends. This would include a collared shirt with good long pants for boys and an appropriate length dress for girls. School uniform is obviously worn at school, at school functions, and occasionally at non-school functions. After school, students are encouraged to change into casual clothing.

Students need to provide their own linen – that is, sheets, pillowslips, blankets or doonas, coat hangers, and towels. For hygiene reasons, it is best for boarders to use both top and bottom sheet with a pillowcase.

All clothing and personal items must be clearly marked. The College accepts no responsibility for unmarked items.

Lost Property

At the end of each term, there are a lot of unclaimed clothing items, the majority of which is not named. Lost property generally accumulates through poor personal organisation of some boarders. Missing items are often explained by suggesting that they have been stolen. After further investigation by staff, the items are invariably found. A little extra effort and organisational skills will help reduce lost items.

Laundry

The College provides a laundry service for boarding students. Your child's clothing should be **clearly marked with your child's name**. Some children manage their personal space by stuffing everything into their washing bag; whilst others feel they have to wear everything they own every week. Students must put all socks and underwear into separate mesh bags when depositing laundry. The bags should be clearly named. Each residence manages the student laundry differently. The overarching policy is that the College laundry should be used to wash the bulk of a student's clothes. There are washing machines in each residence for students to access at designated times for the washing of delicate or precious items.

Technology

Television and Gaming Devices

Each residence is provided with a television and DVD facilities and in some areas a Gaming device. No student may have a personal television or gaming device of any sort. The College has a subscription to AUSTAR and the package is suitable for all year levels.

Computers/Ipads/Chromebooks

The College provides several suites of computers for student use. Boarding students must have their own laptop. However, the College accepts no responsibility for the security of such items. Students will need to be responsible for their own device and ensure that it is stored correctly at all times to minimise damage. Families will need to arrange their own insurance to cover accidental damage. The College reserves the right to confiscate IT Equipment when they are used inappropriately and to request a student to limit the use of the device. Each residence has access to devices to assist students with their study and to communicate with parents. These machines are monitored by the College filtering software. Under no circumstances should internet wireless sticks or the like be provided to your child as it enables them to bypass the College's filtering software.

Music

Some boarders like to bring a radio or speakers to play music. This is allowed, providing the following rules are abided by:

- Boarding staff reserve the right to control the noise level within the residence and to restrict any music, lyrics or groups which are seen as inappropriate.
- Boarders must respect the views of others concerning the music played. Headphones are essential to allow for these differences.
- Devices are not permitted in the bathroom areas.
- After study each night, students must use earphones only to avoid disturbing other members of the boarding house.

Movies

Digital movies/pictures that carry a viewing rating higher than PG (e.g. M or MA15+) cannot be brought into the College, shown or viewed without permission. Horror or R rated movies are not permitted within the College.

Bicycles/Rollerblades/Skateboards/Scooters

Students may obtain permission in individual cases to bring a bicycle, roller blades, scooter, or a skateboard to the College. It is not an automatic right, and each case will be judged on its merits. However, there are some non-negotiable ground rules.

- The College takes no responsibility for the bike, or other equipment. You must find a place to lock it (preferably with a chain). There is no insurance cover provided by the College.
- **Students must wear a helmet whenever using this equipment.**
- Students must not ride the equipment in a reckless or dangerous fashion. There are local rules for use around the College that must be abided by.
- Students need specific permission to take any wheeled equipment off the property.
- Students should understand that any breach of these rules will see the bike or other equipment impounded and sent home at the first opportunity. Skateboards, scooters, bikes, and roller blades must never be used inside a building; or adjacent to any building – this especially applies to verandas.

Transport

The College operates a weekly return service to Townsville for weekly boarders and for students who have approved leave or are able to make a connecting flight or bus service. The drop off and pick up point in Townsville is McDonalds restaurant in Fairfield Waters. Bus fees are to be paid for prior to departure. Refer to table below for fee structure and times.

Timetable:

DAY	DEPARTURE TIME	ARRIVAL TIME	COST
Friday	3.30pm	5.00pm	\$20.00
Sunday	3.00pm (from Townsville)	4.30pm	\$20.00

At least 5 students are required for the bus service to operate. Fewer than this number may result in the transport for the weekend being cancelled.

Students travelling on the College bus to and from Townsville each week, MUST make payment BEFORE departure. The fare will not be added to an account.

Driving

It is preferred that boarders do not drive themselves to and from the boarding house however, in consultation with the Principal or Deputy Principal of Pastoral and Residential, permission may be granted. Parents must seek permission first before the student brings the car back to school and the appropriate form must be signed.

Boarders' Leave Process

It is the responsibility of parents to contact hosts before giving permission for Leave. In all cases when giving boarders permission to go out or stay with friends or relatives, parents are taking complete responsibility for the supervision and care of the boarder away from the College and giving it to the hosts they have nominated. Hosts are required to sign a Host Memorandum of Understanding.

Weekend Leave

Leave for boarders is now processed online through the REACH Software System which connects families to the boarding houses to make requesting and granting of leaving efficient, effective and secure.

All parents and boarders will be provided with a username and password to access the portal called columba.reachboarding.com.au. Students are able to submit leave requests. Leave involving a host will need to be approved by parents and the host. This is a simple process, enabled by email notifications generated by the system. Heads of Boarding will be responsible for overseeing and granting leave approval. Students are permitted to have a maximum of three weekend leaves with hosts other than their parents.

Midweek Leave

Boarders are permitted to stay out overnight during the week with parents only. Students may be allowed out for dinner leave during the week for significant occasions only at the discretion of the Head of Boarding and under the following conditions:

- Permission from parents/guardians.
- Study missed must be made up
- School commitments must be considered as first priority (sport, cultural etc)
- Must be picked up by the host/parent and returned by them.
- Leave will be approved from 6.00pm to 8.30pm only

Closed Weekends

Closed weekends are integral to the formation of students. It is necessary not only for bonding means (student to student, student to staff) but for the effective implementation of boarding routines. The Closed Weekends will usually occur on the first weekend of the year and the last weekend of each term. On important occasions such as the College Awards Night and the Inter school swimming carnival, it is expected that students will not be granted leave until the conclusions of such events.

Parents are free to visit their children at any time provided it does not clash with a school function or study. Likewise, they are welcome to take their children out on any day, or overnight, or for weekend leave. Courtesy and good management suggest that the residential staff should be informed of this beforehand. A call or email to the relevant Head of

Boarding is appreciated. Parents should be aware of bedtimes for students, and late visits should be avoided. Movement after hours in dormitories is unsettling. Parents and students must be aware that permission to leave the College with anyone other than the student's parents is something with which the Head of Boarding reserves an absolute right to agree to or disagree. The relevant Head of Boarding is responsible through the DPPR/Principal, for student welfare. Whilst we do not anticipate any difficulty with this, there may arise a situation where the Head of Boarding declines to give permission for a student to leave the College with someone other than his or her parents, despite permission from the student's parents. Often, the College is in a good position to determine the appropriateness of leave, particularly when local. The Head of Boarding is responsible for the student unless they are specifically with their parents, and will always require complete details of where the student is, how they are getting there and getting back, and what activities the student may be involved in, or exposed to, in their absence from the College. Students are allowed three weekend leaves per term unless they are on leave with their parents. There are variables which alter circumstances in different cases, and the discretion of the Head of Boarding is the deciding factor. With leave, as with everything else, we need to trust students, and they need to maintain that trust.

- Parent Boarder meeting at the beginning of each term. All Parents are welcome to attend in person or via Zoom.

Each student will have a College Academic report at the end of Term 1, Semester 1 and Semester 2, with a Residential report reflecting your child's progress in the residential community, at the same times.

Parent/Teacher Interview days are set for each year and we would hope that parents could be in Charters Towers for these occasions. We do understand, however, that it is often not possible for boarder parents to attend such meetings, and we encourage parents to make other arrangements. All parents are welcome to contact their child's teachers at any time, and this applies especially to parents of boarders. If you are unable to attend a Parent/Teacher Interview day, there may be another occasion when you are in Charters Towers and you may be able to meet with some of your child's teachers then. If you contact the Head of Boarding, then they will be happy to advise what might be possible at any given time.

Mobile Phone Policy

Columba Catholic College acknowledges that mobile communication technologies, particularly mobile phones, are an integral part of life in the modern world.

THE NEED

- Mobile communication technologies are a significant and seemingly necessary part of the lives of modern people. It is recognised that most people have ready access to these technologies, particularly mobile phones.
- All schools are challenged to remain up to date with advances in technology. Columba Catholic College strives to remain in touch with innovation in this area and recognises that students are key participants in the ever-changing technological landscape.

VALUES AND PRINCIPLES

- Columba Catholic College understands the importance of good communication, which consolidates and contributes to harmonious relationships. The College desires to promote a school environment where good communication is

Communication

Students are given information and instructions in a variety of ways:

- announcements at meal times
- at residence meetings
- at occasional full residential community meetings
- notices placed on dormitory notice boards
- Information will come to parents from a variety of sources:
 - College newsletters
 - Residential community newsletters
 - Letters or emails from various members of the College staff

valued, particularly between staff, students and parents.

- The College also aspires to make staff and students feel safe within and beyond school and acknowledge that communication technologies can contribute to the community's safety and security.

DIRECTION

Columba Catholic College endeavours to:

- Promote a positive school environment built upon harmonious relationships and achieved through good communication.
- Maintain the safety and security of staff and students.
- Remain abreast of the advancements in technology.
- Instil in students an understanding of responsible and appropriate use of mobile communication technology.

EXPECTED OUTCOMES

1. Develop clear procedures for the use of mobile phones by staff, students and parents while at school and during school-related events.
2. Educate students about the appropriate use of mobile phones and associated technology.
3. Monitor the use of mobile phones by students on implementation of the policy.

Procedures for the use of Mobile Phones

- Students are permitted to have a mobile phone while at the College.
- Students who bring mobile phones to the College are solely responsible for this property at all times. The College does not accept responsibility for the theft or damage of the mobile phone. Signs will be strategically placed around both campuses to this effect. Residential students are required to hand their phones at designated times before bed, dinner and study.
- Mobile phones are not to be taken to class/dining room/study/chapel/ablutions facility or any other College-related activity on- or off-campus and should remain in the student's locker with the

power off. Should a student be found to be using a mobile phone during these stated times the teacher/residential supervisor will:

- Request that the student turn the phone off and place the phone in their bag, or leave the phone with the teacher/residential supervisor for security until the end of the lesson/study session/meal/activity/chapel; *and*
- If the student refuses to comply after several requests, the student is to be sent to the office and await the follow-up of the Pastoral Leader. (Day school only).
- If a student has been requested on more than one (1) occasion not to use their mobile phone during these stated times, the phone will be confiscated and remain with the DPPR.
- The College has erected signage in areas considered inappropriate for the use of mobile phones.
- Students will not be permitted to receive phone calls on their mobile phone during class time/study/chapel/assembly/meals or any other College-related activity on- or off-campus. All emergency contact with or from parents/guardians/caregivers must be made through the College office or the relevant Head of Boarding.
- Students are not permitted to use their mobile phones to contact parents/guardians/caregivers on occasions when they are ill. All phone calls of this nature must be through the College office or Health Centre.
- Students will not be permitted to have mobile phones on their person during exams.
- Students are not permitted to interface their mobile phones with any computer owned by the College.
- The use of mobile phones on excursions and camps is at the discretion of the event organiser. Due consideration must be given to the nature of the excursion and the final decision must remain within the parameters of the College policy and procedures.
- Residential students found with a "dummy" phone which they hand in and keep an active phone to use after lights out will have both phones confiscated for a period of at least one

week. A second offence will result in the phone being sent home for the remainder of the term. Parents will be notified if this should occur.



Residential Routines

Weekly Routines

JUNIOR RESIDENCE (Years 5 to 8)

The Daily Routine

Monday to Friday

6:30am	<i>Wake up. (Prepare for school)</i> <i>Girls - Breakfast in Residence at SMC</i> <i>Girls - Complete all jobs</i>
7:45am	<i>Boys - Breakfast in the Dining Room at MCC</i> <i>Girls - bused to MCC</i>
7:55am	<i>Boys - Return to residence and complete jobs</i>
8:10am – 3:00pm	<i>Day School</i>
3:00pm	<i>Free Time (Which may include town leave, sports training)</i>
4:00pm – 5.00pm	<i>Afternoon Activity program</i>
5:40pm	<i>Girls – Dinner</i>
6:10pm	<i>Boys – Dinner</i>
6:00pm	<i>Roll Call and Dinner</i>
6:00pm - 7.30pm	<i>Girls - Study</i>
6.30pm – 8.00pm	<i>Boys - Study</i>
8.00pm	<i>Showers</i>
8:30pm	<i>Phones handed in. Settle for bed, reading quietly</i>
9:00pm	<i>Lights Out</i>

SENIOR RESIDENCE (Years 9 to 12)

The Daily Routine

Monday to Friday

6:30am	<i>Wake up. (Prepare for school)</i> <i>Girls - Breakfast in Residence at SMC</i> <i>Girls - Complete all jobs</i>
7:45am	<i>Boys - Breakfast in the Dining Room at MCC</i> <i>Girls - bused to MCC</i>
7:55am	<i>Boys - Return to residence and complete jobs</i>
8:10am – 3:00pm	<i>Day School</i>
3:00pm	<i>Free Time (Which may include town leave, sports training)</i>
4:00pm – 5.00pm	<i>Afternoon Activity program</i>
5:40pm	<i>Girls – Dinner</i>
6:10pm	<i>Boys – Dinner</i>
6:00pm	<i>Roll Call and Dinner</i>
6:00pm - 7.30pm	<i>Girls - Study</i>
6.30pm – 8.00pm	<i>Boys - Study</i>
8.30pm	<i>Showers</i>
9:15pm	<i>Hand phones in. Settle for bed, reading quietly</i>
9:30 pm	<i>Lights Out (Year 9)</i>
9.45pm	<i>Lights Out (Years 10 – 12)</i>

COURAGE | COMMITMENT | COMPASSION

Residential Routines

Weekend Routines

JUNIOR & SENIOR RESIDENCE

Saturday

8:30am	<i>Rise and Breakfast in Residences</i>
10.00am	<i>Town Leave</i>
12.00pm	<i>Return to Residences</i>
12.30pm	<i>Lunch</i>
1.30pm	<i>Activity (Scheduled each week).</i>
6:00pm	<i>Mass (Saturday evening)</i>
7:00pm	<i>Dinner</i>
8:00pm	<i>Activity (Saturday evening: Scheduled each week).</i>
10.00pm	<i>Lights Out (Years 5 - 8)</i>
10.45pm	<i>Lights Out (Years 9 -12)</i>

Sunday

8.30am	<i>Breakfast in Residences</i>
9.00am	<i>Cleaning Routines Completed</i>
10.30am	<i>Campus Activities</i>
12.30pm	<i>Lunch</i>
1.30pm	<i>Recreation Activity</i>
6.00pm	<i>Dinner at MCC</i>
6.30pm - 7.30pm	<i>Study</i>
8.30pm	<i>Preparation for coming week</i>
9.00 pm	<i>Lights out (Years 5 - 8)</i>
9.30pm	<i>Lights out (Years 9 – 12)</i>

Light To The World

(words & music: Michael Mangan)

*We are called to be light every day,
Burning bright in all we do and say.*

*We've got to stand up
And shine, shine, shine
Columba Catholic College,
Light to the world.*

*We gather here from places near and far
As Columba College Charters Towers.*

*We come to share our dreams,
To discover who we are,
Knowing that the future is ours.
We follow in the footsteps of those who've led the way
As we journey together today.*

*We share our gifts, let everybody shine,
Our differences we celebrate.
I'll see your light and you'll see mine
As we do our best every single day.
Together we are building a family of faith
And Jesus shows us the way.*

*We care for creation and everyone we meet,
We feel welcome, supported and safe.
We're working together for justice and peace,
Sharing the message of our faith.
Country warmth and the common touch
We're always proud to show,
At Columba, our home away from home.*



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