

MESSAGE FROM THE COLLEGE MANAGER

The information on the following pages is intended as a guideline to both parents and students as to how staff manages the day to day and, in some cases, the strategic operations of the College.

We wish to stress that our priorities in caring for your children are:

- * safety, security and shelter
- * ensuring good health and hygiene
- * best possible study time and study environment
- * positive use of spare time for recreation and leisure
- * ensuring their right to privacy when required
- * encouraging and maintaining personal and dormitory cleanliness
- * providing strategies for community living encompassing respect, courtesy and dignity
- * providing good quality, nutritious meals
- * developing friendships
- * providing a disciplined environment
- * to have happy children

The information on the following pages is designed to achieve these priorities. However if you have any queries at all, please call us to discuss any issue.

Please take the time to read this document with your son or daughter.

Mike Schuts
College Manager

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BACKGROUND

Albany Residential College is located high on Mount Clarence adjacent to the Albany Senior High School. The College enjoys magnificent views of Albany and the immediate hinterland.

The College is maintained to provide co-educational accommodation and supervision for country students attending secondary school in Albany. These schools are Albany Senior High School, North Albany Senior High School and St. Joseph's College.

The College is funded by the State Government of Western Australia with the principal aim of allowing students domiciled in the Great Southern region to receive an education without necessarily leaving the region to do so.

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 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.

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).

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.

FEE PAYMENT REQUIREMENTS

Unsubsidised Students

For students who are not eligible for a Boarding Allowance, a Youth Allowance or Abstudy Allowance, the annual boarding fee is payable to the Residential College on the first day of the school year unless alternate arrangements have been made with the College Manager. Payment can be by cheque or we can help you organize a direct debit from your bank account to the Residential College bank account. At this stage the Residential College has no capacity to accept payment by EFTPOS or credit card.

Boarding Allowance Recipients

For students in receipt of Boarding Allowances (ie AIC and BAHA) it is a condition of entry that these boarding allowances are forwarded direct to the Residential College. Parents will be invoiced for the remainder in three instalments due on the first day of Terms one, two and three. Payment can be done by cheque or we can help your organise a direct debit from your bank account to the Residential College bank account. At this stage the Residential College has no capacity to accept payment by EFTPOS or credit card.

Youth Allowance Recipients

For students in receipt of Youth Allowance, it is a condition of entry for the annual fee to be paid by a direct fortnightly debit to the Residential College account. We can help you organise a direct debit from your bank account to the Residential College bank account. At this stage the Residential College has no capacity to accept payment by EFTPOS or credit card.

Abstudy Recipients

The CHSHA has an arrangement with Centrelink for the direct payment of an Abstudy recipient's boarding allowance to the Residential College. It is paid in four instalments, one each term. Where the allowance meets the full cost of boarding (ie fee plus extras), the parents will be advised accordingly. Where the allowance does not meet the full cost of boarding, Centrelink can provide the Residential College with details of the total allowance being paid. In this instance, parents will be invoiced for the remainder in three instalments due on the first day of Terms one, two and three. Payment can be by cheque or we can help you organise a direct debit from your bank account to the Residential College bank account. At this stage the Residential College has no capacity to accept payment by EFTPOS or credit card.

FEE ASSISTANCE PROGRAMMES

Assistance for Isolated Children Scheme

A Commonwealth Government allowance for isolated students may be payable. This non-means tested allowance (AIC) is paid at the beginning of each term. Additional financial assistance can be claimed subject to an income test (income level details are in the AIC information booklet).

If you have been in receipt of an AIC allowance in previous years Centrelink should automatically send you a form for the next year, usually by the end of November.

If you are looking to receive an AIC allowance for the first time, forms and information are available from Centrelink.

State Boarding Away from Home Allowance

All recipients of an AIC allowance are eligible for the State Living Away from Home Allowance (currently \$2000.00 per year) which is paid by the Education Department of Educational Services at the beginning of fourth term.

Forms for 2009 will be sent out by Centrelink to parents/guardians who are eligible for the Commonwealth Assistance for Isolated Children (AIC). Additional forms can be obtained by contacting Schools Resourcing Branch on (08) 92644516

Applications for 2009 close on 30 November 2009. Payment will not be made retrospectively.

Youth Allowance

In general, students 16 and over should apply for Austudy unless they would get more assistance from the AIC income test free boarding allowance and Department of Social Security family payments.

FEE COLLECTION POLICY

Outstanding Fees

The College raises an invoice for each student in December, May and July. The December account is to be paid by the commencement of the first school term. The April and July accounts are to be paid on the first day of Term 2 and Term 3 respectively.

At the end of each month a statement is sent to those students parents who have outstanding accounts reminding them of their outstanding balance.

Arrangements can be made with the College for payment of the account on a regular basis, therefore avoiding the possibility of legal action being taken with regard to the outstanding account.

Non-payment of Fees

After two months if no attempt has been made with regard to payment of the outstanding account a telephone call to the parent. The parent will then be asked to withdraw the student and legal action will be taken to recover the outstanding debt together with any associated costs involved.

The Board of Management is to be advised of outstanding debtors.

WITHDRAWAL

The full annual fee is payable in respect of any Student who leaves on or after 1 September. A part refund will be provided withdrawn from the Residential College without the Parent having given four weeks' prior written notice to the Residential College, or if the Student's enrolment is terminated by the Board, then the Parent shall pay to the Board a sum of money equal to 10% of the Annual Boarding and Amenities Fee and be entitled to a pro rata refund of any part of the Annual Boarding and Amenities Fee paid in advance.

AMENITIES

An Amenities fee is payable with term fees to facilitate payment of some sporting fees, community function admissions, upkeep of computers etc.

JERRAMUNGUP BUS RUN

A bus run from the College to Jerramungup, Ongerup and Borden was introduced at the request of parents. It operates on closed weekends and at the start and end of terms except at the beginning and end of the year.

All families living on that route are levied per annum for having the bus operate at those times (minimum nine trips). This levy is compulsory and must be paid for the run to be viable. The bus needs to pay for itself.

CAMPS

From time to time College staff undertakes camps, excursions or day trips as an additional service to the students. Student participation is voluntary and parents will be levied a one-off fee for each occasion.

DAILY ROUTINE

7.00a.m.	Morning call and rise
7.30a.m.	Breakfast and announcements
8.00a.m.	Washing to the laundry.
8.15a.m.	Both buses leave for St Joseph's College and NASHS
8.15a.m.	All ASHS Yr 8, 9, 10 & 11 have room inspection
8.30a.m.	ASHS students leave for school
12.50p.m.	ASHS students return to College for lunch
1.20p.m.	ASHS students return to school
3.10p.m.	Students return
3.10p.m.	Afternoon tea
3.20p.m.	Trampoline area opened
5.30p.m.	Trampoline area closes
5.30p.m.	Dinner and announcements
6.50p.m.	Prepare for study - students upstairs
7.00p.m.	Study
8.00p.m.	Sign out from study
8.30p.m.	Study finishes and supper.
9.20p.m.	All years 8, 9, 10 & 11 students upstairs prepare for bed, all overhead and passageway lights off, side lights only.
9.30p.m.	Year 12 go up. All lights out, Seniors with permission for late study use study lights only
10.30p.m.	All study lights out. There is no organised study Friday nights.

Friday and Saturday Evenings

11.00p.m.	Lights out all students (Friday)
11.30p.m.	Lights out all students (Saturday)

Saturday Mornings

9.00 a.m. Students downtown leave commences
12.30p.m. Students downtown leave expires

Saturdays and Sunday:

8.00a.m Breakfast
9.30am Breakfast time over, duties called.
10.00a.m Trampoline area opens
12.00 pm Dorm inspections
1.00p.m. Lunch
5.30p.m. Trampoline area closes
5.30p.m. Dinner

Sunday evenings:

6.50p.m. All students prepare for study – (all students upstairs)
7.00p.m. Study starts
8.00p.m. Sign out from study
9.20p.m. All students upstairs to prepare for bed
9.30p.m. All lights out.

DEFINITELY "CAN DO'S"

- * Be on time for your school, sporting and College commitments
- * Be polite, gracious and well mannered
- * Talk to staff about joining a local sporting team or club, recreation or leisure group
- * Enquire about participation in the Light Opera Company or the Coca Youth Theatre, music, dance and / or modelling and deportment lessons
- * Suggest venues for camps and outings and activities
- * Seek advice from staff on any problems you may be facing, no matter how big or small
- * You can invite your parents to the College for meals and social occasions
- * You can do extra study if required. We will find a quiet spot for you.
- * Enquire about joining the Army, Navy or Air Force Cadet Corps.
- * You can do all you can to make your stay happy and memorable.

THE "DEFINITELY NOT'S"

Parents, do take the time and trouble to go through each of these requirements with your son(s) and/or daughter(s). It is important that students recognise the following as serious breaches of College procedures.

Administrative measures taken can include either/or extra duties, gating, withholding privileges, suspension or expulsion.

Expulsion is the jurisdiction of the Board of Management.

The following are considered DEFINITE NO's in terms of College requirements

- ** Private quarters of staff, including courtyards, are out of bounds to students.
- ** Possession and use of alcohol, non-prescribed drugs,
- ** Students attending parties must get written permission from parents and book out for weekend leave. Any student returning to the College under the influence of alcohol or drugs will be automatically suspended.
- ** Any boy found in the girls' dormitory or any girl found in the boys' dormitory is subject to immediate suspension and or expulsion.
- ** Shoplifting and stealing from other students are criminal acts and will be dealt with accordingly.
- * Swearing, including offensive language.
- * Physical contact between students is discouraged. As an example, petting and kissing, is not permitted on College property
- * Obscene material will be confiscated and sent home to parents. (Including magazines, music and video tapes)
- * Leaving the College grounds without permission.
- * Disruptive behaviour at study or meals, including poor language and other judgemental behaviour issues will be dealt with on a case by case basis by staff.
- Tobacco and tobacco products are forbidden.

**Note: Those items marked ** are subject to immediate suspension and/or expulsion
There is a full list of rules at the end of this booklet.**

STUDENT RESPONSIBILITIES

Students are not permitted to return to the College during school times unless they have a note from a Teacher. When College students depart for school it is presumed they will arrive and remain there until dismissal. Any truancy on the part of College students will be treated as a breach of College discipline.

Horseplay, running, practical jokes, hitting, throwing balls, water balloons etc. frequently lead to serious accidents and are therefore not encouraged in the College buildings.

Cubicles and wardrobes must be kept clean and tidy at all times. Each student's cubicle is his/her responsibility whilst living at the College. Other students must never touch property therein without the owner being present. There are daily dormitory inspections and cubicles must be at an acceptable standard of tidiness and cleanliness at all times. This standard includes cubicle bins being emptied, desk tidied, beds made, clothes hung up and floors cleared. Students are expected to undertake a monthly spring clean to include furniture clean, vacuum behind and under beds, wall and window clean.

Duties

All students are expected to do various household related duties on a daily or weekly roster or as directed by staff. In the main, these duties include the cleaning of the kitchen, dining room, library, foyer and television room, washing of pots and pans and maintenance. Duties are carried out on a 'house' basis with each house undertaking the responsibility for one week in three.

Vandalism

This can be a major problem. It is always 'someone else'. Unless vandalism can be directly attributed to an individual, the cost will be directly debited equally to each of the co-habitants of the room. **Cost of vandalism will be met by the parents of the students concerned.**

General

Students may not enter a dormitory other than their own unless they have permission from the supervisory staff. Wardrobes may be locked.

Silence after lights out is essential for each person's right to adequate rest.

Valuables and Cash

Staff maintain a student file in a secure office. We are happy to hold cash and valuables for students.

STUDENT NEEDS

School Enrolment

This is the responsibility of parents.

Students may attend any of the high schools in Albany as well as the Great Southern Regional College (TAFE). If the College is full, TAFE students may need to find alternative accommodation.

Laundry

A very efficient laundry service is provided for all students although no responsibility can be taken for **loss or damage**. All students are **encouraged** to do their own personal laundry or have the laundry person do it for them.

ALL CLOTHING AND PERSONAL ITEMS MUST BE CLEARLY MARKED WITH STUDENT'S NAME

Property

Students may bring personal belongings such as study lamps, radios and cassettes (no television). Responsibility will not be accepted by the College for any loss or damage.

Mobile Phones: Students may bring a mobile phone to the College however the office will not take responsibility for its safekeeping. If a student is found to be using the mobile phone during study, after lights out and during meal times the phone will be confiscated and sent home not to be returned to the College.

ALL PERSONAL PROPERTY IS EXPECTED TO BE CLEARLY MARKED WITH PEN OR SEWN ON NAME TAGS, ESPECIALLY CLOTHING.

Insurance

The College insurance policies do not cover students for the loss or damage to personal property. Parents are urged to take out private insurance cover for these needs.

Church

Students attend the church of their choice.

SECURITY

This is the most vital aspect of our operations.

Please note the following. It is most important that we know where students are all the time. Procedures are in place to ascertain student movements, but student and parent cooperation is needed to ensure verification.

Visitors to the College must first make themselves known at the supervisors' office. Visitors must leave the College by 5.30p.m. Sunday to Thursday.

When friends visit the College, they are not permitted in the dormitories. Visitors must also abide by College requirements.

Students are not to sit in cars.

Students who have obtained permission to leave the College for any reason whatsoever, must report to the supervisors' office their intended destination, time of departure and expected time of return. On return to the College the student must again report to the office.

Students seeking permission to attend functions sponsored by persons not on the student's list, must obtain permission in writing from the parents. If time does not allow this, the parent may give verbal consent by telephone directly to a member of the supervisory staff, provided written confirmation follows through immediately. Students are asked to organise these permissions in good time.

Students must accept individual responsibility to ensure that the duty supervisor places their name on or off the "movement board". Students cannot book in or out anybody except themselves. If a supervisor is not available in the office, it is the student's responsibility to find a staff member BEFORE exiting or when entering the premises.

Standard Operating Procedure (Ref. Appendix) Student Booking Out Board

HEALTH ISSUES

Health

Full medical, hospital and dental services are available in Albany Dental Therapy Clinic services are also available to students.

It is suggested that parents provide personal accident insurance. This may be arranged through the schools.

It is suggested that parents open an account with an Albany medical practice.

Prescriptions

Students and parents may open account with Albany Amcal Chemist in York Street Albany.

Infectious Disease

Students with infectious diseases - chicken pox, measles etc. - will need to be sent home immediately on a positive diagnosis.

First Aid

All staff are trained in First Aid. However, basic first aid supplies is only carried in the office - elastoplast, small bandages, and disinfectant cream. Students will need to carry anything over and above this including Panadol, cough mixture and lozenges, sunburn cream and anti-insect repellent for instance.

Personal Illness

Students who are feeling ill or have been injured must advise a staff member immediately or as soon as is practical. If this occurs prior to school, students are to advise a Supervisor so breakfast can be arranged. A staff member will then assess the situation and make arrangements for a medical or dental appointment as appropriate. Staff will also advise the parents and school, as necessary.

Parents

Please ensure we are fully informed of any current and/or past medical problems and current medication needed for your child. (Refer to the "Confidential Medical Form" for details).

Supervisory staff are to be advised of any medicines brought into the College. They will make arrangements concerning the administration of such medication.

PERSONAL REQUIREMENTS/CLOTHING LIST

ALL ITEMS MUST BE CLEARLY NAMED.

2 pair sheets
2 pillow cases
3 bath towels
1 beach towel
1 pillow
2 blankets or doona

1 DRINKING MUG OR CUP

1 study light
laundry bag/washing basket, washing powder and pegs.

Personal first aid: bandaids, cough mixture etc.

1 socks and underwear bag. (may be purchased from the College at \$1.00 per bag)

Personal toiletries

Shower proof jacket, or umbrella (optional)

Dressing gown.(optional)

A sensible supply of clothing is encouraged, remembering that there is a limited amount of space available, i.e. ONE WARDROBE AND DESK.

UNIFORM REQUIREMENTS FOR STUDENTS

Albany Senior High School has a second-hand uniform shop and Barefoot Manufacturing (Cockburn Road) supplies ASHS uniforms and also school tracksuits.

The following will be acceptable for students attending Albany Senior High School:

ASHS DRESS CODE REQUIREMENTS

<p>ASHS school colours are ASHS green, ASHS brown and ASHS gold. The shade of these colours must match the established ASHS colours.</p> <p>Logos, (except the ASHS Logo) embellishments, trims fringes, stripes, embroidery, lace etc., on School Uniform items are not acceptable.</p> <p>Note: No blue denim clothing is permitted.</p>	
<p>TOPS</p> <ul style="list-style-type: none"> • ASHS brown jumpers • ASHS hooded green windcheaters (hooded or plain) • ASHS green jacket • ASHS country week tracksuit top <p>SHIRTS</p> <ul style="list-style-type: none"> • ASHS school shirt with ASHS logo • Plain white or plain ASHS green shirt <p>LONG PANTS</p> <ul style="list-style-type: none"> • School design plain black • School design plain ASHS brown <p>SHORTS</p> <ul style="list-style-type: none"> • School design plain black • School design plain ASHS brown <p>SKIRTS</p> <ul style="list-style-type: none"> • School design plain ASHS brown <p>FOOTWEAR</p> <ul style="list-style-type: none"> • All footwear must be strapped to the feet (for example, thongs are not permitted) • Closed footwear must be worn for all Design & Technology, Home Economics, Science and Art classes. 	<p>FORMAL DRESS</p> <ul style="list-style-type: none"> • BOYS – Plain black dress pants • GIRLS – Plain brown skirt • Black closed shoes • Collared white shirt and ASHS tie • ASHS Blazer <p>PHYSICAL EDUCATION</p> <p>All students must wear the Physical Education Uniform during all practical activities involved with Physical Education. Students must change before and after engaging in physical activity.</p> <ul style="list-style-type: none"> • GIRLS & BOYS : ASHS Plain Green Physical Education Shirt • GIRLS & BOYS: Plain Black Airflow shorts • Appropriate sporting footwear must be worn, where required, when participating in physical activities.

Appropriate Dress

Students are expected to dress neatly, cleanly and appropriately at school. One of the many outcomes of education is the preparation of students for the workplace. Most workplaces have dress requirements and safety codes. The school is each student's workplace and attention to neat, clean and appropriate dress is expected at all times. This means that attention to modesty must be part of the decision-making related to items of clothing that are worn to school. For example, wearing torn and frayed pants, plunging necklines, showing bare tummies, or unsafe footwear are not acceptable dress for school.

St Joseph's College has their own guidelines and can be contacted direct. This College's guidelines are the same as St Joseph's College.

ALL CLOTHING MUST BE CLEARLY NAMED AND LABELLED.

THE COLLEGE WILL BE STRICTLY ADHERING TO THE ABOVEMENTIONED UNIFORM REQUIREMENTS. STUDENTS NOT FOLLOWING THE SCHOOL DRESS CODE PARENTS WILL BE CONTACTED.

STUDY

This is a very important area of operations. Our position on study time is this:

We believe that it is every student's right to have adequate, uninterrupted time for daily study. The staff will not allow or permit any student's right to this critical time to be eroded by others.

Study time is intended to provide the opportunity for

- a) homework
- b) additional background reading/writing
- c) revision and letter writing

The argument that one has finished one's homework, or has no homework, will simply not be accepted as an excuse for exempting students from full study time.

COMPUTERS

The College has ten modern computers in a specialist computer room. This facility is first class and provides an excellent adjunct to the study programme. Computers are also connected to internet for study and research purposes.

In the past this facility has suffered some major abuse and misuse. The result was major down time and high costs of repair. Students are not allowed to install their own discs or programs on the College computers.

Students

Read your Standard Operating Procedure on Study Procedure and also the Computer Room - Monitor Job Description to discover your computer access rights.

BULLYING POLICY

Albany Residential College **DOES NOT** tolerate bullying in any form. All members of the college are committed to providing a safe and caring environment that promotes personal growth and positive self-esteem for all.

1. What is bullying?

Bullying is an act of aggression causing embarrassment, pain or discomfort to another:

- It can take a number of forms: physical, verbal, gesture and exclusion.
- It can be planned and organized or it may be unintentional.
- Individuals may be involved or groups may be involved

2. Some examples of bullying include?

- Any form of physical violence such as hitting, pushing or spitting on others.
- Interfering with another's property by stealing, hiding, damaging or destroying it.
- Using offensive names, teasing or spreading rumours about others or their families.
- Using put-downs, belittling others' abilities and achievements.
- Writing offensive notes or graffiti about others.
- Making degrading comments about another's culture religious or social background.
- Hurtfully excluding others from a group.
- Ridiculing others appearance.
- Forcing others to act against their will.

3. What do we do to prevent bullying at Albany Residential College?

a) Staff are required to:

Be role models in word and action at all times.

Be observant of the signs of distress or suspected incidents of bullying.
Make efforts to remove occasions for bullying by active patrolling during supervision duty.

Create a means for the students to report incidents to staff discreetly.

Educate the students:

- a) What is bullying?
- b) What to do about it.

Take steps to help the victims and remove sources of distress without placing the victim at further risk.

Report and refer the incident to the appropriate people.

b) Students are required to:

- I. Refuse to be involved in any bullying situation. If you are present when bullying occurs.
- II. Not support bullying by watching an incident and not taking any action.
- III. If appropriate, take some preventative form of action.
- IV. Report the incident or suspected incident and help break down the secrecy.

c) It is recommended that parents:

- I. **Watch for signs of distress in their children.**
- II. Listen to the needs of their children.
- III. Support their children.
- IV. Keep close contact with the College

Consequences

- Mild forms of bullying such as name calling, pushing, annoying behaviour, interference, with another's property will incur counselling and negotiation to resolve 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.
- Extremely serious forms of bullying such as, nipple cripplers, corking, physical violence, Chinese burns, and royal flush may incur immediate suspension and attendance at a disciplinary panel for evaluation of the student's future residents at the college.
- In the case of a suspension on return to the college the student must attend an interview with the college manager and a member of the board. They must also enter a disciplinary agreement with the college by contract.

The manager is responsible for the interpretation of the seriousness of each situation and will make the appropriate decision/ recommendation for each case.

Procedure

1. Identify the incident or possible incident.
2. Conference with the manager, and both parties (and maybe the parents of both parties). To produce the desired outcome of behaviour change.
3. Procedure for the bully:
 - a) To be decided by the College Manager and the parents of the bully.
 - b) To consider the possibility of undertaking a community service oriented task.
 - c) Referral of both the victim and the bully to the school psychologist.

4. Procedure for the victim:
 - a) To be referred to the school psychologist.
 - b) To undertake new activities suggested by staff to engage in new social groups.

5. In the case of a re-occurrence:
 - a) Conference with both parties and the college manager.
 - b) Recommend a discipline procedure or behaviour modification program.
 - c) Referral of both the victim and the bully to the school psychologist.

6. Staff requirements:
 - a) Refer the problem to the students year coordinator.
 - b) Monitor the situation closely.
 - c) Provide avenues for both students to engage in new activities and make new social group.
 - d) Inform and maintain contact with the parents of both boys.

LEAVE POLICY

Closed Weekends

The College closes and all students return home on these weekends. The College is closed from 5.00p.m. on the last school day until 3.00p.m. on the day prior to school commencing. Consult your College calendar for details. Parents need to arrange for students' transport needs in and out on these occasions.

Note - A meal is provided on the return from closed weekends and term breaks.

Optional Weekends

We do not limit the number of optional weekends each term. Parents may give leave approval by completing the Weekend Leave Form.

Students are to notify staff **by the Wednesday** prior of their intention to go out overnight for all or part of the weekend.

Permission is required by telephone from parents and hosts prior to the student leaving the College. Students who wish to visit people who are not on their visiting list require permission in writing from parents. Normally hosts are expected to collect students from the College having first introduced themselves to staff on duty.

Leave can be arranged on shorter notice if the matter is urgent.

Overnight Leave during the school week

This leave is to be only to be with parents.

Day or Evening Leave

Students are to return to the College by the times indicated. Due to other College commitments, return times earlier than those shown below may be required.

Monday to Thursday	9.00p.m.
Friday-Saturday	11.00p.m.
Sunday	8.30p.m.

Students will not normally be permitted leave for Sunday evenings unless the matter is urgent.

Students

Try to plan your week in advance. If you wish to visit your friends or go to the cinema, make the arrangements early and seek your parental support.

Presentation Day

Although it is not compulsory for students to attend the College Presentations Evening on this day. Parents are urged to support the College and the students on this the most important day on the College calendar.

Parents

We need to make all kinds of decisions concerning the use of resources, staff, transport, in-house tournaments, visits and camps. While we appreciate the lateness of some decisions you may need to make concerning your social and other commitments, however, we will close the books on Wednesday and assume that except in the most urgent and pressing of cases, that your child will be remaining on the premises. This is important to us in order that we might plan our weekend for all the students.

Saturday morning and Wednesday afternoon is generally town leave for all students, the exceptions being those students who are gated or have extra duties.

Students

Please understand that if you have extra duties or have been gated you will not be allowed town leave. In addition, you may not be available for training or to meet that previous commitment.

If you incur a punishment, realise that it will transcend any commitment you have. Staff will be very firm on this issue, which is non-negotiable.

Thank you for your cooperation. We ask that parents discuss these issues thoroughly with their child(ren).

TRANSPORT

The College has two vehicles available - a 22-seat bus and a 12-seat bus. The vehicles will transport the students to and from school and to their social, sporting, leisure and recreation commitments. The vehicles are also used for camps, outings and excursions.

IMPORTANT - Students

The transport we operate is only available subject to availability of both plant and staff. It is, for instance, not available to transport you to your weekend leave host and return. You must make arrangements with your host to do this. Likewise it is not be viewed as a personal taxi system.

Note:

- * A diary is available on a daily basis to enable us to coordinate the transport service. We suggest that you enter your requirements for transport in the morning to ensure you have an early enough start to meet your commitments.

Vehicles

Students are not allowed to have motor vehicles whilst they are in residence without written permission from the Board of Management.

Written authority is required from parents **before** students are permitted lifts in other vehicles. Students are permitted lifts in cars driven by high school or College staff in the course of their duties.

EATING AND DRINKING

A dining room, lounge and patio area are provided in which to consume food and drink prepared in the Kitchen. Additionally, the girls' may use the girls' lounge area.

Students attending music lessons, sport, school excursions or any approved activity causing them to be late for meals must notify the supervisor on duty before leaving the College. It is a student's responsibility to ensure that late meals have been ordered if required.

The kitchen is out of bounds to all students except when on kitchen duties.

All students must attend breakfast, lunch and dinner and listen to any announcements. They may not absent themselves from any meal without permission from a supervisor.

Crockery and Cutlery

These are not to be taken out of the dining room, lounge or patio area except in certain circumstances, e.g meals taken to students confined to bed.

Cups: each student is to supply his/her own coffee/tea cup/mug.

Students

Please respect your second home. Keeping it clean and tidy.

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SPORT, RECREATION, LEISURE

The College is extremely fortunate in that it has staff who are able to coach a variety of sports and activities.

The College runs in-house competitions as the need arises.

Camping equipment is available to increase the outdoor education experience.

All in all, an extremely comprehensive recreation and leisure programme for the students is provided.

Wetsuits can be hung in the shower area to dry then moved. Bathers etc. are to be hung on the washing line, not left in showers, dormitories or passageways. Large items such as sports gear, tools, large musical instruments etc. are to be stored in the area indicated by the supervisors.

Parents

Please ensure you either sign or disallow your Permission Slip (one for each student) to allow your child(ren) to

- * use skateboard equipment
- * ride a bicycle.

Students

Do not sit back and let it happen. Bring your out of school needs to your Supervisors, Prefects and House Captains and make them happen.

COMMUNICATION/TELEPHONES

Students

You are asked to remind your friends that you are not able to take calls either during meal times, study periods or after you have been sent upstairs at night (9.15p.m. on weekdays). Likewise you will be difficult to contact prior to breakfast.

Staff will take messages during these periods but will not call you to the telephone during these times.

Students are unable to use the office telephone (98421007) except in emergencies. All callers to this number asking for students will be directed to the alternative telephone numbers listed below.

In order to avoid congestion on the telephones, students are asked to limit the time of their calls to five minutes.

Only three people are allowed in the Phone room at any one time.

Parents

98 421007 is the direct line to staff to discuss issues concerning your child(ren).

Other numbers listed below will get you directly to your child(ren). If you have an issue or separate issues that need to be discussed with both child(ren) and staff, staff can be called to the alternative line to 98421007 and will be happy to oblige you.

Office and Staff:

Telephone	98 421007	Fax 98421604 (Supervisors) Fax 98418459 (Manager)
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Students

98417972	
98417426	Incoming calls only
98412364	Downstairs foyer
98411065	Girls' lounge
98422134	Girls' lounge (Incoming only)
98423203	Girls' dorm. (transportable)

Unless there is an emergency, parents are asked not to call the office or the students during study as this interrupts study and its supervision.

Mobile Phones

Students may bring a mobile phone to the College however the office will not take responsibility for its safekeeping. If a student is found to be using the mobile phone during study, after lights out and during meal times the phone will be confiscated and sent home not to be returned to the College.

RESTRICTED AREAS

Students

A reminder below the restricted areas:

<u>Area</u>	<u>Comments</u>
Staff private accommodation and courtyards	All the time
Kitchen	Except for rostered duties (or with permission)
Outside College grounds	Only with permission
Other students' cubicles	Only with that person's permission - each and every time.
Junior dormitory	If you are a senior student
Senior dormitory	If you are a junior student
Outside of your cubicle	During study time and only with permission
Supervisors' office	All the time (except with permission)
Girls' dormitories	If you are a boy
Boys' dormitories	If you are a girl

MAJOR RULES:

1. Possession or use of alcohol or non prescribed drugs is forbidden. Breach of this rule is subject to immediate suspension and/or expulsion.
2. Possession or use of tobacco or tobacco products is forbidden.
3. Any boy found in the girls' dormitory or any girl found in the boys' dormitory is subject to immediate suspension and or expulsion.
4. Shoplifting and stealing from other students are criminal acts and will be dealt with accordingly and subject to immediate suspension and/or expulsion.
5. No student is to leave the College grounds without the permission of staff.
6. Obscene publications of any kind are forbidden to be kept in the College.
7. Students must show respect to members of staff. Insolent speech and bad manners will not be tolerated.
8. Private quarters of staff, including court yards, are out of bounds to students.
9. Students attending parties must get written permission from parents and book out for weekend leave. Any student returning to the College under the influence of alcohol or drugs will be automatically suspended.
10. Students are not permitted to have College keys.

DISCIPLINE MAY INCLUDE EXTRA DUTIES, GATING, WITHHOLDING PRIVILEGES, SUSPENSION OR EXPULSION.

Expulsion is the jurisdiction of the Board of Management.

OTHER IN-HOUSE RULES

1. Visitors to the College must first make themselves known at the supervisors' office.
Visitors must leave the College by 5.30p.m. on weekdays.
2. When friends visit the College, they are not permitted in the dormitories.
3. Students are not to sit in cars without permission of staff.
4. Students are not allowed to have their own motor vehicles at the College whilst in residence without written permission from the Board of Management.
5. Disruptive behaviour is not tolerated.
6. Swearing and offensive language is not permitted.
7. Written authority is required from parents **before** students are permitted lifts in other vehicles.
8. Telephone calls are not to be made or received during meal times, study periods or after lights out.
9. When a student has officially booked out for the weekend, he/she may visit the College.
10. Students seeking permission to attend functions sponsored by persons not on the student's list, must obtain permission in writing from the parents. If time does not allow this, the parent may give verbal consent by telephone directly to a member of the supervisory staff, provided written confirmation follows through immediately. Students are asked to organise these permissions in good time.
11. Students are not allowed off College grounds, without permission from staff.
12. Students who have obtained permission to leave the College for any reason whatsoever, must report to the supervisors' office their intended destination, time of departure and expected time of return. On return to the College, the student must again report to the office.
13. Students attending music lessons, sport, school excursions or any approved activity causing them to be late for meals must notify the supervisor on duty before leaving the College. It is a student's responsibility to ensure that late meals have been ordered if required.

14. Students are not permitted to return to the College during school times unless they have a note from their Teacher.
15. When College students depart for school it is presumed they will arrive and remain there until dismissal. Any truancy on the part of College students will be treated as a breach of College discipline.
16. Students are to take part in rostered duties. These duties must be carried out punctually and efficiently.
17. Cubicles and wardrobes must be kept clean and tidy at all times. Each student's cubicle is his/her responsibility whilst living at the College. Other students must never touch property therein without the owner being present. There are daily dormitory inspections and cubicles must be at an acceptable standard of tidiness and cleanliness at all times.
18. Cost of vandalism will be met by the parents of the students concerned.
19. Wet wetsuits can be hung in the Bathroom until dry. Bathers etc. are to be hung on the washing line, not left in showers, dormitories or passageways.
20. Large items such as sports gear, tools, large musical instruments etc. are to be stored in the area indicated by the supervisors.
21. Students may not enter a dormitory other than their own unless they have permission from the supervisory staff.
22. Silence after lights out is essential for each person's right to adequate rest.
23. Students will rise promptly on the 7.00a.m. morning call. If there is not enough room in the showers, students are to clean their cubicles. Students are allotted five minutes only in the showers to enable all students to use same at peak time.
24. Horseplay, running, practical jokes, hitting, throwing balls, water balloons etc. frequently leads to serious accidents and are therefore banned in the College buildings.

25. The College places much value on etiquette. Where necessary, this will be taught. All students will then be expected to conform to these norms; rowdy speech or behaviour is not acceptable in the dining room during meal times.
26. The kitchen is out of bounds to all students except those involved in kitchen duties.
27. All students must attend breakfast and dinner and listen to any announcements. They may not absent themselves from any meal without permission from a supervisor.
28. All food and drink prepared in the Kitchen are to be consumed only in the dining-room, lounge or patio. This includes afternoon tea and supper.
29. Knives, forks and spoons are not to be taken from the dining-room.
30. We feel it is every student's right to have adequate uninterrupted time for daily study. Supervisors will not permit this to be eroded by others.

All students are to remain in their seats for the full duration of study. No talking, movement or excessive noise of any kind will be accepted. Please be considerate of your fellow students.

Study time is intended to provide the opportunity for:

- (a) Homework
- (b) Additional background reading/writing
- (c) Revision and letter writing.

The argument that one has finished one's homework, or has no homework, will simply not be accepted as an excuse for exempting students from full study time.

31. Study will be done when and where directed by staff.
32. There is to be no coffee making during study.
33. Study is to be done in silence with the use of headphones.
34. Encyclopaedia are available. Consult staff about their use.
35. Saturday morning and Wednesday afternoon is generally town leave for all students, the exceptions being those students who are gated or have extra duties.

36. Students who are sick or have been injured must advise Supervisory staff immediately even if this involves disturbing staff after lights out.
37. If you are feeling ill on a school day, you are to advise a supervisor.
38. Supervisory staff are to be advised of any medicines brought into the College. They will make arrangements concerning the administration of such medication.
39. Students who have permission to stay home from school due to illness must stay in bed. They are not allowed outside even after school hours, nor are they permitted to watch television. If they come home from school sick, they must stay in bed for the rest of the day.
40. No student is to tamper with College fire extinguishers or other fire equipment.
41. In the event of a fire, or fire exercise, occurring in the College, all students are to evacuate the building immediately. Students are not to attempt to fight fires, but are to report the location of any fire to supervisors.
42. Year 11 and 12 students are to vacate the College on completion of their final exams.
43. No personal DVD Players or television sets are permitted.