



# *HOLY SPIRIT COLLEGE*



# *RESIDENTIAL HANDBOOK*

2020

## ACKNOWLEDGEMENT OF COUNTRY

The staff of Holy Spirit College respectfully acknowledges the past and present Traditional Owners and Elders of the land on which we live and work, the Guugu Yimithirr people [Cooktown] and the Gimuy-Walubarra Clan of the Yidinji nation [Cairns]. We also acknowledge the Elders of other Aboriginal and Torres Strait Islander people who live on this land.



We are honoured to be able to use these sites for the purpose of providing the best education for disengaged young people. Together we acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia.



Holy Spirit College is a Catholic school of the Diocese of Cairns.

Our general educational priority areas are:

- Engaging, disengaged young people
- Faith and values based learning environment
- Welcoming, inclusive and family-oriented environment
- A holistic education – academic, spiritual, social, emotional and physical development
- Safe and caring environment
- Connecting with young people, their families, community and other organisations;
- Developing a sense of belonging and community
- Nurturing and development of individuals and their abilities
- Commitment to social justice
- Preparation for a life of worth, not simply a life of work
- Promote the principles of Respect, Responsibility and Relationships

*“We must restore hope to young people, help the old, be open to the future, spread love. Be poor among the poor. We need to include the excluded and preach peace.”*

*Pope Francis*

## **INTRODUCTION**

Welcome to the Residential Community of Holy Spirit College. Our residential community consists of up to 32 young people, the boarding, day school staff and parents and carers.

We hope that you and your young people enjoy your time with Holy Spirit College and your young person values the opportunities and friendships they will make during their time with us. We also hope you as a parent/carer will become involved in the College and your young person's education and boarding life.

There are two residences at Holy Spirit College one for 16 young women and the other for 16 young men. Each residence has eight bedrooms, with two young people sharing a room.

This booklet is designed as a guide to living in the Residential Community and has information which is of assistance to young people and their families. One thing young people find in residence is that while they will adapt to the established routines, on occasions something will come up which is out of the ordinary; that is when young people need to try to understand why things are done, as well as what is done.

Young people need to be prepared to ask if they are not sure about what to do.

## **ENROLMENT**

Applications for enrolment should be made through the Principal or Campus Administrator. Families are encouraged to attend the College for an interview, with the young person, to ensure Holy Spirit College is the appropriate place for the young person.

## **DAY SCHOOL**

As a College for young people who have become disengaged from education there are no day fees; there are however some items which may need to be paid for example camps.

## **ABSTUDY**

Families wanting their young person to board at College, need to have AbStudy approved before the young person can reside at College., proof of approval is required.

AbStudy regularly check the attendance rate of young people and if this falls below an AbStudy acceptable level of 85% AbStudy benefits are likely to be withdrawn.

## COLLEGE PRINCIPLES

Holy Spirit College operates under guiding principles that underpin and permeate all aspects of the life of the College. The principles inform how members of the College community interact with each other as a necessity to cultivate and maintain positive and meaningful working relationships.



Three major themes run through scripture and Catholic social teaching. A core theme is that each person is made in the image and likeness of God and has an inalienable human dignity and worth.

Derived from this core theme are two further themes. These are the rights and duties that are proper to people and the freedom and responsibility that underpin these rights and duties. In more recent times there is growing awareness of the application of these three themes to both human persons and the whole of God's creation. The College has developed the themes into the three principles for common understanding being:

- Relationships
- Respect
- Responsibility

**RELATIONSHIP** is demonstrated by our

- Demonstrate you care about each individual
- Show, through speech and actions, that all students have the ability to do well
- Communicating positive and high expectations to all students
- Using positive feedback even for negative events
- Be sincere in your pride in your students
- Being 'real' with everyone

**RESPECT** is demonstrated by our:

- Speech, action and manners
- Appreciation of our environment [grounds, resources, buildings and community]
- Honesty, teamwork and acceptance of others [opinions and rights]
- Care, support and safety of all members of our college community
- Positive communication and connected relationship

**RESPONSIBILITY** is demonstrated by our:

- Personal learning and growth
- Organization, management, goal setting and achievement
- Modelling and encouraging of positive behaviours
- Forward thinking, innovation, creativity and flexibility
- Informed decision making

These principles have been adopted as they do not define what should happen in any given circumstance; rather they guide our daily working and situations. All members of Holy Spirit College, adults and young people alike, are asked to act within the same standards. The three principles represent the core values of the College.



## BOARDING FAMILY

The Boarding House Parents nurture a family atmosphere by:

- Helping young people recognize their contribution to the building up of a family spirit
- Promoting a healthy and positive attitude towards others in a spirit of acceptance, respect and genuine concern for one another
- Promoting a cooperative and supportive atmosphere between people
- Being consistent, fair and just in dealings with young people
- Assisting young people to gain medical and other support services as required
- Maintaining a high standard of integrity
- Ensuring living areas are maintained in a clean and tidy manner
- Promoting a routine of daily life
- Developing Right Relationships with all boarders



## SOME ESSENTIALS

### Meals

All meals are provided in the College dining room with the exception of weekend breakfasts which are held in the appropriate Common Room.

All meals are provided under the Australian Standards for Nutritional & Dietary needs of adolescents. There should be no need for families to provide additional food or drinks, including items such as Chips, Coke or other junk food.

### Residence Areas

The residences are places where young people can experience privacy, quietness, communication with peers and where individuality is respected.

Each residence is restricted to male or female young people and staff. Young people are not permitted to enter the residence of the opposite sex. Young people who enter the residence of the opposite sex will have their boarding place withdrawn.

### Common Rooms

The Common Rooms are before and after school facilities used as meeting and recreational areas. Each residence has a Common Room. Young people are able to invite day students, of the same gender, to the Common Room after school hours.

## IMPORTANT FUNDAMENTALS

### Living together

Generally, all young people are expected to act with consideration for the safety and well-being of themselves and others. Living together is the key to boarding life. We regard violence, harassment and theft as offences which are taken very seriously. We do not tolerate violence in any form and any occurrences are treated as a most serious matter.



### Acceptance of Authority

It is essential young people in residences accept the basic authority of the residential staff. We do not anticipate any difficulties in this regard, it needs to be clearly understood if a young person does not accept this authority, residential staff will initiate discussions with the Campus Administrator Principal or Principal about whether we can accept responsibility for the young person and the young person may put their place in the residential community at risk.

### Leaving College Grounds

It is highly important the correct procedures are followed when young people leave the College property. If a young person decides to leave College grounds without following the procedures this would be considered a serious matter and may jeopardise the young person's place in the residential community and enrolment. See Leave Procedures below.

### Activities – Recreation Time

Young people are encouraged to be involved in the activities organised by the Residential staff. The staff organise activities for after school during the week and on weekends. If young people are interested in doing an activity, which is not offered, they are encouraged to talk with the Residential staff.

### Illegal Substances

Queensland laws and College policies have clear sanctions regarding the use of alcohol, tobacco and any illicit drugs, Smoking in the residences or within the College grounds is a serious matter and will be referred to the Campus Administrator or Principal.

In the case of young people drinking alcohol, while at or in the care of the College, may in the first instance, be suspended. Young people bringing alcohol onto the property or to a College excursion or camp, will be suspended.

With regard to drugs such as cannabis, narcotics, amphetamines, cocaine, hallucinogens or other illicit drugs; any young person who brings such materials onto the College property, function or excursion will have the matter referred to the Principal. The Principal will refer the matter to the police. The young person's enrolment may be placed in jeopardy.

## **SAFETY & SECURITY ISSUES**

Bringing dangerous items onto or being in possession of dangerous items such as knives, fireworks, laser lights etc is prohibited.

Tampering with, breaking safety equipment such as fire alarms and extinguishers puts all residents at risk and is therefore not tolerated.

The College has an aerosol free policy.

## **FIRE SAFETY**

The use of any inflammable items inside the buildings is strictly prohibited. Any young person lighting anything indoors or adjacent to a building will be referred to the Campus Administrator or Principal.

## **SECURITY OF PERSONAL PROPERTY**

Young people are always concerned about the safety of their belongings. Therefore, during the day, the residences are locked. Young people are not able to go back to the boarding residences without the permission of the Campus Administrator or Principal.

It is most important young people report any theft immediately to the Boarding House Parents. It is also important young people are prepared to inform staff if they have a reasonable suspicion that someone has stolen things. All property should be clearly named to ensure there is no doubt as to who is the owner.

Young people often lend things to each other. Occasionally, young people borrow things from each other without permission or they believe it was ok last time so it will be ok again. Sometimes they say “she/he is my family” or “brother, sister, cousin, aunty or friend etc. We discourage borrowing of items. Often an issue comes up when something goes missing, with young people thinking an item has been stolen. In reality, items are most often lent, borrowed, misplaced or simply left lying around.

## **COMMUNICATIONS – COLLEGE TO HOME**

It is very important that young people and staff can always contact families. Please ensure that all emergency contact details are current and correct. New phone numbers are required to enable the College to contact families if there is an incident or emergency.

## **MEDICARE – HEALTHCARE -CENTRELINK CARDS**

For medical reasons, we require a copy of all MediCare or Health Care/Centrelink Cards. The cards are required if a young person needs medical care. In the event of a visit to the doctor the young person, parent or legal guardian are responsible for the cost of any medication required.

## **MEDICATIONS**

In our duty of care ALL prescription or over the counter medications must be handed to the Administration Officer who will organise the dispensing of the medications.

## RELATIONSHIPS

Female/Male friendships sometimes develop in residential environments. We see 'Right Relationships' as healthy and rewarding. However, we also are aware of some issues which make such relationships inappropriate. Our responses to relationships are guided by both the Catholic ethos of the College and by an understanding of what is appropriate for young people still at school. We are particularly alert to:



- Age appropriate relationships
- Displays of affection
- The degree of exclusivity – if young people isolate themselves from the group, have other friends or spend an inappropriate amount of time together
- Inappropriate behaviours, such as being alone together in areas where supervision is made difficult
- Relationships which become too intense and begin to hinder the young people's opportunities and education
- Jealousies amongst other young people or between young people
- Inappropriate contact on College grounds or events

We understand young people do not always see the adult point of view in these matters and they may regard our vigilance as being interfering or particularly unfriendly. However, we have a responsibility to families and to the young people concerned and to the tomes of the College. Young people in relationships often fail to recognise they make others in the community uncomfortable. We would hope the young people would inform their families if they have formed a friendship with another young person. If we feel a strong attachment has been made the College will contact families.

The College reserves the right to judge the appropriateness of any relationship carried on in the College; as well as any actions or activities which result from a relationship. The College will decide a response within the Catholic ethos of the College as well as professional judgement about the appropriateness of any relationship.



## LEAVE

Leave refers to any time a young person leaves the College grounds without being in the company of a staff member for an organised activity.

Parents and guardians may notify the College via phone or in person of permission for their young person to leave the College grounds. The reason for leaving and when the young person is to return should be given. The parent or guardian needs to sign the young person out.

Families are free to visit young people at any time, provided it does not clash with their study times or a school function. Parents and guardians are welcome to take their young people out on any day, or overnight or on weekend leave. The Residential staff should be notified beforehand and it is the responsibility of the parent/guardian to ensure the young person is returned to the College at the agreed time. The College staff will not take young people to their families or pick them up after such visits.

### Leave Procedures

Only family members and friends stated on the young person's 'Visitors List' will be permitted to collect the young person after permission has been granted by the parent/guardian. Parents and guardians can update the Visitors List at any time.

Parents and legal guardians, who have enrolled the young person, may collect their young person at any time. We ask parents/guardians to sign the young person out through the front office, during the day or Senior House Parents after office hours.

**Afternoon Leave**, young people over 16 years can walk to the shops in Cooktown, with written parental permission, after school. This is a privilege for young people who show correct behaviours.

Young people under 16 can only have town leave, even with parental permission, at the discretion of the Senior House Parents and they must be accompanied by a Boarding Supervisor.

**Weekend Leave**, for young people is from Friday after school and they must return by the start of school on Monday.

If students return after the start of school on Monday they will not be permitted to go on weekend leave for the rest of the term.

Young people must apply for this leave on the official leave form, the form must be signed by a parent or legal guardian. The parent or legal guardian are responsible for picking up and bringing the young person back to college. College staff will not organise or transport young people going on leave.

To give young people the best opportunity to succeed in their study commitments we ask parents/legal guardians NOT to take or allow their young person out of classes unless it is unavoidable.

## **MOBILE PHONES**

Young people must not use mobile phones or other electronic equipment in an inappropriate manner eg texting of rude messages, use of bad language or viewing or downloading explicit materials.

Mobile phones are not to be used to bully or harass others.

Videeing or taking photos of others should only be done with their consent.

If a young person lends their phone etc to another young person, the owner is responsible for the content

When a mobile device is used to harass, bully or threaten another person the phone will be confiscated and only returned when the young person goes on leave.

Catholic Education Services – Cairns Diocese and the College have a mobile phone policies which parents and young people are required to sign on enrolment.

## **DAMAGE TO PROPERTY**

Young people are responsible for their possessions and the general College environment, they are also responsible for their own actions. If a young person causes damage to others or College property they will be expected to pay for the repair of the item[s].

When young people notice damage to property it should be reported immediately to either the Residential Staff or the Front Office.

## **BEDROOMS & BATHROOMS**

All young people are expected to keep their areas, including bathrooms and common rooms, tidy at all times.

## **CLOTHING**

Young people must wear enclosed footwear, such as sneakers, in the Dining room and outside. A list of clothing requirements is included in this booklet.

Young people should be respectfully dressed at all times and wear at least thongs on their feet outside of school hours.

## **LAUNDRY**

The residences have laundry facilities for personal washing. Each young person is responsible for their clothing items. Due to Health and Safety concerns young people should not share clothing or other personal items such as makeup, roll-on deodorants, hairbrushes or toothbrushes.

Each week there is a roster for young people to take their bedlinen and towels to the main laundry for changing and washing.

## **POCKET MONEY**

Families are encouraged to supply their young person with a small amount of pocket money for incidental items. An amount of no more than \$20 per week is recommended. Families are discouraged from giving large amounts of money to their young people as this causes security issues.

## Essential Items for young people in Residence

Each young person requires to bring the following items:

- Underwear at least four pairs
- Bras for females at least 2
- Pyjamas
- Thongs and or sandals
- Joggers
- Swimming togs [bathers]
- Coat hangers
- Hat or cap
- Small bag or backpack, for use on outside activities
- Clothes – appropriate to a Catholic College
  - Shorts – no high cuts
  - Shirts – no midriff showing
  - Dresses
  - Skirts
  - Jeans, trousers
  - Jumper or jacket
  - Socks
- Clothing should not have offensive pictures or logos ie marijuana leaves or swearing

Young people should be respectfully dressed at all times and wear at least thongs on their feet outside of school hours.

Other items required:

- 1 pillow
- 1 doona with a doona cover
- Toiletries in a toiletry bag including:
  - Roll-on deodorant
  - Soap
  - Shampoo
  - Conditioner
  - Hair brush
  - Tooth brush and paste
  - Hair bands
  - Hygiene products [for girls]
  - Tissues

Any other personal item required.

Young people are encouraged NOT TO BRING any large or valuable items to the College; if these are brought in they are at YOUR OWN RISK. THE COLLEGE WILL NOT TAKE RESPONSIBILITY FOR DMAGE OR THEFT OF ITEMS.

### ITEMS NOT PERMITTED

The following items are not permitted to be brought to College.

Alcohol	Illicit Substances	Aerosol cans
Knives or weapons	Pornographic materials	MA or MA+ Videos
Energy drinks	Cotton buds	Nail polish & remover
Hair Dye	Laser lights	Over the counter medication eg Panadol
Candles	Oil burners	Chewing gum
Violent Computer Games	Permanent markers	

## RESIDENTIAL ROUTINES

<b>BOARDING STUDENT TIMETABLE - COOKTOWN CAMPUS</b>				
<b>TERM 1 - 2018</b>				
Time	Mon	Tue	Thu	Fri
6:45 - 7:30	Students wake up call - shower, get ready for the day			
8:00 - 8:30	Dining Room open for breakfast			
8:30 - 8:50	Final preparation for the school day (Day students can access breakfast 8:40 - 9:00)			
9:00	Dorms are locked for the day			
9:00 - 1:30	DAY SCHOOL TIMETABLE	DAY SCHOOL TIMETABLE	DAY SCHOOL TIMETABLE	DAY SCHOOL TIMETABLE
1:00 - 1:30	LUNCH	LUNCH	LUNCH	LUNCH
1:30 - 2:30	1:30 Day School ENDS	DAY SCHOOL TIMETABLE	DAY SCHOOL TIMETABLE	1:30 Day School ENDS
1:30 - 2:45	Afternoon Activities			
2:30		DAY school ENDS	DAY school ENDS	
3:00 - 3:15	Afternoon Tea available			
3:15 - 5:30	Afternoon Activities			
5:30 - 5:45	Prepare for Dinner			
6:00 - 6:30	Dinner			
6:30 - 8:30	Evening Activities or quiet time in Common Rooms			
8:30 - 8:50	Phones handed in			
8:50 - 9:00	Last preparations for night			
9:00	LIGHTS OUT			
10:00				LIGHTS OUT



WEDNESDAY	
<b>6:45 - 7:30</b>	Students wake up call - shower, get ready for the day
<b>8:00 - 8:30</b>	Dining Room open for breakfast
<b>8:30 - 8:50</b>	Final preparation for the school day (Day students can access breakfast 8:40 - 9:00)
<b>9:00</b>	Dorms are locked for the day
<b>9:00 - 9:10</b>	CIRCLE UP
<b>9:10 - 12:00</b>	DAY SCHOOL TIMETABLE
<b>12:00 - 12:30</b>	LUNCH
<b>12:00</b>	DAY school ENDS
<b>12:30 - 2:45</b>	Afternoon Activity [Teachers' Preparation & Planning Time]
<b>3:00 – 3:15</b>	AFTERNOON TEA
<b>3:15 - 5:30</b>	Afternoon Activities
<b>5:30 - 5:45</b>	Prepare for Dinner
<b>6:00 – 6:30</b>	Dinner
<b>6:15 - 8:30</b>	Evening Activities or quiet time in Common Rooms
<b>8:30 - 8:50</b>	Phones handed in
<b>8:50 - 9:00</b>	Last preparations for night
<b>9:00</b>	LIGHTS OUT

Time	Saturday	Sunday
9:00 - 10:30	Wake up and prepare for the day, breakfast available in Common Rooms	
9:00 - 12:00	Organised activities	
12:00 - 12:30	LUNCH	
12:30 - 5:00	Organised activities	
6:00 - 6:30	Dinner	
6:30 - 8:50	Common Room - quiet time	
8:50 - 9:00	Phones handed in, preparations for night	
9:00		LIGHTS OUT
10:00	LIGHTS OUT	

## CONTACT DETAILS

### PRINCIPAL

Erica Prosser  
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### BOARDING PARENTS

#### GIRLS

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Lana Flinders

### BUSINESS MANAGER

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### BOARDING PARENTS

#### BOYS

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Lyman Flinders

## **FREQUENTLY ASKED QUESTIONS**

What do to if .....

We appreciate it is often difficult to know what to do in circumstances when young people are away from home and have concerns or are experiencing difficulties. The following is designed to give families a guide as to how to handle difficulties which may arise with young people.

### **THE YOUNG PERSON IS SUFFERING BADLY FROM HOMESICKNESS**

Phone the College and let the Senior House Parents know. Be understanding and supportive but also, firm in keeping your contact with the young person to a minimum level. Their difficulty is in making a break from you, home and what is happening with family. The young person's fear is often the Fear Of Missing Out and this will not be resolved by constant contact and discussion about what the young person's family and friends have been doing and the young person has been missing out on while they are away at College.

### **YOU ARE CONCERNED ABOUT SCHOOL WORK**

- Phone the individual teacher, if known
- Phone the College and speak with the Campus Administrator or Principal
- Arrange to meet the teachers, when you come to Cooktown

### **YOU ARE TOLD STORIES ABOUT THINGS AT SCHOOL WHICH YOU DO NOT LIKE OR DO NOT UNDERSTAND**

- Contact the Residential staff as they work with the young people on a regular basis. They often have a lot of information and are in the best position to let you know what is happening.
- Phone the Campus Administrator or Principal. Whether the story is true or not they will want to know about it.
- You need to be reassured that things are ok or that the issues is being followed up and something is being done.

### **YOU ARE COMING TO COOKTOWN UNEXPECTEDLY AND YOU WANT TO TAKE YOUR YOUNG PERSON OUT**

- Contact your young person and ask them to let the Residential staff know. Sign them out when you arrive.

### **YOUR YOUNG PERSON WANTS TO LEAVE COLLEGE TO VISIT SOMEONE**

- Phone and speak with the Senior House Parent.
- Phone and speak with the Campus Administrator or Principal and discuss the options available.

### **THERE IS A DEATH, SERIOUS ILLNESS OR CRISIS IN THE FAMILY**

Phone and speak with the Campus Administrator or Principal. It is important someone in the College communicates the issue to the young person. There are too many risks in the young person finding out either accidentally or while they are alone.

If you want to tell the young person on the phone, they should be with an adult in a private location. This gives them the opportunity to talk with someone they know. We strongly recommend you allow us to tell your young person and then you speak with them.

Your first contact for all matters should be the Residential staff and for very serious matters contact the Principal.