

a great way of life, a great way to learn

broomeboarding

Broome Residential College
Parent Handbook 2007



CONTACT DETAILS

Administration

Telephone:
Mobile: 0439 521 172
Fax:
E-mail: broomeboarding@det.wa.edu.au
Website: www.det.wa.edu.au/countryboarding/broome.html
Postal address: Broome Residential College
Locked Bag 2047
BROOME WA 6725
Street address: Cnr Kerr and Matsumoto Streets, Broome
(entry from Frederick Street)

Reception (Supervisors)

Telephone:
Fax:

Chairperson, Board of Management

Telephone:

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 exclusively for incoming calls from parents/guardians.

Telephone:

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

Weekdays

7.00 am-7.50 am
2.30 pm-5.00 pm
6.30 pm-7.45 pm

Weekends

8.00 am-9.00 pm

Inward – Mail

Please address all student mail to:

(Student Name)
Broome Residential College
Locked Bag 2047
Broome WA 6725

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BROOME RESIDENTIAL COLLEGE

The Broome Residential College has been established by the Country High School Hostels Authority and the Catholic Education Office to provide a boarding service for students from outlying locations who are being given opportunities by the Broome Senior High School and St Mary's College to complete their secondary education in Broome. These schools give priority to students who have a good record of school attendance and conduct, who have demonstrated that they are hard-working at school, and who are keen to learn and achieve to their potential.

The residential college has been developed with the support of the traditional owners and will be run by a board of management appointed by the Country High School Hostels Authority.

The residential college is in a pristine bush setting near the Broome Senior High School and St Mary's College. It is located at the end of Kerr Street which turns off Frederick Street and goes behind the football oval.

Male and female students will live separately from each other in safe, secure student accommodation that can be altered to provide either single or twin-shared bedrooms. The student bathrooms have individual showers and toilets.

Meals will be served in a large inside/outside dining room, and students will share a lounge room and recreational areas fully equipped with entertainment, sporting and recreational equipment.

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 will receive afternoon tea and change out of their school uniforms before joining in a range of recreational 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.



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.

ENROLMENT

In 2007 the residential college will be able to accommodate up to 48 male and female Year 8,9,10,11 and 12 students. Staff will be on hand to welcome students on Tuesday 30 January, 2007, the day before school starts.

Depending on which school you want your child to attend you will need to contact either the Principal of the Broome Senior High School (Tel: 9192 2502) or the Principal of St Mary's College (Tel: 9192 1035). There are limited places available so you are advised to contact one of these school principals as soon as you can even if it will be some years before your child needs a place. The Principals will maintain a list of students and the year they will be looking to come to Broome and will need boarding. Your name and address will be kept on a mailing list and you will be sent information to keep you up to date. You will be contacted as soon as the school and the residential college are in a position to offer your child a place as a boarder.

OUR SERVICE

The Broome 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 principals. The Board of Management meets twice each term and sets policies and standards which apply to both staff and students. It monitors and directs residential college operations, including admissions, student conduct, student suspensions and termination of residency.

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

The **Student Council** plays an important role with student councillors having the opportunity to submit ideas to staff and members of the Board of Management. The **Head Boy**, the **Head Girl** and the other prefects are appointed by staff.

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

Our Values

Students and staff:

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

Visits

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

Under normal circumstances adults of the opposite sex will not be allowed to enter the boys' or girls' living quarters. There are times when Supervisors can show you to your child's room, but there are times when this won't 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 **Broome 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.det.wa.edu.au/countryboarding/broome.html.

Suggestions

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



You are always welcome at the residential college and the staff will do everything they can to make your visit enjoyable.

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).

The Boarding and Amenities Fee at Broome Residential College in 2007 is **\$8,635**

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

Payment

1 AIC and SBAHA Recipients

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

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

For most *AIC* and *SBAHA* recipients the amount payable on entry in 2007 is **\$784**.

Students eligible for the '*Additional AIC allowance*' will not have to pay any additional amount and will be in credit. If you do not bring your *AIC* and *SBAHA* allowance advice, you will be treated as a full fee student and have to pay **\$2,800** on entry.

2 ABSTUDY Recipients

Under an agreement with Centrelink *ABSTUDY* allowances are paid direct to the Broome 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 in 2007 and use Centrelink's Centrepay service to transfer a fortnightly payment to the Broome Residential College bank account (BSB: 306-119 Account No: 0158270, Bankwest, Broome) 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 **\$2,800** on or before 31 January. If at any time a student cancels his or her fortnightly payment, then the total boarding fee will become immediately payable.

4 Full Fee Students

Students not in receipt of boarding allowances are to pay the boarding and amenities fee in three instalments as follows:

- 31 January:** **\$2,800** (your \$300 deposit has already been credited to your account).
23 April: **\$2,800**
23 July: **\$2,735**

Payment can be made by cheque, direct debit or electronic transfer to the Broome Residential College bank account (BSB: 306-119 Account No: 0158270, Bankwest, Broome). 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. Any surplus is used to subsidise the cost of socials, outings and excursions, usually towards the end of the year. 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.

EDUCATION

School Enrolment

You need to contact either the Broome Senior High School or St Mary's College 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 or the Manager.

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 the residential college Manager 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 are as follows:

Broome Senior High School

Frederick Street,
Broome WA 6725

PO Box 1316, Broome WA 6725

Phone: (08) 9192 2502
Fax: (08) 9193 5540
Email: broome.shs@det.wa.edu.au
Website: www.broomeshs.wa.edu.au

St Mary's College

3 Port Drive,
Broome WA 6725

PO Box 100, Broome WA 6725

Phone: (08) 9192 1035
Fax: (08) 9192 1797
Email: admin@stmarysbroome.wa.edu.au
Website: www.stmarysbroome.wa.edu.au

WHAT YOUR CHILD NEEDS TO BRING

School Uniform – Girls

- 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

Bedding and Towels

- 3 sheets for 'King-size' single bed
- 2 pillow cases
- 1 'King size' doona or quilt
- 1 pillow
- 2 bath towels
- 1 beach towel

School Uniform – Boys

- 3 school uniforms
- 1 school sports uniform

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

Miscellaneous

- 1 mug (suitable for hot and cold drinks)
- 1 school bag
- stationery (pens, pencils, writing paper, etc)
- medical kit (bandaids, bandage, antiseptic)
- 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, at meal times 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 in Broome prior to entry. It is recommended that students use a bank access card and 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 to, 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 not lodged with reception for safekeeping 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 games or obscene 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 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 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 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 who will indicate whether it meets the residential college standard or not.

LEAVE WHILE UNDER COLLEGE CARE

Different leave arrangements enable students to participate in a range of sporting, cultural and social activities held outside school hours and away from the residential college. With permission they can use the nearby football oval and other outdoor sporting facilities in the grounds of the Broome Senior High School and also go downtown to do banking, go shopping and visit places of interest. They are asked to stay clear of the school buildings, which are out of bounds, alarmed and under surveillance after school and on weekends.

Leaving Residential College Grounds

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

Town Leave

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

Year 12 students

Monday to Friday:	3.00 pm – 5.00 pm
Saturday:	9.00 am – 12 noon

All other students

One designated day per week:	3.00 pm – 5.00 pm,
Saturday:	9.00 am – 12 noon.

Generally they will walk to and from town. Sometimes it will be possible for them to catch a lift if the college bus is available and providing a service at these times. There is no direct supervision during town visits and they 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 town leave.

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

Casual Employment Leave

After consultation between yourself and the Manager or Senior Supervisor, your child may be given leave to do casual employment after school. 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.



With permission they can use the nearby football oval and other outdoor sporting facilities in the grounds of the Broome Senior High School and also go downtown to do banking, go shopping and visit places of interest.

LEAVE UNDER ANOTHER'S CARE

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

You need to ensure that the people listed on your *Sign Out List* are over 18 years of age, known to you, trustworthy and be responsible for your child's wellbeing and safety.

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 3.00 pm Friday until 8.00 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 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 complete an '*Application for Weekend Leave*' form and hand it to the Supervisors' reception no later than before school on the Thursday morning before the weekend in question. Your child can obtain this form from reception from Monday morning onwards and is asked to hand it in as soon as possible.
- 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 If you allow your child to use public transport to travel home, or to a friend's home, your child will need to report to reception and sign out. If your child returns by public transport he or she needs to report to reception and sign in.
- 6 Failure to return to the residential college by the agreed time is a serious matter. If your child is unable to return on schedule, then you or their carer is expected to contact a Supervisor in reception and let them know when your child will be returning.

Midweek Overnight Leave

Midweek Overnight Leave is only permitted for school purposes or excursions, or to stay with you or immediate relatives. The procedure for obtaining permission for *Midweek Overnight Leave* is the same as for *Weekend Leave*. 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 enter the residential college through the front door and report to the Supervisors' reception. They will need to sign themselves into the *Visitors' Book*. All student visitors are bound by the residential college rules whilst on college grounds.

Exeat Weekends

An *Exeat Weekend* is a long weekend when all students exit the residential college and go home. Experience shows parents, students and staff like to have an *Exeat Weekend* organised from time to time. Accordingly, the Board of Management may schedule an *Exeat Weekend* on a long weekend mid term. Parents will be given at least six weeks notice. On an *Exeat Weekend* all students go home after school on a Friday and return to the residential college at 2 pm on the day before school starts.

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

If a student is not able to get home on an *Exeat Weekend*, then the college staff will provide ongoing care at the residential college, but no recreational activities or excursions are organised on these weekends.



Exeat 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 Broome Residential College maintains two 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.

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

Student Motor Vehicles

Your child is not allowed to have a motor vehicle for personal use whilst in residence at the residential college. However, after written application to the Broome Residential College Board of Management, and if he or she is in possession of a current drivers' licence, he or she may, under special circumstances, be permitted to use a personal vehicle as a means of transportation between home and the residential college. Your child will not be allowed to use the vehicle for any other purpose, i.e. sport or going to town, parties, etc. Please note that while your child is a resident of the residential college, he or she is not permitted to travel in a vehicle driven by another residential college student.

COLLEGE LIFE

The residential college offers secure, air-conditioned single-room accommodation; ample storage for students' property; privacy in the bathrooms; common rooms with easy chairs and television; and a large indoor recreation room equipped with a pool table, table tennis, table hockey, and a large video screen for group viewing of in-house movies and television. The recreation room also has an audio system which is used to stage concerts, socials and other indoor recreational activities. In the college grounds there is a landscaped pool area complete with a barbecue, and there are shady spots where students can get together with their friends for a chat.

Aquatic Activities

The residential college has a swimming pool for students' enjoyment. Supervisors will explain the expectations of pool users, safety arrangements and provide supervision as appropriate. 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 may attend the Broome 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 Broome township.

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.

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 one of the Supervisors.

School Balls

School balls provide a unique opportunity for students to develop an understanding of how to present themselves at their very best and to gain an appreciation of social manners at a social event of this kind. All Year 11 and 12 students are encouraged to participate and benefit from what is a rewarding and exciting social experience.

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 linked to a fire alarm panel, emergency exits and emergency exit plans on display. Smoke in the residential college, or use of an emergency exit, automatically alerts the local Fire Service of the need to come to the college.

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.

The emergency exits are not to be used as a means of entry or exit except in an emergency. The local Fire Service 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.

Cyclone Alert Procedure

The cyclone season extends from 1 November to 30 April. When a cyclone approaches, students must follow the residential college Cyclone Alert Procedure on display. Students are trained in how to respond to a cyclone alert.

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 are readily available in Broome. You are encouraged to open an account for your child at a Broome medical practice and at one of the Broome pharmacies for prescribed and general purpose medicines.

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

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

	Telephone	Email Address
Medical Clinics		
Dakas Street Medical Centre	9192 6311	mail@dakasstmedical.com.au
Broome Pharmacies		
Broome Amcal Chemist	9192 1866	broome@amcal.net.au
Chinatown Pharmacy Broome	9192 1399	tbodle@tpg.com.au
School Dental Clinics		
(Free treatment until end of Year 11)		
Broome Primary School Dental Therapy Centre	9921 4373	
Bluff Point Primary School Dental Therapy Centre	9923 1289	
Private dental clinics:		
Broome Dental Clinic	9192 1624	bmedent@tpg.com.au
Pearl Coast Dental Clinic	9192 8800	jvernon@wn.com.au

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.

DISCIPLINE – BEHAVIOUR MANAGEMENT POLICY

Broome Residential College seeks to create a pleasant and enjoyable residential experience for all students and staff. We expect everyone to work together to create a positive environment and we expect everyone to contribute to college life.

Staff will regularly acknowledge the positive contributions made by students.

What follows sets out how the college will handle student misconduct.

Principles:

- Students are treated equally and in a just and fair manner.
- All efforts are made to evaluate the nature of the misconduct and the circumstances under which it occurred.
- Consideration will be given to the needs of the student.
- Consideration will be given to adverse effects on other residents.
- Decisions and consequences are appropriate under the circumstances.

The Supervisors manage the general day-to-day behaviour. Serious breaches are referred to the Manager for further evaluation, e.g. smoking, alcohol, bullying, drugs.

The Manager (or delegated person) shall have the discretion to suspend students in appropriate circumstances for up to two weeks duration.

Where it is considered necessary that a student is to be suspended, or excluded from the residential college, the following shall take place:

- 1 The Manager (or next senior staff member in the absence of the Manager) shall take immediate and appropriate steps to protect the residential college, its property, students and reputation.
- 2 This may involve the student being required to leave the residential college.

Within 24 hours of an incident occurring which warrants action in accordance with 1. and 2. above:

- 1 The Board of Management Chairperson (or in his or her absence, the Deputy Chairperson) is to be advised of the incident and provided with all relevant information.
- 2 All staff and students involved in the incident shall provide a full written report, appropriately signed and dated.
- 3 The Manager will evaluate each situation by interviewing staff and students.
- 4 The Manager will record his or her finding as to the nature and extent of the misconduct.
- 5 The Manager will record the consequence or sanction to apply.
- 6 The Manager shall prepare a full written report of the incident.
- 7 The Manager shall ensure that the parent/guardian is contacted and if a suspension has been applied that arrangements are made for the transportation and accommodation of the student(s).

The Manager shall determine whether the student shall be placed on contract and the duration of the contract after suspension.

ATTACHMENT 2

On return from suspension students will be given counselling and guidance to assist with their transition back into residential college life.

A Disciplinary Panel will be convened when the Manager has assessed the situation and considers the seriousness of the situation warrants further consultation.

- 1 The Chairperson shall convene the Disciplinary Panel when the seriousness of the situation warrants further consultation. The Panel shall be convened within 72 hours.
- 2 The Chairperson will confine membership of the Panel to current members of the Residential College Board of Management and the Manager.
- 3 The Panel shall consist of the Board Chairperson, one other Board Member and the Manager. In the absence of the Chairperson, the Panel shall consist of any two Board Members and the College Manager.
- 4 The Chairperson shall preside over all meetings of the Panel unless absent, in which case those Panel Members in attendance shall determine which Board Member shall preside.
- 5 At the Panel hearing the student shall be represented by a parent, guardian or some other delegated responsible adult, either in person or by telephone conferencing.
- 6 All staff and students involved in the incident are to make themselves available to the Panel.
- 7 A full written record of the proceedings of the Panel hearing shall be taken by the Manager and kept as a record, along with supporting documentation of the incident. A copy will be placed in the student's file.
- 8 Copies of the student, staff and Manager's reports shall be made available to parents/guardians prior to the disciplinary panel meeting.
- 9 The result of the Panel hearing shall be communicated verbally and then in writing as soon as possible after the hearing to parent(s) or guardian(s), irrespective of their attendance at the hearing.
- 10 A summary of the Panel hearing shall be included in the Manager's Report within the Agenda of the next Residential College Board Meeting.
- 11 Parents/guardians also have the right of appeal on the decision of the disciplinary panel to a full Board meeting.
- 12 Parents/guardians also have the right of appeal, after completing the above procedures, to the Country High School Hostels Authority.

ANTI BULLYING POLICY

Physical or verbal bullying is unacceptable whilst a boarder is in the care of the Broome 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 Broome 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.
- Anti-bullying sessions conducted by a professional counsellor at the beginning of each year.
- 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.