

## I. Benefits of Boarding

At St Stephen's College we are committed to turning out well-rounded graduates. For students who participate in our regular boarding programme, they receive the benefits of:

- *Learning to be independent*  
Boarders learn to take care of themselves independently through their daily disciplines, routines, and good personal hygiene. Boarding provides the experience of a 'home away from home'.
- *Excellent social skills*  
Boarders are able to polish and enhance their social skills through peer interaction. There will be many opportunities for collaboration and building teamwork.
- *Self-discipline*  
Boarders learn to better manage their time through a strict time-table and healthy routines.
- *Life-long learning*  
Boarders are encouraged to explore and learn proactively through self-initiated activities.

Each dormitory creates a microcosm within which boarders learn how to cope with different styles and thinking, and work together for the good of the whole community. By living closely with peers, a boarder is encouraged to explore and experiment with different ways of learning and interacting under the appropriate guidance and supervision of their teachers.

## II. Objectives of Boarding

More specifically, boarding enables students to:

- ✓ Develop self-confidence and motivation
- ✓ Develop effective communication skills
- ✓ Develop collaboration skills with others
- ✓ Build life-long friendships
- ✓ Live independently
- ✓ Develop talents through exploration
- ✓ Learn to create boundaries and to respect others
- ✓ Adopt healthy lifestyle
- ✓ Develop healthy habits

### **III. Pastoral Care**

The Warden, Deputy Warden, Dormitory Wardens, Assistant Wardens, Dormitory Officers and Boarder Prefects collaborate closely to ensure that each boarder receives the utmost supervision, guidance and care.

Regular boarders will live in close proximity with their Dormitory Warden. Each dormitory has a live-in Dormitory Warden who will ensure boarders' safety and discipline at all times.

Boarders will also be divided into small groups led by Assistant Wardens. The Assistant Wardens are mentors who will meet with their group on a weekly basis. The group meetings are an opportunity for the boarders to share their thoughts and struggles so that they can be positively counseled to become responsible and respectable students. There will also be sports competitions organized between different groups and dormitories. Occasionally, Assistant Wardens will organize outings with their group.

### **IV. Boarding Activities**

Strict prep-times are imposed to ensure that every boarder will strive academically. Occasionally, there will be special events like High Table Dinners, a Talent Show, Christmas Carol singing, barbeques, Sports Night, and outdoor activities for boarders to allow them to relax and enjoy themselves.

Boarders are also encouraged to participate in the College's extra-curricular activities regularly so that they can fully utilize campus facilities. The campus has a wide variety of sports facilities such as a big football field, running track, swimming pool, gym room, basketball courts, badminton courts, volleyball court and ping pong tables. For boarders who are musically talented, the College has a strong music programme with a treble choir, mixed choir, strings orchestra, and individual lessons for a wide variety of instruments.

### **V. Facilities**

All the dormitories are on-campus and equipped with up-to-date facilities. Wireless broadband is available and each room is equipped with an air-conditioning system. There are also computers available and big common areas. Boarders are also allowed to use all the facilities on campus until 6 p.m. every day. These facilities include:

- ✓ Library
- ✓ Multi-Media Computer Rooms
- ✓ Music Rooms
- ✓ Basketball Courts
- ✓ Volleyball Court
- ✓ Tennis Courts
- ✓ Football Field

- ✓ Running Track
- ✓ Gym Room
- ✓ Swimming Pool (April – October)

Boarders will eat in the Dining Hall. Their food is prepared daily by a professional catering company. The menus are well balanced with an ample amount of vegetables, meat, fish, rice, and fruits. Boarders are expected to eat well, study well and live well.

## VI. Routine for Boarders

### A. Weekdays :

#### Mondays – Thursdays :

07:00a.m.	Rising Bell
07:30a.m.	Room Inspection
07:45a.m. – 08:20a.m.	Breakfast
08:20a.m. – 03:40p.m.	Same as College routine
03:40p.m. – 06:00p.m.	Extra-curricular activities
06:30p.m. – 07:15p.m.	Supper and Roll-call
07:15p.m. – 08:10p.m.	First Prep
08:10p.m. – 08:30p.m.	Recess
08:30p.m. – 09:30p.m.	Second Prep
09:30p.m. – 10:00p.m.	Recess
10:00p.m. – 12:00a.m.	Third Prep [See Remarks (1) and (2)]

### B. Weekends [See Remark (3)] :

#### (1) Fridays (or the day before mid-week holidays) :

07:00a.m.	Rising Bell
07:30a.m.	Room Inspection
07:45a.m. – 08:20a.m.	Breakfast
08:20a.m. – 03:40p.m.	Same as College routine
03:40p.m. – 06:00p.m.	Extra-curricular activities
06:30p.m. – 07:15p.m.	Supper and Roll-call
07:15p.m. – 09:30p.m.	First and Second Prep. / Special programmes / Ball Games (Tang Shiu Kin Hall)
09:30p.m. – 10:00p.m.	Recess
10:00p.m. – 12:00a.m.	Third Prep. [See Remarks (1) and (2)]

#### (2) Saturdays :

08:00a.m. – 08:45a.m. Breakfast (No room inspection)  
Dormitories are closed after 1:00p.m. and remain closed until  
04:00p.m. on Sundays.

**(3) Sundays :**

04:00p.m.	Boarders return after 4:00p.m.
06:30p.m. – 07:15p.m.	Supper and Roll-call
07:15p.m. – 08:10p.m.	First Prep
08:10p.m. – 08:30p.m.	Recess
08:30p.m. – 09:30p.m.	Second Prep
09:30p.m. – 10:00p.m.	Recess
10:00p.m. – 12:00a.m.	Third Prep [See Remarks (1) and (2)]

**C. Mid-week Holidays [See Remark (4)] :**

07:00 a.m.	Rising Bell
08:00a.m. – 08:45a.m.	Breakfast (No room inspection)
01:15p.m. – 02:00p.m.	Lunch and Roll-call
06:30p.m. – 07:15p.m.	Supper and Roll-call
07:15p.m. – 08:10p.m.	First Prep
08:10p.m. – 08:30p.m.	Recess
08:30p.m. – 09:30p.m.	Second Prep
09:30p.m. – 10:00p.m.	Recess
10:00p.m. – 12:00a.m.	Third Prep [See Remarks (1) and (2)]

**D. Typhoon and Rainstorm Holidays :**

07:00 a.m.	Rising Bell
08:00a.m. – 08:45a.m.	Breakfast
09:30a.m. – 11:00a.m.	Morning Prep. for all boarders
01:15p.m. – 02:00p.m.	Lunch and Roll-call
02:00p.m. – 04:00p.m.	Quiet time
06:30 p.m. – 07:15p.m.	Supper and Roll-call
07:15p.m. – 08:10p.m.	First Prep.
08:10p.m. – 08:30p.m.	Recess
08:30p.m. – 09:30p.m.	Second Prep.
09:30p.m. – 10:00p.m.	Recess
10:00p.m. – 12:00a.m.	Third Prep. [See Remarks (1) and (2)]

Remarks:

- (1) 10:00 p.m. Lights out for Secondary 1 & 2  
11:00 p.m. Lights out for Secondary 3  
12:00 mid-night Lights out for Secondary 4 – 6  
Lights out for Prefects is at their own discretion.
- (2) Secondary 1 – 3 boarders can have an extra hour of prep. time one week before the Mid-term Test or two weeks before the Term End Examination.
- (3) Boarders participating in school activities on Saturday morning(s) may stay in residence on Friday night(s), subject to Dormitory Warden's prior approval.

(4) Boarders may stay in residence on the day before a mid-week holiday, subject to Dormitory Warden's prior approval.

(5) All dormitories are closed temporarily on school days at the following times :  
Monday – Friday : 8:20 a.m. - 3:40 p.m.

## VII. Clothes List and Other Accessories

2 pieces	Pyjamas
1 pair	Slippers
4	Towels
6 sets	Underwear
2	Laundry bags (suggested size 80cm x 50cm)
2	Padlocks
1	Pillow
2	Pillow cases
1	Bed sheet
1	Quilt, blanket (If needed)
1	Wash basin (small)
1	Thermos flask
1	Cup / Water bottle
1	Hairdryer
	Toiletries and toilet paper
	Tooth paste and tooth brush
	Clothes hangers
	Shoe-cleaning Kit

## VIII. House Rules and Regulations

All boarders are expected to use their common sense and to behave themselves at all times. They should observe the following rules and regulations. In extreme cases, repeat offenders may be expelled from the Boarding Section of the College.

1. All boarders have a duty to properly use facilities provided by the College in the dormitories. They are held responsible for any willful damage to facilities.
2. All furniture is to be the responsibility of the students. Any damage or breakage should be reported to the Dormitory Warden / Assistant Warden-on-duty / Dormitory Officer immediately.
3. Boarders are required to keep their rooms and furniture neat and clean. They should also keep their room doors open at all times for safety reasons.
4. Room Inspection:
  - (a) Morning inspection will be conducted each day by the Assistant Warden-on-duty and Boarder Prefects.
  - (b) Beds should be stripped upon rising and made up for inspection.

- (c) All shoes not worn and other belongings must be properly put away before inspection.
  - (d) Silence should be maintained during inspection.
5. No eating is allowed in bedrooms.
  6. There shall be no cooking or boiling of water in the boarders' bedrooms.
  7. No ball games are allowed. Games which may annoy other boarders are prohibited.
  8. No electric appliances will be allowed in boarders' bedrooms (except hair-dryers, battery chargers and notebook computers).
  9. No audio-visual and musical equipment (except MP3 / iPod with personal earphones) may be used in boarders' bedrooms.
  10. No pets are allowed in the dormitory.
  11. Day students and guests should not be invited into any dormitory at any time.
  12. Prep Time
    - (a) Chatting should be kept to a minimum during evening Prep and there shall be no movement from room to room without permission from a Prefect.
    - (b) No one shall leave his/her dormitory during Prep without permission from the Assistant Warden-on-duty / Dormitory Officer.
    - (c) Every student must sit on his/her chair during Prep.
    - (d) Every student must either do his/her school work or read the school textbooks in the First Prep.
  13. Boarders are to follow and carry out instructions of the Prefects.
  14. Boarders should not keep valuable things in their dormitories. Personal belongings such as wallets, watches, etc. should be kept safe and locked in the wardrobe or locker provided. The College will not be held responsible for loss of or damage to any articles left or stored in the dormitories.
  15. Students have to go home during Summer holidays.
  16. Students may not store their belongings in the dormitories during Summer holidays.

17. Secondary 6 Boarders on Study Leave should either stay at the dormitory or go to the library to study and they **must wear proper school uniform during school hours.**
18. Absence  
If a boarder returns to the College after having been absent, **he/she must hand in an explanatory letter from his/her parent to the General Office before the First Bell in the morning.**
19. Personal Leave or Sick Leave  
Should it be necessary for a boarder to take leave due to sickness or other personal affairs, he/she must **obtain approval from the Deputy Warden** beforehand. If he/she leaves the College **after school hours**, he/she must **obtain approval from the Assistant Warden-on-duty / Dormitory Officer.**

On returning to the College the boarder should hand in his/her explanatory letter together with the Boarder's Leave Form to the General Office during school hours and report to the Assistant Warden-on-duty / Dormitory Officer after school hours without delay.

**All explanatory letters for personal leave should be handed in to the General Office before 1:30 p.m. on Mondays or the first school day after holidays.**

Boarders who contract an infectious disease while in residence should go home immediately to seek medical treatment and to rest until they have fully recovered and are certified as being fit to return to school again by a medical doctor.
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20. Fridays and Saturdays  
Boarders participating in school activities on Saturday morning(s) may stay in residence on Friday night(s), subject to Dormitory Warden's prior approval. Otherwise all boarders must leave for home before 6:30p.m. on Fridays.
- Boarders are not permitted to stay in residence on Saturday nights. Dormitories will remain closed from 1:00p.m. on Saturdays until 4:00p.m. on Sundays.
21. Sundays/Last days of school holidays  
All boarders must return to the dormitories by 6:30p.m. If for any special reason they cannot return by this time, they are required to apply to the Dormitory Officer by submitting a letter of excuse to the General Office beforehand.

22. Meals

All boarders must attend meals.

Weekend or holiday meals (Friday supper, Saturday breakfast and lunch) must be registered for on a Dormitory List or Holiday List. After registration, changes may be made only by the Dormitory Officer.

All students must attend meals and have their names checked by the Dormitory Officer.

Boarders must dress appropriately though they are not required to wear school uniform at mealtimes after school. On the days when boarders have to attend Chapel Services, they must wear proper school uniform. Sleeveless singlets, tights, short skirts/dresses, tightly fitting sports shorts/pants and slippers are not allowed.

23. Laundry

- (a) Laundry staff will wash only articles which have been properly labeled with the boarder's number in indelible ink or with a number tag. Unlabelled articles will not be washed. A laundry slip must also be completed.
- (b) Woolen articles should be taken home to be cleaned. College Laundry staff are not responsible for cleaning them.
- (c) Articles with different boarder's numbers should not be placed in the same laundry bag. If this does happen, none of the articles will be washed by the College Laundry Staff.
- (d) Articles to be washed at one time will be limited by weight to 4 kg.
- (e) Every boarder should have two white laundry bags (80cm x 50cm) or two ordinary white pillow-slips properly labeled with the boarder's number in indelible ink.
- (f) Clothing to be washed should be placed in one bag to be taken by boarders themselves to the laundry on washing days (three times a week).
- (g) Clean clothing will be placed in numbered boxes in the laundry to be collected by the boarders themselves on collection days.
- (h) Boarders should either send their dirty clothes to the laundry before they leave for home or take it home with them when they go on long school holidays.



## 24. Bounds

- (a) Places other than the College campus as defined by the mesh-wire fence are out of bounds to boarders. Boarders may leave the College campus only with the permission of the Dormitory Officer. They must sign out, specifying the reason, in person before 4:30p.m., in the 'Boarders Leave Book' provided for this purpose. Permission is granted only for a reason considered essential by the Dormitory Officer concerned. When they go, they must be dressed properly. They will have to report to the Dormitory Officer upon their return. No boarders are permitted to leave the College campus after 6:30 p.m.
- (b) Boarders are not allowed to leave their dormitories before 7:30a.m. without permission.
- (c) Boarders are not allowed to go swimming on the beach. Only boarders who have been given permission by their parents / guardians are permitted to swim at the Wilson Wang Sports Centre. When boarders go, they must also obtain prior permission from the Dormitory Officer.
- (d) Secondary 1 to Secondary 3 boarders are not allowed to go to Stanley Village after school. Secondary 4 to Secondary 6 boarders with permission from the Dormitory Officer may go to Stanley Village and are required to take the 'Leave Form' with them and report back to the Dormitory Officer before 6:00p.m.
- (e) Boarders may not take leave after supper.
- (f) Boarders are not allowed to go into another dormitory without permission.
- (g) All dormitories are closed temporarily during school hours and boarders are not allowed to stay in the dormitories during the closed times.
- (h) Boarders must not go near or enter the staff quarters.
- (i) After supper, all boarders should go back to their dormitories. They may walk around in the area near their dormitories.
- (j) After the beginning of evening Prep, all boarders should stay in their dormitories. They will not be allowed to leave their dormitories without permission.

## 25. Fire Orders

Upon spotting a fire, boarders should:

- Alert a Dormitory Officer / Assistant Warden-on-Duty / Prefect / Teacher of the fire
- Sound the nearest alarm bell and leave it on.

- Telephone the Fire Brigade by dialing 999.
- Walk quickly to locations for roll-call by Prefects and/or Dormitory Officer / Assistant Warden-on-Duty :  
The roll-call locations are
 

North House:	Basketball Court
East & West Wings:	Central Square
Martin Hostel	Basketball Court
College House	College House Car park

26. Strictly Forbidden

Smoking, being in possession of cigarettes, drinking alcoholic beverages, gambling, taking drug's and/or trafficking in drugs and participating in triad activities and committing any other misbehaviour either inside or outside the College that could be considered damaging to the name of the College is forbidden at all times. Stealing is a crime. Offenders may be reported to the police and expelled.

Taking photos/videos in the dormitories without prior permission is strictly forbidden. Offenders will be suspended from boarding for two weeks. Repeat offenders will be permanently expelled from boarding.

Boarders should not bring any electronic audio equipment (except MP3 / iPod) to school. All banned articles will be confiscated by the College. They will also be temporarily kept by the College until parents come to claim them.