



Saint Ignatius' College
RIVERVIEW

Boarding Handbook

STUDENT GUIDE



Saint Ignatius' College Riverview acknowledges the Gammeraygal 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 other Aboriginal and Torres Strait Islander peoples today.

Aboriginal and Torres Strait Islander peoples are respectfully advised that this publication may contain the words, names and images of people who have passed away.





DR PAUL HINE, PRINCIPAL



FR TOM RENSHAW SJ, RECTOR

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

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.

DR PAUL HINE,
PRINCIPAL

FR TOM RENSHAW SJ,
RECTOR



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
25		Boarder Care and Supervision
26		Medical Care of Boarders
31		Counsellors
33		Pastoral Care of Boarders
37		Academic Development of Boarders
41		Recreation for Boarders
41		Leave
45		In the Boarding House
53		Transport
57		Parents and Guardians
61		Boarding House Facilities
62		2024 Calendar
64		Daily Routines
67		Boarders Wardrobe
71		Frequently Asked Questions – Boarders
74		Frequently Asked Questions – Parents
77		Contact Lists

A man with a beard, wearing a blue suit and a tie with a small elephant pattern, stands in front of a brick wall. He is smiling and looking towards the camera. The background is slightly blurred, showing an indoor setting with warm lighting.

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 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. 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 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

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

Our Boarding Mission and Values

OUR MISSION

Saint Ignatius' College Riverview (the College) 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 aim is to develop young men of competence, conscience and compassion, striving always for excellence in all they do.

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

Justice

A commitment to equity for individuals less fortunate than ourselves

Service

A commitment to selflessly work towards a better world for all

Discernment

Being moved by reflection from a knowledge of facts to enacting a faith-filled understanding

Conscience

Steadfastly holding to truth, based on discernment

Courage

A commitment to dare to act with a faith that does justice

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 the cottage. 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. The first day students were officially admitted in 1923, and up until the 1960s, they were relatively small in number and the College remained largely a boarding school.

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, indigenous 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 City Family (Term 1)
- / Allocation of a personal locker in the Day School
- / IT orientation session
- / Information on mail arrangements, 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 JUNIOR DIVISION MR TIM SEDGWICK

The Assistant Director of Boarding supports and acts in the absence of the Director of Boarding, and leads the Junior Division.

ASSISTANT TO THE DIRECTOR OF BOARDING MS PENNY KELLY

The Boarding Assistant 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.

HEAD OF DIVISION

The Head of Division is a member 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.

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 have 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

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 please contact Reception on +61 9882 8222 and you will be put through to the relevant staff member.

The main reception phone is attended from 8.00am to 4.00pm, Monday to Friday. If you need to contact your child's teachers, Head of House or any other staff member, please call this number and we will connect you.

INSIDEVIEW

insideview.riverview.nsw.edu.au

InsideView is the College's intranet platform, allowing parents to stay connected with news, events, co-curriculum and curriculum updates as they happen; it is important you keep personal details and contact sharing permissions up to date at all times. Through InsideView, parents and carers can access their son's academic programs and results through CANVAS.

Your son's school reports and boarding reports are also posted on InsideView.

VIEWPOINT

viewpoint.riverview.nsw.edu.au

The College e-newsletter is published at the end of each week and sent via email with a link to view. The log in details are the same as InsideView. For any access issues, please contact ICTAdmin@riverview.nsw.edu.au

IGNATIUS MAGAZINE

The Ignatian is a College publication distributed annually in May. It provides an insight into the wide variety of activities that take place across the College.

OUR ALMA MATER

Our Alma Mater is the College's annual yearbook distributed to all College families in digital form. Hard copies are available for purchase each year, and Year 12 students are gifted a hard copy from the College upon graduation.

SOCIAL MEDIA

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

Instagram: /sicriverview

Facebook: SaintIgnatiusCollegeRiverview

LinkedIn: Saint Ignatius College Riverview

Twitter: SICRiverview

ENGAGEMENTS, RECOMMENDATIONS, 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.
- / All students are required to have a Sydney-based contact for emergencies and appointments in circumstances where Boarding staff cannot, or may not, be able to take your son to an appointment. This ensures the safety and wellbeing of all of the students and staff in our care.

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 Saint Ignatius' College Riverview 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

MEDICAL INFORMATION

Boarders' parents and carers are expected to provide complete and accurate details of their son's medical history and circumstances at the beginning of every school year or when details change. This is done initially by completing the New Student Family Information Form and the Student Medical History Form upon enrolment. Any medical updates should be submitted via email or phone directly to the Health Centre.

Any medical information is kept confidential and only disclosed to specific staff for the purposes of providing appropriate medical and duty of care to the students. Medical information may be discussed with related medical professionals if permission has been granted by parents/carers.

MEDICATION

In accordance with Administration of Medication Policy, ALL medication including pain relief, antibiotics, cough mixture, herbal and traditional medicine and prescription medication should be clearly labelled, in original packaging and handed in to the nursing staff at the Health Centre. Medication is not to be kept in the Boarding Houses.

Reasonable exceptions to this may include asthma medication, emergency allergy medication (such as EpiPens), diabetic

medication and any medication that may be required overnight at the discretion of the Registered Nurse. However, these medications must still be registered with the Health Centre and your son's Head of Division each year.

These guidelines and policies are in place to ensure that medications are stored safely and are not accessible to others. It also ensures that the correct student receives the appropriate medication as prescribed and ensures the safety of all other students.

The College Health Centre has a basic supply of over-the-counter medications (e.g. Panadol, Nurofen and antihistamines). If a boarder requires any other medications on a regular basis, these will be purchased from a pharmacy and charged to the student's account.

ILLNESS

Boarders who become unwell and cannot attend school will be cared for in the Health Centre. Parents and carers are regularly kept informed about their son's health through the Registered Nurses. If a boarder is too unwell to return to the Boarding House, Registered Nurses will care for him in the Health Centre overnight. A medical appointment may be made for the boarder if this is clinically indicated. In an emergency, an ambulance will be called.

In the case of a boarder being diagnosed with a communicable disease, such as COVID-19, it is College policy for the boarders to be cared for at home or at the residence of the Sydney-based emergency contact. Boarders will only be cared for in the Health Centre if alternate arrangements cannot be met.

WHAT TO DO IF YOUR CHILD IS UNWELL

Boarders who are unwell or require medical advice should inform their Head of Division or Master on Duty, and they will arrange for the student to attend the Health Centre. If too unwell to attend classes, boarders will remain in the Health Centre for observation and treatment. Boarders are not allowed to remain in their rooms if they are too unwell to attend classes.

If it becomes apparent that a boarder requires an extended period away from College or the Boarding House due to illness, arrangements may need to be made for the boarder to be collected by parents/guardians.

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.

Year 7 and 8 boarders with a specialist appointment will be accompanied, should a parent or relative support not be available. Transportation to an appointment is most often by taxi, with these costs charged to the student's account.

/ 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 Licon 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/Psychiatric/ Psychological treatment

College counsellors are available to students by referral from the student themselves, Heads of Division or Heads of House.

SPECIALIST CARE

/ **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.

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.

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

Health Centre Coordinator:

Mrs Leanne Neal OAM



School Counsellors

The College's Counselling team are all qualified in social work or psychology and 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, psycho-educational assessments, liaison and case management, referrals to external professionals and agencies as well as support and resources for parents.

Our Counselling team also provide training for staff and parents on a range of topics including Mental Health First Aid, Listening Skills and the Tuning Into Teens program.

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 in to the Student & Well-Being Centre or email the Head of Psychological Services, Ben Moffatt, at brmoffatt@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 Head of Psychological Services, Ben Moffatt.



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 aspect of each student. A formal, age-specific pastoral care program is run in each Boarding Division.

The Boarding Leadership Team have 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 - MR PATRICK LOWE

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 Divisions, Mentors and Teachers to ensure each student is flourishing academically and in other aspects of his life. He/She is the first point of contact in communication between home and the day school.

MENTORS

The mentor is a key person caring for the general wellbeing and progress of students. Each student has contact with their mentor on a daily basis in 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

PHYSICAL DEVELOPMENT

The College is committed to ensuring that boarders have the opportunity to develop in a stimulating and safe physical environment. Our physical development program for boarders involves:

- / Weekend sport competitions
- / Planned and spontaneous activities that are age- and stage-appropriate
- / Physical fitness promotion
- / Health promotion
- / The availability of various indoor and outdoor facilities
- / Physical safety considerations

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, Indigenous communities and isolated country areas;
- / The provision of access and care for boarders with disabilities; and
- / Providing support for boarders with specific education 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 graduated 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-directing 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 is an individual with 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, Monday-Friday between 3:30pm and 6pm. Each tutor must be screened and supply a Working With Children Check. A formal application must be made by contacting Penny Kelly, Assistant to the Director of Boarding, at pkelly@riverview.nsw.edu.au.

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.

Faculties

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/teaching-and-learning/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 School Registrar.

Parents, please ensure students have:

- / a selection of pens, highlighters, pencils and rulers
- / a suitable calculator*
- / a notebook or folder for each subject
- / the appropriate textbooks and required reading

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 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.

Whilst 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 staff room for much of the day.



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 boarders are expected to participate in the Co-curricular program, the College provides Year 7 – 9 boarders with additional recreational activities that encourage a healthy, active lifestyle. Activities may include bushwalking or swimming beach visits. All activities are supervised by the Boarding staff and, when necessary, qualified professionals.

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. The exception to this policy occurs when there is a significant event such as a birthday, wedding or family anniversary. Students may also be granted leave for sporting events if they are involved at a representative level.

CITY FAMILIES

Each non-metropolitan boarder will be allocated a 'City Family' during their first semester within the Boarding House. This family will usually have a son in the same year at school, and often in the same House. The City Family is there to offer local support and occasionally take the boarder out of the Boarding House for the day or the weekend. This program has been a very rewarding experience for many Country and City Families and has seen the formation of many lifelong family bonds.

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 after sport on Saturday morning and must return no later than 8pm on Sunday evening.

WEEKEND LEAVE

Weekend Leave requests with parents/guardians must be received by the Head of Division by Thursday evening prior to the requested Leave weekend. The request should include:

- / date of leave;
- / expected times for the student to be picked up and returned to College; and
- / contact information.

TYPES OF LEAVE

There are currently three categories of Leave:

- / **Leave from School:** Heads of House may approve Leave from College for up to three days. Longer leave periods must be approved by the Deputy Principal of Students. This must be applied for using the form on InsideView and the Parents & Friends tab.

- / **Casual Leave:** This refers to off-campus outings to regular, well-known locations such as the local shops in Lane Cove.
- / **Approved Leave:** This refers to off-campus outings that result in missing a meal/roll call, or extend overnight, such as visiting parents on the weekend.

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, 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 our REACH Boarding system and, then when they return in the afternoon, boarders must sign back in. The only exception is for mealtimes in the Dining Hall as the whole Boarding community is in the same location at these times.

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.



In the Boarding House

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 Saint Ignatius' Boarding a positive environment.

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

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

All College students are subject to the College Policies, and failure to adhere to these policies will lead to sanctions. Likewise, all boarders are expected to adhere to College policies or sanctions will be imposed. 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 fabric of the College
- / Enhance 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. 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 Hall
- / 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 may assemble outside the dining room five minutes prior to the evening meal. Once seated, appropriate table manners should always be observed.

DIET

The College Refectory implements a Smart Food Program that is independently endorsed by Food & Nutrition Australia. The meals provided are based around Australian Dietary Guidelines and the Australian Guide to Healthy Eating. The menus are designed using fresh seasonal produce and best cooking techniques to maximise the quality and nutritional value of each meal.

Smart Food is about teaching and educating our students to combine a range of foods in their diet from a variety of food groups, while encouraging acceptable portion sizes including the occasional treat.

Boarding students are provided breakfast, morning tea, lunch, afternoon tea, dinner and supper. Fresh fruit is always available. Special dietary requirements including allergies are catered for. Parents should advise the Director of Boarding of these details in writing.

FOOD

Boarders from Years 7 to 11 dine in the Main Dining Room. At recess and lunch, students may collect their food from the Main Dining Room and join their classmates in designated areas in the yard. Year 12 dine in the Senior Refectory.

Menus are published and displayed on noticeboards and meals are regularly checked by qualified dieticians to ensure that a healthy and balanced diet is provided. Students are provided with food lockers to store personal food items. All personal food items kept in the Boarding House must be clearly labelled and all food is to be sealed to prevent pests.

Boarders are permitted to have food within the Boarding Houses and are encouraged to have small snacks for after school and evenings. Food should be safely packaged in plastic, sealable containers. Food is only to be consumed in designated areas of the House and not in bedroom areas. Boarders are responsible for cleaning up after themselves and keeping kitchen facilities tidy and hygienic.

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: 11.45am - 1.15pm

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. Clean laundry is returned to the boarding house for collection from the

student's allocated pigeon hole. Students can expect their washing to be returned within 48 hours. It is expected that all clothing items are marked with students' names and laundry number.

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 to leave their rooms in a tidy state. This also applies when they are departing for Leave. They are expected to change their sheets on the allotted day and keep their rooms free of excessive laundry.

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 drugs/medications that have not been prescribed by a doctor and managed by 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 regulations, the College reserves the right to search for and confiscate items that may be harmful to students and staff, or to confiscate items contributing to poor or non-compliant behaviour. A confiscated item may also be sent home with parents/carers or, if an illegal item is found, it will be deposited with the appropriate authorities.

The Director of Boarding must approve any search. Boarding staff may only search a boarder's room on a strong suspicion that the boarder has in his possession a stolen item, weapon, illegal drugs or alcohol, inappropriate material or unsanctioned substances as per the College Student Alcohol and Drug Policy. Two members of staff will be present for any room searches. Boarders must co-operate with staff in any search. If they refuse or are uncooperative, staff will request parent/carer intervention.

Parents/carers will always be informed when a search is to be carried out. A search must be conducted with the boarder concerned being present, along with a second supervisor. No boarder will be physically searched for items on himself.

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 confiscated item that is illegal will be reported to and deposited with the appropriate authorities.

SECURITY OF BELONGINGS

We ask students to be very conscious of the security of their personal belongings and to lock away their valuables. Each Division is kept locked during school hours, accessible only with permission from the Head of Division or Director of Boarding. Security cameras operate in corridors and all entry and exit points in Kevin Fagan House and Saint John's House.

All doors are locked at the end of the evening by the Duty Master, and a nominated staff member remains on call during the evening should any needs arise. Security guards are on site at the College premises every night. No student or visitor may enter the Boarding House without the permission of the Duty Master. If students are found to be causing malicious damage to College property, parents may be asked to cover the cost of repair. In the case of theft or damage, personal computers and other valuable items must be covered by parents' insurance.

Boarders are responsible for securing their belongings. Adequate lockable storage space is provided for all boarders and they are expected to use it. Boarders should report lost items immediately to staff on duty so

that they can make attempts to locate the items. As more time elapses, this process becomes more difficult. We encourage parents/carers to obtain personal insurance for valuable items.

Rooms must be vacated at the end of each term, however room is provided for students to leave gear over short holiday breaks. While every care is taken with this storage, the College cannot be responsible for students' property left over the holiday periods.

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.

MOBILE PHONE POLICY

Boarders are permitted to have mobile phones, however, they are not to be used during Study

or after lights out. Years 7 - 9 are required to hand in their mobile phones during study times and at the end of each day. Years 10 - 12 are trusted to use their mobile phones only during appropriate times. Boarders may be contacted via the Division phone.

The use of mobile phones is always to be in line with the Student Acceptable Use of Technology Policy.

INSURANCE

The College works to ensure that boarders understand the necessity of looking after personal mobile devices. However, boarders are responsible for the physical security of their mobile device, including protection from damage and theft, at all times. When boarders are permitted to use mobile devices, they should protect their devices from physical damage and be wary of the environment in which they are using the device. When devices are not in use, boarders are to ensure that their devices are secured in their locker.

In the event of loss or damage, the College does not accept liability for mobile devices. Boarders (and their families) are strongly encouraged to ensure their devices are covered under an insurance policy that includes loss or damage.



Transport

BOARDER TRAVEL FOR RURAL STUDENTS AT START AND END OF TERM (COUNTRYLINK)

The State Government provides free transport services for boarders who live in Rural NSW, between College and the town nearest to their home, at the beginning and end of each term, and over the Easter and June long weekends. Bookings for this service are organised by Boarding Administration through CountryLink each travel period.

BOARDER TRAVEL ARRANGEMENTS FOR SPORT

Boarders participating in 'away' games for sport fixtures on the weekends travel by bus or taxi with other boarders to and from their games. Transport must be requested by Thursday evening. They will then be notified of these travel arrangements on Friday afternoon. The boys are ushered into their transport by a Boarding supervisor on Saturday mornings.



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 of Boarding.

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 regular visits home in advance, but not too many
- / 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 Head 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

2024 Calendar

TERM 1

Monday	29 January	Year 7 Orientation Day + Boarder Travel Day
Tuesday	30 January	Term 1 commences
Thursday	28 March	Boarder Travel Day
Friday	29 March	Good Friday Public Holiday
Monday	1 April	Boarder Travel Day
Thursday	11 April	Term 1 concludes
Friday	12 April	Boarder Travel Day

TERM 2

Monday	29 April	Boarder Travel Day
Tuesday	30 April	Term 2 commences
Friday	7 June	Boarder Travel Day
Monday	10 June	King's Birthday Public Holiday
Thursday	27 June	Term 2 concludes
Friday	28 June	Boarder Travel Day

TERM 3

Monday	22 July	Boarder Travel Day
Tuesday	23 July	Term 3 commences
Thursday	26 September	Term 3 concludes
Friday	27 September	Boarder Travel Day

TERM 4

Monday	14 October	Boarder Travel Day
Tuesday	15 October	Term 4 commences
Wednesday	4 December	Term 4 concludes
Thursday	5 December	Boarder Travel Day

Term dates may be subject to change.

COLLEGE CALENDAR

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.

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.

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

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.



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. Licona also runs a Recycled Shop where families can buy second-hand uniforms.

Trading hours for Licona during school term:

/ Mondays to Fridays
8.00am – 4.00pm

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
- / Enclosed 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 in 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 backpack
- / One (1) College sports / overnight bag
- / One (1) College daypack – excursions (optional)
- / Two (2) mesh laundry bags
- / One (1) pair Speedo style swimmers
- / Name tags with surname and laundry number

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.

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.

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, but 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 will be required for regular testing and tagging by College property service staff (all electrical equipment will be tested and tagged during Term 1). 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.

If I have a worry or personal problem, to whom can I turn?

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

This includes:

- / 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 am 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, in 2024 we will have approximately 310 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. 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 social media 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 then 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).

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 storage.

How can I contact my son?

If your son has a mobile phone, you can call them directly. There are some restrictions on phones so you may not reach them immediately. 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?

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 Head 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.



Contact List

DIRECTOR OF BOARDING

Mr Anthony Begg

Mobile: 0438 444 715

abegg@riverview.nsw.edu.au

ASSISTANT DIRECTOR OF BOARDING & HEAD OF JUNIOR DIVISION

Mr Tim Sedgewick

Mobile: 0477 444 883

tsedgewick@riverview.nsw.edu.au

HEAD OF YEAR 8 DIVISION

Mr Michael Webb

Mobile: 0419 203 883

mpwebb@riverview.nsw.edu.au

HEAD OF YEAR 9 DIVISION

Mr Joshua Morris

Mobile: 0415 656 890

jjmorris@riverview.nsw.edu.au

HEAD OF YEAR 10 DIVISION

Mrs Christina Mikan

Mobile: 0488 044 410

cbmikan@riverview.nsw.edu.au

HEAD OF YEAR 11 DIVISION

Mr Brett Benkenstein

Mobile: 0417 388 090

bbenkenstein@riverview.nsw.edu.au

HEAD OF YEAR 12 DIVISION

Mr Gerard Carson

Mobile: 0417 231 152

gjcarson@riverview.nsw.edu.au

BOARDING ADMINISTRATION

Mrs Penny Kelly

Tel: 02 9882 8224

boarding@riverview.nsw.edu.au

COMPLAINTS

If you have a complaint 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



www.riverview.nsw.edu.au

 SaintIgnatiusCollegeRiverview

 SICRiverview

 SICRiverview

T +61 2 9882 8222

F +61 2 9882 8588

stignatius@riverview.nsw.edu.au



Saint Ignatius' College Riverview

115 Tambourine Bay Road, Riverview NSW 2066 Australia