ASSUMPTION COLLEGE,
KILMORE

BOARDING INFORMATION
BOOKLET, 2014

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WELCOME FROM THE HEAD OF BOARDING

Welcome! Assumption College has a vibrant, exciting boarding school community in an idyllic, rural setting with outstanding facilities. The boarders have brand new, state-of-the-art accommodation and are cared for by committed and experienced staff in a family atmosphere. Study is well ordered and is coupled with excellent and diverse co-curricular opportunities.

The boarders are a caring group who make visitors feel welcome. They also take great pride in their school and ‘home away from home’. They are an integral part of the College and are involved in community service both internally and externally. There are also many sporting and cultural opportunities where we travel to and host local, interstate and international opponents.

Boarders at Assumption College are members of a unique extended family and they can expect to receive outstanding quality care. Boarding staff aim to facilitate a well-balanced school and home experience for your sons and daughters.

Boarding at ACK will provide many opportunities and challenges. While young people are generally good at adapting to the new, one of the biggest challenges for the boarders is being aware of the needs of the many other people around them, much as they would be expected to do in a larger family. To
help them meet this challenge, our boarding staff encourage the boarders to develop a sense of community by subscribing to its general routines. Although there are specific guidelines, consequences and rewards attached to many actions in the boarding houses, the boys and girls are encouraged to be self-disciplined. The aim is to promote initiative, growth, responsibility and moral integrity so that our young people can flourish.

At Assumption, study is clearly a priority and, successfully completing whatever course is chosen, a disciplined study program is necessary. We expect the boarders to contribute to a good atmosphere of study by following the simple and clear study guidelines which we have in place and which will be outlined to them on arrival.

Be assured that staff will take an active interest in the holistic development of your children and will treat them with respect. At the same time, boarders will be challenged to achieve their best in all areas so that they make a valuable contribution to the school community and develop a healthy level of self-respect. They will be given many opportunities to use their skills and initiative in a supportive and structured environment.

While this booklet is designed to give you an insight into boarding school life at ACK, the best way to find out about what this fine Marist College has to offer, is to see for yourselves. You would be very welcome to visit at any time.

Naturally, if you have any questions or concerns about boarding school life at Assumption College that are not addressed in this booklet, or if you need further clarification on any matter, please feel free to contact me.

**OUR STORY**
Assumption College is a co-educational Catholic day and boarding secondary college founded in 1893 by the Marist Brothers. It has its origin in the vision of St Marcellin Champagnat, a man dedicated to the education of young people. The Mission of the Marist Schools is to make Jesus known and loved, to lead young men and women in the way of Mary, and to know and love God in the belief that they can become good Christians and good citizens.

*Quae Supra Quaere
‘Seek the Things which are Above’*

Jeremy Holt
Director of Boarding
Overall Marist Values in the Boarding Community

- To provide opportunities for students to grow through commitment to the service of others;
- To create a family atmosphere which is conducive to a sense of peace and belonging;
- To meet the needs of all boarders as personally as possible and to help them reach their full potential;
- To nurture the students’ powers of reasoning and critical thinking;
- To help boarders strive for the highest level of achievement in learning of which they are capable;
- To create a climate of trust and freedom, openness and co-operation which will foster the boarders’ emotional and ethical growth;
- To promote a spirit of respect for one another in a way that leads to healthy social relationships;
- To encourage a sense of personal integrity, responsibility, initiative and perseverance;
- To foster a sense of care and compassion for one another, especially for the less advantaged, in both the College and the wider community;
- To build up an esteem for family life;
- To provide opportunities for spiritual growth and development;
- To equip students for leadership in all areas of life;
- To provide students and parents with support and assistance wherever possible.
Parents are encouraged to maintain regular contact with their children, as well as their child’s Boarding House Supervisors. The College website should also be a regular port-of-call for relevant news, current information on events, issues and guidelines pertaining to the boarding community.

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**GIRLS’ HOUSE**

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**College Website**  
www.assumption.vic.edu.au

Boarding Facebook Page:  
https://www.facebook.com/pages/ACK-Boarding/599117010163945

Please be aware that boarding staff have other duties to attend to and will not be in their offices all the time. The best times to contact a member of boarding staff are between 15h00-22h00, Monday to Friday; on weekends, 09h00 – 22h00.
YOUR CHILD AND BOARDING

Preparation
Once you have made the decision to have your child board at Assumption, consider using a number of opportunities that may constitute useful preparation for the boarding life. Ideally the decision to board should be made well in advance. Your child should feel comfortable with the idea; talk about it as much as necessary. Attending the Open Day and Transition Week at the College should also be carefully considered as a means of gaining a sense of what boarding is all about.

It may be useful to have your son or daughter spend time away from the family, perhaps by visiting friends or extended family, as a way of developing a sense of independence. They should be encouraged to develop those skills necessary for independent living: making their beds, caring for clothing, being aware of personal hygiene and grooming requirements. A daily routine of chores at home will be carried through in boarding.

Homesickness
Boarding can never replace home or the presence of the family unit and a period of adjustment to this new situation is therefore normal. It takes time and patience. Some boarders settle in quickly and for others it takes a little longer. Homesickness is normal and to be expected and can occur at any time. It is natural for both you and your son or daughter to feel a variety of emotions about separating from each other. We aim to make the boarding environment as home-like as possible, however, because boarders come from a variety of backgrounds, rules and routines may naturally vary from what they are used to. We aim to assist the boarders in making a smooth transition by helping them focus on the positives. We acknowledge their anxieties or uncertainties about their new environment and assist them to work through these. It is also our aim to build up a sense of community among the boarders by encouraging them to help one another as much as possible. Often the best person to help a boarder who is struggling with homesickness is a more experienced boarder.
Your son or daughter may choose/want to phone you frequently until he or she gets to know the staff and other peers. This at times may worry you, but this is a normal part of the settling in period. Your son or daughter will appreciate photographs from home of the family, pets or friends to put up in their room; this can help to provide a link between the home and boarding school. Also encourage your child to become quickly involved in the many opportunities for work, sport or recreation available in the boarding school. This enhances the feeling of belonging and also prevents prolonged periods of time alone.

If your child is feeling homesick, often phoning them every day compounds it. We would suggest that you make definite arrangements with them about what day and time you will contact them. What is important is that you are consistent with this arrangement. This allows your son or daughter to feel secure and empowered to deal with the issue. When a boarder is homesick, it is not cured by going home.

If you are concerned about your son or daughter being homesick, please feel free to contact their Head of House or the Director of Boarding to discuss the issue.
HEALTH AND PASTORAL CARE

The boarders are supported by a network of people who care for their emotional, spiritual and physical well-being. Our supervisory staff members are professional adults who oversee the care of the boarders and provide ready advice or just ready shoulders. The Director of Welfare and members of the Student Welfare Team are also available to the boarders and, in this capacity, there is a wide range of resources and personnel to support your child.

Medical care is provided to the boarders whenever the need arises. During school hours, boarders have access to Sister Tina Gage who oversees their care in the College Infirmary. She arranges, in consultation with parents, for any off-campus medical care, including X-ray, physiotherapy and dental appointments. Every morning at 08h30, Dr Jain attends the Infirmary for the boarders’ clinic to see to their needs. For after hours care we have a registered nurse on call with local district hospitals very close in the case of exceptional emergency. At other times, staff with first aid qualifications are available.
Routines

Daily Program

Each of the three boarding houses alters times to suit its particular needs, but below is an outline of the general daily routine.

Week-days

Morning

07h00 – 07h50  Wake up, shower, breakfast
08h00 – 08h30  Preparation for school, room clean, morning duties
08h30        Clear dorms for school
08h40        School day begins (houses closed)

Afternoon and Evening

15h25 – 15h35  Return to houses and check-in
15h40 – 17h00  Recreation, sport training, street leave or free time
17h00 – 17h25  Showers
17h30 – 18h30  Study Session 1
18h30 – 19h00  Dinner
19h00 – 19h25  Free Time
19h30 – 21h30  Study Session 2
20h30 – 21h30  Staggered end times for study and for supper
21h15 – 22h00  Lights out, times dependent on age

Saturday

Morning

06h45 – 08h00  Staggered wake-up and breakfast according to sport timetable
08h00 – 14h00  Activities/Sport

Afternoon

12h30 – 13h00  Lunch
13h00        Street Permissions
17h00        Return from street leave. Showers.
17h30 – 18h00  Dinner
18h30 – 19h15  Community Mass at St Patrick’s Parish Church (1st three Sundays)

Evening

19h30 – 22h00  Community activities
22h00        Return to dormitory
22h30        Lights Out

Sunday

Morning

08h00 – 09h00  Rising
09h00 – 10h00  Breakfast
10h30 – 11h30  Boarding House clean-up
11h30 – 13h00  Study (For Seniors)
09h30 – 17h30  Free time for various activities or family visits

Afternoon

13h00 – 13h30  Lunch
13h30 – 17h30  Street Permissions
17h00        Return from street leave
18h00        ALL boarders should be back from outings and week-end leave
18h00 – 18h30  Dinner

Evening

19h00 – 19h45  BE Community Mass in the College Chapel (Last Sunday)
20h00 – 21h00  Study/Prep for the Week
21h30 – 22h00  Quiet Time and Lights Out
**Mass and Liturgies**

The Mass, the Catholic rite of worship, is regarded as the most significant event in the weekly program of the boarding school; hence boarders returning from leave must return in time in order to attend. It is important that the entire boarding community joins to celebrate Mass and to build a sense of family spirit. Boarders are rostered to prepare the weekend Liturgy during the preceding week. The significance of the event should be reflected in the boarders’ attire. Dress must be neat casuals. No board shorts, thongs or T-shirts are permitted. Staff and boarding parents are welcome to attend this weekly Mass which is celebrated at 19h00 on Sunday evenings. Boarders also participate in the local Kilmore Parish Liturgy at St Patrick’s Church on a Saturday evening at 18h30. Other liturgies include evening prayer in the houses, Friday evening chapel reflection and end of term liturgies.

**Meals**

Boarders take their meals in their houses. Meals are provided by Alliance Caterers and the menu is designed according to the likes of the boarders, the allocated budget and achieving a nutritional balance. The Food Committee meets with the Head Chef, Mr Craig Burt, at least once a term to discuss culinary matters. Boarders receive breakfast, morning tea, lunch, afternoon tea, dinner and supper. The weekly menu can be accessed on the College website. Dining should be a relaxed yet respectful affair. Boarders must be punctual to each meal, respectful and courteous to kitchen staff and dress tidily; singlets, pyjamas or a lack of shoes are not acceptable.
Recreation
Leisure time is when boarders can socialise within the community in an affirming and positive manner. Boarders have many opportunities to undertake recreational activities, both formally and informally. They have access to extensive grounds; a gym, a boxing gym, tennis courts, basketball and netball courts, football and soccer fields and cricket nets. The Leisure Centre in Kilmore is also available. Boarders access activities on weekday afternoons and on weekends.

Owing to the quiet environment of the boarding houses, running or noisy games are not permitted in or near buildings. Contact activities are restricted to the ovals, under supervision. Boarders are encouraged to consider new options and become involved in other activities which contribute to creative, developmental and personal growth. Whilst at all times social interaction between students is encouraged, over-familiar displays of affection or intimate contact are not considered appropriate. Skateboarding, roller skates and bicycles are allowed on the premises only if boarders and their parents have signed the relevant contract.
The boarders have a gym area (above the stage in the Gonzales Centre) known as the Scott Dominguez Boxing Gym for their exclusive use to do fitness training, specifically boxing-based activities. The gym is named after Scott Dominguez, a 6-year boarder who attended Assumption in the 90s. He was a World Champion Speed Skier. He skied in and won some of the biggest races in Australia and the United States. He was also a First XVIII footballer. While in his early twenties, Scott was tragically killed training in the sport he loved. The gym has been created to honour his memory and to give all boarders an opportunity to improve their levels of fitness.

**Student Leadership**

There are many opportunities for boarders to become involved in leadership. Informally they demonstrate their leadership through involvement in outreach activities, working bees, school functions, liturgies, sport and study.

Formally, boarders may be recognised as leaders through their appointment to various boarders’ committees or groups such as Social Outreach, Liturgy, Food and Catering and Social Activities. Roles such as Boarding House Captains, House Captains, Sports’ Captains and the College SRC are also available.
Study

Boarders are fortunate to be able to avail themselves of study resources that may be less easily accessed by students outside the boarding setting. Teachers, specialist and group tutors and study supervisors actively assist the boarders in their learning. The College also offers extension and study skills programs. Boarders can also benefit from peer assistance, as both learners and teachers. The environment is one where silent, independent study is encouraged for significant periods of time most nights, but where boarders can also explore other study options that may be of benefit under the guidance from staff. All boarders have access to computers and to the college computer network. As with study time in general, time spent on computers is monitored and managed by staff.

By having study time built into the daily boarding routine, boarders should be well placed to undertake the relevant quantity and quality of academic work. We believe that one way we show our care for our boarders is through challenging them to achieve their best in their studies.
BOARDING CODE OF CONDUCT

In a boarding community, the establishment of an atmosphere of trust and respect is essential. This enables staff and boarders alike to live together harmoniously. It facilitates the smooth running of the boarding community and ultimately ensures the security and safety of your son and daughter. It is for this purpose that there is a Code of Conduct underpinned by core Marist and Gospel values – the boarders are then aware of their boundaries and may exercise their initiative within them.

‘The Code’

As a boarder at this College, I have the following rights and responsibilities:

- I have the right to be safe and protected from harm. I therefore have the responsibility to respect and care for the safety of myself and others.
- I have the right to be treated with dignity and respect. Therefore, I have the responsibility to conduct myself in such a manner as not to offend others physically or by using language and behaviour in a way that is teasing, obscene, blasphemous, degrading, or discriminating (based on race, sexuality, religion, disabilities, education, age or gender).
- I have the right to be treated with understanding and tolerance. Therefore, I should be open to those holding different views from my own. If I disagree with another person, I should do so respectfully and without being offensive.
- I need to recognise the need for boundaries to enable a stable and safe environment. I will recognise these boundaries so our living environment will be stable, safe and happy.
- I have the right to learn without disruption from others. Therefore, I have the responsibility to co-operate with supervisors and fellow boarders to ensure that study may proceed in such a manner as not to interfere with any boarder's right to learn.
I have the right to expect that my property will be safe. Therefore, I have the responsibility to ensure that I do not put my property at risk through carelessness. I also have the responsibility to respect College property and the belongings of other boarders and staff.

I have the right to live in a healthy environment. I have the responsibility not to smoke, consume alcohol or non-prescribed drugs, and I must not encourage other boarders to do so.

The College community has the right to expect boarders to maintain high standards of personal appearance. I, therefore, have the responsibility to abide by the College's regulations regarding appropriate uniform and grooming.

Each person has the right to his or her privacy. I should respect the designated private areas throughout the College Boarding Houses.

The College community expects good open relationships suited to community living. It does not encourage over-familiar relationships which may result in possessive behaviour.

**Visitors to the Boarding House**

Visitors to the Boarding House, including parents, must report to a boarding staff member before proceeding into the houses or any other areas within the boarding precinct. It would be appreciated if prior notice could be given to staff by phone or email. Day students are not allowed in the houses without the express permission of boarding staff and their parents.
Grooming
Boarders are expected to be well-groomed at all times. Hairstyles should be neat and moderate and not impair vision in any way. Long hair should always be clean and well groomed and tied back where and when appropriate. Excessive shaving or undercutting of hair is not acceptable. If there is any doubt, the Director of Boarding will be consulted and his decision will be final. Jewellery may be worn in accordance with general College regulations. Further clarification of these policies can be found in the Student Diary or Boarding Handbook.

Information Technologies (IT) and Personal Mobile Devices (PMDs)
There are significant privacy and security challenges associated with the use of PMDs. These devices must be registered with the boarding house staff and a Mobile Phone Agreement must be filled out and signed by boarders and their parents. Copies of this policy are to be found in the handbook and are also downloadable from the College website. Mobile telephones authorised by boarding staff must be switched off during study and before lights out. The emphasis is on responsible usage. Failure to comply with the boarding mobile phone policy will result in confiscation of the equipment.

Boarding students have no reason to take a mobile phone to school; they should be left in the boarding house during the school day. Furthermore, more than one mobile phone is not permitted. Boarders using a camera phone to record and/or share material that could be considered intrusive and a form of harassment will face serious consequences bringing the involvement of the College Principal.

The way the Internet and digital technologies are used in the boarding house is under perpetual review. Generally the same rules apply as for the mobile phone. All students are required to sign and comply with a user agreement; failure to adhere to this may result in privileges being revoked.
In an effort to have the boarders see as much of their families as possible, the school calendar allows for a number of boarders’ free weekends when the boarders return home for an extended visit. All boarders leave the College at these times. As all other weekends tend to be busy with sporting commitments and organised activities, it is expected that leave from the boarding school on other occasions would only be for exceptional family circumstances.

The Principal delegates to boarding staff the responsibility of knowing the whereabouts of each of their charges. As a result, boarders leave the College grounds only when their Head of House or the Director of Boarding grants permission.

Requests for overnight, weekend or extended leave from the boarding school must be made, in the first instance, to boarding house staff well in advance (at least 48 hours) of the proposed dates. Leave that involves missing school days will be assessed in consultation with the day school. In these instances, permission must be gained from the Deputy Principal. The VCAA indicates mandatory hours of class time required to fulfil the course demands for each subject; hence requests for leave must also consider this factor.

Year 11 and 12 students are granted the privilege of unsupervised leave on Sundays to venues made known to boarding house staff. This leave is granted at the discretion of the Heads of House and the Director of Boarding for those boarders willing and able to exercise responsibility and abide by strict conditions. All boarders are expected to be back in their respective houses by 18h00 and, on Sundays, for evening dinner and Mass (18h00 at the latest).
**TRAVEL**

For each boarders’ free weekend and school holiday, the College organises transport home for the boarders. However, where parent/teacher interviews are conducted, parents are expected to either collect their children from or return their children to the boarding house so that they can attend the teacher/parent interviews. (Refer to the school calendar for dates.) We run buses to the airport, Albury/Henty, Jerilderie and Balranald with stopovers at towns in between. (A copy of this timetable – with the relevant pick-up and drop-off points – is available on the College website.)

All bookings for boarders’ free weekends and school holidays are made at the beginning of the year and confirmed approximately 10 days before the travel. Hence, changes to travel should be made as follows:

- **Changes** to destinations on the route: the College boarding staff must be contacted – by parents – no later than 10 days prior to departure.
- **Cancellations** to travel – the boarding staff must be contacted no less than 1 week prior to departure. Late cancellations may incur a fine.

Parents are expected to pick up their children at the end of the year on the specific day on which classes for students cease; this may vary dependent on the grade of your child. For all other travel (car, trains, buses, and planes), all arrangements and bookings are to be made by parents and communicated to boarding house staff or the Director of Boarding.
CLOTHING AND LINEN

All clothing and linen is washed in the Boarders’ Laundry on a set day of the week. It is therefore essential that all items of clothing be **clearly marked** with your son or daughter’s name. This cannot be underestimated. Clothing that is not marked can get lost or claimed by others. Boarding staff and laundry staff cannot be blamed for any item of clothing that is lost or damaged that is not clearly marked. If your child buys **new clothes** while at boarding school please ask him or her **not to** put them into the laundry at the school until they have been taken home, clearly labelled and washed for the first time.

It is not unusual for belongings to go astray; they are often lent out to others, borrowed, or carelessly left somewhere. In time they are usually found, however we strongly encourage boarders to be responsible with their belongings and keep them secured at all times. This will greatly assist with harmony amongst all members of the boarding community.

Laundry bags must be a **minimum size**, 1000mm wide and 1200mm deep, and clearly marked with the boarder’s name in large letters half way down the outside of the bag. These bags should be purchased through the College. All care is taken to prevent any damage to clothing, but no responsibility will be taken for items damaged due to carelessness of boarders. Incidents of damage to clothing can be reported to the various Heads of House.