



Saint Ignatius' College  
Riverview

# Boarding Student Handbook



Saint Ignace's College Riverview acknowledges the Cammeraigal people who are the Traditional Custodians of this land upon which we are privileged to live and educate. We pay our respects to the Elders past and present and extend that respect to all First Nations people who dwell on this land.

First Nations people are respectfully advised that this publication may contain words, names and images of people who have passed away.





FR TOM RENSHAW SJ,  
RECTOR



MR MARK TANNOCK,  
PRINCIPAL

# Welcome to Saint Ignatius' College Riverview

We are delighted to welcome our new boarders to the College this year and trust the young men will enjoy their experience at one of Australia's finest boarding schools. We also welcome back our returning boarders, who are now one year older and more knowledgeable. These young men will act as mentors and assist the new boarders as they settle into their new home.

The Boarding community is very strong at Riverview with a diligent boarding supervisory team and a host of other staff who are integral to the lives of our boarders.

The purpose of this handbook is to provide important information for boarding at the College, and it is specific to the lives of the College's boarders. It also provides parents with guidelines for, and our expectations of, your sons during their time with us.

The information contained within the following pages is certain to assist you when making arrangements prior to your son embarking on his boarding journey at the College.

On behalf of the Boarding House staff, we warmly welcome you and your son/s to a new school year at Saint Ignatius' College Riverview.

FR TOM RENSHAW SJ  
RECTOR

MR MARK TANNOCK  
PRINCIPAL

*“ Our aim is to develop young men of competence, conscience, compassion and commitment, striving always for excellence in all they do. ”*



# Contents

9	Welcome from the Director of Boarding
10	Our Boarding Mission and Values
13	Boarding History
14	Induction of Boarders
15	Boarding House Structure
17	Boarding Community
18	Boarding House Staff Roles and Responsibilities
21	Boarding Student Leadership
22	Communication
27	Boarder Care and Supervision
28	Medical Care of Boarders
35	Counsellors
37	Pastoral Care of Boarders
41	Academic Development of Boarders
47	Wellbeing & Recreation for Boarders
48	Leave
45	In the Boarding House
61	Transport
65	Parents and Guardians
69	Boarding House Facilities
70	2026 Calendar
72	Daily Routines
75	Boarders Wardrobe
79	Frequently Asked Questions – Boarders
82	Frequently Asked Questions – Parents
85	Contact Lists



*“... the Boarding community remains central to the heart and soul of the College.”*

# Welcome from the Director of Boarding

In 1880, Saint Ignatius' College Riverview was founded as a boarding school under the care of the Society of Jesus. While day students were officially admitted from 1923, the Boarding community remains central to the heart and soul of the College.

Comprising a special mix of students from around the globe and across the country, including a strong contingent of rural and regional families, the Boarding community at Riverview is unlike any other. The humour, generosity of spirit and unique perspective of these boys bring something special to Riverview, enriching what could simply have been just another Sydney private school.

As the Director of Boarding, it is vital for me that each member of the community feels safe, secure, happy and valued in an environment that is as much like a home away from home as possible. For our boarders, I believe that the classroom is not the only place where learning happens; after hours in the boarding house, life's lessons are taught and lifelong friendships are developed. It is a privilege for me to witness the boys grow and mature in the Boarding House into “men for and with others”.

While the College has provided all the amenities and furnishings to make the Boarding House a home, it is the people who make this community truly special. What the boys receive here is not just a bed in a school, it's a place in the world.

MR ANTHONY BEGG

# Our Boarding Mission and Values

## Our mission

Saint Ignatius' College Riverview is a Catholic day and boarding school run by the Society of Jesus. As such, the College is grounded in and informed by the values inherent in Ignatian education.

Our mission is to provide a well-rounded education for young men that inspires them to a lifelong development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and courage.

At Saint Ignatius' College Riverview, teachers and administrators – both Jesuit and lay – are more than just academic guides. They are involved in the lives of the students, taking a personal interest in their intellectual, affective, moral and spiritual development, helping each one to develop a sense of self-worth and to become a responsible individual within the community.

## Our motto

*Quantum Potes Tantum Aude -*

As much as you can do, so much dare to do.

The College motto may be translated to 'dare to do, as much as you can' or to 'strive your hardest'. It encapsulates themes central to Jesuit teaching, stressing the traditions of the College and the qualities expected of every student who passes through our doors.

## Our values

- / Conscience
- / Competence
- / Compassion
- / Commitment

“*The boarders bring life and a special sense of spirit to the campus.*”



## Boarding History

Since its foundation in 1880, Saint Ignatius' College Riverview has been under the care of the Society of Jesus. Archbishop Vaughan initiated the request for a boarding school on the North Shore, and Father Joseph Dalton purchased the College estate on behalf of the Society of Jesus in 1878.

The College opened in February 1880, with Fr Joseph Dalton as the foundation Rector and classes being held in Riverview Cottage, formerly located around the Dalton Quad. By the end of the year, St Michael's House was built to accommodate the growing number of students.

The main building of the College was constructed in three stages between 1885-1930, with the foundation stone laid by Cardinal Moran, Archbishop of Sydney, on 15 December 1885. While the College remained largely a boarding school, day students were officially admitted in 1923, and up until the 1960s, they were relatively small in number.

To this day, the boarding community remains at the heart of the school. The boarders bring life and a special spirit to the campus. For almost 20% of our students, this is not just a school, this is a second home. This special mix of students from our country regions, First Nations and refugee communities and families in Sydney and around the globe, bring a richness to the lives of all students and staff at the College.

Boarding is a vital part of the Ignatian tradition, providing high quality education for boys with geographic, economic or personal challenges. As much as the boarders provide a new life dimension for city boys, they in turn gain exposure to city life and a wider world.

In keeping with the school's *cura personalis* ethos, the focus on a vibrant boarding community is important to the entire College.

# Induction of Boarders

Prior to moving in, boarders will have been provided with opportunities to visit and become familiar with their new home. This includes an extensive tour of the campus and boarding facilities at the time of their application, as well as the orientation program prior to the start of the school term.

Boarder sleepover nights are held for new Year 7 boarding students in Term 4 of the year prior to their commencement, which provide an ideal opportunity to become familiar with the boarding environment.

The school has a series of induction processes for new boarders. These include:

- / Director of Boarding welcome
- / Boarding House and day school tour
- / Allocation of a 'buddy' within the Boarding House to assist with settling into Boarding life
- / Boarding House Orientation session, including an overview of Boarding policies and procedures, the Boarding House Daily Routine and the Student Code of Conduct
- / Allocation of a personal locker in the day school
- / IT orientation session
- / Information on mail arrangements, REACH login, emergency contact numbers, medical facilities, leave arrangements and public transport options
- / Encouragement to ask questions in order to seek assistance and clarification from relevant staff
- / Saint Ignatius' College Riverview provides boarders and their parents/ carers with our service objectives as well as all relevant policies, procedures and documentation at induction. This is achieved through:
  - / Access to the College intranet InsideView
  - / Email
  - / Boarding House meetings
  - / Boarding newsletters

# Boarding House Structure

Boarding at Saint Ignatius' College Riverview consists of three separate Boarding Houses:

**Charles Fraser House:**  
Year 6, Year 7, and Year 8

**St John's House:**  
Year 9 and Year 10

**Kevin Fagan House:**  
Year 11 and Year 12

In acknowledgement of the College's boarding tradition, each Boarding House has been named after significant figures in the history of the College.

**Charles Fraser House** is named after the legendary Jesuit who spent much of his long life here at the College, both as a student and teacher. This Boarding House is situated on Regis Campus, where boarders in Years 6 to 8 have their own cubicle within mini-dormitories comprising eight students.

**St John's House** is dedicated to Saint John Francis Regis SJ, a French Jesuit from the early part of the 17th century who was considered an inspirational teacher of children. Boarders in this House sleep in either a single room or

a shared room of four, with boarders changing room allocations each term.

**Kevin Fagan House**, for our senior boarders, is named after an eminent Old Boy from the 1920s who was a war hero on the Thai-Burma railway. Kevin Fagan was a famous surgeon, and his life exemplified the 'men for others' philosophy which is strongly encouraged in our boarders. Boys in Year 11 share rooms, while Year 12 boarders have single rooms.

With a vibrant community of students from NSW, other states and territories of Australia and overseas, boarding is central to the Saint Ignatius' College Riverview community. The mix of students brings together young people from very different backgrounds for a shared experience and develops a sense of camaraderie that is difficult to match in any other setting.



# Boarding Community

The College Boarding community creates the warmth of a home away from home, providing pastoral care and support to boarding students.

Moving into the Boarding House is an exciting time for a boarder, but also one filled with emotions and mixed feelings as they prepare to leave home and their old school, become more independent, make new decisions, potentially share a room with someone they've possibly not met before, learn the names of their new 'brothers', meet new teachers, and learn a whole new routine at a brand new school.

Parents, please provide a sympathetic ear for your son when he rings home, and help put any concerns in context. Remind him of the reasons your family chose boarding and the opportunities that will open up for him. Staff and fellow boarders will also assist your son greatly as he adjusts to his life in the residential College.

Boarders, please be aware that homesickness affects almost all boarders in the initial stages, and you are not alone. Other boarders are helpful to talk to, and homesick boarders will find that their peers provide wonderful support. Boarding Prefects, Boarding staff and the College's Wellbeing team can offer further assistance.

# Boarding House Staff Roles & Responsibilities

## Director of Boarding

**Mr Anthony Begg**

The Director of Boarding holds responsibility for the operation of the Boarding community within the College.

## Assistant Director of Boarding and Head of Year 12 Division

**Mr Brett Benkenstein**

The Assistant Director of Boarding supports and acts in the absence of the Director of Boarding and leads the Year 12 Division.

## Assistant to the Director of Boarding

**Mrs Penny Kelly**

The Assistant to the Director of Boarding provides administrative support to the Director of Boarding and supports the boarding community in the day-to-day care of the boarders and their families.

## Heads of Division

The Heads of Division are members of the Boarding Team and participates in the effective management of the students in their Boarding House. The Head of Division works closely with the day school Heads of House to ensure seamless academic and pastoral care for all students.

## Boarding Supervisors

Boarding Supervisors are responsible for supervising and monitoring the welfare of the students during assigned rostered periods of duty.

## On-call overnight duty

The On-Call Overnight Duty role ensures boarders' safety and wellbeing after duty staff finish their shift. The nominated staff member acts on behalf of the Head of Division, remaining available overnight to respond to student needs, supervise houses, manage incidents, and support emergency procedures, ensuring consistent care and supervision throughout the night.

## Duty of Care

Saint Ignatius' College Riverview, the Principal and staff share a responsibility to take care of all students whilst they are involved in College activities, present for the purposes of a College activity, or residing in the College Boarding Houses.

The College recognises that because boarders are under the College's care 24 hours a day, special consideration is to be given regarding the safety and protection of boarders. The College is committed to the safety, care and supervision of all boarders. All staff engaged in the Boarding Houses must hold a current Working with Children Check and are required to pass background checks.

The College's commitment to protecting boarders from harm is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect all children from injury, harm, abuse and grooming at Saint Ignatius' College Riverview and in our Boarding Houses:

- / All students have the right to be safe.
- / The welfare and best interests of the student are paramount.
- / The views of the student and a student's privacy must be respected.
- / Clear expectations for appropriate student boarder behaviour are established.

- / The safety of students is dependent upon the existence of a student safe culture.
- / Student safety awareness is promoted and openly discussed within our College community.
- / Student safety and protection is everyone's responsibility.
- / Student protection training is mandatory for all Boarding Staff and volunteers.
- / Procedures for responding to alleged or suspected incidents of student abuse and grooming are simple and accessible for all members of the Saint Ignatius' College Boarding House community.
- / Boarders with particular needs have the right to special care and support, including First Nations boarders and boarders from isolated country areas or overseas.
- / Boarders who have any kind of disability have the right to special care and support.



# Boarding Student Leadership

All students have the capacity to lead and are expected to act as leaders at Saint Ignatius' College Riverview. Students are appointed each year to formal leadership positions in the College:

- / College Captain
- / College Vice-Captains: Day student and Boarder
- / Prefects
- / Proctors and Sacristan (Boarding Prefects)
- / House Captains (one per House)
- / House Vice-Captains (two per House)

## Boarders' Captain

Each year, the student body elects a Boarding Captain who is also a College Vice-Captain. The role of the Boarding Captain includes:

- / Leading students in the College community
- / Setting a good example to all students in behaviour and dress
- / Building unity between the staff and young men within the Boarding community
- / Liaising and meeting on a regular basis with the Director of Boarding
- / Attending functions as a representative of the Boarding community when required

# Communication

Communication is one of the most important priorities for boarders and their families. We have included some ideas and suggestions for making communication easy with your child and encouraging optimum communication between the home and school. Useful phone numbers have also been listed at the back of this handbook.

## Emergency

In cases of emergency, contact your child through their relevant Head of Division.

## Mobile phones

Mobile phones are permitted but are not to be accessed during study or after lights out. Boarders in Years 7 - 10 are encouraged not to make or receive phone calls after 8.30pm and Senior boarders are encouraged not to make or receive phone calls after 9.30pm. These restrictions do not apply in emergency situations.

## Email

All students are provided with a personal school email address. Email is the least disruptive means of maintaining communication with boarders.

## Mail

Parents can keep in touch by post and all boys look forward to the arrival of mail. Mail must be clearly labelled with the student's name, year level and their division.

The correct address for family to send mail through Australia Post to someone in the Boarding community is as follows:

**Student Name**  
**Year Level (eg. Year 7) Boarding Division**  
**Saint Ignatius' College Riverview**  
**Locked Bag 3005, LANE COVE NSW 1595**  
or  
**115 Tambourine Bay Road,**  
**RIVERVIEW, NSW 2066**



Note: Please ensure that the schooling year is clearly marked as this helps with internal mail delivery. If the year is not marked, it may cause the item to be delayed.

## Communication with Boarding staff

Parents' and carers' first point of contact with the Boarding House is generally the Head of Division. If you have any concerns about your child's progress or wish to talk about anything, please let us know. Please do not feel that any problem is too small and do not allow anything to become a serious problem on your part before contacting us.

## Communication with the day school

If you have a question for your son's Head of House, please contact them directly. For general enquiries or to contact your child's teachers or other staff members, please contact Reception on +61 9882 8222 between 8.00am to 4.00pm, Monday to Friday.

Additionally, boarders in Year 6 can contact the Director of Regis campus through reception on +61 9882 8222 between 8.00am to 4.00pm, Monday to Friday.

## Riverview App

The College App is one of our primary communication channels for parents, sending timely push notifications and providing easy access to timetables,

schedules, co-curricular activities, P&F events, student absence lodgement and more. With important information being shared through the App, it is essential for parents to download it by searching 'Saint Ignatius College Riverview' and logging in with your chosen authentication platform.

## InsideView (intranet)

InsideView is the College's intranet portal, with information updated on a regular basis. Log in details are provided prior to commencement. [www.insideview.riverview.nsw.edu.au/](http://www.insideview.riverview.nsw.edu.au/)

## Viewpoint

Viewpoint is the College's weekly newsletter. It is published each Friday afternoon during the term. Viewpoint is essential reading, providing information on recent events within the College Community. Current and back editions may be accessed via the App or click [HERE](#). For any access issues, please contact [ICTAdmin@riverview.nsw.edu.au](mailto:ICTAdmin@riverview.nsw.edu.au)

## Ignatian magazine

The *Ignatian* magazine is published annually in November and contains items of current, general and historical interest as well as news from our alumni. Digital versions are accessible [HERE](#).

## Our Alma Mater

The College yearbook captures the activities that have taken place across the year including prize giving records. Digital editions are available [HERE](#) on InsideView, with hard copies available for pre-purchase through the order form or from Licona. Each Year 12 graduate is gifted a copy after their final year.

## Social media

Connect with the College on social media for regular news and updates.

**Instagram:** /sicriverview

**Facebook:** SaintIgnatiusCollegeRiverview

**LinkedIn:** Saint Ignatius College Riverview

## Suggestions & feedback

We welcome contributions from boarders and their parents through:

- / Boarder Parents' Association meetings at the start of each term
- / Student feedback surveys
- / Boarding staff 'open door' policy regarding boarder feedback



# Boarder Care and Supervision

The College's Boarding supervision program is committed to the following practices:

- / 24-hour, seven days per week supervision for boarders during the school term, aligned with the day school schedule.
- / Supervising Boarding staff are allocated to all areas of the Boarding precinct where boarders are present, and proactively monitor boarder activities and provide assistance to boarders.
- / Supervision duties include the period before boarders wake up and past evening 'lights out'.
- / The Boarding Leadership Team and rostered supervising Boarding staff are present and available to boarders overnight. Supervising Boarding staff regularly inspect all areas for potential safety hazards, maintenance and cleanliness and ensure doors are locked when boarders leave for dinner, class and at other appropriate times.
- / Boarders must seek permission to go on leave through their Head of Division and sign out on REACH. All overnight leave must be approved by parents.
- / First aid facilities are readily available at all times.
- / Injuries and near-misses are recorded and reported to the Director of Boarding and the Heads of Division, with gathered data used to improve processes and facilities.

# Medical Care of Boarders

The Health Centre at Saint Ignatius' College Riverview is nationally recognised as one of the most modern school health centres operating today. Each school year, the Health Centre staff perform in excess of 10,000 consultations. Our practice and procedures are reviewed annually in order to maintain the highest standards of treatment, and the knowledge and application of the latest medical trends is maintained as a result of our close liaison with various professional medical bodies.

## The mission of the Health Centre is to:

- / Provide a professional, supportive and safe environment for students and staff at the College to receive treatment and care;
- / Promote happy, healthy and positive behaviour with regard to social, emotional and physical health and wellbeing; and
- / Work in partnership with students and their families through open and honest relationships, while maintaining confidentiality.

The Health Centre is staffed by Registered Nurses and is available to students and staff 24 hours a day during term time to provide:

- / Primary health care to students
- / First aid for the school community
- / Health promotions
- / Referrals to allied health professionals

## Health Centre facilities include:

- / 17 beds with a bedside nurse call system
- / Wheelchair facilities
- / Physiotherapy equipment
- / Plastering facilities
- / Suturing equipment
- / Glucometer
- / Defibrillator
- / Oxygen resuscitation equipment
- / Equipment for monitoring vital signs

## Medical information

Parents and carers are required to provide complete and accurate medical information for their son through the online medical form, and must update these details whenever changes occur

throughout the year. This information ensures that the Health Centre has the most current and comprehensive understanding of each Boarder's health needs, enabling staff to provide safe, appropriate, and timely care.

Accurate medical information is essential for managing medication, responding to illness or injury, supporting students with disabilities or ongoing conditions, and coordinating any specialist or emergency care.

All medical information is stored securely and accessed only by authorised staff and related medical professionals for the purposes of providing effective duty of care.

## Medication

In accordance with the College's Administration of Medication Policy, all medication, including pain relief, antibiotics, cough mixtures, herbal or traditional medicines, and prescription medications, must be clearly labelled, kept in original packaging, and handed directly to the nursing staff at the Health Centre. Medication must not be stored in the Boarding Houses under any circumstances.

Reasonable exceptions may apply for essential emergency or overnight medications such as asthma inhalers, EpiPens, diabetic medication, or other items approved at the discretion of the Registered Nurse. These medications must still be registered each year with both the Health Centre and the student's Head of Division.

These procedures ensure that all medications are stored securely, either in a locked refrigerator or a locked medication cabinet and remain inaccessible to other students. This system also ensures that the correct student receives the correct medication as prescribed, safeguarding the health and wellbeing of all boarders.

The Health Centre maintains a basic supply of common over-the-counter medications (such as paracetamol, ibuprofen, and antihistamines). If a boarder requires regular or ongoing medication not held on site, it will be sourced through a pharmacy and charged to the student's account.

Parental consent for administering medication is provided through the online medical information form, which authorises the Health Centre staff to dispense both prescribed and appropriate non-prescribed medications to boarders. charged to the student's account.

## Illness

Boarders who become unwell and are unable to attend school will be cared for in the Health Centre under the supervision of Registered Nurses. Parents and carers will be kept informed of their son's condition throughout his stay. If a boarder is too unwell to return to the Boarding House, he will remain in the Health Centre overnight, where appropriate monitoring and care will be provided. If clinically indicated, the Health Centre may arrange a medical appointment for the boarder, and emergency services will be contacted immediately if required.

## What to do if your child is unwell

Boarders who are unwell or require medical advice must notify their Head of Division or the Supervisor on Duty. Staff will arrange for the student to attend the Health Centre for assessment and treatment. If a boarder becomes unwell during the school day, they are to present directly to the Health Centre, where their attendance will be recorded through Synergetic.

If a boarder becomes unwell overnight, they must contact the overnight duty staff member. Depending on the circumstances, the Health Centre may collect the student, or the Duty Supervisor may transport the boarder to the Health Centre.

Whenever a boarder is admitted to the Health Centre, Parents will be contacted and updated on their son's condition. There is no limit to how long a Boarder may remain in the Health Centre; however, if it becomes evident that a boarder requires a prolonged period away from school or the Boarding House due to illness, parents or guardians may be asked to collect their son until he is well enough to return.

If a boarder is diagnosed with an infectious or communicable disease, the student will either be placed in an isolated room with a private bathroom within the Health Centre under the care of a Registered Nurse, or sent home to be in the care of parents or carers. Boarders must not return to the Boarding House or the College until medical clearance has been provided.

## Specialist services

As well as access to staff at the Health Centre, a boarder or their family can request appointments with specialists, including dentists, physiotherapists, dietitians, psychologists, and psychiatrists.

Boarders seeking medical attention should first attend the Health Centre for assessment of their needs. Should the Health Centre or the visiting GP recommend additional services from an external qualified professional, this will be discussed with parents/guardians prior to an appointment being made.

### / **General Practitioner (GP)**

Currently, the College doctor attends the clinic Monday to Friday at lunchtimes and nursing staff are in constant liaison with our supporting medical practice. Doctors are available to attend the Health Centre 24 hours, seven days a week, should the Registered Nurse on duty determine this to be necessary.

### / **Physiotherapist**

Treatment clinics take place on Mondays and Thursdays after school. Students will be charged a discounted fee and parents must consent to the consultation prior to treatment. Every Saturday during winter sport, pre-match taping is available at no charge. For this service, students are required to supply their own tape, which may be purchased from Licona Uniform Shop at a reduced rate.



- ✓ **Dentist and Orthodontist**  
Dental services are available through dental practices in Lane Cove, and orthodontic practices in Lane Cove and Chatswood. Parents must consent to treatment prior to consultation.
- ✓ **Pharmacy requirements**  
Pharmacy requirements are available through the Health Centre. Items ordered before 3.00pm are delivered at 5.00pm the same day and included on the student's College account.
- ✓ **Counselling**  
College counsellors are available to students by referral from the student themselves, Heads of Division or Heads of House.

## Specialist care

- ✓ **Disability and Additional Needs Care**  
The Health Centre provides tailored care and support for Boarders with disabilities or additional needs, ensuring they have full access to College life in a safe and inclusive environment. Registered Nurses work in partnership with families, Heads of House, Heads of Division, and relevant external professionals to understand each student's individual requirements and implement appropriate health, medical, and daily-living supports.
- ✓ **Asthma management** is based on current treatment, peak flow guidelines, and symptoms specific to each student. Asthma education is available on parental request. The Health Centre is

happy to organise individual asthma education sessions on request.

- ✓ **Special dietary needs** can be catered for by our Catering Supervisor, who is extremely supportive of any requests from the Health Centre.
- ✓ **The Rehabilitation Assistance Program** is designed to aid those students who, through injury or chronic illness, have difficulty coping with a full school day, and is co-ordinated through the student's Head of House and Head of Division. A bed will be made available for the student's intermittent use during school hours, and boys in this program are reviewed weekly by nursing staff. In special circumstances, exams may also be taken in the Health Centre.

## Concussions

Concussion management at the Health Centre is in accordance with the [Australian Concussion Guidelines for Youth and Community Sport](#). Additionally, we refer to the multidisciplinary Royal North Shore Concussion Clinic. Further information can be found [here](#).

## Private appointments and transport

Parents are responsible for booking all private medical appointments, which should be scheduled outside school hours wherever possible. If an appointment must take place during the school day, parents are required to enter the leave request in both the College App and Reach, and students must sign in and out at the Student Office. For appointments outside school hours, leave details are to be recorded in Reach only.

Transport to external appointments may be arranged by taxi, and students may travel unaccompanied with parental consent. The associated costs will be charged to the student's account, with taxis organised by Boarding administration. Parents should liaise with their Head of Division regarding the timing and transport arrangements for all appointments. Junior Division boarders will be accompanied if a parent or relative is not available.

## Vaccinations

Vaccinations are offered through the Health Centre for school-based immunisation programs. NSW Health offers diphtheria, tetanus, and pertussis (Whooping Cough) vaccinations; HPV (Human Papilloma Virus) and meningococcal vaccinations for students. Vaccinations for overseas travel can also be arranged through the Health Centre with a travel itinerary and written parental consent. Information on the school vaccination program can be found [here](#).

## Health centre contacts

**Phone:** +61 2 9882 8262

**Mobile Phone:** +61 418 405 629

**Patient Phone:** +61 2 9882 8468

**All nursing staff:**

[healthcentre@riverview.nsw.edu.au](mailto:healthcentre@riverview.nsw.edu.au)

**Health Centre Coordinator:**

Mrs Leanne Neal OAM



# School Counsellors

The College counsellors are a team of qualified mental health professionals (psychologists, psychotherapists, social workers) who work collaboratively with other members of the Riverview pastoral care system to support our students, their families and the Riverview community. They provide specialised assistance with regards to individual counselling, liaison and case management, referrals to external professionals and agencies as well as support and resources for parents.

Our Counselling team also provides training for staff and parents on a range of topics including Mental Health First Aid.

## **Appointments can be made by:**

**Students:** We know that living away from home can be challenging. If students have something on their mind and want the chance to talk about this in a safe and non-judgmental space, they may talk with parents, their Head of House or Head of Division to arrange an appointment with the Counselling team. Students can also walk into the Student & Wellbeing Centre or email the Head of Psychological Services, Laura-Kate Dassos, at [ldassos@riverview.nsw.edu.au](mailto:ldassos@riverview.nsw.edu.au).

**Parents:** If parents have any questions, would like resources or information, or wish to arrange an appointment for their son, please email the Counselling team at [CounsellingServices@riverview.nsw.edu.au](mailto:CounsellingServices@riverview.nsw.edu.au).



“Pastoral care of our boarding students is crucial within our Boarding community.”

## Pastoral Care of Boarders

The ideals of the House System stem from our Jesuit tradition of *cura personalis*: 'individual care and concern for each person'. We understand that the young men at Saint Ignatius' College Riverview have not yet reached full maturity and the College aims to help them grow in the developmental stages of intellectual, affective, and spiritual growth. Thus, the school curriculum is centred on the person rather than on the material to be covered.

Teachers and staff members are ready to spend time with students, listen to their cares and concerns about life, share their joys and sorrows, and help them with personal growth and interpersonal relationships. In these and other ways, the adult members of the educational community guide students in their development of a set of values leading to life decisions that go beyond 'self' to include a concern for the needs of others. Staff strive to live in ways that offer an example to the students and are willing to share their own life experiences.

The pastoral care of our boarding students is crucial within our Boarding community. For all our boarders, pastoral care involves the development of the intellectual, physical, spiritual, social and emotional aspects of each student. A formal, age-specific pastoral care program is run in each Boarding Division.

The Boarding Leadership Team has primary responsibility as carers of the boarders. However, through the College-wide House structure, each boarder also has a team of teachers involved in their pastoral care. The Heads of Boarding and the Heads of House work closely to ensure that pastoral care between Boarding and day school is seamless.

The Deputy Principal of Students works closely with the Heads of Division and the Heads of Houses to develop and implement our holistic wellbeing programs. Pastoral care is the responsibility of every staff member in the College.



CAMPION



CHESHIRE



CHISHOLM



CLAVER



DALTON



FERNANDO



GONZAGA



MACKILLOP



MORE



OWEN



RICCI



ROMERO



SMITH



SOUTHWELL



TERESA



XAVIER

## Deputy Principal of Students

The Deputy Principal of Students is responsible for the programs and routines of all students, including boarders in the College. The Deputy Principal works with all staff to promote the wellbeing of the young men in their care.

## Head of House

The Head of House works with Heads of Division, Mentors and Teachers to ensure each student is flourishing academically and in other aspects of his life. They are the first point of contact in communication between home and the day school.

## Social & emotional development

The College aims to provide boarders with the opportunity to gain greater social and emotional awareness and to practise interpersonal skills as they learn and grow. This includes developing the following competencies and skills through participation in communal boarding life:

- / Self-awareness
- / Self-management
- / Empathy and social awareness
- / Relationship skills
- / Responsible decision-making

## Pastoral Care program

Each year, our boarding students participate in a structured pastoral care program designed to support their personal growth and wellbeing. These programs are carefully tailored to address age-appropriate topics relevant to the developmental stage of each year group. This intentional approach ensures that students receive guidance and support that is both meaningful and practical, helping them to develop the skills and values needed to thrive both within the boarding community and beyond.

## Boarders with particular needs

The College is committed to providing for the particular needs of the boarders in our care. This includes having policies and procedures relating to:

- / The induction and care of boarders from overseas, First Nations communities and isolated country areas;
- / The provision of access and care for boarders with disabilities; and
- / Providing support for boarders with specific educational needs.



*“Students are encouraged to become reflective, self-directed learners.”*

# Academic Development of Boarders

When the young men first arrive at Saint Ignatius' College Riverview, they may find differences in their classes in some areas. This is not uncommon, because schools have varying standards and approaches, and students may have also covered work in a different sequence to the College curriculum.

Some new boarders may find the academic standard here higher than they have experienced before. Teachers are understanding of this and will provide extra help. Boarders should never hesitate to ask for help, whether in the Boarding House or the day school, staff will help find the person who can best assist with any query.

## Study

Homework, or Study (set times to pursue study activities), is an important element of the daily routine for boarders. The aim is to provide an environment that allows each boarder to work unhindered and uninterrupted, but with support when required. Study times are graded for each year group. It is expected that boarders will develop positive study habits, complementing supervised study with independent learning. During Study, boarders have access to computers for research and the completion of assignments. Boarders are supervised by the staff and tutors on duty.

Guidelines around Study ensure that this time is used most effectively for each boarder. Each young man is expected to work quietly and independently, completing set work and using the remainder of the time for reading, preparation and revision. Phone calls to parents should be made before or after study time.

Heads of Division will monitor the frequency of weekday outings and discuss with boarders and their parents if they feel any student is falling behind in his work or not settling to a steady study routine.

Through the engagement of boarders in this way, students are encouraged to become reflective, self-directed learners who accept personal responsibility for their academic participation and progress.

Many boarders find that the boarding routine helps them to cope well with their work and offers greater opportunity to study with others. However, there are some students who may find themselves distracted and find it harder to focus without parental supervision. Boarding is neither the cure nor cause for all academic issues, but we strive to provide opportunities for all boarders to achieve their personal best. We understand that every student has individual needs, and we aim to provide assistance in planning and motivation, as well as encouraging the attendance of tutoring sessions offered by various academic faculties where needed.

## Tutoring

**Private:** Boarders may access private tutoring in the College Library from Monday to Thursday, 3:30pm–6:00pm, under staff supervision. Any tutor—whether onsite or online—must be fully accredited and hold a valid Working with Children Check. Families are responsible for sourcing and funding their own private tutor, as the College cannot recommend, endorse, or share contact details for external tutors, including former students. Current Riverview teachers are not permitted to tutor students privately.

A formal application to arrange private tutoring can be made by contacting the Assistant to the Director of Boarding.

**Resident Tutors:** Our Resident Tutors are a mix of teachers, university students, and members of the workforce who all have abilities useful for assisting boarders' study. This may come in the form of direct tutoring on a subject, help with planning and organisation, or advice on study habits. Boarders simply need to ask for help.

**Riverview Academy:** Riverview Academy is a cost-free after-school academic tuition and study support service available to all Senior School students — both day boys and boarders. This program will operate from 3:30pm to 6:00pm, Monday to Thursday during term time in the Christopher Brennan Library (CBL). The program is designed specifically to broaden access to tailored academic support that addresses the full range of academic needs — from gifted and talented, to those seeking foundation support and consolidation.

Riverview Academy is staffed with multiple tutors who are recent alumni that have achieved high levels of academic success and demonstrated a genuine enthusiasm for mentoring younger students. Collaborating closely with our Heads of Faculty, these Old Boys will provide relatable, high-quality academic guidance, ensuring that every student can find the support that aligns with their individual needs.



**Faculty Tutorials:** Most faculties run faculty-based tutorials before and after school. Students are encouraged to attend these regularly to access personalised help in these subject areas. Students should also approach subject teachers for additional help, which can take place during breaks and before or after school. A list of department-run tutorials is available on InsideView. <https://insideview.riverview.nsw.edu.au/curriculum/tutorial-information>

## Academic equipment

Each student receives an Academic Equipment list in Term 4 for the following year; new students receive this information from the Admissions team.

Parents, please ensure students have:

- / a selection of pens, highlighters, pencils, ruler, and a suitable calculator\*
- / a notebook or folder for each subject
- / stationery packs can be ordered each year through Licona and the textbooks are ordered through campion.com.au.

\* *Calculators must meet NESA specifications*

## Use of devices

College ICT resources and associated internet access have been established for the educational benefit of students. Students are responsible for taking care of College-issued equipment in accordance with the College guidelines, including reporting loss or damages to the ICT department. Usage must be consistent with the values of the College, which include but are not limited to: not using or transmitting any material in violation of any Australian regulations, not being involved in any communication (sent or received) that indicates or suggests pornography, sexting, unethical or illegal solicitation, racism, sexism, bullying or inappropriate language.

The College will monitor and filter access to these services as it sees fit and pass on records to law enforcement agencies when required. The College recognises the growing need for the use of personal electronic devices for academic purposes, however, students must understand that connection of such devices to the College network means that their use must fall in line with this policy.

Computers can be used during Study (the set time in the evening where homework is to be completed) when necessary. Although students have access to the College wi-fi network, certain applications and websites are blocked. These include inappropriate websites, at all times, and the restriction of access to social media during Prep time. Private desktop computers, TVs, and gaming consoles are not permitted for any boarders.

## Exam periods

Years 11 and 12 will be provided with supervised access to the Boarding House during examination periods. These occur for the Preliminary examinations at the end of Term 3 in Year 11. For Year 12, they occur for the Trial HSC in Term 3 and the HSC in Term 4.

## Who to contact?

For boarding-related concerns, contact your son's Head of Division.

- / For general concerns about your son's progress in the day school, contact your son's Head of House.
- / For specific subject enquiries, please contact the subject teacher.

While a phone call may be advantageous, it is probably easier to make initial contact with teachers via email as teachers may not be in their department staffroom for much of the day.



# Wellbeing and Recreation for Boarders

It is important to the College that boarders enjoy a vibrant and happy social life, especially on weekends, with activities driven by their interests and initiatives, with the support of the boarding staff.

While all students are expected to participate in the Co-curricular program, the College provides boarders with additional recreational activities that encourage a healthy, active lifestyle. From surfing lessons with the Manly Surf School to scenic hikes along the Coogee to Bronte trail, our students are exposed to a myriad of recreational activities that not only promote physical fitness but also foster a sense of adventure and camaraderie.

Additionally, our program offers opportunities for students to gain post-schooling qualifications in hospitality and recreation, providing them with valuable skills for future endeavours. Whether it's competing in basketball tournaments, enjoying NRL games, or mastering the art of barista training, our recreation program caters to the diverse interests and passions of our students, ensuring that every individual finds their niche within our vibrant community.

At Riverview, we believe in nurturing the whole student — mind, body, and spirit. Through our comprehensive wellbeing and recreation programs, we provide a supportive environment where young men can thrive academically, emotionally, and socially. By prioritising personal development and fostering a sense of community, we lay the foundation for our students to lead fulfilling and purpose-driven lives beyond the school gates.

# Requesting leave

Parents should request leave for their sons through the online boarding system, REACH, which can be found on InsideView or at <https://sicr.reachboarding.com.au/>.

We remind parents/carers to carefully read the REACH leave forms submitted by your son, to avoid leave being declined on the basis of wrong dates or insufficient detail.

Please remember that the REACH form is a legal document, and as such, students must go to the destination for which leave has been approved. It is very important that the College can discharge our 'duty of care' to you and your family when leave is approved.

## Chapel weekends

On Chapel weekends, students are expected to stay in on Saturday night to be present for Mass on Sunday morning at 9am. Students can take day leave on Saturday after sport and/or Sunday after Mass and must return by 8pm each day. The exception to this policy occurs when there is a significant event such as a birthday, wedding, or family event, whereby students may apply for Weekend Overnight Leave. If the

significant event clashes with Sunday Mass, a student can request Chapel Leave. Students are granted one Chapel Leave per term for significant events.

Additional Chapel Leave may be granted at the discretion of the Director of Boarding.

## Exam study leave

Year 11 and 12 students may be granted additional Exam Study Leave, should parents organise this with their Head of Division.

## Home weekends

If a student's leave has been approved by their Head of Division, students are permitted to leave from Friday 3.30pm and must return to the Boarding House no later than 8pm on Sunday evening.

Any weekend leave request outside of the above parameters will always be considered and leave may be granted on a case-by-case basis in consultation with the Head of Division and Director of Boarding.

## Weekend leave

Weekend Leave is intended for Home Weekends only, but may also be used on Chapel Weekends provided the boarder returns to the College to attend Chapel. All Weekend Leave requests must be submitted in REACH and received by the Head of Division by Wednesday evening prior to the requested weekend. Requests must include:

- / Date of leave
- / Expected pick-up and return times
- / Parent/guardian contact details while the student is away

Boarders must return to the College by the time approved by the Head of Division.

## Leave approval process

Once a Leave request has been created through REACH, it will trigger an automatic email to both the parents/carers and, if a host has been nominated, to the host. This email will include the details of the Leave. It is imperative that parents/carers check the details carefully before clicking 'Approve'. Once this has happened, the Head of Division has the decision for final approval.

If parents/carers do not wish to let their child take leave, they should click 'Reject' and talk to their son/s and their Head of Division.

## Gating

Gating is the term used to describe a situation in which a student is not permitted to take Leave of any form. This is often a consequence of failure to abide by the Sign-in and Sign-out (SISO) procedures, for taking unapproved leave, failing to submit weekend sports leave or for returning late from Leave.

The duration of Gating may vary, depending on the circumstances. During a period of Gating, Leave cannot be requested without a face-to-face conversation between the student and their Head of Division.

## Sign-in sign-out (SISO)

For our boarders' safety, it is absolutely essential that we know where students are at all times. Students are therefore required to sign out of the Boarding House when they leave and sign in when they return, even if their destination is another on-campus location. For example, every morning when boarders leave the Boarding House, they must sign out using the REACH Boarding system, and when they return in the afternoon, they must sign back in. Boarders are also required to SISO for all sport training sessions and weekend fixtures, regardless of whether these take place on campus or at an external venue.

For SISO the student uses the REACH terminals located in each Division. This may be completed by means of a face-to-face interaction with the staff member on duty.

“ *Individuals who treat others with respect will find that they, in turn, are well respected.* ”



# Boarders' Rights and Responsibilities

## General behaviour & discipline

Living in close proximity with others is one of the most rewarding and also most challenging aspects of the boarding experience. Individuals who treat others with respect will find that they, in turn, are well respected. Boarders need to learn to be tolerant of others and respectful of privacy. To do otherwise creates tensions and mistrust, which leads to an unpleasant environment. Every boarder should strive to contribute to making our boarding community a warm and positive.

The College also recognises its responsibility to provide a safe and nurturing environment for all students. College policies are in place to provide clear guidelines on best practice and safety, ensuring the wellbeing and welfare for staff, students and the Saint Ignatius' College Riverview community. These policies apply to College Boarding to ensure residential students have a physically, emotionally and intellectually rewarding boarding experience.

Due to the nature of boarding, the closeness of the community, and the impact boarders have on others, the following behaviours are unacceptable:

- / Bullying or victimisation
- / Stealing
- / Unauthorised Leave at any time
- / The consumption or possession of alcohol or illicit drugs
- / Having unauthorised visitors in the Boarding House
- / Entering someone else's room without permission

All College students, including boarders, are subject to the College Policies, and failure to adhere to these policies will lead to sanctions.

## Behaviour

The boarding behaviour support flowchart can be seen [HERE](#) and is displayed in all Boarding Houses and is used by staff and students to understand appropriate behaviour and potential consequences. Sanctions include, but are not limited to: loss of privileges, additional duties, restriction of leave, detentions, suspensions and cancellation of enrolment.

The College operates under a philosophy of Positive Human Relations. Boarders are to behave in ways that:

- / Enhance the welfare of others
- / Protect the property rights of others and of the College
- / Protect the reputation of the College

## Dress codes & appearance

Students are required to follow the College rules regarding wearing the College uniform during school hours and for school events. In addition to wearing the correct uniform, students must ensure that it is clean and neat. As boarders have a laundry service, they are expected to set the standard in this regard.

Dress codes also apply to the Boarding Houses and their environments. Boarders must wear shoes at all times outside of the Boarding House and clothing should be clean and neat. Offensive or provocative t-shirts/garments are not allowed.

On occasions when uniform is not required and on designated non-uniform days, boarders should remember the College's general expectations of propriety and modesty and should observe the following guidelines:

- / Casual and uniform items should not be mixed.
- / Singlet tops, torn or ragged clothing are not appropriate.
- / Clothing that has offensive language or images, or that promotes the use of drugs, alcohol or tobacco, is not permitted.
- / SunSmart policies apply.

It is strongly recommended that boarders wear casual clothes when they are on Leave. As a rule, clothing should be respectable and appropriate for the occasion. Boarders are guided by the Boarding House staff in this regard.

## Manners & etiquette

Good manners are important to harmonious communal living and help to build respect.

All students are expected to:

- / Say 'please' and 'thank you' when appropriate
- / Not interrupt one another in conversation
- / Introduce themselves when meeting someone new
- / Not use adults' first names unless

invited to do so

- / Open and hold doors for one another and staff
- / Allow staff/adults through doors first
- / Offer their seat for staff/adults or injured students
- / Invite staff/adults ahead of them in dining queues
- / RSVP to invitations
- / Turn up to events and activities they have promised to attend
- / Contact staff/coaches/organisers if they are unable to attend
- / Dress appropriately for all occasions
- / Not use electronic devices in the Dining Room
- / Eat using cutlery, and not to start eating until everyone on their table is ready to start

## Dining hall

Certain conventions should be observed when dining in the Main Dining Room. Boarders are to assemble outside the Dining Room five minutes prior to the evening meal and enter when directed. Once all students are seated in the refectory, Grace is led by the Boarding Proctors before eating begins. Boarders are expected to maintain appropriate table manners at all times.

## Diet

The College Caterer implements a Smart Food Program, independently endorsed by Food & Nutrition Australia. All meals are planned in accordance with the Australian Dietary Guidelines and the Australian Guide to Healthy Eating, using fresh, seasonal produce and cooking techniques that maximise nutritional value. The Smart Food approach encourages students to enjoy a wide variety of foods from all major food groups, while promoting appropriate portion sizes and balanced eating habits.

The College Caterer operates as a nut-aware provider, meaning no nuts or nut products are used in catered meals or permitted within the catering facilities. Boarders must not keep nuts or nut-containing products in student accommodation.

Boarding students with food allergies, medical dietary needs, or cultural dietary requirements must ensure this information is recorded accurately in their online medical form before attending the College and updated whenever changes occur. Students with dietary requirements must identify themselves to catering staff at each meal so they can be advised of suitable options. When the standard meal options are unsuitable, a separately prepared and clearly labelled meal will be provided.

## Meals

Boarding students are provided with breakfast, morning tea, lunch, afternoon tea, dinner, and supper each day, and fresh fruit is always available. The College caters for students with special dietary requirements, including allergies and other medical needs. Parents are asked to provide all dietary requirement details in the online medical form so that appropriate arrangements can be made.

Boarders in Years 7 to 11 dine in the Main Dining Room, while Year 12 students dine in the Senior Refectory. During recess and lunch, students may collect their meals from the Main Dining Room and join their classmates in designated outdoor areas. Menus are displayed in the refectory and on InsideView.

Boarders are permitted to keep food within the Boarding Houses and are encouraged to have small snacks for after school and in the evenings. All items must be stored in plastic, sealable containers and may only be consumed in designated common areas, not in bedrooms. Students are responsible for cleaning up after themselves and ensuring kitchen facilities remain tidy and hygienic at all times.

## Mealtimes

### Weekdays

**Breakfast:** 7:00am - 8:20am  
**Morning tea:** 10:35am - 11:00am  
**Lunch:** 1:00pm - 1:30pm  
**Afternoon tea:** 3:30pm  
**Dinner:** 6:00pm - 7:30pm

### Weekends

**Breakfast:** 6:30am - 9:00am  
**Lunch:** 12:00pm - 2:00pm  
**Dinner:** 5:45pm - 6:45pm

## Laundry

The College offers a comprehensive laundry service to all boarders. Each Division is provided with laundry bags where students are required to place their dirty washing.

Students are asked to appropriately sort their washing into the following categories:

- / white clothing
- / mesh wash bags
- / coloured clothes
- / khakis and football jerseys
- / towels
- / drip-dry or cool-dry clothes (e.g. 100% polyester, spandex, or other heat affected fabric)

Laundry bags are collected each weekday morning, and clean laundry is returned

to the Boarding House for collection from each student's allocated pigeonhole. Students can expect their washing to be returned within 48 hours. All clothing items must be clearly marked with the student's name and laundry number. White clothing—such as winter school shirts, cricket whites, and rugby jerseys—may require longer processing time for soaking before laundering and return.

## Cleanliness

It is essential that boarders maintain high standards of personal hygiene and cleanliness. This applies to themselves, their rooms and their clothing. In addition to being a matter of personal pride, it is also necessary for communal living. Many teenagers are forgetful and choose not to follow a personal hygiene routine. In shared rooms, this can lead to conflict and isolation. Bodies, rooms and clothes must be kept clean, and the Boarding staff may help students with difficulty in this regard.

## Rooms

Each morning, boarders are required to leave their rooms in a tidy and organised state. This expectation also applies when departing for Leave. Rooms must be kept free of excessive laundry, rubbish, and clutter, and students are expected to change their sheets on their allotted day to maintain hygiene and shared living standards.

Failure to keep rooms tidy may result in the room being locked until the boarder meets with their Head of Division. A consequence

may also be issued, which could include loss of privileges such as temporary Gating, additional duties, or required check-ins until room standards are consistently met. These expectations help ensure a clean, respectful, and safe environment for all students within the Boarding House..

Minimum requirements to pass room inspection:

- / Curtain open
- / Window open
- / Laundry in bag or preferably taken to the laundry
- / Bed made
- / Floor clear
- / Towels on rails
- / Desk clear
- / No rubbish on the floor
- / No food items in the room

### Prohibited items

Boarders should not have in their possession:

- / Any prescription or over-the-counter medication that has not been reported to the Health Centre
- / Any illegal substances, cigarettes, tobacco products, vaping devices, illicit drugs or alcohol; and
- / Knives or weapons of any sort.

If there is any doubt, the responsibility rests with the boarder to check with the Head of Division Team before bringing the item in question into the College.

## Search

In line with our duty of care and health and safety obligations, the College reserves the right to search for and confiscate items that may be harmful to students or staff, or items contributing to poor or non-compliant behaviour. Confiscated items may be returned to parents/carers, and any illegal items will be handed directly to the appropriate authorities.

The Director of Boarding must approve any search, and a search may only be conducted when the Head of Division or another staff member is present. A search may be conducted only when there is strong suspicion that a boarder is in possession of a stolen item, a weapon, inappropriate material, or illegal drugs, alcohol, or unsanctioned substances as defined in the College Student Alcohol and Drug Policy. Two staff members must always be present during a room search.

Boarders are expected to cooperate with staff during any search. If a boarder refuses or is uncooperative, staff will request parent or carer intervention. Searches must be conducted with the boarder present, accompanied by a second supervisor. No boarder will be physically searched for items on them.

## Confiscation

Staff have the right to confiscate any item that is:

- / Being used inappropriately according to school rules (e.g. mobile phones used after lights out);
- / An item banned at the school for the safety of students and staff (e.g. R-rated material, laser pointers etc); and
- / An illegal item or substance (e.g. illegal drugs/items will result in the police being notified).

Staff will determine the period of time for which an item will be confiscated, and when and how it will be returned, either to the student or parent/carer. Any illegal confiscated items will be reported and deposited with the appropriate authorities.

## Security and access to Boarding Houses

The security and safety of all boarders is of the highest importance. The Boarding Houses remain locked throughout all holiday periods and reopen at 2.00pm at the beginning of each term, with all boarders required to return by 8.00pm. Opening and closing dates are published in the College calendar.

During the school term, the Boarding Houses are locked at night, and an alarm system is activated to ensure only authorised movement occurs overnight. CCTV cameras operate throughout all corridors, walkways, and entry/exit points,

providing ongoing monitoring to support student wellbeing and maintain a secure living environment. Each morning, the Head of Division and/or a staff member unlocks the Boarding Houses at a time appropriate to the daily routine of the Division.

Each Division is also kept locked during school hours, with access permitted only by the Head of Division or the Director of Boarding. At the end of each evening, the Duty Supervisor ensures all external doors and windows are secured, and a nominated staff member remains on call throughout the night. Security guards are present on campus every night, and no student or visitor may enter a Boarding House without explicit permission from the Duty Supervisor.

Boarders must return to their Division immediately after school to report in, unless prior permission has been granted for sport or another approved activity. No boarder may leave their Division or the College grounds without staff permission, and all movements must be recorded in REACH. This is essential for student safety and is a core duty-of-care requirement.

Boarders are responsible for securing their belongings in the lockable storage provided. Any lost items should be reported immediately to staff, as they become more difficult to locate over time. While storage is available during short breaks, the College cannot accept responsibility for personal property left on site during holiday periods. Families are encouraged to ensure valuable

items, such as laptops and mobile devices, are covered under personal insurance.

## Spending money

Boarders should set up a bank account with access via a keycard before they enter the boarding community. During the week and at weekends, boarders will have opportunities to visit local shops to withdraw money. If your child is in the junior years (Years 7 and 8) and you would prefer to leave money with your son's Head of Division, please contact your son's Head of Division directly to arrange this.

If there is a need for a boarder to have a large sum of money at the College, it should be handed immediately to your son's Head of Division. No responsibility will be taken for money not left with boarding staff.

## Personal property responsibility and insurance

The College encourages boarders to take responsibility for the care and security of their personal mobile devices. Boarders are accountable for ensuring their devices are protected from damage, loss, and theft at all times. When using mobile devices, students must be mindful of their surroundings and handle their devices safely. When not in use, devices must be secured in the student's locker.

The College does not accept liability for lost, damaged, or stolen mobile devices. Families are strongly encouraged to ensure

that personal devices are covered by an appropriate insurance policy that includes protection against loss or damage.

## Mobile phones

Boarders are permitted to have mobile phones, however, they are not to be used during Study or after lights out. The use of mobile phones is always to be in line with the Student Code of Conduct and the Acceptable Use of Technology Policies.

**Boarding students' acceptable mobile phone use is detailed below.**

Year 7	<ul style="list-style-type: none"> <li>/ Monday - Friday 7.15 - 8pm</li> <li>/ Saturday - Sunday at the discretion of the Boarding Supervisor</li> <li>/ 9.15pm lights out</li> <li>/ Mobile phone locked away in storage cabinet for the night</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>/ Monday - Friday 7am-7.30am, 3.30pm-4.30pm, 8.15pm-8.45pm</li> <li>/ Saturday - Sunday at the discretion of the Boarding Supervisor</li> <li>/ 9.30pm lights out</li> <li>/ Mobile phone locked away in storage cabinet for the night</li> </ul>

Year 9	<ul style="list-style-type: none"> <li>/ Monday - Friday 7am-7.30am, 3.30pm-5.15pm, 8.15pm-8.45pm</li> <li>/ Saturday - Sunday at the discretion of the Boarding Supervisor</li> <li>/ 9.45 pm lights out</li> <li>/ Mobile phone locked away in storage cabinet for the night</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>/ Monday - Friday 7am - 7.40am, 3.30pm to 5.30pm, 8.50pm - 9.20pm</li> <li>/ Weekends 7am to 9.20pm</li> <li>/ Mobile phone to be put away at lights out</li> <li>/ 10.00pm lights out</li> </ul>
Year 11/12	<ul style="list-style-type: none"> <li>/ Monday - Sunday</li> <li>/ No mobile phone at mealtimes or at study times</li> <li>/ Mobile phone to be put away at lights out</li> <li>/ 10.30pm lights out</li> <li>/ Year 12 may continue to study with permission</li> </ul>





# Transport

## Travel passes

The NSW Government provides eligible regional boarding students with a boarder travel/rail pass, allowing free travel to and from home on weekends, long weekends, and during holiday periods.

City-based boarders are also eligible for Opal bus cards and ferry passes, providing them with free travel to and from home and school during term time. Families should check eligibility requirements on the Transport NSW <https://transportnsw.info/tickets-fares/eligibility-concessions/school-student-travel/apply-for-school-travel-pass-or-school> website to ensure their son meets current criteria.

## Boarder travel arrangements for sport

Boarders with away games on weekends are provided College-organised transport (bus or taxi) to and from fixtures. To use this service, the boarder must request transport by Wednesday evening via the approved process. If the boarder will be away from the College between 11:30am and 2:00pm, a packed lunch must be

ordered through the same request process; packed lunches are labelled and must be collected at breakfast.

Transport details are published on Thursday afternoon. The boarder is responsible for checking and confirming that location, game time, and an appropriate departure time are correct. Failure to request transport by the deadline may result in Gating.

On Saturday morning, a boarding supervisor will check attendance and usher boarders onto the correct bus or taxi. Boarders must return using their allocated transport, unless an alternative arrangement has been approved in advance by the Head of Division.

If a taxi does not arrive or the boarder misses their transport, the boarder must call the Sports Phone immediately on 0438 029 725 so staff can organise return transport as soon as possible.

While travelling, boarders are expected to follow staff instructions, uphold College standards, and represent Riverview respectfully at all times.



# Driving

The College policy on students and cars is based on the safety of our students. Consequently, boarders are not permitted to have a car at the College. Additionally, boarders may not drive to any College function unless under the direct supervision, and in the presence, of their parents and after the boarder has been signed out on leave.

Under no circumstances may the boarder travel in a car driven by another student whilst in the care of the College. When a boarder is in the care of his parents or another guardian, permission to drive becomes the decision of their guardian.

Students planning to take driving lessons will need parental approval in writing before any arrangements can be made with a reputable driving school. The College has a strict policy regarding the safety of boarders.



# Parents & Guardians

Being the parent/guardian of a boarder can be a challenging experience. Each boarding experience will be different for every child in every family. It is normal for there to be a sense of grief at the separation, and it is normal for children to feel homesickness at some point. With the help of Boarding staff, friends, and a little time, these feelings should pass and hopefully boarders will enjoy all that the boarding experience offers.

Some ideas that may help ease the transition include:

- / Planning visits home in advance
- / Joining a parent support group — such as the ICPA (Isolated Children Parents' Association) and engaging in networking
- / Communicating regularly with your child via a variety of channels (FaceTime, email and phone are all available in the Boarding House)
- / Contacting your son's Head of Division immediately if you have any concerns

Remember that most boarders usually only call when they are upset and unlikely to ring when they are enjoying themselves.

Boarder homesickness may manifest itself in many ways, but it is common for many boarders to feel homesickness through one of three experiences:

- / Physical symptoms: feeling unwell but with vague symptoms such as a sore tummy or lack of energy
- / Separation distress: missing home, family, pets and belongings
- / Grief: sadness and feeling lonely

The duration and frequency of homesickness may vary dramatically between boarders. Common triggers affecting homesickness include:

- / Sleep deprivation. Reducing technology use at night and following curfew times may have a positive impact.
- / Illness. This may be illness on the part of the boarder, a family member, or even a pet. Clear communication can help alleviate some feelings of worry.
- / Missing out on special events at home.
- / Losing contact with friends from home.

The intensity and duration of homesickness can be alleviated by some of the following techniques.

## Parental contact

- / Plans for next visits – perhaps consider visits to Sydney rather than the student coming home
- / Regular contact with parents
- / Leave with parents, or family friends and relatives

## Keeping busy

- / Positive attitude to new experiences
- / Playing sport or exercise
- / Reading
- / Studying
- / Joining clubs
- / Hanging out with friends

## Talking with staff and other boarders about homesickness

- / Older boarders
- / Boarding staff
- / Teachers
- / College Counsellors

If you can understand the triggers for your child's homesickness and communicate with boarding staff and your child regularly, it is possible to dramatically reduce their homesickness and ultimately improve his boarding experience.

## Process for dealing with issues of concern

Boarding at Saint Ignatius' College Riverview provides clear, positive and fair processes that allow feedback, concerns and complaints to be aired and resolved in a timely and effective manner as per the College Complaints Handling Policy. As with all College students, boarders are encouraged to seek help from their subject teachers, sporting coaches, tutors, Health Centre nurses, Counsellors, the Rector, their Head of House, Head of Division and all Boarding staff.

The following points should offer some guidance:

- / In the first instance, the student/parent is to attempt to resolve the issue informally and constructively within the area where the complaint arose (unless there is a compelling reason why this is not appropriate) either in writing via email or face-to-face via a meeting.
- / If the complaint cannot be resolved with the staff member where the complaint arose, or the staff member has not taken action within three days, the student or parent may take the concern to the boarder's Head of Division or Head of House, who may then refer the matter to a more appropriate contact.
- / If the matter cannot be resolved at this level, it will be referred to the Director of Boarding.

- / Failing resolution at this level, the matter will then be referred to the Deputy Principal of Students or Deputy Principal of Teaching and Learning.

In all instances of concern, the College's representative will record the issues and document the steps taken to resolve the problem.



# Boarding House Facilities

The College is committed to providing high quality, safe, functional and comfortable facilities, helping boarders to have a meaningful and valuable boarding experience, and is responsible for the day-to-day management, maintenance and improvement of boarding facilities.

They include:

- / Residential accommodation
- / Dining areas
- / Study and preparation spaces
- / Sporting and recreational spaces
- / Laundry services
- / 24-hour emergency communication system
- / Health Centre accommodation for sick and injured boarders

## Caring for our common home

Sustainability is at the heart of our community values, reflecting our commitment to Caring for Our Common Home. As a boarding community, you play a vital role in fostering a culture of environmental stewardship. Guided by the Sustainability Guidelines of our College, we encourage responsible and active participation in the following ways:

- / Bring a refillable water bottle to use daily, noting that the College will not be supplying single-use water bottles at events or excursions;
- / Reduce energy consumption by turning off electrical items when not in use or leaving the room (including lights, and fans)
- / Placing waste in the appropriate bin, in accordance with the bin signage, and noting that boarding trays and bio cutlery from lunch are to be placed in the red bins;
- / Support the school's 'Return and Give' Program by placing eligible bottles, cans and cartons in the marked bins that are not crushed and have a clear barcode.

By embracing these practices, you contribute to a lasting, positive impact, ensuring that Riverview continues to be a leader in ecological care and social responsibility for generations to come.

# 2026 Calendar

## Term 1

Wednesday	28 January	Year 7 Orientation Day + Boarder Travel Day
Thursday	29 January	Term 1 commences
Wednesday	1 April	Term 1 concludes
Thursday	2 April	Boarder Travel Day

## Term 2

Monday	20 April	Boarder Travel Day
Tuesday	21 April	Term 2 commences
Monday	27 April	Anzac Day Public Holiday
Friday	5 June	Boarder Travel Day
Monday	8 June	King's Birthday - Public Holiday
Thursday	25 June	Term 2 concludes
Friday	26 June	Boarder Travel Day

## Term 3

Monday	20 July	Boarder Travel Day
Tuesday	21 July	Term 3 commences
Thursday	24 September	Term 3 concludes
Friday	25 September	Boarder Travel Day

## Term 4

Monday	12 October	Boarder Travel Day
Tuesday	13 October	Term 4 commences
Wednesday	2 December	Term 4 concludes
Thursday	3 December	Boarder Travel Day

*Term dates may be subject to change.*

## College calendar

[insideview.riverview.nsw.edu.au/community/calendars/public-calendar](https://insideview.riverview.nsw.edu.au/community/calendars/public-calendar)

## Term schedule

Term dates are set by the College. It is a requirement that all students are present for the whole term. As a general rule, the Boarding Houses open the afternoon of the day before term starts at 2.00pm and closes at 9:00am on the Boarder Travel Day at the end of the term.

International and rural boarders will be provided storage for one bag and their bedding during term holidays. City boarders are expected to take all belongings with them at the end of each term.

## Year 12 boarders

Please refer to the calendar for the times and dates of Year 12 access. All Year 12 boarders are expected to leave Kevin Fagan House after their final HSC exam. Please ensure that international and domestic flights, or any other domestic transport, are booked to comply within these timeframes.

# Weekday Schedule

The College provides boarding services to a range of boarders. Each boarder requires particular services and care based on his or her age and year group, as well as in accordance with any special needs or arrangements. Each year group of boarders has guidelines outlining age-appropriate times for sleep, physical activity, study, organised activities and unstructured free time.

As there are a large number of students to mobilise each day, it is important that everyone in boarding adheres to the daily routines. This is especially important for mealtimes and roll calls. From time to time, variations to daily routines are made for special events or circumstances. Students are notified of these in advance. It is important to note that the routines vary slightly between year groups.

Year 12	Year 11	Year 10	Year 9	Year 8	Year 7
<b>7.20</b> Rise and make bed	<b>7.20</b> Rise and make bed	<b>7.15</b> Rise and make bed	<b>7.15</b> Rise and make bed	<b>6.45</b> Rise and make bed	<b>6.45</b> Rise and make bed
<b>7.55</b> Breakfast	<b>7.55</b> Breakfast	<b>8.00</b> Breakfast (division closed)	<b>7.45</b> Breakfast (division closed)	<b>7.30</b> Breakfast (division closed)	<b>7.25</b> Breakfast (division closed)
<b>8.35</b> School day commences	<b>8.35</b> School day commences	<b>8.35</b> School day commences	<b>8.35</b> School day commences	<b>8.35</b> School day commences	<b>8.35</b> School day commences
<b>15.30</b> Sign in on REACH, sports training, local leaves	<b>15.30</b> Sign in on REACH, sports training, local leaves	<b>15.30</b> Sign in on REACH, sports training, local leaves	<b>15.30</b> Sign in on REACH, sports training, local leaves	<b>15.30</b> Sign in on REACH, sports training, local leaves	<b>15.30</b> Sign in on REACH, sports training, local leaves
<b>17.45</b> Roll call	<b>17.45</b> Roll call	<b>17.15</b> Roll call	<b>17.10</b> Roll call	<b>16.30</b> Fields/Courts	<b>17.00</b> Roll call / First study
<b>18.00</b> Dinner	<b>18.00</b> Dinner	<b>17.25</b> First study	<b>17.15</b> First study	<b>17.00</b> Roll call	<b>17.45</b> Dinner
<b>18.45</b> First study	<b>18.45</b> First study	<b>18.35</b> Dinner	<b>18.10</b> Study break	<b>17.15</b> First study	<b>18.15</b> Gartlan Centre
<b>20.10</b> Study break and supper	<b>20.10</b> Study break and supper	<b>19.15</b> Second study	<b>18.45</b> Second study	<b>18.35</b> Dinner	<b>19.20</b> Showers
<b>20.30</b> Second study	<b>20.30</b> Second study	<b>20.15</b> Gartlan Centre	<b>19.00</b> Dinner	<b>19.00</b> Gartlan Centre	<b>20.00</b> Second study
<b>22.00</b> End of study, showers	<b>22.00</b> End of study, showers	<b>20.50</b> Supper and showers	<b>19.30</b> Gartlan Centre	<b>19.40</b> Showers/ Second study	<b>20.45</b> Prayer and reflection
<b>22.30</b> Lights out Year 12 may continue to study with permission	<b>22.30</b> Lights out	<b>21.30</b> Quiet time	<b>20.45</b> Third study	<b>21.00</b> Bed	<b>21.00</b> Quiet time
		<b>22.00</b> Lights out	<b>21.15</b> End of study, showers	<b>21.30</b> Lights out	<b>21.15</b> Lights out
			<b>21.45</b> Lights out		



# Boarders' Wardrobe

## Licona

All College uniforms including sports uniforms, College-crested school bags, and stationery requirements are available for purchase at Licona, the College shop. If you have queries regarding any uniform or clothing items, please do not hesitate to contact them on **+61 2 9882 8388**.

All lost property is held at Licona for a reasonable time. All belongings should be clearly labelled with first and last name, as Licona will send all labelled items to House areas for collection. Licona also runs a Recycled Shop where families can buy second-hand uniforms.

### Trading hours for Licona during school term:

#### Term 1 & Term 4

Licona opening hours are  
Mon-Fri: 8am-4pm

#### Term 2 & Term 3

Licona opening hours are  
Mon-Fri: 8am-2pm

### What to bring to boarding

Boarders are away from home for long periods of time and should feel

comfortable in their surroundings. For some, this may mean trying to recreate their bedroom at home; for others, they simply need a few special belongings. When deciding what items to bring, boarders should consider the costs or difficulties associated with transport, the size of the room and the storage available, as well as the likelihood of their using an item.

### Casual clothes

Teenagers grow quickly and fashions change. Our laundry service is very efficient but there is little time for students to wear lots of different items. Generally, if students have too many clothes, they forget to pick them up from the laundry or, even worse, forget to put them into the laundry. They should try to minimise the items they bring to the Boarding House. Please also consider the typical weather and the activities they enjoy, as well as any outdoor education camps or excursions that may be taking place during each term.

As a general guide, Terms 1 and 4 may have hot weather but it can still be cool at night. Terms 2 and 3 are much colder. However, it does tend to be very pleasant and dry during the day.

### Summer uniform

- / Four (4) College-crested khaki shirts
- / Three (3) College khaki shorts
- / One (1) black belt
- / Five (5) College long grey socks
- / One (1) College tie
- / One (1) College jumper
- / One (1) pair black school shoes
- / One (1) College cap
- / Swimmers

### Winter uniform

- / One (1) College blazer
- / Five (5) College-crested white long sleeve shirts
- / Two (2) pairs grey trousers
- / Five (5) black or grey short socks
- / College tie (as summer uniform)
- / College jumper (as summer uniform)
- / Black belt (as summer uniform)
- / Black shoes (as summer uniform)

### PE uniform

- / One (1) College-crested PE polo shirt
- / One (1) House shirt
- / Two (2) College-crested PE shorts
- / One (1) College track top
- / One (1) College track pants
- / Three (3) College PE socks

### School bags

- / Only College-crested bags are to be used by students:
- / One (1) College-crested backpack, compulsory for Years 6-12 (Chiropractors' Association of Australia endorsed product)
- / One (1) College-crested sport bag

### Dinner dress

- / One (1) collared shirt
- / One (1) dress pants
- / Closed dress shoes

### Casual attire

- / Six (6) sets of underwear
- / One (1) pair of slippers and dressing gown (optional)
- / Two (2) pairs of pyjamas / tracksuits
- / One (1) pair of thongs
- / One (1) set of good casual clothes including 1 x collared shirt, 1 x long pants
- / 1 x pair closed shoes
- / Casual clothing for activities on the weekends
- / Board shorts for swimming
- / One (1) College Drizabone wet weather jacket, issued to each boarder

### Other requirements

- / Shoe cleaning equipment
- / One (1) College daypack - excursions (optional)
- / Two (2) mesh laundry bags
- / One (1) pair boardshorts
- / Name tags with surname and laundry number

### Important notes

- / ALL items of clothing and bags must be marked with the student's name
- / Boarders' clothes must have sewn-on name tapes which include their name and laundry number.

### Clothing name tags

To ensure all items can be easily identified and returned to the correct Boarder, the laundry number and Boarder's full name must be recorded on Cash's Name Tapes, which are to be securely attached to every item of clothing. Cash's Name Tapes can be ordered online, and families should allow approximately two weeks for delivery.

How to order Cash's Name Tapes:

- / Visit: [www.nametapes.com.au](http://www.nametapes.com.au)
- / Select "Woven Labels"
- / Choose "Sew On"
- / Select Style #9

- / Enter the Promotion Code: LICONA
- / Label format example:  
JOHN SMITH SIC 324

A recommended quantity is 12 or 16 dozen to ensure an adequate supply throughout the year. Labels must be sewn onto all College uniform garments, sports clothing, casual wear, socks, underwear, towels, sheets, and other personal items. It is strongly recommended that a supply of labels be kept at the College so that students can attach them to new items purchased during the term.

### Personal items

We encourage students to bring items to make their room as comfortable and home-like as possible, e.g. photographs or mementos. Most young men will be sharing spaces, so please be considerate about the number of personal items brought into the College.

All items brought to the College must be clearly labelled with the boarder's name.

## Other items

**Toiletries:** Toothbrush, toothpaste, brush/comb, non-aerosol deodorant, nail clippers, and shampoo.

**Linen and bedding:** Boarders will need to bring the following linen and bedding items:

- / Four (4) sheets and two (2) pillow cases
- / One (1) pillow
- / One (1) doona or blanket
- / One (1) mattress protector
- / Two (2) bath towels
- / One (1) beach towel

All linen must be clearly marked with the student's full name (not just initials).

**Sports equipment:** Many of the College facilities are available for the boarders to use in the evenings and on weekends. Therefore, even if they don't choose these sports for their co-curricular programs, they may wish to bring items such as tennis racquets, football and/or rugby balls.

**Electrical equipment:** All boarders should bring an alarm clock and are allowed to bring portable speakers and a clock radio should they wish. For the safety of all, boarders are asked not to bring personal heaters or electric blankets into the Boarding House. All items should be engraved with the student's name and all electrical equipment must be tested and tagged during Term 1 by the College's Property Services staff. For the comfort of all students in the Boarding House,

students are advised to bring headphones for use when listening to music.

**Books/games:** Reading is actively encouraged, and boarders can bring books to the Boarding House. However, it is worth noting that the library has a comprehensive stock of books for all ages. Board games and playing cards are also acceptable.

**Personalisation of rooms:** Photos and posters are allowed and encouraged but any item on display must be age appropriate for all the members of the House.

**Pets:** No pets of any kind are allowed.

# Frequently Asked Questions

## Boarders

### Do I have to keep my room tidy?

We ask all our boarders to keep their rooms tidy. Clothing should be stored in the wardrobe and drawers. In particular, the floor needs to be clear so that cleaners can vacuum the carpet.

### Who helps me find my way around when I first arrive?

You will find the Boarding community very friendly and welcoming; there is always someone close by to help if you don't know where you should go. We will also 'buddy' you up with another boarder who will be there to show you around the College and help you with the routine of the Boarding House.

### Who can I talk to if I have a worry or personal problem?

There is a wide support system both in the day school and Boarding that you can turn to when you need help.

We encourage you to speak with the staff members you feel most comfortable with, including:

- / Head of Division
- / Head of House
- / Director of Boarding
- / Health Centre staff
- / School Counsellors

### What is there to do on weekends?

On weekends, many boarders have sporting fixtures in which they participate. At school, there are open fields, tennis courts, a gym and swimming pool, which are often opened up on the weekends for you to utilise.

If you have family friends here in Sydney, you can catch up with them, or if you want to meet up with friends from the day school, that is also allowed. You just need to make sure you have applied for the correct Leave.

Remember, if you are ever leaving the Boarding House on the weekend (or any other time), you must sign out with a staff member and have your leave approved on REACH.

### **What do I do about laundry?**

The Boarding House has an efficient laundry service. On most occasions, if you put your clothes into the laundry baskets before you go to class in the morning, they will be ready for collection the same afternoon, however, to be safe we always allow for a TWO day turnaround. The laundry doesn't operate on the weekend.

### **What happens if I'm sick?**

If you are feeling unwell, you need to tell a staff member on duty who will assist you. If you are unwell and cannot attend classes, you will spend the day in the Health Centre where the nurses can take care of you. The College Doctor comes everyday at lunch time (Monday – Friday). On some occasions, boarders may go home if they are sick for an extended period of time, as we often find that they are more comfortable at home.

### **Can I keep my own food?**

The Boarding House provides three meals each day. In addition to this, there is a substantial snack offered at recess, afternoon tea is served in the boarder's common room after school, and supper is provided in the evening. There are always fruit and smaller snacks available in the Common Room.

If you have any food/snacks you would like to store, there are refrigerators in the

Common Rooms that can be used. All items should be clearly labelled with your name.

### **How often can I go home?**

You can request Leave to go home on Home Weekends of the year and, of course, you will also go home during the term breaks.

### **What can I do after school?**

There are plenty of options for after-school activities. In the Common Room, there is a pool table, table tennis table and a welcoming space to hang out with friends. All boarders have co-curricular activities to attend and there are study tutorials held before and after school for most subjects. You can also sign out to walk to Lane Cove.

### **How many boarders are there at Saint Ignatius' College Riverview?**

Boarding numbers fluctuate, however, we have approximately 330 boarders.

### **Where do most of the boarders come from?**

Most of our boarders come from across NSW, but we also have boarders from other parts of Australia and from overseas.

### **What do I need for my room?**

Apart from personal belongings, your clothes, bedding and everything you need for school, you really don't need to bring anything else. However, some boarders like to bring some personal items, such as photos, to decorate their room. You are welcome to put up posters/pictures on the wall, however they must be age appropriate for all.

### **Can I phone home?**

Yes, you can phone home, during designated times (see page 58). The only restrictions are:

- / No phones in the dining hall
- / No phones during prep time
- / No calls after lights out

### **How can my family keep in touch with me?**

Family members can keep in touch by telephone, email, FaceTime and other messaging platforms.

### **Can I take friends home for the weekend?**

Taking friends home is allowed, however, the correct Leave process will need to be followed by you and the student you are taking home.

### **How much money do I need and where can I keep it?**

You don't need a lot of money. All your food is provided, but you may like a small amount per week/term for occasions when you would like to go to Lane Cove to have a milkshake, go to the movies or to get snacks.

If you need to purchase uniform or stationery supplies, you can purchase them at Licona, the College shop, and charge them to your College account.

Most of our boarders have a keycard so that they can access cash when they need it, but we strongly advise that large amounts of cash should not be stored in your room. Any large amounts of cash and valuables (including passports) should be given to a member of the Head of Division. These will be stored until you need them.

# Frequently Asked Questions

## Parents

### What is the local community like?

Riverview is one of Sydney's most pleasant suburbs, with close access to the Lane Cove shops and good transport links to the city.

### What kind of access do we have to our son and what leave allowances do they have?

Boarders are allowed to travel home on Home Weekends after sport on Saturday and they may take leave on Chapel Weekends after Mass.

In addition to weekend leave, if parents are visiting Sydney mid-week and would like to take their son out for dinner, they are welcome to do so. The College offers some accommodation on site for hire to parents wishing to visit their sons.

### What is the staff structure of Boarding?

The Boarding Leadership Team comprises the Director of Boarding, Assistant Director of Boarding and Heads of Division, who are responsible for

the day to day running of the House, in conjunction with other Boarding and non-Boarding staff.

### Can you tell me about homework, supervision and extra tuition in Boarding?

The amount of homework to be completed on a nightly basis will vary depending on the year level of your child. All boarders have a set time in the evening where homework is to be completed, which is referred to as Prep time.

Prep is completed in a common area for Years 7-8 and in each boarder's room for Years 9-12 and is supervised by the tutors who are on duty. If extra tuition is required for your child, please contact the relevant Head of Division to discuss this matter.

### How many students are there to a room?

- / **Charles Fraser House** (Year 6, Year 7, and Year 8 - dorm-style accommodation for eight)
- / **St John's House** (Year 9 and Year 10) - single rooms and share rooms of four

- / **Kevin Fagan House** (Year 11 and Year 12) - twin share for Year 11 and single rooms for Year 12

**Please note:** Boarders change rooms every term.

### Where will my child store his passport and other important documents?

Important documents including passports should be handed to the relevant Head of Division for storage.

### How much money will my son need?

All food and snacks are provided so large amounts of cash are not needed. We understand that our boarders sometimes like to go to the local shops after school or on weekends, so a small amount of cash per week/term is acceptable.

Most of our boarders have a debit card that they can use to access cash or make purchases. We strongly advise that large amounts of cash should not be left or stored in bedrooms. Cash can be given to the Head of Division for safe keeping.

### How can I contact my son?

If your son has a mobile phone, you can call him directly. There are some restrictions on phones so you may not reach him at certain times. You can also contact your child by calling the duty phone. Other contact with your child can

be made via email, FaceTime or other social media apps.

Of course, you can always write to your son as our boarders love receiving mail.

### Who do I contact if I have a concern?

If you have any concerns, please refer to the Process for Dealing with Issues of Concern on page 67.

# Contact List

## Director of Boarding

Mr Anthony Begg  
Mobile: 0438 444 715  
[abegg@riverview.nsw.edu.au](mailto:abegg@riverview.nsw.edu.au)

## Assistant Director of Boarding & Head of Year 12 Division

Mr Brett Benkenstein  
Mobile: 0417 388 090  
[bbenkenstein@riverview.nsw.edu.au](mailto:bbenkenstein@riverview.nsw.edu.au)

## Assistant to the Director of Boarding & Boarding Administration

Mrs Penny Kelly  
Tel: 02 9882 8224  
[boarding@riverview.nsw.edu.au](mailto:boarding@riverview.nsw.edu.au)

## Year 11 Head of Division

Mr Joshua Morris  
Mobile: 0415 656 890  
[jjmorris@riverview.nsw.edu.au](mailto:jjmorris@riverview.nsw.edu.au)

## Year 10 Head of Division

Mrs Christina Mikan  
Mobile: 0488 044 410  
[cbmikan@riverview.nsw.edu.au](mailto:cbmikan@riverview.nsw.edu.au)

## Year 9 Head of Division

Mr Alexander Kertesz  
Mobile: 0429 508 974  
[akertesz@riverview.nsw.edu.au](mailto:akertesz@riverview.nsw.edu.au)

## Year 8 Head of Division

Mr Michael Webb  
Mobile: 0419 203 883  
[mpwebb@riverview.nsw.edu.au](mailto:mpwebb@riverview.nsw.edu.au)

## Junior Head of Division

Mrs Cassie Crompton  
Mobile: 0477 444 883  
[ccrompton@riverview.nsw.edu.au](mailto:ccrompton@riverview.nsw.edu.au)

## Health Centre

Tel: 02 9882 8262 / Mobile 0418 405 629  
[healthcentre@riverview.nsw.edu.au](mailto:healthcentre@riverview.nsw.edu.au)

## Recreation Officer and Saturday Sport

Transfer phone: 0438 029 725

**Please contact the Duty Supervisor  
during study time for emergencies only.**

## Year 12 Division

Duty phone: 0400 988 712

## Year 11 Division

Duty phone: 0400 988 711

## Year 10 Division

Duty phone: 0400 988 710

## Year 9 Division

Duty phone: 0409 615 660

## Year 8 Division

Duty phone: 0400 988 708

## Junior Division

Duty phone: 0400 988 707

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## Concerns

If you have a concern in regard to the care of your son/s, please contact their Head of Division in the first instance. If you are not satisfied that the issue has been resolved, please contact the Director of Boarding. If there is still no resolution, please contact the Principal at: [principal@riverview.nsw.edu.au](mailto:principal@riverview.nsw.edu.au)



[www.riverview.nsw.edu.au](http://www.riverview.nsw.edu.au)  
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