

The background is a vibrant blue with a halftone dot pattern. It features large, stylized swirls in shades of blue and green, interspersed with smaller, scattered dots in various colors including white, light blue, and brown. The overall aesthetic is modern and artistic.

*City Beach Residential College  
Parent Handbook*

*nurture the gift & extend the talent*

## CONTACT DETAILS

### Supervisors:

Telephone: (08) 9285 2672  
Fax: (08) 9285 2659  
Mobile: 041 8287 245  
E-mail: [cbrc@iinet.net.au](mailto:cbrc@iinet.net.au)  
Website: [www.det.wa.edu.au/cityboarding](http://www.det.wa.edu.au/cityboarding)

### Finance and Administration Officer:

Gwendy Beach  
Email: [cbrcadmin@iinet.net.au](mailto:cbrcadmin@iinet.net.au)  
  
Address: City Beach Residential College  
22 Kalinda Drive  
CITY BEACH WA 6015

## STUDENT CONTACT

### Inward – Telephone

Students are not able to take telephone calls from family, relatives and friends during meal times, study time or after “lights out”. **The following telephone numbers are for incoming calls from parents/guardians.**

**Daytime Administration Office:** 9285 2672  
9285 2657  
**Emergency - Manager’s Residence:** 9285 2671  
(After hours - 10pm to 6.30 am)

Please limit all non-urgent telephone calls to the following times:

<b>Weekdays</b>	<b>Weekends</b>
7.00 am-7.30 am	8.00 am-9.00 pm
4.00 pm-5.30 pm	
6.30 pm-7.00 pm	
9.00 pm-9.30 pm	

Parents please do not call your child on their mobiles during study times and after “lights out”.

### Inward – Mail

Please address all student mail to:

(Student Name)  
City Beach Residential College  
22 Kalinda Drive  
City Beach WA 6015

## CITY BEACH RESIDENTIAL COLLEGE

The Country High School Hostels Authority has gained the use of a superb boarding facility to house gifted and talented students offered places at Perth Modern School and other schools offering programs for gifted and talented students.

The Residential College is situated in Kalinda Drive in City Beach (just off Oceanic Drive) and is located in a safe and secure bushland setting on the former City Beach Senior High School site. The boarding facility was built some years ago for students attending the International School prior to its recent closure.

The modern buildings are set in a quiet and safe bush setting next to Bold Park. The College is situated three kilometres from Floreat Forum and is just 10 minute walk to City Beach. There is a *Transperth* bus service operating between Perth, Floreat Forum, Kalinda Drive, and City Beach.

Male and female students live separately from each other in adjoining townhouses with city views. Each house contains six bedrooms and three bathrooms, a well equipped kitchen and a dining/lounge area.

Outside, there is a gymnasium, football oval, courts for basketball and netball, as well as swings, slides and exercise bars.

Live-in male and female Supervisors will care for the students, and support them with their learning and personal development as part of the college community. They will ensure that the students have breakfast, are showered and dressed in school uniform and at school on time. After school the students have afternoon tea and change out of their school uniforms before joining social activities. Dinner will be followed by some more recreation time and then a quiet study time before a light supper and bed time.

Weekends will be more relaxed – and hectic! Wake up and bed times are more flexible, but the days can be full of activities like sport, excursions, shopping and socials. At all times the Supervisors will be either with the students or overseeing the sign in and sign out of students engaged in parent authorised activities.

Parents can be assured of the highest standard of care and supervision. Experienced and qualified staff, employed by the Country High School Hostels Authority in residential colleges throughout the State, receive high approval ratings from parents for the care and service they provide. More importantly, residential college staff are warm caring people who enjoy working with students and their parents to create a memorable boarding experience and friendships that last a lifetime.



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## ENROLMENT

The residential college will provide a boarding service for students who have been offered a place in one of the Department of Education's gifted and talented education programs. Staff will be on hand to welcome students on the day before school starts.

For information about the residential college you are asked to contact the Manager or visit our website. You will be contacted as soon as the residential college is in a position to offer your child accommodation and asked to pay a deposit and forward an enrolment form to confirm your intention to take up this offer.

## OUR SERVICE

The City Beach Residential College is committed to providing a highly valued boarding service which supports your child in their personal development and education in a safe and caring environment. You and your child are part of our college community and your input helps us maintain our college as a *'great place to live and a great place to learn'*.

A **Board of Management** oversees college operations. The Board of Management operates under a constitution and is made up of parents, members of the local community and the residential college's partner secondary school principal. The Board of Management meets twice each term and sets policies and standards which apply to both staff and students. It monitors and directs residential college operations, including admissions, student conduct, student suspensions and termination of residency.

The **college staff**, lead by the **Manager**, work together to provide a high quality boarding service which is valued by you and your child. The Manager works with the staff to develop policies and procedures in accordance with Board of Management and Country High School Hostels Authority policies and directions. The Manager attends Board of Management meetings and reports on residential college operations to the Board of Management.

The **Student Council** plays an important role with student councillors having the opportunity to submit ideas to staff and members of the Board of Management. The **Head Boy** and the **Head Girl** are elected by their peers and appointed by staff following their endorsement.

Each year group elects student councillors to represent them and present their year group's suggestions and proposals to the Student Council. All councillors are expected to perform a leadership role within the student community.

### Our Values

Students and staff:

- feel respected and supported;
- feel positive about themselves and their future prospects;
- set and achieve high standards;
- think and act fairly in the pursuit of self-fulfilment and high standards; and
- work with you in achieving their objectives.

## Visits

You are always welcome at the residential college and the staff will do everything they can to make your visit enjoyable. On arrival you are asked to report to reception. A Supervisor will contact your child and provide you and your child with options for getting together on the college premises.

Under normal circumstances adults of the opposite sex **will not be allowed to** enter the boys' or girls' living quarters. There are times when Supervisors can show you to your child's room, but there are times when this will not be possible.

## Communication

Good communication lies at the heart of our service. We endeavour to ensure that parents and students understand our expectations, standards, policies and practices and why we have put these in place. We value regular contact with you to ensure that we understand your expectations of us. We see ourselves as working **with** the students to enable them to achieve their potential and we see ourselves as working **with** you to ensure that we are giving your child support and good adult guidance. We want you to feel that the residential college is like the home of a good and trusted friend, a place you can visit at any time and be welcome, and a place where you are happy to have your child live and learn for as long as it serves your needs.

We will keep you informed on events happening each term via the **City Beach Residential College Newsletter**, which will be sent out at the end of each term. The newsletter will also be available on the residential college website:  
[www.def.wa.edu.au/cityboarding](http://www.def.wa.edu.au/cityboarding).

## Suggestions

Your suggestions on how we can improve our service, or raise our standards, are always welcome. All suggestions will be presented to the City Beach Residential College Board of Management at the first opportunity.

## Concerns and Complaints

Two-way communication is a critical factor in the partnership between parents and residential college staff. Seeking information as early as possible can solve many problems.

For more information about who to contact and how the residential college will deal with serious matters please refer to Attachment 1.



We endeavour to ensure that parents and students understand our expectations, standards, policies and practices and why we have put these in place.

## FEES AND COSTS

### Boarding and Amenities Fee

The boarding and amenities fee covers a student's accommodation, use of all college facilities and all of the services provided by the Supervisors and the other staff. The fee is applicable at all CHSHA residential colleges and is the same for all year levels. There is no reduction in Term 4 where students leave the residential college before the end of the school year (see website or enrolment form for terms and conditions).

A **\$300** deposit needs to be paid within four weeks of receiving an offer of accommodation. This ensures that a place will be kept for your child and also provides confirmation of your intention to take up the offer of accommodation. On entry this amount is credited against the amount owing. However, if your child does not take up the offer and the place cannot be allocated to another student, this amount is forfeit.

### Payment

#### 1 AIC and SBAHA Recipients

Students in receipt of *Assistance for Isolated Children (AIC)* and the *State Boarding Away from Home (SBAHA)* boarding allowances pay the difference between sum of their allowances and the total fee on entry.

It is a condition of enrolment that all recipients of the *AIC* allowance and the *SBAHA* have these allowances paid direct to the residential college. When completing your claims for *AIC* and *SBAHA*, please be sure to tick the box '*payments to go to the boarding institution*'. Please bring your allowance advice from *AIC* and *SBAHA* to the residential college at the start of the year.

For most *AIC* and *SBAHA* recipients the amount payable on entry is the difference between the allowance and the annual fee, which includes an amenities fee of \$300. Students eligible for the '*Additional AIC allowance*' will not have to pay any additional amount. If you do not bring your *AIC* and *SBAHA* allowance advice, you will be treated as a full fee student and have to pay a third of the annual fee on entry.

#### 2 ABSTUDY Recipients

Under an agreement with Centrelink *ABSTUDY* allowances are paid direct to the City Beach Residential College bank account (details to be advised). For most eligible students the *ABSTUDY* allowance pays the total fee. The residential college will advise recipients of any net cost which might apply.

#### 3 Youth Allowance Recipients

*Youth Allowance* recipients will need to make an initial payment on entry and use Centrelink's Centrepay service to transfer a fortnightly payment to the City Beach Residential College bank account (BSB: 066-130 Account No: 10251454, Commonwealth Bank, West Perth) which will see the full fee paid by the end of third term. A copy of the periodic payment authority needs to be provided to the residential college on entry or you will have to pay a third of the annual fee on or before 31 January. If at any time a student cancels his or her fortnightly payment, then the total boarding fee will become immediately payable.

#### **4 Full Fee Students**

Students not in receipt of boarding allowances are to pay the balance owing following payment of the deposit in three instalments as follows:

**First day Term 1: one third of the annual fee (minus deposit)**

**First day Term 2: one third of the annual fee**

**First day Term 3: one third of the annual fee**

Payment can be made by cheque, direct debit, or by electronic transfer to the City Beach Residential College bank account (BSB 066-130 Ac. No: 10251454, Commonwealth Bank, West Perth). If required, assistance to organise direct debit or electronic transfer is available from residential college administration. The residential college has no capacity to accept payment by EFTPOS or credit card.

Parents who foresee difficulty in meeting the payment of fees in instalments are asked to contact the Manager regarding a fortnightly payment arrangement which will see the full fee paid by the end of third term.

#### **Other Costs**

The amenities fee component is used to cover the cost of learning and recreation facilities and equipment. For the most part students will need to pay the cost of outings and excursions from their pocket money or parents will have to pay. The residential college makes no profit from these activities. Your child's participation in these activities is voluntary and at your discretion.

#### **Overdue Fees**

Please note that you will be invoiced for any extra costs associated with the recovery of overdue fees.

#### **Part Refund of Fees Paid in Advance**

Part refunds only apply to students who leave prior to 1 September and where you have provided four weeks notice in writing prior to your child's exit from the residential college. Please note that the full annual fee is payable in respect of any student who leaves on or after 1 September.



Parents who foresee difficulty in meeting the payment of fees in instalments are asked to contact the Manager regarding a fortnightly payment arrangement which will see the full fee paid by the end of third term.

## EDUCATION

### School Attendance

Students are expected to attend school for the full term. They are expected to arrive at the residential college in time to begin school on the first day of term and remain at school until lessons finish on the last day of term. Please contact the school if you are unable to keep to this schedule.

If your child needs to return to the residential college from school during term when lessons are in progress, then school or the teacher must ring the College.

### School Uniform

All students are required to wear school uniform as outlined in their school's dress code/uniform policy. Please ensure that your child's clothes are clearly marked or labelled with their name.

### School Camps and Excursions

Only a parent or legal guardian is, by law, permitted to sign a permission form for a school camp or excursion. Only in special circumstances, and if you provide written authorisation in writing, may a Supervisor sign on your behalf. Please refer to the form in your information package.

### School Contact Details

#### Perth Modern School

90 Roberts Road

SUBIACO WA 6008

Phone: (08) 9380 0555

Fax: (08) 9380 0550

Email: [perthmodernschool@det.wa.edu.au](mailto:perthmodernschool@det.wa.edu.au)

Website: [www.perthmodernschool.det.wa.edu.au](http://www.perthmodernschool.det.wa.edu.au)

#### John Curtin College of the Arts

90 Ellen Street

FREMANTLE WA 6160

Phone: (08) 9433 7200

Fax: (08) 9433 7258

Email: [johncurtin.col@det.wa.edu.au](mailto:johncurtin.col@det.wa.edu.au)

Website: [www.jc.wa.edu.au](http://www.jc.wa.edu.au)

#### Churchlands Senior High School

20 Lucca Street

CHURCHLANDS WA 6018

Phone: (08) 9441 1700

Fax: (08) 9441 1701

Email: [churchlands@churchlands.wa.edu.au](mailto:churchlands@churchlands.wa.edu.au)

Website: [www.churchlands.wa.edu.au](http://www.churchlands.wa.edu.au)

#### Shenton College

227 Stubbs Terrace

SHENTON PARK WA 6008

Phone: (08) 94882100

Fax: (08) 63802166

Email: [shentoncollege@det.wa.edu.au](mailto:shentoncollege@det.wa.edu.au)

Website: [www.Shenton.wa.edu.au](http://www.Shenton.wa.edu.au)

## WHAT YOUR CHILD NEEDS TO BRING

### **School Uniform – Girls**

3 school uniforms  
1 school sports uniform

### **School Uniform – Boys**

3 school uniforms  
1 school sports uniform

### **Casual Clothing – Girls**

1 dress skirt/trousers/dress  
1 casual skirt/trousers/dress  
1 pair dress shoes  
2-3 pairs shorts  
2 pairs of jeans  
dress and casual tops to match above  
2 casual jumpers  
2 pairs pyjamas  
1 pair bathers  
1 pair joggers  
1 pair thongs/scuffs  
4 pairs of socks  
underwear as required

### **Casual Clothing – Boys**

1 dress shirt with collar  
1 pair dress trousers  
1 pair dress shoes  
2-3 pairs of shorts  
2 pairs of jeans  
4 T-shirts (one white)  
2 casual jumpers  
2 pairs of pyjamas  
1 pair bathers  
1 pair joggers  
1 pair thongs,  
4 pairs of socks  
underwear as required

### **Bedding and Towels**

2 sets sheets for single bed  
2 pillow cases  
1 doona or quilt  
1 pillow  
2 bath towels  
1 beach towel  
Extra blanket if needed  
1 mattress cover

### **Miscellaneous**

1 mug (suitable for hot and cold drinks)  
1 school bag, lunch box & water bottle  
stationery (pens, pencils, writing paper, etc)  
medical kit (bandaids, bandage, antiseptic  
hayfever tablets, Panadol, cold tablets)  
sewing kit (needles, pins, thread, scissors)  
personal laundry washing powder, pegs  
12 shirt/trouser/dress/skirt hangers  
personal toiletries  
radio or CD player with headphones  
mobile phone

### **Mobile Phone**

Your child may bring a mobile phone to the residential college provided its use does not create a disturbance for other students. Except when lodged with reception, your child is responsible for its safekeeping. Please be aware that your child's mobile phone will be confiscated if used during study time, in the dining room or after 'lights out', or if he or she is found to have used it inappropriately (e.g. taking photographs of other students without their permission, accessing obscene material, sending offensive messages to other students, etc.).

### **Pocket Money**

Your child will need some pocket money for minor personal purchases, unsupervised trips to the cinema, excursions, etc. It is recommended that you open a bank account for your child with one of the banks at the Floreat Forum prior to entry. It is recommended that students use a bank access card and may hand it into the Supervisors' reception for safekeeping. Cash can also be kept safe in reception. Students are responsible for securing any cash kept in their own room. The residential college will not be liable for the loss of cash from a student's room.

## **PERSONAL PROPERTY**

### **Insurance**

College insurance only covers a child's personal property lodged with reception for safekeeping. It does not cover property kept in your child's room, on clotheslines or elsewhere. It is recommended that you take out insurance to cover damage to, theft, or the loss of your child's personal property when in residence. Most insurance companies provide this type of 'contents insurance'.

### **Personal Property Security**

You are asked to ensure that your child's personal property, especially clothing and towels, pillows, pillowslips, sheets and doonas, is clearly and permanently labelled or marked for easy identification. Whilst every reasonable care will be taken, the residential college accepts no responsibility, nor will it make restitution, for any article of clothing or personal possession that may be damaged or lost. The Supervisors reception provides safekeeping of valuables and money and students are encouraged to make use of this service.

### **Personal Computers**

Your child may bring a personal computer to the residential college provided its use does not create a disturbance for other students. Your child and not the residential college is responsible for its safekeeping.

The residential college reserves the right to inspect the content of any personal computer brought into the college. Inappropriate use of the internet, e-mail, or the loading of inappropriate material on personal computers will also result in confiscation.

### **Student Room Checks**

In the interests of safety and good order the Manager and Supervisors will, when they have reasonable suspicion that dangerous items, illegal substances like drugs, or obscene material have been brought into the residential college, or that a student or students are in possession of stolen property, conduct unscheduled and unannounced checks.

These checks include checking locked storage (wardrobes, cupboards and drawers, and safes) and personal storage like school bags, and luggage. These checks will usually be conducted in your child's presence, but the Manager or Senior Supervisor reserves the right to undertake a check in their absence if he or she considers such action is warranted to secure residents' safety.

The Manager or Senior Supervisor may seek Police assistance as appropriate and in this instance you will be contacted regarding any action that may need to be taken.

### **Inappropriate Personal Property**

Students are not allowed to bring offensive media into the residential college, for example any media containing obscene images or antisocial information. If in doubt, then they are asked to show the media to the Manager or Senior Supervisor who will indicate whether it meets the residential college standard or not.

Similarly, students are not allowed to place material considered inappropriate on open display in their room. If in doubt, then they need to check with the Manager or Senior Supervisor who will indicate whether it meets the residential college standard or not.

## LEAVE WHILE UNDER COLLEGE CARE

Different leave arrangements enable students to participate in a range of sporting, cultural and social activities held outside school hours and away from the residential college. With permission they can use the nearby football oval and other outdoor sporting facilities in the grounds of the former City Beach Senior High School and also go to Floreat Forum to do banking and shopping.

### Leaving Residential College Grounds

Except when leaving to attend school, students need to get permission from an on-duty Supervisor before leaving the residential college grounds. A record of their whereabouts is maintained on a location board in reception. Upon their return to the college students must see a Supervisor so their presence back at the college can be recorded. They will also need to 'sign-out' and 'sign-in' in the book provided for this purpose. They need to wear suitable footwear when leaving the residential college grounds.

### Shopping Leave (Floreat Forum)

With your permission, students will be given leave to attend to shopping and banking on set days each week.

One designated day per week:	3.30 pm – 5.15 pm
Saturday:	Agreed time

Generally they will either walk or take a bus to and from the local shopping area. Sometimes it will be possible for them to catch a lift if the college bus is available and providing a service at these times. There is no direct supervision during shopping visits and students are expected to be an ambassador of the residential college and show good manners. They are not allowed to visit any private residence whilst on shopping leave.

Shopping leave is a privilege that may be revoked if a student gives college staff reason to doubt the trust placed in them to uphold a good standard of behaviour.

### Casual Employment Leave

After consultation between yourself and the Manager or Senior Supervisor, your child may be given leave to do casual employment on the weekends. If approved, students will be responsible for getting to and from their place of employment. The Manager or Senior Supervisor can revoke approval to leave the college grounds for employment for disciplinary reasons.



Different leave arrangements enable students to participate in a range of sporting, cultural and social activities held outside school hours and away from the residential college.

## LEAVE UNDER ANOTHER'S CARE

The residential college is not responsible for your child's care and wellbeing when they stay with you, nor is it responsible when you place them in the care of any other person.

You need to ensure that the people listed on your *Sign Out List* are over 18 years of age, not on first year 'P' plates, known to you, trustworthy and will be responsible for your child's wellbeing and safety while in their care.

### Day Leave

If your *Sign Out List* is in order, then your child will be able to go on *Day Leave* with the specified people on your *Sign Out List* provided that he or she has no prior or conflicting commitment and is not subject to a disciplinary 'gating'.

### Weekend Leave

*Weekend Leave* may be granted from 3.30 pm Friday until 8.30 am Monday, providing the following conditions are observed:

- 1 On each occasion the Supervisors receive a fax, email, letter or telephone call from you giving permission for your child to visit and stay with a person on your *Sign Out List*.
- 2 The carer must be over 18 years of age and not on first year 'P' plates and listed on your *Sign Out List*. If the person is not already on your *Sign Out List*, then written authorisation is required from you for your child to be placed in the person's care.
- 3 Your child needs to inform a Supervisor no later than before school on the Thursday morning before the weekend in question.
- 4 When your child leaves the residential college with a person authorised by you to care for him or her, then he or she must be signed out by the carer. On return to the residential college, the carer needs to accompany your child to reception and sign him or her back in.
5. Failure to return to the residential college by the agreed time is a serious matter. If your child is unable to return on schedule, then you or their carer is expected to contact a Supervisor in reception and let them know when your child will be returning.

### Midweek Overnight Leave

*Midweek Overnight Leave* is only permitted for school purposes or excursions, or to stay with you or immediate relatives. The procedure for obtaining permission for *Midweek Overnight Leave* is the same as for *Weekend Leave*.

Providing misleading or incorrect information or omitting to provide information as requested on a leave application, may result in disciplinary action.

### Student Visitors

All student visitors (e.g. school friends) must report to the Supervisors' reception on arrival. They will need to sign themselves into the *Visitors' Book*. All student visitors are bound by the residential college rules whilst on college grounds.

## **Closed Weekends**

A *Closed Weekend* is a weekend when all students exit the residential college and go home or stay with an authorised carer. Experience shows parents, students and staff like to have a *Closed Weekend* organised from time to time. Accordingly, *Closed Weekends* are scheduled once a term to correspond with a gazetted long weekend or in the middle of the school term. Parents will be notified of *Closed Weekends* on the College Year Planner, provided at the beginning of the school year. On a *Closed Weekend* all students go home after school on a Friday and return to the residential college at 3 pm on the day before school starts.



*Closed Weekends* give both the students and the staff a break from residential college routines and give them both some 'free time'.

## **STUDENT TRANSPORT**

### **Residential College Vehicles**

The City Beach Residential College maintains vehicles which Supervisors use to transport students to their sporting, leisure and recreation commitments. The vehicles are also used for camps, outings and excursions and to transport students to and from health services and other appointments as appropriate. Students are expected to be responsible passengers. They need to wear a seat belt, not distract the driver and are to remove all rubbish and personal items when leaving the bus. Transport for out-of-school activities, other than organised by the College, is limited to a ten kilometre radius from the suburb of City Beach.

### **Personal Motor Vehicles**

Students are not to travel in the personal vehicle of a residential college staff member, except when this is the best course of action in an emergency or when this mode of travel has been specifically authorised by the Manager or Senior Supervisor.

Your child will not be allowed to ride in a private vehicle unless the residential college has your permission in writing and the driver is listed on your child's *Sign Out List* and is over 18 years of age and not on first year "P" plates.

Your child will not be permitted to sit in parked cars, other than those of family or those on the *Sign Out List* or to loiter around vehicles that are parked outside the residential college.

Students are not permitted to have a motor vehicle at the College.

*Closed weekends* give both the students and the staff a break from residential college routines and give them both some 'free time'.

## MAJOR ISSUES

- Any male students found visiting the girl's residential units (or visa versa) will have their residence at the College terminated. Physical contact between sexes is not allowed.
- Alcohol is strictly forbidden. Any student in possession of or suspected of being under the influence of alcohol will be suspended immediately. Parents are requested to pick up the child immediately.
- The Board of Management will suspend students in possession of illegal drugs/misuse of prescription drugs or under the influence of such, pending exclusion. If students are suspected of being in possession of illegal drugs the college is required by law to involve the Police, police dogs and cupboard searches. Should a student be under the influence of drugs and parents are unable to pick them up immediately they will be hospitalised.
- Smoking is not permitted.
- Disruptive behaviour will not be tolerated. Bullying either physically or mentally is a major offence at this College and fighting is strictly forbidden.
- Stealing is a criminal offence and any student caught doing so will be suspended pending exclusion.
- Any student leaving the College grounds without permission will be suspended.
- Obscene materials of any kind are forbidden at the college. In such instances the Manager's decision is final on what constitutes obscenity.
- Anyone found to have unauthorised keys in their possession place their position at the College in jeopardy.
- The College management will not tolerate end of year mindless acts of stupidity. Immediate suspension and/or fines will apply to anyone involved in activities that create a mess or cause damage to persons or property. Year 12's are reminded that this could result in references and reports being withheld. Scare tactics and/or bullying of other students will not be tolerated.
- Anyone found in "out of bounds" areas (e.g. the surrounding bush or high school grounds) will place their position at the College in jeopardy.
- A student/s found to have caused intentional damage or vandalism to person's belongings, College property or College premises will be suspended and will be responsible for the cost of replacement or repairs.
- Students who have been suspended from school will automatically be suspended from the College.

## COLLEGE LIFE

The residential college offers secure accommodation; ample storage for students' property; privacy in the bathrooms; lounge rooms with easy chairs and television; and an indoor recreation room equipped with a pool table, table tennis, and table hockey. There is also an audio system which is used for socials and other indoor recreational activities. In the college grounds there is a landscaped area and shady spots where students can get together with their friends for a chat.



### Aquatic Activities

The residential college is close to Challenge Stadium and Reabold Park swimming pools. Supervisors will explain the expectations of pool users, safety arrangements and provide supervision as appropriate. All students are expected to observe the user requirements displayed at the pools and act as instructed by the pool attendants.

Our safety obligations mean that your child will not be able to go beach swimming unsupervised.

### Camps and Excursions

Students will have the opportunity to participate in a wide variety of recreational activities and excursions throughout the year. You will be asked to provide written permission for your child to participate in a particular activity if it is not covered by the general permission you give which covers most of the recreational activities.



In some instances some of the costs associated with conducting a camp or excursion may be met by the residential college, with your child (or you) needing to meet the balance. If your child withdraws late from an excursion and it is too late to cancel the excursion or unreasonable on the other students to do so, your child will still be expected to contribute to the cost.

### Movies (Cinema)

Students, with Supervisors' permission, may attend a cinema on weekends at their own cost to see age appropriate approved films.

### Movies (In-house)

Students can select films that they would like to have shown in-house. However, films viewed by your child in the residential college need to be consistent with the Australian Censor Board recommended audience classifications and meet with your approval.

## Music

Students are encouraged to continue with their musical interests whilst at the residential college. You will need to organise musical instruction conducted by private tutors away from the residential college. Given adequate prior notice the Supervisors will arrange transport to and from lesson venues within a five kilometre radius of the residential college.

## Recreation Room

Students are encouraged to make good use of the facilities and equipment in the recreation room. All students are expected to look after the equipment and observe the user requirements on display.

## Rostered Duties

All students are rostered for various duties in their units or around the residential college, such as washing up dishes, cleaning common rooms, helping in the kitchen, setting up for meals, and other help as identified by the Supervisors. Each unit has a weekly housekeeping roster that is rotated; ensuring chores are fairly distributed.

Each student is responsible to clean up and pick up after themselves.

## Sport

You are encouraged to participate in individual and team sports according to your interests (i.e. tennis, cricket, netball, football, hockey etc). Parents will need to meet the cost of membership fees, personal equipment and uniforms.

A list of local clubs and contacts is contained in your orientation package or available at the office.

Transport arrangements are to be made with the respective sporting clubs or its team management for game fixtures or approved activities that are not in close proximity to the College.

## College Presentation Day

The College Presentation Day is an annual event held in October. Our students' achievements are recognised and our graduating Year 12 students are acknowledged. It is compulsory for all students to attend the ceremony and all parents are invited to attend. The event is followed by light refreshments in the college dining room. Students may commence their weekend leave at the conclusion of the presentation ceremony.



You are encouraged to participate in individual and team sports according to your interests (i.e. tennis, cricket, netball, football, etc).



## HEALTH AND SAFETY

### Fire Safety

The College has smoke detectors, fire extinguishers, and emergency evacuation plans in each townhouse.

Fire alarm evacuation drills are held each term. Students are trained in the emergency evacuation procedure to follow in the event of a fire alarm at the residential college.

Fire and Emergency Services will recover the cost of a false call-out from a student whose misbehaviour triggers a false fire alarm. Similarly, the residential college will recover the cost of replacing smoke alarms and servicing fire extinguishers if damaged through a student's misbehaviour.

### Health Care

The residential college staff care for your child's health and wellbeing. It is important to complete the *Student Health Record Form* so that college staff have the knowledge to support the management of your child's health, allergies, and medications. All Supervisors have a Senior First Aid Certificate.

The Supervisors are always ready to come to the aid of students who feel ill or suffer an injury and will refer to your child's *Student Health Record Form* to ensure that treatment is in accord with the information provided.

Students on prescribed medication must inform the Supervisors and hand over the clearly labelled medication to be kept by the Supervisors in a locked cupboard. Your authorisation in writing and the treating doctor's instructions in writing; are also required for the administration of prescribed medication to your child on a regular basis for a known medical condition.

Students who are too sick to go to school will be confined to bed and will not be permitted to join in normal activities until they are well. A Supervisor will contact you and the school and provide a school absence advice as required. If students contract an infectious disease (e.g. chicken pox, measles, etc.) a Supervisor will contact you to come and take your child home until he or she is no longer contagious.

Medical and dental facilities and pharmacies are readily available near the College. The College has established the Wembley Medical Practice as its local medical surgery and the City Beach Pharmacy to dispense prescribed and general purpose medicines. Please refer to the section on Preferred Medical Practices in this booklet for recommended medical and dental practitioners.

Membership of a student insurance scheme is highly recommended (refer [www.studentcover.com.au](http://www.studentcover.com.au) for more details). St John Ambulance cover is also highly recommended.

Supervisors will make doctor or dentist appointments for your child, as and when necessary. Transport to medical, dental and orthodontic appointments will be provided by staff, if within a reasonable distance from the college.

## ATTACHMENT 1

### COMPLAINTS

Two-way communication is a critical factor in the partnership between parents and residential college staff. Seeking and sharing information as soon as possible can help clarify and understand concerns and how these might best be resolved.

The **Senior Supervisor**, or **on-duty Supervisor**, is the person to contact if you need clarification on some minor matter and its resolution. The Supervisor will pass on your concerns to the Manager who will become responsible for any further action needed to address your complaint.

The **Manager** is the person to contact if you have a complaint about the safety or wellbeing of your child, or service being provided by the residential college. The Manager will notify and liaise with the Residential College Board of Management Chairperson and the Country High School Hostels Authority Director.

If the service provided by the Manager is the subject of your complaint or if it is a matter needing the attention of more senior personnel, the **Board of Management Chairperson is the person to contact**.

If it is a matter where there are allegations of serious staff misconduct, then a formal written complaint should be forwarded in an envelope marked PRIVATE AND CONFIDENTIAL to:

**The Director,  
Country High School Hostels Authority,  
151 Royal Street,  
East Perth WA 6004**

**(Freecall: 1800 645 212 if it is urgent).**

Complaints are handled in accordance with this policy. The State **Ombudsman** is the person to contact if you have a complaint about the way in which the Country High School Hostels Authority has handled your complaint.

#### Complaint Handling Principles

- Treating all persons involved with respect and courtesy.
- Applying appropriate jurisdiction (e.g. handling by the residential college, Country High School Hostels Authority, or referral to another agency).
- Dealing with your complaint in a timely manner and maintaining communication throughout the process.
- Having due regard for confidentiality in keeping with the complaint handling processes undertaken.
- Investigating the matters of concern without bias and giving proper consideration to all relevant facts and circumstances.
- Where another person's behaviour is the subject of the complaint providing him or her with an opportunity to respond.
- Applying restorative justice processes where these are supported by all parties.
- Providing you with a fair hearing and the opportunity to respond to the findings of the investigation before a final decision is made.
- Basing the final decision on agreed outcomes or the findings of the investigation.

## ATTACHMENT 1 - continued

### Accountability

- 1 Complaint handling will occur in accordance with this policy.
- 2 The Residential College Board of Management Chairperson and the Country High School Hostels Authority Director will be immediately notified in accordance with this policy.
- 3 A record will be kept of all complaints and action taken.
- 4 A copy of the initial complaint record will be forwarded to the CHSHA Director by fax/email as soon as possible.
- 5 All complaints will be reported to the Residential College Board of Management Chairperson and reviewed at the subsequent Board meeting.
- 6 Complaint records will be audited and reviewed by the Country High School Hostels Authority as part of an annual audit.
- 7 Where appropriate, preventive and corrective action will be taken.
- 8 Biennial surveys enable parents to provide feedback on how they value our boarding service and how it might be improved.

### Serious Offences

Complaints relating to serious offences against students by staff or other students, including sexual misconduct, the supply of illegal substances (e.g. drugs) to students, or of corrupt or criminal action, will be referred to other agencies as and when appropriate (i.e. the Police, the Corruption and Crime Commission, the Department of Child Protection, the Department of Health, and/or the Equal Opportunity Commission). Parents and students are also encouraged to refer any sexual misconduct concerns directly to the Police for investigation.

All complaints relating to staff misconduct, including those involving other agencies, will be dealt with in accordance with Country High School Hostels Authority discipline and performance management processes. Staff conduct expectations are outlined in the staff *Code of Conduct* and other policies and guidelines. Allegations of seriously improper conduct can result in their suspension pending investigation. Staff found guilty of seriously improper conduct face a range of disciplinary consequences, including making reparation or termination of their employment.

All complaints relating to student misconduct, including those which involve other agencies, will be dealt with in accordance with residential college student discipline processes. Student conduct expectations are outlined in the student *Code of Conduct* and the *Student Handbook*. Students found guilty of serious misconduct face a range of disciplinary consequences, including making reparation, suspension, or termination of their residency.

### Student Complaints

Students can take their complaint to a student prefect or councillor, a student meeting, a supervisor, senior supervisor, or the Manager to help them resolve their complaint. If the matter isn't resolved, or is of a serious nature, then they are advised to ask their parents to take up their concern on their behalf.

## ATTACHMENT 2

### ANTI BULLYING POLICY

Physical or verbal bullying is unacceptable whilst a boarder is in the care of the City Beach Residential College.

#### Definitions

*Harassment:* The perception by a person of being persistently disturbed, tormented or manipulated by another. This leads to the person feeling offended, humiliated or intimidated.

*Bullying:* Wilful conscious desire to isolate, hurt, threaten, or frighten another student. It can be emotional bullying, physical and/or verbal in nature and can include racial, religious and sexual harassment, rude gestures, inappropriate comments on social networking forums (e.g. *facebook, twitter* etc.), intimidation or extortion.

*Violence:* Any action, physical, verbal, sexual or psychological, used against a person, which is injurious, unjust or unwarranted.

In very basic terms bullying is the process where a person's space is invaded to such an extent that it causes that person distress, discomfort, humiliation, fear, pain or injury. Rather than averting further bullying these responses appear to reinforce bullying behaviour.

#### The City Beach Residential College takes the following action to prevent bullying:

- An induction and ongoing education to ensure students have a good understanding of their rights and the rights of others.
- Ensuring that students respect each other and require other students to respect them.
- Establishing a clear understanding of how to proceed if a student believes that he or she has been wronged by another boarder.

#### Consequences

- Mild forms of bullying, such as name-calling, pushing, annoying behaviour, interference with another's property, will incur counselling and negotiation to resolve the dispute.
- Serious and ongoing forms of bullying, such as hitting, slander, destruction of property, vicious and derogatory remarks, may incur suspension plus counselling and negotiation.
- More serious forms of bullying will incur immediate suspension and subsequent consideration by a disciplinary panel which will determine when a student will be readmitted and if so on what terms, **or** whether his or her residency will be terminated.

## FORMS TO BE COMPLETED

At the commencement of boarding (or prior to) the forms that need to be completed and returned are listed below:

- Student Enrolment Form
- Student Health Form
- Student Code of Conduct
- CBRC Policy Statement and Parent Agreement Form
- Excursions/Activities Conditions & Consent Form
- Student Travel List

## PREFERRED MEDICAL PRACTICES

Wembley General Practice	Corner Grantham & Harborne Streets Wembley Phone: 9318 6399
City Beach Pharmacy	The Boulevard Shopping Centre City Beach Phone: 9385 9400
Orthodontist (close to CBRC)	Orthodontist BSH 90 The Boulevard Floreath Park Phone: 9383 7185
Close to Perth Modern (within walking distance)	Subiaco Orthodontic Surgery 103 York Street Subiaco Phone: 9381 2788
Close to John Curtin (within walking distance)	Fremantle Orthodontics Suite 11/158 High Street Fremantle Phone: 9336 2377
School Dental Service	Leederville Mobile 0408926794 (please ring to arrange transfer of forms from your District School Clinic)
Physiotherapy	Sportsmed Subiaco St John of God 175 Cambridge Street Subiaco Phone: 9382 9600

*Revised Dec 2010*



