



**ST JOHN'S**  
GRAMMAR

**INTERNATIONAL LIVING AND  
LEARNING PRECINCT**  
**HANDBOOK FOR PARENTS AND STUDENTS**

## Welcome to Boarding at St John's Grammar

St John's Grammar is committed to providing an exceptional educational experience for all students. Our Living and Learning Precinct, allows us to provide care and comfort for our International students, ensuring they are in the best position to soar.

Our Living and Learning Precinct is located on our school site. The students live in well-equipped houses, surrounded by the picturesque grounds of St John's Grammar. They can walk safely from their homes to their classrooms, in just a few moments.

Our boarders are offered more than just a home away from home; they are nurtured and guided as they embark on their journey of academic, social and character development.

We believe that boarding should be an enjoyable and memorable experience, and our dedicated staff are instrumental in providing care and support for each boarder. It is our goal to compliment the world-class education provided by St John's Grammar with a caring and homely environment for our boarders.

In addition to the extensive co-curricular program offered at St John's, our students can enjoy a wide variety of activities to maximise their boarding experience. The strong bonds which are forged between the students are reinforced through weekend recreational activities, boarding house competitions and a range of inter-school social opportunities.

St John's Grammar has developed a modern boarding environment where every student is nurtured and can flourish. We invest in all boarders' individual pursuits and are committed to supporting them to achieve their dreams. The information included within this handbook provides a snapshot of boarding in our Living and Learning Precinct.

## Our Unique Approach

St John's chose to develop an onsite Living and Learning Precinct to extend the care we offer our International students. Providing a home for students at school, allows us to ensure that our students are supported, engaged and challenged.

Our Boarding staff work with our Teaching staff to meet the academic and wellbeing needs of students. They play an important role in supporting and guiding the students.

Most of our International students choose to study University in Australia after finishing their schooling. One of the central aims of our Living and Learning precinct is to support the students to become more independent so that they are able to succeed at University.

Our Boarding House also offers a homely environment that maintains the strong values of our school. Students are well supervised, with consistent and fair rules that allow them to achieve academic success.

## Key Staff Contact Information

### **Living and Learning Precinct Manager** – Lena Clark

Our Boarding House staff are responsible for managing the out-of-school care for our International Boarders. They oversee study, leave and healthy living.

### **Principal** – Richard Anderson

### **Deputy Principal** – Catherine Emmerson

Catherine oversees the International Student Program and Boarding House.

### **Head of Middle School** – Ben Clark

Ben oversees the learning and wellbeing of all students in the Middle School, Years 7-9.

### **Head of Senior School** – Carlee Mitchell

Carlee oversees the learning and wellbeing of all students in the Senior School, Years 10-12.

### **International Student Coordinator** – Jo Zhang

Jo provides care of all International students, communicating with parents and overseeing the learning and wellbeing support for students.

### **International Student Services** – Candice Flinn

Candice supports the International Student Coordinator to ensure everyone's needs are met and looked after.

### **International Student Services** – Maggie Li

Maggie supports the International Student wellbeing to ensure support for all students.

### **Counsellor and Chaplain**

All students are able to meet with the Counsellor and Chaplain for support with wellbeing and spiritual care.

### **School Counsellor** – Michael Sharp and Olivia Watson

### **Chaplain** – Chaplain Stacey Ellinger

Wellbeing Assistants – Persia, Jackie and Stacey

### **Heads of House**

We have a team of Heads of House. They provide a layer of care for International students. They ensure that students are managing their study, attending regularly and are integrating into school life.

## The Boarding House

The Boarding House is fully equipped with kitchens, bedrooms, bathrooms and living areas. All meals are provided for students, they also have the opportunity to prepare further snacks if they like.

Students will be located a single room. They are provided with a bed, desk, wardrobe and lockable cupboard.

The Boarding House has heating and cooling and is well furnished to provide for the comfort of the students.

## Boarding Life

Our students live in a safe and homely environment where they are encouraged to live and work as an extended family. They wake at 7:30am and have time to dress for the school day and eat their breakfast. They then walk to school in time for the 8:30 start where they meet with their Home group teacher.

The students have recess and lunch provided at school and are encouraged to mix with the other students during their break times.

At the end of the school day, at 3:25pm, students have time to attend Sports training or Music practice. Alternatively, they can enjoy time socialising with friends or working in The Learning Commons until 5pm. Maths tutoring support is also available during Monday and Thursday lunchtimes at school.

Students eat their dinner together and then attend evening Study sessions. During this time, they are able to access support with their homework and assignments.

After study sessions are completed, students can relax and enjoy some supper and activities. This is a good time for them to make contact with their families at home. Students then head off to their bedrooms.

There is a lights-out routine for all year groups, that includes handing up devices on school nights, and then each student staying quietly in their room, with dimmed lights.

On the weekends, our Boarders participate in Sport activities and social activities. Many choose to go to the city, for a walk into the local National Parks or a visit to the beach.

## Homesickness

We recognise that in most cases the Boarding House experience is the first time that students have lived away from home. This can be stressful for both students and parents. These feelings usually subside as students develop new friendships and routines within school life.

Our staff are sensitive to students' emotions and have a number of support structures in place including liaising with parents at all times.

It is important for parents to emphasise the benefits of involvement in and out of the classroom. Activities such as sport, music and drama are beneficial and should be encouraged, as it serves as a distraction from feelings of homesickness.

## Sample Daily Routine

7:30am	Wake up
7:30am-8.25am	Getting ready for school and breakfast
8:30am	School Day Begins
3:30pm	School finishes – Sports training, Tutoring and wellbeing support
	Local leave

6:00pm	Dinner
6:45pm	Study
8:45pm	Free time
10:00pm	Lights out Year 8 Boarders
10:15pm	Lights out Year 9 Boarders
10:30pm	Lights out Year 10 Boarders
10:45pm	Lights out Year 11 Boarders
11:00pm	Lights out Year 12 students

## Expectations

### *Respect*

St John's expect all students to treat each other and staff with respect. This means that students are polite and show positive manners. They are expected to say please and thank you and develop appropriate Australian customs.

Students are expected to show respect for the facilities – keeping things tidy. They must follow the rules of St John's Grammar including those relating to:

- No Bullying or harassment
- Following the instructions of staff
- No offensive language
- No possession or consumption of alcohol, cigarettes or illegal drugs
- No possession of dangerous objects
- No theft or damage of property
- Respect other students' property
- No entering other students' rooms without permission

### *Dress and Appearance*

During school hours, students are expected to follow the school's Uniform Guidelines. Outside of school hours, students are expected to wear appropriate casual clothes. Clothing should not be excessively revealing and footwear must be safe.

High standards of grooming and personal hygiene are expected. Students are expected to shower every day.

### *Meals*

Students are provided with a continental breakfast each morning. The kitchen facilities in each house allows the students to customise their breakfast to their own preferences. A selection of recess and hot lunch meals are provided at school. A hot dinner is provided in the evening and the students join together for a shared meal at this time. Students are able to prepare snacks in the evening and a selection of fresh fruit is available every day.

Boarders attend dinner at the School canteen at 6pm on every week night. Delicious meals of mains, vegetable sides and dessert are prepared by our chef experienced in preparing Asian cuisine. The chef also provides meals in advance for Saturday lunch and dinner. On Sundays the boarding house staff use locally produced pre-cooked meals to provide dinner for the Boarders.

### *Laundry and cleaning*

Washing machines, clothes dryers and airing racks are provided in all boarding houses. Students are expected to follow a laundry roster and to manage their weekly laundry washing and drying. Boarders are encouraged to use clothes racks outside during the dryer warmer months to avoid energy wastage from overuse of the clothes dryers.

Boarders are provided with bed linen that is professionally laundered weekly. The houses are professionally cleaned two times every week.

### *Security*

The homes have been fitted with high level security and fire protection systems. At bed-time, the homes are locked down. If a door is opened, the alarm is activated. This ensures that students are safe in the evenings without anyone able to enter or exit the premises without permission.

In case of an emergency during sleeping hours that is not related to fire, Boarders are able to activate the security door alarms to seek assistance from Boarding Staff.

Students all have a lockable cupboard in their rooms, enabling them to lock away valuable possessions. The house itself of course requires an access key to be able to enter at all times.

Students are not to enter another student's bedroom unless that student is present and they give permission. Students must knock first before entering another student's room. Students have a right to report to staff confidentially if they feel that another boarder has entered their room without their permission. Students are not to enter the bedrooms of students of another gender. If a student

### *Insurance*

The school takes no responsibility for boarder's personal items.  
All uniforms and personal belongings should be labelled.

You may wish to review your insurance policy to establish if your child's personal possessions are covered by your current policy terms and conditions.

### *Network*

Students are provided with access to the St John's Wi-Fi. This enables them to complete homework and access home using the provided data. This is a secure Wi-Fi.

### *Laptops and Mobile Phones*

Boarders are able to connect their mobile phone to the St John's Wi-Fi, allowing them to use this data. Students are expected to be contactable on their mobile phone while they are away from the Boarding House. Students who have excessive data use will be spoken with and a plan developed.

At bedtime, mobile phones and laptops are secured in the recharge station, ensuring that students are not distracted during their sleep and that their devices are fully charged for the morning. Students are allowed to have their mobile phone in their room on Friday and Saturday night only.

### *Student Use of Social Media Policy*

St John's Grammar School recognises the importance of social media tools as a mechanism for both individuals and organisations to engage and share information.

Students at the School enjoy the opportunities and rewards that being a member of the School community brings. It is subsequently expected that students will uphold the ethos of the School within and outside of the School and in all social media interactions.

It is our policy that students must:

- use social media in a respectful and responsible manner
- refrain from acting in such a way that brings the School into disrepute or in a way that harms members of the School community
- not insult or present offensive or inappropriate content
- not misrepresent the School or any member of the School community.

### *Technology*

#### *Wellbeing of our Boarders and our Staff*

Our students' health and wellbeing is the priority at St John's Grammar School. A research conducted by the health promotion foundation VicHealth found that "the average teenager only got between 6.5 and 7.5 hours of sleep a night, well under the recommended 8-10 hours, and it was seriously impacting their mental wellbeing, with increased rates of depression, anxiety and low self-esteem among sleep-deprived teens." It also suggests that screen time one hour before bedtime is one of the causes of sleep deprivation among the young people. You can read the full article [teenagers and sleep](#) here.

The long use of devices not only affects our students, it also affects our boarding house staff. Our boarding house staff have to ensure all students to be in bed before they can rest. They also struggle to get our boarders out of bed or have enough time for breakfast before their lessons start.

We have seen good self-management skills among our year 12 students living in a boarding house environment, so we are confident that such practice gives our boarders the advantage in adjusting their study-life balance and making healthy choices.

#### *Study time*

Different from the school cultures many of our international students are from, St John's Grammar finishes at 3.30pm. Our students have a good quality of down time for social, sports or other self-directed activities. The boarding house's dinner is set at 6pm, so the boarding house has dedicated 7pm - 9pm (Monday –Thursday) as the supervised study time, which allows them to complete the homework in a quiet environment. Major assignments and exams are normally set weeks in advance, so our students learn to pace themselves and not to rush the night before deadlines. Each of our parents have CANVAS access to monitor their child's learning progress. If you don't have access or have trouble accessing Canvas, please contact one of our team members or email [international@stjohns.sa.edu.au](mailto:international@stjohns.sa.edu.au).

#### *Collection time*

We respect and value the connection our boarders have with their families. The time difference between Adelaide and their hometowns means both students and their families have to adjust and adapt to these changes while trying to stay connected. The boarding house staff remain responsible for our boarders' healthy routine, but we would also like to adjust the device collection time and bedtime (**school nights only**) as below

Year level	Devices in	Lights out	Devices back
8	9:45pm	10:00pm	7:30am
9	10.00pm	10:15pm	7.30am
10	10:15pm	10.30pm	7.30am
11	10.30pm	10.45pm	7.30am

Living in a boarding house is a unique and rewarding experience for our students. We have seen the differences and growth in many of them in over recent months. We ask for your support while we are taking good care of the core business – our students.

If you have any further questions, please email [interntional@stjohns.sa.edu.au](mailto:interntional@stjohns.sa.edu.au).

### *Guests*

Boarders are allowed to have guests visit them at the Boarding House. They are expected to ensure that the guests comply with the rules of the Boarding House at all times. Boarders are expected to inform their guests of the Boarding House Visitor Rules which are displayed in the boarding houses. Guests are only allowed in the common areas (lounge, dining room etc). Students of different genders are not, under any circumstances, allowed in each other's bedrooms.

### *Damage*

Any intentional damage to school property or the property of another student will be paid for by the student who has caused the damage. Where an accident has occurred, the school will consider if reckless behaviour caused the damage. If that is the case, the student who is responsible for the damage will be required to pay for it.

### **Respectful Relationships Policy**

St John's Grammar School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School is respected and accepted. For every child and young person in our community, we want to ensure that our school is a place where all experience positive, safe and respectful relationships, where each individual:

- is known
- is valued
- has a voice
- is included

Furthermore, we uphold our values of Community, Creativity, Innovation, Achievement and Empowerment as we seek to be an inclusive community where all learn to soar. As such, disrespectful behaviour has no place within our school community, including outside of school hours and off school grounds, and is not tolerated.

Moreover, our School is committed to strengthening our knowledge, understanding, skills and culture in promoting healthy, safe and respectful relationships for all within our school community. We provide every student with a comprehensive Respectful Relationships R-12 program and we create a learning environment which teaches empathy, understanding and respect.

In dealing with disrespectful behaviours, all our policies and procedures seek to protect personal and community safety, deal with destructive behaviours, restore relationships, encourage reconciliation, enhance wellbeing, foster responsibility and enable personal growth for soaring.

The School is responsible for ensuring that students are treated fairly and with respect, and is committed to ensuring that all staff will:

- model appropriate standards of behaviour
- educate and make students aware of their obligations under this Policy and the law
- intervene quickly and appropriately when inappropriate behaviour is identified
- document and communicate inappropriate behaviour with HoH and HoS.
- act fairly to resolve issues and enforce the School's behavioural standards, making sure relevant parties are heard
- help students resolve complaints informally



- ensure students can report with safe passage

## Bullying

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

## Holidays, Excursions and Leave

### *Holidays*

The Living and Learning Precinct is closed from 5pm one day after the last day of Term 4. It reopens the weekend before the first day of Term 1.

During Term 1 (April) and Term 3 (October) holidays, the Precinct remains open. There will be some variance in meals provided, and rooms available. Activities and excursions will be arranged. All students under 18 are expected to attend the excursions.

During Term 2 (July) holidays, the Precinct will be shut as most students return home at this time. Any students who wish to remain in the local area will be provided with homestay opportunities.

At the end of Semester 2 (December), Boarders are expected to remain at the Boarding House until their last academic commitments have been completed. Boarders need to arrange departure flights as early as possible to ensure that they depart in time for the Boarding House's closure date.

### *Excursions*

Excursions are **compulsory** for all Year 7 to Year 11 students under 18 years of age. We strongly encourage all students to participate though we also understand that there are some circumstances where participation is not possible.

If Boarders are over 18 years old (known as Senior Boarders) they may choose not to participate.

Senior Boarders must comply with the rules outlined below should they wish not to participate in the excursions.

Other boarders (under 18 years of age, and in Year 11 or Year 12) may request an exemption for special circumstances. Boarders with exemptions must also comply with the rules outlined below.

1. Non-participation intention must be communicated at the time of excursion notice.
2. No entering other houses
3. No visitors
4. No loud noise
5. Maintain the order and tidiness of the boarding house
6. Complete the written consent slip with signatures from both the student and at least one parent.
7. Students must have their phone with them fully charged at all times to receive phone calls from staff member if needed.
8. Student must have the phone contact details of the staff member on excursion.  
Boarding Staff phone number: 0439 892 485
9. Students must call the staff member in the case of any problems immediately.
10. If they cannot reach the Boarding Staff phone number, they can contact another staff member (number to be provided)

## *Leave and Curfew*

Students are encouraged to organise leave to allow them to socialise with other students, whether that be with fellow boarders or with day students. Boarders are also encouraged to experience independence in using public transport for travelling to the city and other destinations.

Students are allowed to access local shops, school facilities and parks between 3:30pm and 5:45pm on Weekdays. They must return to the Precinct by 5:45pm for dinner.

An exception to this rule is club sport. Students attending club sport may have practice or games that are later than 5:45pm on a weeknight. In these circumstances, the student will negotiate with the Manager who along with International Team, will try to arrange lifts to and/or from the sessions through the club parents as well as public transport if required. Transport to and from practice and or matches requires signed parent permission for the arrangements negotiated.

Students may apply for leave outside of these hours. They must complete and submit their application through Reach 24 hours in advance and have the leave approved in Reach. Students in Year 7-10 must be with another student when on leave. Students in Year 11 and 12 are encouraged to do the same.

Students must have their phone with them and be contactable at all times while on leave. Students must return by curfew.

### **Curfew:**

Monday to Thursday and Sunday: 5:45pm

### **Curfew with leave application:**

Friday and Saturday: 8:30pm

All students returning who apply for leave and arrive home after 5:45pm on public transport need to text the Boarding House phone when they arrive at the station or bus stop to say they are walking back to the Boarding House.

School Sports take priority over any other leave and student must honour their commitments. Leave will not be approved if the Manager does not feel confident that a student will be safe. The Supervisor also reserves the right to refuse Leave if a student has not complied with expectations of the Precinct.

## *Overnight Leave*

Boarders are living away from home in the care of the School. We take that care role very seriously and aim to provide a safe environment for all our Boarders to grow to their full potential and soar.

To ensure Boarders' safety and wellbeing we ask the hosts for Boarders' overnight leave to acknowledge that they understand and agree to the Terms and Conditions as outlined in the [Family Care Agreement Form](#).

When a Boarder is invited to stay overnight for the first time, the following process needs to be followed:

- Boarder will obtain the name and contact number of the host parent, and advise Candice Flinn (International Student Services) at the International Office.
- If Candice is unavailable during school holiday periods, the Boarder will advise the Boarding House Manager
- Candice Flinn will arrange and ensure that a Working With Children Check (WWCC) is in place for all hosts over the age of 18 who will be at the residence during the time of the Boarder's overnight leave.
- Once this check has been completed, Candice will inform the Boarder that they can apply for Overnight Leave through Reach.

- This process applies for each residence or home that the Boarder stays at.
- Once the initial check has been completed, there is no need for the Boarder to seek assistance from Candice.

To ensure Boarders' safety and wellbeing we also ask Boarders to agree to the following Terms and Conditions:

- Boarder will follow all the School and Boarding House rules whilst in the care of another family. This includes, but is not limited to not using alcohol, drugs or vapes whilst in the care of another family.
- Boarders will inform the family of where they are at all times.
- On returning from leave, Boarder will sign-in with the Boarding Staff on duty. Boarders must return by the specified time arranged for their leave.
- If there is an issue of any sort, Boarder will immediately notify the Boarding House phone.

Boarders are subject to set of behavioural expectations whilst in the care of the School whether that be at school in the Boarding House or with another family. Under no circumstances are boarders permitted to use alcohol, non-prescribed drugs, tobacco or vapes when here in the Boarding House. The boarding student's hosting family are taking on the full responsibility of the care of the Boarder.

Additionally, Boarders must adhere to the rules of the Boarding House in regards to relationships. At all times, boarders must preserve the dignity of a proper set of behaviours with regard to their associations with their friends with whom they may have a close and special relationship. We are grateful to other families for taking on this responsibility.

### Reach – Student Life Management

The Boarding House use 'Reach' Student Life boarding management system to support a safe and secure boarding environment. Students are expected to:

- Create a leave form when requesting leave off school campus.
- Students are to sign themselves out before leaving the boarding house and sign in when they return.
- All notifications for Boarding House activities are sent via REACH and students can sign up to attend. (eg Coles trips, holiday excursions and outings)

### Out of School Activities

We are very proud to offer a range of activities for our Boarders. These activities help promote a healthy lifestyle and positive student wellbeing. Costs are kept to a minimum for students for these activities. Activities can include walks in the National Parks, Bowling, and Movies, Visits to China Town and visits to local tourist attractions.

### Religious Services

St John's has a relationship with Holy Innocents Anglican Church. Students will be supported in their faith. Students would like to attend Church on Sunday can worship with this congregation.

