



BOARDING HANDBOOK

Living, learning, and creating pathways for every student

ABOUT CALLISTEMON HOUSE

Callistemon House provides accommodation in a safe and caring environment for isolated and remote students, to enable them to develop fully their academic, physical, emotional and social potential.

VISION

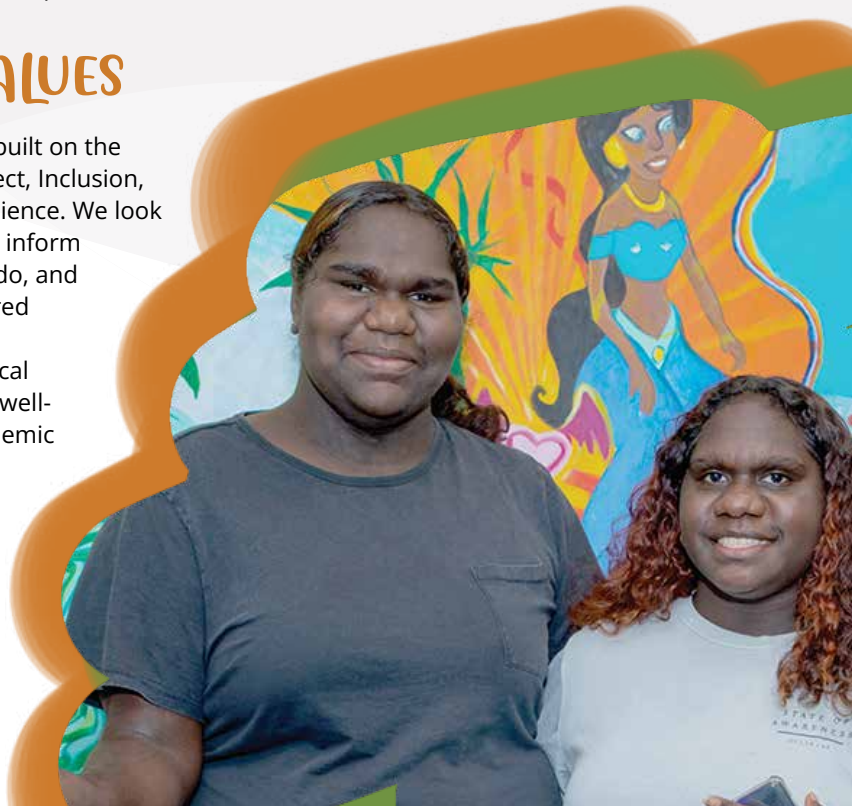
To help ensure that children from remote areas in the Northern Territory have an opportunity to succeed academically while living as close to family as possible.

MISSION

To develop proud, strong, educated young people, who walk with confidence throughout their life and to equip each student to succeed in their personal and professional life!

OUR VALUES

Callistemon is built on the values of Respect, Inclusion, Effort and Resilience. We look these values to inform everything we do, and take a considered approach students' physical health, mental well-being and academic development.



HEAD OF BOARDING'S WELCOME.

On behalf of Callistemon House, it is my pleasure to welcome you and your family to our boarding community. I trust that your experience at Callistemon will be rewarding and educational.

Our aim at Callistemon House is to provide the best possible foundation for learning success for our boarders through partnership between home, school and boarding house. Our belief is that learning does not simply occur in the classroom but through experiences, and interactions that occur in the boarding environment. Therefore, our Boarding programs focus is to equip our students with many important life skills that will help carry them throughout their lives. At Callistemon house we pride ourselves on providing a range of learning opportunities to suit the needs and interests of our boarders.

The decision to enrol into boarding can be a daunting one for many families. We understand that we have been entrusted with the responsibility of caring for your child and take it extremely seriously.

Once again, we welcome you and your family to the Callistemon House community, we look forward to working alongside you and your family as we journey together to provide the best possible care for your child.

If you have any questions, please do not hesitate to contact a member of the boarding team.

Jayne Kot
Head of Boarding



STAFF PRESENCE AND SUPERVISION

We have a dedicated and experienced Boarding staff team at Callistemon House. There is always staff on active supervision to ensure the safety of students. Our house parents provide daily support for our boarders and help them prepare for school, guide them through evening routines, and form positive relationships with our boarders through the activities program and spending time together at boarding.

Our staff are regularly updating their own credentials and skills through ongoing training in key areas such as; IV in Community Services (Boarding), Fire Warden First Aid, Cultural Competency Training, Trauma Informed Practice, and Restorative Practice.



WELLBEING

We aim to maintain a family atmosphere where all students matter and to build a harmonious, safe, and happy environment that promotes students success.

Our Student Wellbeing program ensures each student is known personally, and opportunities are offered for students to grow and learn in ways that are responsive to their individual needs. Each student has a house parent who will have regular check-ins with the student and monitor all aspects of well-being physically, mentally, emotionally, and academically.

Our mission is to create an environment of respect for all students to achieve high standards within their education journey, which carries through to their life.

We encourage positive communication to support all students at Callistemon house with guidelines for behaviour and house expectations.

The Head of Boarding oversees the boarding program and provides an important link between boarding, School (Katherine High School, and St Joseph's Catholic College), Family and Community.

The Head of Boarding is assisted by House Parents who provide 24-hour care on rostered base, as well as Tutors who are available to support students with homework. Our trained and experienced boarding staff work in partnership with our students to develop mutual respect and trust.

We provide our boarders with the highest standard of Duty of Care to ensure they always feel safe, connected, and supported. This creates a culture where by boarders feel at a home.

We also recognise that young people learn best when they are healthy, happy and retain a strong connection with home, family, and community.

HOMESICKNESS

We recognise that some students struggle with being away from home. At such times House Parents, with the assistance of the Head of Boarding will spend time helping students to feel more comfortable and employ strategies to ease the degree of homesickness.

Our boarders are supported to build strong relationships. We believe that communication is vital for healthy relationships, and we understand that students need to stay connected with their families as they develop friendships at Callistemon House.

COMMUNICATION

We encourage regular communication between the school and families. We believe that those students who have family that are actively engaged in their child's school life often achieve the best learning outcomes. Our Boarding staff will be in regular contact with school and families.

However, we also encourage families to reach out to key staff whenever required. Please see below for key staff contact details:

Head of Boarding	Jayne Kot	0417 832 841
House Parents	Raynor Lodge	0429 625 379
House Parents	Elliot Lodge	0407 723 212

ARRIVAL AND ORIENTATION

Callistemon is open a day before classes start at Katherine High School and St Joseph's Catholic College. Parents will be notified of start times for each term via preferred contact method.

The first night is spent settling into student rooms and spending time with other boarders. During the weekend, students are supported by staff so that they are school-ready for the commencement of classes. Uniforms are organised, timetables provided, staff introduced, and an explanation of routines and expectations is given. There are also plenty of opportunities to have fun with organised games and events during the weekend.



ACCOMMODATION

There are two dorms at Callistemon (Raynor lodge and Elliot Lodge), each with the capacity to be home to 20 students.

Boarding at Callistemon House is a 'home away from home', our two boarding houses and all our facilities are designed to be welcoming and comfortable. Students are accommodated with twin share or single rooms (seniors). All bedrooms feature a single bed, study space, sink, desk, chair, lamp, and personal storage. Students are encouraged to decorate their rooms to truly make the space feel like their own.

Each Dorm is well-equipped with bathrooms, laundry facilities and common rooms.

Our outdoor spaces have a half-court basketball, spaces to kick the ball around and gym equipment, there is also a comfortable area for relaxation. At Callistemon we promote and actively encourage time outside of the dorms to keep screen time minimal and overall general wellbeing high.



DAILY ROUTINE

Event	Monday-Friday	Saturday	Sunday
Wake Up	6:45am		
Breakfast	6:45am – 7:30am		
Room Checks	7:30am		
Phone Collection	7:45am		
Depart for School	7:45am		
Return from School Town Trip (Tue, Thu, Sat)	2:45pm – 3:15pm 3:30pm – 5:00pm	11am – 12:30pm	Afternoon Activity
Free Time	3:15pm – 5:30pm		
Dinner	6:00pm – 6:30pm Friday 5:30pm – 6:00pm	6:00pm – 6:30pm	6:00pm – 6:30pm
Homework / Outside Time	6:30pm – 8:00pm		
Supper Time	8:00pm - 9:00pm	8:00pm	8:00pm
Hand in electronic devices Bedtime	9:30pm		

ROLL CALL

Formal roll calls take place as students arrive for breakfast each morning to ensure all students are up and ready for school. Students who are planning to attend any before/after school co-curricular activity (i.e., Clontarf/ Star training activities) are expected to receive permission and inform a staff member in advance.

WAKE UP

All boarders are woken up by the house parent at 6:45 during the week. Over the weekend students are allowed to sleep in until anytime unless an activity is planned for the early morning.

BREAKFAST

Breakfast is compulsory for all boarders and is a wonderful opportunity to prepare for the day ahead. Students are provided with two hot breakfasts a week on Tuesdays and Thursdays. Additionally, we provide all essential items students need to make healthy lunches to take to school. Breakfast service finishes at 7:30am.

ROOM CHECKS

Students are expected to make their bed, clean the floor of any clothes or other belongings, and leave the desk appropriately organised. Room checks will take place each morning before students receive their phones and are sent to school. Each Wednesday all students are supervised while their rooms are swept and mopped. Additionally, each Thursday students are required to bring all their linen to the boarding admin to be washed by our Laundry Service.

DEPART FOR SCHOOL

Students receive their phones no earlier than 7:45am. All students are then expected to leave for school.

Students will at times be driven to school however they also have the option to walk to school.

SCHOOL DAY

Boarders are not allowed to return to Callistemon House during the school day. ALL students are expected to attend ALL their classes. Under some circumstances, with the supervision of a member of staff, students may return to the house if unwell or an unforeseen incident has occurred at school.

RETURN FROM SCHOOL

At the end of the school day students are picked up from school. If students have chosen to walk back to the house from school, they should be back to the house before 3:15pm. Once back from school students are provided with afternoon tea and attendance is taken to ensure all students have returned safely.

AFTERNOON SCHOOL ACTIVITIES

After the school day students tend to relax in one of the many common areas to watch TV, chat, play board games and build stronger relationships. Tuesdays and Thursdays are reserved for a town trip to purchase essential items or spend time with friends (this is for 1 hr).

DINNER

Dinner is compulsory for all students to attend and is served from 5.30pm to 6.00pm each day. Staff save dinner for students who have extracurricular commitments outside of the house. Each week a selection of students are required to do Kitchen Duties which includes the cleaning of the dining room area and kitchen area.

HOMEWORK/ OUTSIDE TIME

After dinner, all students are expected to be outside participating in an organised activity such as AFL, Basketball, Rugby etc. Many students also chose to participate in club sports outside of Callistemon House. House parents help students sign up and get to and from training sessions and games.

Additionally, if students have homework they are expected to use this time to complete any outstanding school tasks they may have. The boarding house has access to several tutors that can come to assist students with any work. Students or parents must request to see tutors and if necessary regular sessions can be arranged.



SUPPER TIME

After Homework/ Outside time all students are provided with a small snack and drink before bedtime.

WEEKEND ACTIVITIES PROGRAM

Weekends are a crucial time for our boarders to rest, relax, learn in a different setting, study, and prepare for the week ahead. We provide a planned activity on Sunday with many activities being outdoor based taking advantage of our environment.

By Sunday evening, our focus shifts to preparation for the week ahead. Our senior students in particular make use of this valuable time to study and prepare for their week.



STUDENT LEAVE

There are several different leave opportunities for our boarders during the school term. All boarders can have weekend day or overnight sign-outs, given that they are signed out to an approved person as identified by the child's parent/guardian. This consent can be granted on an ongoing basis to a specifically designated person or can be communicated to boarding staff via verbal consent.

Parents/families are responsible for ensuring leave they approve for their child is valid and appropriate by keeping host lists up to date.

Afternoon leave can be approved on town trip days on Tuesdays, and Thursdays.

ADDITIONAL LEAVE

If extended leave is required, this can be applied for under the category of 'additional leave.' This can be granted for assorted reasons.

Travel and accommodation for parents/family to visit their child in Katherine can also be applied for and arranged by the school. This can be useful in supporting children who require support from family.

EXCURSIONS

Once or twice a semester Callistemon will go on an excursion for the purpose of strengthening boarder and staff relationships.

Families will be notified when excursions will be happening.

CLEANING

A key feature of the boarding experience is the learning of important life skills, one of which is taking responsibility for keeping a clean space. Students are responsible for keeping their rooms clean and they engage in daily and weekly cleaning. Room inspections are part of our standards at Callistemon House Boarding.

FRESH AND HEALTHY FOOD

Callistemon aims to provide fresh and nutritious meals, prepared in our own kitchen. We are aware of the relationship between a well-balanced diet and student physical and emotional well-being. We try to meet the needs and requirements of all our boarders.

MEALS

Mealtimes are an important part of the day as they provide all members of our community with an opportunity to sit and spend time together. It is often during these occasions that we can form connections to each other.

Breakfast, dinner, and supper are served in the Dining area. The Dining area is comfortable space which all students and staff have access to. All boarding students are required to attend mealtimes.

DINING ROOM EXPECTATIONS

All students are expected to relate to each other and staff in a respectful manner during mealtimes. Sharing meals together can be a highlight in the boarding experience and provide everyone with an opportunity to get to know each other better and share the highlights of the day.

LATE MEALS

As many of our students are engaged in community sport activities after school, we always ensure that we have late meals available for all who require it. This also applies to any students who may miss the regular mealtime due to an appointment.

SPECIAL DIETARY REQUIREMENTS

The Kitchen is informed of any student dietary requirements including allergies and anaphylaxis.

FOOD IN DORMS

Students can purchase food during town trip times, packaged food can be kept in dorm rooms and there is a communal fridge available for students to store food. House parents are not responsible for any items that are placed in fridge.

WHAT TO BRING

Boarders will be living in shared spaces so this should be kept in mind when packing items. It is recommended that highly valuable items and personal items of sentimental value be left at home. We do encourage our boarders to personalise their rooms, so family photos and posters are encouraged to increase the level of comfort our boarders feel at Callistemon School.

We also encourage you to label all your child's clothing items before arriving. This is particularly important for school uniform items as these can be easily mixed up with uniform pieces that belong to other students.

Clothing	Other	Other non-essentials	What is provided
T-Shirts x5	Towel	Torch	Doona
Jumper x1	Swimming Towel	Phones	Sheets
Long pants x1	Thongs		
Underwear x5	Athletic shoes	Extension Power adapters	Lamp
School socks x5	School shoes (St Josephs need black leather shoes)		
Socks x5	Shampoo and Conditioner	Laptop	Night light (if requested)
Shorts x5	Toothbrush and Toothpaste		
Swimming clothes x1	Sanitary items	Xbox/ PlayStation	
Sleepwear x2	Brush and comb		
	Other toiletries	USB	
	Water Bottle		
	Wash Cloth		
	School Bag		
	Bag for overnight trips		

Other considerations:

- All electronic devices are handed in at 9pm including phones, tablets, gaming devices, laptop computers. (Students are to bring only one phone etc. if they have more they will be confiscated and left in the safe for the term.) All items are the responsibility of students to care for. Students all have a lockable cupboard in room therefore are responsible for their own belongings unless given to House parents to look after.
- No aerosol sprays are allowed at Callistemon.
- No Items of clothing that reference drugs or profanity are permitted.
- Personal medication to be given to house parents upon arrival.

Personal Appearance:

- Students are required to take care in their personal hygiene and dress appropriately while staying at Callistemon School. If a boarder's appearance does not meet School standards, then a staff member may ask that student to change.
- Students are provided with regular access to our laundry facilities to ensure that their clothes are fresh and clean.

DRUGS AND ALCOHOL

Illicit drugs, alcohol, tobacco, and vaping are prohibited at Callistemon House. Our boarding rules are in line with our school expectations and Australian law. None of these materials are allowed anywhere on our campus.

It is the expectation that students do not smoke, drink alcohol, or consume illegal drugs.

STUDENT TRAVEL

Our Head of boarding is the contact person with regard to travel to and from school. Travel arrangements are managed throughout the course of the year, with boarding staff supervising travel arrangement on the day of travel.

VEHICLES/DRIVING LICENCES

Most young drivers are careful, safety conscious and considerate when driving. However, they are one of the most vulnerable road users groups due to their relative inexperience, and tendency to take risks. With this in mind, the school has a responsibility to take all reasonable measures to ensure the welfare and safety of students. Any student that holds a valid Northern Territory Drivers licence who intends to have their vehicle at Callistemon, and use either on a regular basis or occasionally, must comply with the guidelines and is required to complete the Parent Permission and Student Agreement Form.

PHONES/COMPUTERS AND DEVICES

Students have access to Callistemon phones to call phones however are encouraged to have a mobile phone and credit to stay in contact with family and friends. Year 7 to Year 10 students must hand their mobile phones in to the boarding staff before bed at night and can collect them in the morning. Year 11 and 12 students are permitted to keep their phones overnight, but misusing the phone overnight will result in losing that right.

MEDICAL AND DENTAL

Callistemon has a productive relationship, the local medical practitioners, Wurli-Wurlinjang Health Service, and Katherine Family medical practice. Students are afforded a high level of health care while boarding at Callistemon. Students who feel unwell in the morning should notify their house parent, who will house parent who will make an assessment. After an assessment has occurred an appropriate response will be made. This may include:

- The boarder may spend a day, or part of the day, resting at Callistemon.
- An appointment may be made for the student to see a doctor.
- If the student has a condition which will require several days of bed rest, or which might prove contagious or infectious in a community living situation, then arrangements will be made for the boarder to be isolated from the other boarding students.
- Families will be notified.

If a boarder is unwell at any other time (that is, at night) then he or she should seek out their house parent who will decide appropriate action.

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