

CONTACT DETAILS

Administration

Telephone: (08) 98421007
Fax: (08) 98418459
E-mail: albanysrc@inet.net.au
Website: www.albanyresidentialcollege.com.au

Address: Albany Residential College
8 Thomas St
ALBANY WA 6330

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.**

Student Telephones: 9841 7426
9841 7972

Emergency - Manager's Residence: 0407 421007
After hours 10pm to 7am

Please limit all but urgent telephone calls to the following times:

Weekdays	Weekends
7.00 am-7.30 am	8.00 am-9.00 pm
4.00 pm-5.20 pm	
6.00 pm-6.50 pm	
9.00 pm-9.20 pm	

Inward – Mail

Please address all student mail to:

(Student Name)
Albany Residential College
PO Box 1402
ALBANY WA 6331

ALBANY RESIDENTIAL COLLEGE

The Residential College is situated in Thomas Street Mt Clarence Albany and is located in a safe and secure setting directly behind Albany Senior High School.

The modern buildings are set in a quiet and safe behind Albany Senior High School.

Male and female students live separately from each other in adjoining dormitories. Each new dormitory contains eight single rooms and two bathrooms.

Outside, we have access to Albany Senior High School's gymnasium, football oval, courts for basketball and netball. There is also our indoor recreation shed.

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 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 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. 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 Albany 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's. 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 councilors 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.

A male and female student from each year group is appointed as a student councilor. To represent and present their year group's suggestions and proposals to the Student Council. All councilors 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-fulfillment 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 **Albany 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.albanyresidentialcollege.com.au

Suggestions

Your suggestions on how we can improve our service, or raise our standards, are always welcome. All suggestions will be presented to the Albany 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 forfeited.

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 only be limited to a small 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 Albany 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 Albany Residential College bank account (BSB: 306001) Account No: 4415948, Bankwest, Albany 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.

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:

- 4 February: 1 third of the annual fee (minus deposit)**
- 29 April: 1 third of the annual fee**
- 22 July: 1 third of the annual fee**

Payment can be made by cheque, direct debit, or by electronic transfer to the Albany Residential College (BSB: 306001) Account No: 4415948, Bankwest, Albany. 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 Enrolment

You need to contact your child's school to organise your child's school enrolment.

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 he or she must get a note from a teacher and hand it to an on-duty Supervisor.

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.

School Requirements

Your child's school will provide you with a copy of its requirements. Extra copies have been provided to the supervisors so that they are aware of your child's school needs.

School Contact Details:

Albany Senior High School

1 Campbell Road
ALBANY WA 6330

Postal Address: As above
Phone: (08) 9841 0444
Fax: (08) 9842 1512
Email: albanyshs2@det.wa.edu.au

North Albany Senior High School

Anson Road
ALBANY WA 6330

Postal Address: As above
Phone: (08) 9841 6611
Fax: (08) 9433 7258
EMAIL: Dee.Pollitt@det.wa.edu.au

St Joseph's College

Martin Road
ALBANY WA 6330

Postal Address: As above
Phone: (08) 9844 0222
Fax: (08) 9844 0223
Email: admin@sjc-albany.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

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. It is recommended that students use a bank access card and may hand it into the Supervisors' reception for safe-keeping. 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.

Experience shows that \$20 is a reasonable weekly amount and students are asked to keep to this amount for minor personal expenses.

PERSONAL PROPERTY

Insurance

College insurance only covers a child's personal property lodged with reception for safe-keeping. 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 for, 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 safe-keeping 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 with their assistance, 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.

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.

Shopping Leave

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

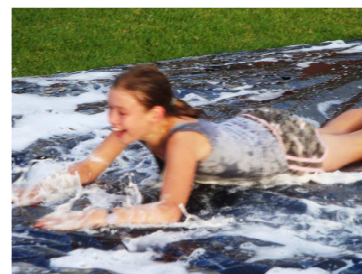
One designated day per week:	3.30 pm – 5.00 pm
Saturday:	9.00am – 12.30pm

The college bus is not available for town leave. 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, your child may be given leave to do casual employment. 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. They will also need to 'sign-out' and 'sign-in' in the book provided for this purpose.

You need to ensure that the people listed on your *Sign Out List* are over 18 years of age, not on '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 anyone 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 '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. The procedure for obtaining permission for *Midweek Overnight Leave* is the same as for *Weekend Leave*. If a student provides incorrect information or omits to provide information as requested on a leave application or by a Supervisor, he or she will face disciplinary action.

Student Visitors

All student visitors (e.g. school friends) must report to the Supervisors' reception on arrival. 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 an *Closed Weekend* organised from time to time. Accordingly, the Board of Management may schedule an *Closed Weekend* on a long weekend, particularly when schools schedule a pupil free day and a normal long weekend becomes a 4-day weekend. Parents will be given a calendar at the start of each term indicating closed weekends. On an *Closed Weekend* all students must have left the college by 5.30pm 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'.



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STUDENT TRANSPORT

Residential College Vehicles

The Albany Residential College maintains vehicles which Supervisors use to transport students to their social, 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.

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.

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 "P" plates.

Your child will not be permitted to sit in parked cars, other than those of family. Students are not allowed to loiter around vehicles that are parked outside the residential college.

MAJOR ISSUES

- Any male students found visiting the girl's dormitories (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 forthwith.
- The Board of Management will suspend students in possession of illegal drugs/misuse of prescription drugs or under the influence of such, pending expulsion. 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 hospitalized.
- Smoking is not permitted.
- Disruptive behaviour will not be tolerated. Bulling 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 face disciplinary action which could include suspension and/or expulsion.
- 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 College Manager's decision is final on what constitutes obscenity.
- Anyone found to have unauthorized 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.
- Students who have been suspended from school will not 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. 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 Albany Leisure and Aquatic Centre swimming pool. Supervisors will explain the expectations of pool users, safety arrangements. All students are expected to observe the user requirements on display.

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 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 the area.

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.



In the college grounds there is a landscaped area and shady spots where students can get together with their friends for a chat.

Religious Services and Cultural Traditions

We want our residential college to be a great place to live for all of the students and staff in residence. All members of the residential college community are equal as human beings and the residential college embraces the beliefs and cultural traditions of all of its residents. Getting an appreciation of the ethical foundations of everyone's beliefs and traditions helps build common understanding and mutual respect.

The Supervisors will make arrangements for your child to attend religious services and other cultural events as indicated by you.

Rostered Duties

All students are rostered for various duties around the residential college, such as washing up, cleaning common rooms, helping in the kitchen, setting up for breakfast, and other help as identified by Supervisors.

Sport

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

Where approved activities are held a good distance away from the residential college students need to contact the Supervisors well beforehand regarding their transport arrangements.

HEALTH AND SAFETY

Fire Safety

The college has smoke detectors, fire extinguishers, and emergency evacuation plans in each dormitory block.

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 by.

Membership of a student insurance scheme is highly recommended (see www.studentcover.com.au for more details about one option). St John Ambulance Cover is also highly recommended.

Supervisors will make doctor or dentist appointments for your child as and when necessary.

ATTACHMENT 1

CONCERNS AND COMPLAINTS

The residential college will make every effort to resolve any concerns or complaints you may have. For more information about how the residential college will handle your concern or complaint you can obtain a copy of the residential college's *Concerns and Complaints* policy from the Manager.

Who To Contact If You Have a Concern or Complaint

Supervisors

The Senior Supervisor, or an on-duty Supervisor, is the person to contact if you need clarification on some minor matter of concern or need to clear up some minor misunderstanding. Unless you request otherwise, the Supervisor will pass on your concerns to the Manager who will ensure that other Supervisors are informed.

Manager

The Manager is the person to contact if you have a concern or a complaint about the safety or wellbeing of your child, or the service being provided by the residential college.

Chairperson, Board of Management

The Chairperson of the Board of Management is the person to contact if you have a complaint against the service provided by a Manager.

Director, Country High School Hostels Authority

The Country High School Hostels Authority Director is the person to contact if you have a complaint about the Residential College Board of Management's handling of your complaint (Freecall: 1800 645 212).

Ombudsman

The Ombudsman is the person to contact if you have a complaint about the handling of your complaint by the Country High School Hostels Authority.

Serious Offences

Complaints relating to serious offences against students, or of corrupt or criminal action, will be referred to external agencies as and when appropriate. This could include the Police, the Corruption and Crime Commission, the Department of Community Development, the Department of Health, and/or the Equal Opportunity Commission.

Where the matter is serious, but relates to misconduct that does not fall under the jurisdiction of an external agency, the matter will be dealt with in accordance with the policies of the Country High School Hostels Authority. Allegations of serious breaches of conduct by staff can result in their suspension pending investigation. Staff found guilty of serious misconduct face a range of disciplinary consequences, including making reparation, demotion or termination of their employment as appropriate.

Allegations of serious misconduct by students can also result in their suspension pending investigation. Students found guilty of serious misconduct face a range of disciplinary consequences, including making reparation, suspension, or termination of their residency as appropriate.

Allegations of sexual misconduct or other criminal act perpetrated by staff against students will be referred to the Police for investigation. Parents and students are encouraged to refer any sexual misconduct concerns directly to the Police for investigation.

Allegations of sexual misconduct by one student against another student will be dealt with according to college policies. Parents will be informed. Where a breach of the law appears to have occurred, the matter will be referred to the Police for investigation (as and when appropriate).

ATTACHMENT 1

Allegations from parents relating to the supply of illegal substances to a student by a member of staff, or by another student, (e.g. drugs) will be referred to the Police.

Allegations relating to physical or emotional abuse and/or bullying by or against a member of staff or a student will be dealt with according to college policies and procedures.

Allegations relating to the supply or use of substances by students not of a legal age (e.g. alcohol, cigarettes) are serious matters and will be dealt with according to college policies and procedures.

ATTACHMENT 2

ANTI BULLYING POLICY

Physical or verbal bullying is unacceptable whilst a boarder is in the care of the Albany 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 hurt, threaten, or frighten. It can be physical and/or verbal in nature and can include racial, religious and sexual harassment, rude gestures, intimidation and 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 Albany 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.

Revised 27 November 2009

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 Record Form

Student Code of Conduct

ARC Policy Statement and Parent Agreement Form

Excursions / Activities Conditions & Consent

Student Travel List