



*City Beach Residential College  
Student Handbook*

*nurture the gift & extend the talent*

## COLLEGE CONTACT DETAILS

### Administration

Telephone: (08) 9285 2672  
Mobile: 041 828 7245  
Fax: (08) 9285 2659  
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)  
Address: City Beach Residential College  
22 Kalinda Drive  
CITY BEACH WA 6015

### Reception (Supervisors)

Telephone: (08) 9285 2672  
Mobile: 041 828 7245  
Fax: (08) 9285 2659

**Manager's Residence** (08) 9285 2671  
(After hours 10pm - 6.30am)

## STUDENT CONTACT DETAILS

### Inward

Students are asked to remind family, relatives and friends that they are not able to take telephone calls during meal times, study time or after "lights out".

Parents can ring the college numbers and be transferred to their child's unit.

Telephone: (08) 9285 2657

Non urgent telephone calls should be limited 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	

Please advise your family and friends that your postal address is:

(Your Name)  
City Beach Residential College  
22 Kalinda Drive  
CITY BEACH WA 6015

### Outward

You are permitted to have your own mobile phone but are not to make calls during study time, while in the dining room at meal times, or after "lights out".

Students needing to **send a fax** to their parents must report to an on-duty Supervisor with their request.

## WELCOME

We trust that you will enjoy your stay at the City Beach Residential College and make the most of the opportunities on offer. The staff look forward to working with you to create a great living environment. We have separate living areas for male and female students and we try to organise it so that you will live alongside other young people who are in the same year level at school.

Even though it can't be the same as living at home we hope that you will find that living at the residential college is a very enjoyable experience. We welcome you as someone who wants to get the best academic results whilst fitting into a close knit community.

We hope that you will make good friends with other young people who share similar interests, who enjoy your company and who will support you. Students will come from very different family and cultural backgrounds and have very different ideas about lots of things. We hope that students will show the maturity to treat each other as equals and with mutual respect.

Our aim is to make the City Beach Residential College 'a great place to live and a great place to learn' and we want everyone living at the residential college to have this feeling.

We want all students and staff to take pride in their residential college and to take pride in how they get along together and support each other in what they are trying to achieve. We want everyone to be trustworthy and honest, to treat others with the same respect they wish to receive, to learn from each other and to gain from this new experience. We want all students and staff to be ambassadors for the residential college and to be complimented on their good character and conduct when at school and in the wider community.

For most of you, this will be your first experience of living away from home and it is to be expected that you may feel a degree of homesickness from time to time. Be assured that you are not alone in this regard. It helps a lot if you join in as many college activities as you can. If you are finding it hard to settle in, please do not hesitate to discuss your feelings with one of the Supervisors or with the Manager.

In order to help you to enjoy and benefit from your time at the residential college, we have compiled this booklet setting out information about the residential college and how it operates and what is expected of the students in residence.



Our aim is to make the City Beach Residential College 'a great place to live and a great place to learn' and we want everyone living at the residential college to have this feeling.

## **STUDENT CODE OF CONDUCT**

Prior to commencement of boarding at City Beach Residential College all students are required to read and sign the Student Code of Conduct.

## **PERSONAL PRESENTATION**

### **Cleanliness**

You are expected to shower and clean your teeth at least twice a day and wash your hands before all meals. In consideration of other students, please limit your daily showers to around five minutes. You are not allowed to shower during meals, study-time or after lights-out.

On returning from the beach or an excursion, please wipe off any sand or dirt before entering the college buildings.

You are asked to use roll-on or pump deodorants and cosmetics. Pressurised aerosols and spray-cans pose health and safety concerns and are not allowed at the residential college. Any student inadvertently bringing a pressurised aerosol or spray-can to the residential college will be asked to hand it in to the Supervisors' reception for safekeeping until he or she next returns home.

### **Hair**

You need to keep your hair clean and neat at all times. Your hair must be brushed or combed and not hanging in your eyes or over your face. For health and safety reasons long hair should be tied back when in the dining room and participating in sport activities. Male students are to be clean-shaven. Extreme styles and haircuts are not allowed. Hair may not be dyed, coloured, tinted or streaked in colours deemed unacceptable by the Manager or Senior Supervisor so it is best to check with them before undertaking these treatments.

### **Dress**

You are asked to uphold your residential college and school's dress standards. You are expected to be dressed in your school uniform for breakfast on weekdays. Your uniform is to be clean, ironed and worn to school requirements. After school and on weekends you can wear clean, neat casual clothes.

On formal occasions the Supervisors will advise you regarding appropriate dress. Footwear must always be worn in all areas when you leave the units. It is recommended to wear thongs in the units particularly in bathroom and shower areas. Please note that you will not be allowed to wear revealing outfits or clothes with offensive logos.

### **Piercings**

Students lead an active life and attached body jewellery can be hazardous and will need to be removed prior to participating in certain physical activities. Students may have their ears pierced only by a professional person, following written permission from parents. Girls may have two pairs of ear-rings and boys may have a stud or sleeper. No other visible body piercing is allowed.

## **Chewing Gum**

Please note that chewing gum is not permitted within the residential college due to the damage it can cause to carpets and furniture.

## **Laundry**

There is a laundry service to wash sheets, pillow slips, towels, doonas and mattress covers. These items of laundry are to be put in the provided basket, in the laundry, on Thursday mornings before leaving for school. Clean linen is returned on Sunday evening and can be collected from the laundry. Washing machines and clothes lines are provided for you to use to do your personal washing.

Each unit is provided with an ironing board and iron.

## **WHAT 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 & drink bottle  
stationery (pens, pencils, writing paper, etc)  
medical kit (bandaids, bandage, antiseptic, hay fever 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 Phones

You may bring a mobile phone to the residential college provided its use does not create a disturbance for other students or nuisance overall. Except when lodged with reception, you are responsible for its safekeeping. Please be aware that your mobile phone will be confiscated if you use it during study time, at meal times or after 'lights out', or are found to have used it inappropriately (e.g. taking photographs or videos of other students or staff without their permission, accessing obscene material, sending offensive messages to other students etc). It is not necessary to take a mobile phone to the dining room.

## Pocket Money

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

## THE DAILY ROUTINE

### Monday to Friday

6.30 am	Breakfast available in dining room
7.00 am – 8.00 am	All students to be out of bed and preparing for school Thursdays, prior to school, linen is placed in laundry for laundering Notify staff of any illnesses, advise staff of late school finishes Leave room ready for inspection, go to office for medication
NB	School departure times vary for each school
3.30 pm – 5.30 pm	After school activities – includes shopping leave (Wednesday)
5.30 pm	After school activities cease – return to residential college
5.35 pm	Students to dining room for dinner
5.40 pm – 6.30 pm	Dinner and clean up
6.45 pm	Prepare for study
7.00 pm	Study begins *
7.00 pm – 9.00 pm	Year 10, 11 & 12
7.00 pm - 8.00 pm	Year 8 & 9 supervised study in the dining room
8.00 pm – 9.00 pm	Year 8 & 9 in rooms - study conditions
9.00 pm – 9.15 pm	Supper
9.15pm	Prepare for bed
9.30 pm	"Lights out"
9.45 pm - 10.45 pm	* Year 11 & 12 students requiring extra study time must ask Supervisors prior to 9pm

### Friday (pm)

6.30 pm – 10.00 pm	Videos, recreation, social events
10.30 pm	In units preparing for bed
11.00 pm	"Lights out"

## **Saturday**

8.00 am – 9.30 am	Breakfast
9.00 am – noon	Shopping leave or sport/recreation. Students must return to the College from shopping leave by 11.45 am
12 noon	Lunch
12.30 pm – 5.30 pm	Sport/recreation
6.00 pm – 6.30 pm	Dinner and clean up
6.30 pm – 10.00 pm	Videos, recreation, social events
10.30 pm	In own units preparing for bed
11.00 pm	“Lights out”

## **Sunday**

8.00 am – 9.30 am	Breakfast,
9.30 am – 12 noon	Clean and tidy room, make bed, clean units Washing, sport/recreation
12.30pm	Lunch
1.30 pm - 5.30 pm	Sport/recreation
5.40 pm – 6.30 pm	Dinner and clean up
7.00 pm	Collect laundry and prepare for study
7.30 pm – 8.30 pm	Study Year 8, 9, 10, 11 & 12 (Yr 8 & 9s in dining room)
8.30 pm - 9.00 pm	Supper, printing, notes & excursion forms organised at the office
9.00 pm - 9.30 pm	In units preparing for bed, “lights out” all students by 9.30 pm No late study for any students

## **MEALS**

### **Meal Times**

**It is compulsory to attend all meals, unless sick in bed, then a meal will be brought to your unit.**

	<b>Monday – Friday</b>	<b>Saturday – Sunday</b>
Breakfast	6.30 am – 7.30 am	8.00 am – 9.30 am
Lunch	Packed lunch	12.30 pm – 1.30 pm
Afternoon tea	On return from school	
Dinner	5.40 pm – 6.30 pm	5.40 pm – 6.30 pm
Supper	9.00 pm – 9.15 pm	9.00 pm – 9.15 pm

The catering staff aims to provide a well-balanced diet and to cater for special dietary requirements. The menus and servings have been endorsed by the local health authority.

All meals are served in the dining room. You are expected to attend all meals. If you will be attending sport, a school excursion or other approved activity during a meal time, then you must put your name on the “late finish” list, in the office, before leaving for school in the mornings so that a late meal can be organised, if required.

To comply with health and safety requirements, permission must be obtained from a Supervisor, or the kitchen staff, if you need to go into the kitchen outside meal times.

You are asked to consume food and drinks provided by the college in the dining room and other approved areas. Any food brought from home or snacks purchased on shopping leave needs to be kept in sealed containers in your kitchen cupboard or refrigerator. To prevent a vermin problem arising any food left open or lying around in your room will be disposed off.

## **Dining Room Etiquette**

In the dining room you are asked to respect other diners and uphold high standards of cleanliness, hygiene and table etiquette.

You are asked to file up to the servery (one table at a time for dinner), collect a plate and cutlery, fill your plate carefully, take care not to bump into anyone, and return to your table, taking care not to spill food or drink. Should you have a mishap don't leave it for others, clean it up yourself.

Eating together should be a relaxed and enjoyable experience and you are asked to observe good table manners in the dining room at all times (i.e. keep elbows off the dining table, use knives and forks correctly, and clear and clean the table when everyone at your table has finished their meal).

You will be expected to sit at a designated dining table for all meals, except on Friday evenings and on Saturdays and Sundays when the seating arrangements are flexible.

On weekdays permission to leave the dining room will be granted by Supervisors after everyone at your table has finished eating and your table has been cleared. At lunch on weekends you may leave the dining room when you have finished eating and have cleared away your leftovers and utensils. Please push your seat in before leaving.

Attire in the dining room may be casual however a t-shirt with sleeves (no midriff tops or revealing necklines) and shoes are required. Hair is to be clean, brushed and not hanging over your face. Headwear needs to be removed prior to entering the dining room. You are not allowed to make or take telephone calls during meal times.

No cutlery or crockery is to be taken from the dining room.

## **YOUR PROPERTY AND YOUR ROOM**

### **Personal Property Insurance**

The residential college's insurance does not cover your personal property. Your parents have been advised to take out insurance to cover damage to, or loss, or theft of your personal property when in residence.

### **Personal Property Security**

You are asked to make sure that your personal property, especially your clothing and sheets, pillows, pillow slips, quilts and doona, are 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 private possession that may be damaged or lost. Your valuables and money should be kept in reception for safekeeping at all times.

### **Personal Computers**

You may bring a personal computer to the residential college provided its use does not create a disturbance for other students. Should you intend purchasing a computer, it is preferable that a laptop is bought; as Year 8 and 9 supervised study time is held in the dining room of the college. You are responsible for its safekeeping.

Please note that the residential college reserves the right to review the content on any personal computer or recreation equipment brought to the college. Inappropriate use of the internet, e-mail, or the loading of inappropriate and obscene material on personal computers is not allowed and will result in confiscation of personal equipment used in this way.

## **Room**

Your room is for your personal use and you are asked to keep it clean and tidy and free of damage. You are asked to respect other students' rooms as a private area and to not enter another student's room without their permission. In addition, you are expected to:

- have a pillow case on your pillow, a mattress cover on your mattress and two sheets on your bed at all times;
- keep all audio equipment turned down or use headphones;
- be out of bed by 7.00 am on weekdays and make your bed every morning;
- keep your clean clothes in your wardrobe, or folded and placed in your drawers;
- keep your towel on your towel rack and dirty clothes in your laundry container;
- not enter another student's room without permission from the student or from a Supervisor;
- work in your own room, at your desk, door open and not disturb other students during study time;
- be in bed at "lights-out", remain in your room and keep quiet after "lights-out";
- not allow any unruly behaviour in your room (e.g. wrestling, pillow fighting, jumping on beds, climbing on wardrobes). You are responsible for making good any damage caused by misbehaviour in your room;
- lock away any money and valuables kept in your room or hand into the office for safekeeping;
- leave the furniture as arranged;
- not have pictures, posters etc stuck on any painted surface; and
- not change allocated rooms unless advised by staff to do so.

## **Dangerous Items**

You will not be able to bring personal items which the Supervisors consider may pose a danger to other students e.g. pocket knives, cigarette lighters, matches. Please check if in doubt.

The burning of candles or incense sticks is not allowed in residential units.

## **Good Order**

Please note that:

- bed covers, pillows, quilts, doonas, etc. are not to be taken out to common areas, e.g. common rooms, courtyards, dining room etc;
- electric blankets and personal heaters are not allowed;
- a personal TV or personal DVD player is not allowed in your room (a television is provided in the common rooms);
- offensive media containing obscene images or antisocial information is not allowed. If in doubt you should show the media to the Manager or Senior Supervisor who will indicate whether it meets the residential college standard;
- material considered inappropriate is not to be displayed in your room. Please check with the Manager or Senior Supervisor who will indicate whether it meets the residential college standard; and
- graffiti or stick-on glow-in-the-dark products are not allowed in your room. Also, sticky-tape or blue-tac is not allowed on any painted surface. Blue-tac can only be used on cupboards and on the back of your door.

## Room Checks

Supervisors will check your rooms and units, on their rounds, in the mornings before and after you have gone to school. On the weekends all rooms and units must be tidy and in good order by 11.00 am, in readiness for room inspection.

Check Items:

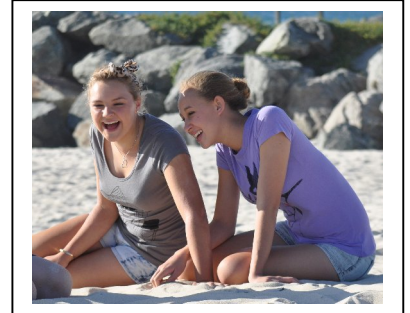
- fixtures, fittings and furniture are in good order and undamaged;
- bed is neatly made and floor is clean;
- drawers and wardrobe are neat and tidy;
- desk tops and shelves are clutter free, clean and organized;
- clean clothes have been put away and towels hung on towel rail;
- dirty personal clothes have been stowed in your personal laundry container;
- dirty towels, sheets, pillow cases have been put out to be washed on Thursday morning, prior to going to school;
- rubbish bin has been emptied;
- lights, audio equipment, computers and other approved electrical appliances are turned off; and
- only approved pictures are on open display and blue-tac has only been used on cupboards and the back of the door.

In the interests of safety and good order the Manager and Supervisors, 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; will conduct unannounced and unannounced room checks. These checks include checking locked storage (wardrobes, cupboards and drawers, safes) and personal storage like school bags and luggage.

These checks will usually be conducted in your presence; however, the Manager or Senior Supervisor reserves the right to undertake a check in your 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 will contact your parents regarding any action that may need to be taken.

## Communal Computer

The communal computer, supplied by the college, is only to be used for study purposes. Time slots of 30 minute intervals need to be booked prior to study should more than one student require the use of the computer. The computer is not to be moved, reprogrammed or dismantled. Each student using the computer will be given a log-in by a Supervisor at the beginning of the year.



These checks will usually be conducted in your presence; however, the Manager or Senior Supervisor reserves the right to undertake a check in your absence if he or she considers such action is warranted to secure residents' safety.

## **COLLEGE LIFE**

The residential college offers secure single room accommodation for senior students and shared for juniors; ample storage for your property; privacy in the bathrooms; common rooms with easy chairs and television; and an indoor recreation room equipped with a pool table, table tennis, table hockey and an audio system for socials and other indoor recreational activities. In the college grounds there is a landscaped area with shady spots where you can get together with your 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 you will not be able to go beach swimming unsupervised.

### **Camps and Excursions**

You will have the opportunity to participate in a wide variety of recreational activities and excursions throughout the year. Your parents will be asked to provide written permission for you to participate in a particular activity if it is not covered by the general permission given by them 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 you (or your parents) needing to meet the balance. If you withdraw late from an excursion and it is too late to cancel the excursion or unreasonable on the other students to do so, you will still be expected to contribute to the cost.

### **Movies (Cinema)**

On occasion Students may be given permission to 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. Films shown in the residential college need to be consistent with the Australian Censor Board recommended audience classifications.

### **Music**

You are encouraged to continue with your musical interests whilst at the residential college. Lessons away from the residential college need to be arranged by your parents. Given adequate prior notice the Supervisors will endeavour to arrange transport to and from lesson venues within a five kilometre radius of the residential college.

### **Recreation Room**

You 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. Equipment is to be put away after use and all rubbish put into the bins provided. The lounge cushions are not to be removed and put on the floor or stacked on top of each other. Any damage to furnishings or equipment is to be reported to a Supervisor immediately.

## **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). You, or your 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 club 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).

## EDUCATION

### School Attendance

You are expected to attend school for the full term. You are required to travel directly to and from school and not divert your journey without a Supervisor's permission.

If you need to return to the residential college from school during term when lessons are in progress, then the college must be contacted by the school prior to you leaving.

### Personal Presentation

All students are required to wear the school uniform to school. Dress and personal presentation must comply with the college's health, cleanliness, modesty and safety standards.

### 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, can a Supervisor sign on behalf of a parent. A letter from Parents giving authorisation for a Supervisor to sign permission forms, is required (refer information package).

#### 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)

## STUDY TIME

Study time is a quiet period when you work in your room, on the residential units' communal computer, in the dining room or with a tutor. Study time gives you a quiet time, free of distraction, to complete homework or learning assignments, review new schoolwork, revise previous learning, or undertake research or reading.

### Monday to Thursday and Sunday

Year 8 & 9	7 pm – 8 pm - supervised in dining room
Year 8 & 9	8 pm – 9 pm - in rooms - study conditions
Year 10,11 & 12	7.00 pm to 9.00 pm
Year 11 & 12	9.45 pm to 10.45 pm - additional if required

Year 11 and 12 students requiring additional study time should approach Supervisors prior to study finishing at 9 pm.

## Expectations

- Unless otherwise authorised by a Supervisor, you are expected to be at your desk in your own room, studying quietly with your door open.
- You are expected to be prepared with all necessary equipment, i.e. diary, pens, pencils, erasers, rulers, books, drinks, etc., before study time begins.
- To work on the communal computer you may need to book a time slot for research and assignment completion, no later than 7.00 pm. Computer time is allocated in 30 minute blocks and you need to comply with the conditions of use. No food or drink is to be consumed at the computer station.
- If you have no set work, or are unable to organise appropriate reading material, then a Supervisor will give you a reading/learning assignment.
- You can only listen to audio equipment using earphones while you study. You are not allowed to take or make telephone calls during study time.
- You are not allowed to walk around, visit other rooms or use the kitchen facilities during study time.

## Homework Club

Perth Modern School have Homework Club after school from 3.30 pm to 4.30 pm Monday, Tuesday and Thursday in the library, providing access to teachers of specific subjects on different days. The residential college encourages students to take advantage of this opportunity.

## Exams – Study Leave

When students are on study leave from school and staying at the College the time table is as follows; 9 am to 12 pm study, lunch break 12 pm to 1 pm, 1pm to 3 pm study. The same rules for normal study time apply.

Students are required, by their schools, to wear the uniform when entering the school grounds during study leave and exam times.

Once exams are finished and the school year is completed for Year 11 and 12 students they are required to leave the College.



Perth Modern School organise Homework Club on weekdays after school to help their students with difficult assignments or to help improve knowledge and skills.

## HEALTH AND SAFETY

### Fire Safety

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

Fire alarm evacuation drills are held each term. You will be 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 health and wellbeing. All Supervisors have a Senior First Aid Certificate.

If you become sick or injured, report immediately to a Supervisor for assessment. If this occurs during the night, you need to contact the on-duty Supervisor. All units have an internal phone system. The Supervisor will refer to your *Student Health Record Form* to ensure that treatment is in accord with the information provided.

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

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

Medical and dental facilities and pharmacies are readily available near the college. Please refer to the preferred list of medical contacts on the last page of this handbook. The College uses the Wembley Medical Practice as its local medical surgery and the City Beach Pharmacy to dispense prescribed and general purpose medicines.

Supervisors will make doctor or dentist appointments for you, as and when necessary. Transport to medical, dental and orthodontic appointments will be provided by staff, if within a reasonable distance from the college. Membership of a student insurance scheme and St John Ambulance cover is highly recommended.

### Help and Support

The Supervisors are always on hand to listen to any problems you are trying to deal with and to give you advice and support. The Supervisor will maintain confidentiality except where they consider that a matter needs to be referred to or discussed with others (e.g. the Manager, other Supervisors, your parents, someone qualified to provide support).

## 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 you will be able to utilise the nearby football oval and the outdoor sporting facilities in the grounds of the former City Beach Senior High School and also go to Floreat Forum or The Boulevard for banking and shopping.



### Leaving Residential College Grounds

*You must always sign out with a Supervisor*

You need to obtain permission from an on-duty Supervisor before leaving the residential college grounds. A record of your whereabouts is maintained on a location board in reception. Once you have permission to leave the college grounds, your location will be noted on the location board by a Supervisor. Upon return to the college you must see a Supervisor so your presence back at the college can be recorded. You will also need to 'sign-out' and 'sign-in' in the book provided for any day leave, overnight leave or weekend leave. You need to wear suitable footwear when leaving the residential college grounds.

When leaving to attend school, you need to get permission from an on-duty Supervisor before leaving the residential college grounds.

### Shopping Leave (Floreat Forum)

With your parents' permission, you 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 you can walk or catch a bus to and from the Floreat Forum. Sometimes it will be possible 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 you are expected to be an ambassador of the residential college and show good manners. You are not to visit any private residence whilst on shopping leave.

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

### Casual Employment Leave

After consultation between parents/guardians and the Manager or Senior Supervisor, you may be given leave to do casual employment on weekends. If approved, you will be responsible for getting to and from your place of employment. The Manager or Senior Supervisor reserves the right to revoke approval to leave the college grounds for employment for disciplinary reasons.

## LEAVE UNDER ANOTHER'S CARE

The residential college is not responsible for your care and wellbeing when you stay with a parent or guardian, nor is it responsible when a parent or guardian places you in the care of any other person. Your parents or guardian need to ensure that the people listed on their *Sign Out List* are over 18 years of age, known to them, trustworthy and will be responsible for your wellbeing and safety while in their care.

### Day Leave

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

### Weekend Leave:

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

- 1 On each occasion the Supervisors receive a fax, email, letter or telephone call from your parent/guardian giving permission for you to visit and stay with a person on your parents' *Sign Out List*.
- 2 If the person is not already on the *Sign Out List*, then the Supervisors will need your parents to provide separate written authorisation for you to be placed in the person's care.
- 3 An '*Application for Weekend Leave*' form must be completed and returned to Supervisors' reception no later than before school on the Thursday morning before the weekend in question. You can obtain this form from the Supervisors' reception from Monday morning onwards and are asked to hand it in as soon as possible.
- 4 When you leave the residential college with a person authorised to care for you, you must be signed out by the carer. On return to the residential college, your carer needs to accompany you to the Supervisors' reception and sign you in.
- 5 If you are allowed to use public transport to travel home, or to an authorised carer's home, you need to report to reception and sign yourself out. If you return by public transport, you also need to report to reception and sign yourself in. If you are leaving from school you must sign out before going to school in the morning.
- 6 Failure to return to the residential college by the agreed time is a serious matter. If you are unable to return on schedule, then you are to ask your carer to contact reception and speak to a Supervisor.

### Midweek Overnight Leave

*Midweek Overnight Leave* is only permitted for school purposes or excursions, or to stay with parents/guardians or immediate relatives. The procedure for getting 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 invited by you to the residential college are bound by the residential college rules whilst on college grounds and expected to display the same qualities and respect expected from college residents. All student visitors must leave the residential college grounds by 5.00 pm (Sunday to Thursday) and by 5.30 pm (Friday and Saturday).

Visitors to the College, other than parents, are not allowed in students' bedrooms.

## Closed Weekends

A *Closed Weekend* is a weekend when the college is closed and all students 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 maintain vehicles which Supervisors use to transport students to their sporting, leisure and recreation commitments. The college 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. You must wear a seat belt, not distract the driver and you 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

You 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.

Written authority is required from your parents (or guardian) before you are permitted to ride in private vehicles driven by other than your parents (or guardian). You will not be allowed to ride in a private vehicle unless the residential college has this permission in writing and the driver is over 18 years of age, is not on first year 'P' plates and listed on your *Sign Out List*.

You are not permitted to sit in parked cars, other than those of family or those on your *Sign Out List*, and you are not to loiter around vehicles that are parked outside the residential college.

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

## MAJOR ISSUES

- Any male student found visiting the girls' residential units (or vice 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.
- Individual insurance is required for personal effects.
- 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 on the former City Beach Senior 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.

## 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 St 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

*nurture the gift & extend the talent*

