



Department of
Education

Shaping the future

City Beach Residential College

Parent and Student Handbook 2026



**City Beach Residential College and its staff respectfully
acknowledge the Whadjuk people who are the traditional
custodians of the Noongar Region land on which our students
live and are educated.**

**We pay respect to Elders past, present and those who are
emerging.**



Contents

| | |
|--|---------------------------|
| <u>Contact Details</u> | <u>4</u> |
| <u>Welcome to City Beach Residential College</u> | <u>5</u> |
| <u>Costs and charges</u> | <u>8</u> |
| <u>Learning support</u> | <u>9</u> |
| <u>What your child needs to bring</u> | <u>12</u> |
| <u>Leave arrangements</u> | <u>15</u> |
| <u>Student transport</u> | <u>17</u> |
| <u>College life</u> | <u>20</u> |
| <u>Health and safety</u> | <u>26</u> |
| <u>Parent concerns and complaints</u> | <u>29</u> |
| <u>Safety and welfare - for students</u> | <u>30</u> |
| <u>Appendix: Residential College Code of Conduct</u> | <u>33</u> |

Contact Details

City Beach Residential College
22 Kalinda Drive
CITY BEACH
WA 6015

Supervisors

Telephone: (08) 9237 7500
Mobile: 0418 287 245
E-mail: citybeach.rescol@education.wa.edu.au

On-duty hours

Mon - Thurs: 6:30am – 10:00pm
Fri: 6:30am – 11:00pm
Sat: 7:30am – 11:00pm
Sun: 8:00am – 10:00pm

Administration and finance

Telephone: (08) 9237 7500
E-mail: citybeach/src.admin@education.wa.edu.au
Website: www.education.wa.edu.au/citybeachresidentialcollege
Mail: C/O City Beach Residential College
22 Kalinda Drive
CITY BEACH WA 6015

Administration & Finance hours

Mon - Fri: 8:30am – 1:30pm

Department of Education

151 Royal Street
East Perth WA 6004
T: 9264 4111
W: www.education.wa.edu.au

Facebook

<https://www.facebook.com/citybeachresidentialcollege/>

Instagram

<https://www.instagram.com/citybeachresidentialcollege/>

Inward telephone

If your child does not have a mobile phone, you can contact them at the college on the following number:

Student telephone: (08) 9237 7500 or 0418 287 245

Students are asked to remind family and friends that they are unavailable to receive incoming calls during mealtimes, study time or after lights out.

Inward mail

You can send mail to your child at the College's postal address above.

Emergency contact

Students are discouraged from using their mobile phones after lights out. In case of emergency, please call the college supervisors on (08) 9237 7500 or 0418 287 245. A supervisor will then contact your child with minimum disruption to other students.

Welcome to City Beach Residential College

Thank you for choosing City Beach Residential College for your child.

We look forward to working with you to support our students and watch them grow over the years to come. All college staff are committed to providing a safe and caring environment to support your child in their personal development and education.

We aim to provide a high-quality boarding service which is valued by you and your children. Your suggestions on how we can improve our service are always welcome.

About us

City Beach Residential College opened in 2007 to house students from regional WA students who had gained entry into Perth Modern School, John Curtin College of the Arts, Bob Hawke College and other schools offering placements for students in the Gifted and Talented Secondary Selective Entrance Program.

Over the years due to the success of the gifted and talented program the list of schools which offer these placements has risen.



The Residential College is situated on the former City Beach Senior High School site and nestles securely into the surrounding bushlands of Bold Park. Accommodation for students is spread across 10 townhouses that consist of 6 bedrooms, 3 bathrooms, lounge with T.V, and kitchenette.

The state-of-the-art administration building winning the 2020 Educational Architecture award, houses all other student amenities, such as recreation and theatre rooms, gym, study facilities, laundry, music practice rooms, dining facilities and more.

At the college, exacting inquiry and thoughtful disclosure foster the life of the mind; instruction and activity promote fitness and health, and the daily interactions of a residential college nurture integrity, empathy, and kindness. Because learning and growth at City Beach arise from each individual's engagement with others, the richness of experience here requires diversity in all its dimensions; students and staff value the differences they bring to the community they share.

The challenges that students meet at City Beach and the support they receive have a common purpose; to stimulate their development as individuals and as members of society. City Beach Residential College strives to create an environment that cherishes both the individual and a strong sense of community. We must promote civility, honesty, generosity of spirit, and concern for others. The opportunity to live together in a residential college should help students look beyond self-concern to responsible citizenship and to the welfare of others. The college seeks to provide the highest standard of care and supervision. Experienced and qualified staff, employed by the Western Australian Department of Education as live in supervisors care for all students and support them with their learning and personal development. Residential college staff are warm and caring people who enjoy working with students and their parents to create a memorable boarding experience and friendships that last a lifetime.

Our staff

Residential college staff comprise of a supervisory team and a support team, both of which report to the College Manager. The College Manager reports to the Manager Residential Colleges in the Department of Education in Perth.

Supervisory staff hold various qualifications including:

- Certificate IV in Community Services – Student Residential Care
- First Aid Certificate (including CPR)
- Surf Rescue Certificate and Bronze Medallion
- Aquatic Rescue for Group 3 Pool Award
- LR Class Driver's Licence with passenger transport driver (PTD) authorisation.

College governance

City Beach Residential College is governed by the *School Education Act 1999* and is administered by the Western Australian Department of Education. The College Manager works with staff to develop local processes in line with Department of Education policies and procedures.

All Department of Education policies can be viewed at www.det.wa.edu.au/policies.

Local Input Networking and Communications (LINC) Committee

Supporting City Beach Residential College is our local input networking and communications (LINC) committee. Membership is comprised of parent, community member and staff representatives.

The functions of the LINC committee are set through legislation and include the provision of advice to the college manager regarding the operation and management of the college. Please speak with us if you would like to join this important advisory group.

Head students / Student Representative Council (SRC)

Student voice is an important resource for us here at City Beach Residential College.

Head students are selected late in the year to take up the role for the following year.

Students are selected by their peers and endorsed by our supervisors and College Manager. SRC members are selected at the start of the year by their peers and are made up of different year groups.

The Head Students and SRC members are students that demonstrate positive behaviour as role models for their peers and accept the responsibility of presenting and advocating ideas on their behalf.

Our code of conduct

The Residential College Code of Conduct (the Code), reproduced in the Appendix, sets out some simple expectations for students:

- In respect to self
- In respect to other students
- In respect to staff
- In respect to property.

When signing the Boarding Agreement for your child, you are undertaking that your child will comply with the Code.

When your child signs the Boarding Agreement, they agree they have read, understood, and will follow the Code; and understand that there may be consequences for breaches.

Positive Behaviour Support (PBS) Program

We are committed to the PBS program which supports the implementation of the Department of Education's *Student Behaviour in Public Schools Policy and Procedures*. Our goal is to create a safe, positive environment where students are engaged and successful.

The Positive Behaviour Support (PBS) Program rewards positive behaviour at the College. The objective is to reward often and advise the student of the behaviour being recognised. The philosophy behind the PBS Program is that when students are rewarded for positive behaviour, negative behaviours will be reduced.

The PBS system at City Beach focuses on four core pillars of expected behaviours of our students.

- C – Considerate
- B – Brilliant
- R – Responsible
- C – Compassionate



Students receive tokens for every day expected behaviours in line with these core pillars.

With these tokens students can 'cash' them in for a wide range of rewards.



Costs and charges

Annual boarding fee

The boarding fee covers a student's bed, meals, facilities, and pastoral care. It applies to all Department of Education Residential Colleges and is the same for all year levels.

Refer to our website <https://www.education.wa.edu.au/web/citybeachresidentialcollege> for the latest information on costs and charges.

Bond

A \$300 bond is required as part of the boarding agreement. The bond is security for the performance of your obligations under the agreement. It may be used to compensate the residential college for any outstanding costs or for repairing damage a student may cause to college property. At the completion of the boarding agreement the balance of the \$300 will be returned to you.

Other costs – individual services

The residential college recovers the cost of providing individual services to students such as the purchase of required medications and participation in optional organised activities.

Payment

By accepting a place at the college and signing the Boarding Agreement you agree to:

- Pay the invoiced amount for accommodation and individual services each year.
- Complete required payments prior to the first day of term.
- Pay any outstanding amounts if the Boarding Agreement is terminated.

Payment options

| | | | |
|--|---|--|---|
|  <p>in Person <i>cheque, EFTPOS</i> City Beach Residential College 22 Kalinda Drive CITY BEACH WA 6015</p> |  <p>by Phone <i>credit card</i> (08) 9237 7500 8:30am – 1:30pm Monday to Friday</p> |  <p>by Mail <i>cheque, money order</i> City Beach Residential College PO Box 191 Floreat WA 6014</p> |  <p>via EFT <i>electronic bank transfer</i> BSB: 066130 A/C: 1025 1454 Please use student name as the reference</p> |
|--|---|--|---|

Financial assistance and allowances

It is a condition of the Boarding Agreement that you assign to the residential college any subsidies or payments received to offset the charge for accommodation each year.

Please refer to the residential college's website <https://www.education.wa.edu.au/residential-colleges> for the latest information on fees and allowances.

Learning support

The main reason a student boards with us is their desire to access a quality education. At City Beach Residential College, we provide several supports to assist students to achieve their academic goals.

Please note that residential college staff are not authorised to sign school documentation such as permission slips on parents' behalf. Should a student receive a school form or permission slip, you will need to sign and return to the school.

Homework and study

All students are expected to practise sound study habits and be respectful of other students' needs for a distraction free environment. The college study times are:

Year 7 & 8:

Mon – Thurs: 6:45 – 7:45pm

Supervised study in communal study area.

Sunday: 7:15 – 7:45pm

Study held in student unit/room.



Year 9 & 10:

Mon – Thurs: 6:45 – 8:30pm (15min break)

Yr. 9 Supervised study in communal study area

Yr. 10 Study held in student unit/room.

Sunday: 7:15 – 8:30pm (15min break)

Study held in student unit/room.

Year 11 & 12:

Mon – Thurs: 6:45 – 9:00pm (15min break)

Sunday: 7:15 – 9:00pm (15min break)

Study held in student unit/room.

Senior students may request late study past 'lights out' which will be assessed by on duty supervisors. No late study will be granted on Sunday evening unless exam preparation is being done. During study in student rooms, students must leave doors open and/or curtains open to allow supervision without the need to enter student rooms and disturb students unnecessarily.

Mobile phones must be left on kitchen bench during unit study to limit distractions.

Students are expected to work constructively during these study times and may need to dedicate extra effort outside of these times to complete all academic requirements.

Students without set homework on any given day are required to remain focused during study time on other tasks such as revision, reading, recreational reading, writing, or other supervisor approved recreational activity of their choice.

Term 3 school holidays ATAR exams

Some ATAR exams take place during the Term 3 school holiday period. With sufficient advanced notice, we may be able to arrange a modified boarding service during this time to facilitate those students requiring accommodation in order to attend exams.

Please request this service by the first day of Term 3 should you require it.

Music practice

The administration building has 3x semi sound proofed music rooms available to students to use at any time for music practice. The college has equipped one of the rooms with a piano with the others available for students to practice on their own pieces.



Tutoring

The residential college has a strong relationship with all its partner schools and student services divisions. Supervisors or the college manager are available to speak with the appropriate school staff to ensure that any concerns are addressed.

The college engages a tutor every study night at the college (Sunday – Thursday). This is to help students with most general subjects and general planning of assignments and homework. Students can book times, or parents can request a time be scheduled to address any areas of concern.

Additionally, the college engages tutors to support our senior students to develop strong study habits and skills. These sessions support senior students with creating study time-tables and educate students on the most effective way to gain marks.



If students require additional help with their studies, they should always avail themselves of the school programs on offer. If students are unable to attend these, or if what is offered by the school and college is insufficient, you may consider engaging a private tutor. Private tutoring costs are not covered by student boarding fees, but college staff will assist in finding a suitable place for private tutoring to occur.

Computers and internet access

Wireless internet is available throughout the college to all students as well as an ethernet port in each student's room.

College internet is set up for students to be able to study and research their required schoolwork.

There is also scope for students to use the network for reasonable personal use. Students are discouraged from using the college network for online gaming and/or streaming which may slow user speeds for others.

To access college internet, you and your child will sign an online services acceptable use agreement setting out rules surrounding Department of Education-provided online services.



Extended school absences

We provide a boarding service for students while they attend, and participate in an educational programme of, a school. If your child is expected to be absent from school for an extended period, they will be required to return home until they are able to resume their schooling.

Reasons that students may be absent from school and required to return home include:

- they have been suspended from school
- they have an infectious disease such as flu or COVID-19
- they have a Long-term illness/injury

If you are unable to collect your child, you may alternatively arrange for their travel home by other means or arrange for them to stay with a local contact or guardian.

Students absent from school for short periods of time due to illness will be confined to the colleges' sick bay.

What your child needs to bring

The essentials

Perth can get quite cold in winter and hot in summer so students should have clothes to fit a variety of weather conditions.

Each room is made up of a bed, bedside cabinet, desk, chair, and wardrobe with hanging space.

The college does not provide any bedding for students, so the following is a guide as to the minimum required for each student.

- 1x Mattress protector
- 1x Pillow
- 2x King single sheet sets
- 1x Doona or equivalent in blankets
- 2x Doona covers (if applicable)
- 2x Bath towels

All college beds are long singles (920mm x 2030mm) so linen purchased should be king single.

Swimming pool and beach trips will be regularly arranged so students should make sure they have a beach towel, hat, and sun smart swimwear.



Mobile phones and personal devices

Computer access has become an integral part of schooling and a personal device (including but not limited to mobile phones, laptops, headphones and other connectable technology) can be very useful when used appropriately.

Personal devices should primarily be used for study purposes or appropriate communication with others and are not to be used at mealtimes or after lights out.

- Students in Years 7, 8, 9 and 10 are required to hand in all personal devices by 8:30pm Sunday to Thursday and 9:30pm on Fridays and Saturdays.
- Students in Years 11 and 12 are not usually required to hand in their personal devices

Personal devices are kept in a locked cupboard or room overnight. Students may be provided access to their devices when leaving for school.

Students are not permitted to have more than one mobile phone and must provide their mobile phone number and details of that mobile phone to staff when requested. Students are required to have the college contact numbers in their mobile phones.

Mobile phones are not to be used at mealtimes, during study or after lights out.

Unauthorised recording or sharing of images, audio, or video of staff and/or students is strictly prohibited, in line with the Surveillance Devices Act 1998 (WA).

Student property

Insurance

The Department of Education does not have insurance cover for student property that is lost, stolen or damaged.

Security

Please ensure your child's personal property including clothing and bedding is clearly and permanently labelled or marked for easy identification.

The college takes precautions to care for your child's personal belongings and will assist where possible with lost, damaged or stolen items, however, we are unable to accept responsibility for these items.

Locked boxes are available in reception for students to lock up any small valuable items as well as locked cupboards in students rooms.

Bicycles, scooters, and skateboards

Bicycles, push scooters, skates, and skateboards are permitted at the college with written permission. Appropriate safety equipment (*helmet etc.*) must be worn. The college does own a small number of bikes for students use if needed.

Please note that eRideables are not permitted on residential college sites.



Inappropriate items

Students are not to bring offensive material into the residential college. Neither are they to display inappropriate material in their room. If in doubt, students can check with college staff who will indicate if it is acceptable. College staff may confiscate items deemed offensive, inappropriate or in poor taste.

Student room searches

To ensure the health and safety of students, college staff may search student rooms if they have sufficient reason to do so. Room searches may occur for many reasons, including when staff believe:

- A student is at risk of self-harm.
- Dangerous or banned items or illegal substances may be in the college
- A student may be in possession of stolen property.

Confiscated items will generally be given to you or returned to your child to take home, unless it has been delivered into the custody of the Police.

Student mail

We may contact you if your child receives mail/delivery that we believe looks suspicious or may contain contraband. We may ask your child to open the package in front of a staff member, or we may choose to provide the unopened package to you, but we will not open it.

What not to bring

The college does not allow any items which could potentially cause danger to students, staff and/or property. This includes, but is not limited to, candles; matches/lighters; diffusers; weapons; aerosol cans; electric blankets; heaters; fridges; electric ovens; and televisions.

Leave arrangements

A record of students' whereabouts is maintained through the Reach Boarding school software. When leaving and returning to the college, students must 'sign out' and 'sign in' through the Reach system. Leave requests must be entered into and approved through Reach.

Leave while under college care

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

Leaving residential college grounds

Except when leaving to attend school, students must receive permission from a supervisor before leaving the residential college grounds. The Supervisors may revoke approval to leave the college grounds for disciplinary reasons.

Local Shopping Leave

With your permission, students can visit our 2 local shops, Floreat forum and the Boulevard IGA. Juniors are required to be in groups of 2 or more.

- The Boulevard Shopping Centre: Located approx. 2kms from the college with small IGA.
- Floreat Forum Shopping Centre, Located approx. 4 kms from the college.
The shopping centre has Coles, Woolworths, and some specialty stores.

Every Wednesday there is a college wide shopping trip to Floreat Forum, this is an opportunity for students to stock up on any personal supplies with the college then picking the students up.

There is no direct supervision during this leave and students are expected to be an ambassador of the residential college and continue to comply with the Code of Conduct.

In addition to the mid-week shopping trip, the college facilitates (on average) one shopping trip per weekend to various centres throughout Perth with a supervisor present.

Casual Employment Leave

After consultation between parents, the student and the college manager, your child may be provided an opportunity to undertake a limited amount of casual employment. While the college may be able to assist with transportation on occasions, this may not always be possible, and parents should ensure alternative transport options are available..

Leave under another's care

Students are provided with seven-day care throughout the school term, however, we do support and encourage students to spend time with family and friends wherever possible.

College staff have a duty of care to protect students from risk of harm. We may refuse a leave request or refuse to release a student where leave has previously been approved, if we consider the host may pose a risk to your child.

If your child is unable to return on schedule, please contact college staff to let them know when they will be returning.



The college requires all students who are not being picked up directly from the college, to have the responsible adult (person assuming duty of care) to call to confirm the student has arrived safely regardless of the time of arrival. This includes end of term travel.

REACH boarding school system

City Beach Residential College uses REACH boarding school software.

Parents are required to use Reach for leave requests/approvals. Reach is designed to make the process easy for you to use at any time.

If you have any issues or queries about REACH, please don't hesitate to contact college staff or the REACH support team at <https://reach.cloud/boarding-schools/>.

Sign out ('host') list

You can add any number of trusted adults ('hosts') into REACH that you can approve your child to go on leave with. It is recommended for ease of use to pre-load Reach with as many 'hosts' as possible to eliminate the need to enter all the details each time a leave request is submitted.

Leave requests

Leave requests are fully automated in REACH. Each leave requires host's full name, contact number and address. It is recommended for ease of use to pre-load REACH with as many 'hosts' as possible to eliminate the need to enter all the details each time.

A minimum of 24 hours' notice of your child's leave plans are required unless there are exceptional circumstances. This allows us to better plan for and cater to all students at the college.



'Day leave'

Students may go on day leave but must return to the college by 9:00pm Sunday to Thursday and 10:00pm on Friday and Saturday.

Day Leave on a school night is discouraged and generally will only be granted for school purposes or to stay with parents or immediate family.

'Overnight leave'

Students are permitted weekend overnight leave to return home or spend the weekend away from the college.

Curfew and return times for all leave are:

Sunday – Thursday: 9:00pm
 Friday – Saturday: 10:00pm

Students on leave returning after dinner can request a late meal be saved.

Overnight leave on a school night is discouraged and generally will only be granted for school purposes or to stay with parents or immediate family.

Student transport

Residential college vehicles

City Beach Residential College maintains vehicles which supervisors use to transport students. Staff transporting students have appropriate driving licences and passenger transport driver (PTD) authorisations.

The college may provide transport for students in and around town where practicable, however, this service may not always be available.

The college facilitates travel to and from any school-based compulsory attendance events for the following schools: Perth Modern, John Curtin College of the Arts, Shenton College, Churchlands Senior High School, and Bob Hawke College. For students attending any other school, the college will endeavour to facilitate attendance but due to the potential distance of travel it may not be possible.



The college will make every attempt to cater for student travel to other sporting or academic activities, but this is not always possible. Due to the number of students possibly requesting drives, students are encouraged to sign up to only one approved extracurricular activity requiring college transport. If additional extracurricular activities are wanted, parents are encouraged to source separate transport arranged through coaches or parents of teammates etc.

The college tries to maintain a travel radius of up to 8-10kms from the college for non-school related events, but trips inside this radius are still dependent upon time of requested drive and availability of staff/vehicles.

Students are expected to be responsible passengers at all times.



Transport to school

Most students catch public transport to and from school.

This transition process takes time with varies steps to ensure students who often have never caught public transport before feel confident and competent.

On a normal day most student from each school will travel together on public transport, very rarely will the student need to travel by themselves.



Travel for Perth Modern and Bob Hawke students

Located approximately 300m from the college entrance is the bus stop that picks up students for Perth Modern School. Students disembark at West Leederville and walk the remaining short distance to the school. On returning the journey is reversed.

Travel for John Curtin students

The college bus departs the college at 7.35 and drops students to the local train station, students then travel on the train and bus to school. Students will then follow the same route in reverse direction on the way home.

Travel for Churchlands students

Churchlands students can catch a bus at the front of City Beach Primary School (400m from the College) direct to and from Churchlands Senior High School.



Travel for Shenton students

Shenton students catch the same bus as Perth Modern students with a bus change halfway through their journey. The second bus delivers students directly to Shenton College. On returning the journey is reversed.

All other schools:

The college will facilitate transport to bus or train links that will have the most direct route to school.

Private motor vehicles

Your child is not permitted to travel in a private vehicle unless signed out with an approved host through Reach.

Your child will not travel in the personal private vehicle of a residential college staff member unless this is considered to be the best course of action in an exceptional circumstance.

Student motor vehicles

Students are only permitted to use their own vehicle for transport between the college and home.

Students must:

- complete a Student Vehicle Application form and Application to Drive a Passenger (if applicable) receive permission from the College Manager and Parents
- provide a copy of driver's license to be kept on file
- understand that vehicles are parked at the college at the car owners' risk
- surrender car keys to staff when onsite
- only use vehicle for travel to and from home (as per agreement)
- not carry passengers at any time (as per agreement, exceptions for siblings only).

Having a vehicle at the college is a privilege and not a requirement and hence this privilege may be revoked at any time.

Public Transport

Your child's school will facilitate the acquisition of a Smart Rider card. Travel to and from school on a weekday and a Sunday is free with a student Smart Rider.

Please refer to the Trans WA website for details: www.transperth.wa.gov.au

The college does not allow students to travel on public transport at night in the dark.



College life

Daily routine

Mon – Thurs

| | |
|-----------------|--|
| 6:30am | Alarms switched off |
| 6:40am – 8:00am | Breakfast + make lunch |
| 3:30pm – 4:30pm | Afternoon tea |
| 6:00pm – 6:20pm | Dinner |
| 6:45pm | Study commences |
| 7:45pm | All students supper |
| 8:00pm | Years 9 / 10 / 11 / 12 return to study |
| 8:30pm | Year 7 / 8 devices locked away |
| 8:30pm | Year 9 / 10 study finished |
| 9:00pm | Year 7 / 8 lights out |
| 9:00pm | Year 11 / 12 study finished |
| 9:00pm | Year 9 devices locked away |
| 9:45pm | Year 9 / 10 / 11 / 12 lights out |



Friday (night)

| | |
|-----------------|---|
| 6:00pm – 6:20pm | Dinner |
| 9:00pm | All students supper |
| 9:15pm | Year 7 / 8 devices locked away |
| 10:00pm | Year 7 / 8 lights out |
| 10:15pm | Year 9 / 10 devices locked away |
| 10:45pm | Year 9 / 10 / 11 / 12 quiet time/lights out |



Saturday

| | |
|------------------|---|
| 7:30am | Alarms switched off |
| 7:30am onwards | Breakfast |
| 12:30pm – 1:00pm | Lunch |
| 6:00pm – 6:20pm | Dinner |
| 9:00pm | All students supper |
| 9:15pm | Year 7 / 8 devices locked away |
| 10:00pm | Year 7 / 8 lights out |
| 10:15pm | Year 9 / 10 devices locked away |
| 10:45pm | Year 9 / 10 / 11 / 12 quiet time/lights out |



Sunday

| | |
|------------------|--|
| 8:00am | Alarms switched off |
| 8:00am onwards | Breakfast |
| 12:30pm – 1:00pm | Lunch |
| 6:00pm – 6:20pm | Dinner |
| 7:15pm | Study commences |
| 7:45pm | All students supper |
| 8:00pm | Years 9 / 10 / 11 / 12 return to study |
| 8:30pm | Year 7 / 8 devices locked away |
| 8:30pm | Year 9 / 10 study finished |
| 9:00pm | Year 7 / 8 lights out |
| 9:00pm | Year 11 / 12 study finished |
| 9:00pm | Year 9 devices locked away |
| 9:45pm | Year 9 / 10 / 11 / 12 lights out |





Bedrooms

Students are provided with their own bedroom and this is primarily a room for sleeping, storing belongings and as personal space should a student wish to spend some time away from others. Students are responsible for keeping their bedrooms clean and tidy and staff may inspect rooms regularly to ensure this is the case.

Bedrooms are not for socialising in. The college provides multiple common areas for students to socialise with bedrooms not to be used for this purpose.

It is a requirement of students that they do not enter another student's bedroom – a rare exception being that a student may invite 1 other student into their bedroom briefly, while keeping their door wide open, when there is a good reason for them to do so. This exception does not apply after lights out when all students are required to be in their own bedrooms.

Dress code

Students should be mindful that CCTV is situated throughout the college, and that a supervisor of a different gender may need to access their dormitory at any time. Other than while using the showers/bathrooms, students are to be fully and appropriately dressed while outside of their bedrooms. This includes at breakfast time when it may be tempting to instead wear pyjamas which are not permitted.



Meals

City Beach Residential College Residential College supports healthy eating in line with the Department's Student Health in Public Schools policy and procedures.

The college supports and will cater for any medical or religious dietary requirements. The kitchen staff can also prepare vegetarian and gluten free options where required, please advise us of any special dietary needs. Students can speak with college staff and the chef to suggest additions to the menu.

We aim to ensure all students enjoy three healthy meals every day, attendance at mealtimes is required.

During the week breakfast starts at 6.40am and continues until students have left for school. During this time school lunches are put together by students from a fully stocked salad and condiment bar.

On returning to the college after school, afternoon tea is available followed by dinner, dessert and finally supper at the end of the night.

The kitchen does its best to cater for all students, but it is recognised that on any given day it may not please every person. New students may take some time to adjust to food not prepared the way they are used to at home, but this is all part of the adjustment process.

The college student representative council and students are encouraged engage for both positive and negative feedback. By gaining the early feedback from students the kitchen can be better informed as to what items they put on the menu or what recipe changes may be required.



Meal requirements outside of regular mealtimes

Fruit, milk, water, leftovers, and hot drinks are available at any time.

Students can order a late or early packed meal if they will not be present at a mealtime (e.g. for sports training or medical appointments). In most instances staff should be able to arrange these meals, but students should order these well ahead and notify staff if they need one.

Personal food and snacks

Food snacks can be purchased or sent from home but for hygiene reasons are best kept in sealed containers. Energy drinks, caffeinated drinks and chewing gum are banned from the college.



Recreation and Social

We aim to provide a range of activities while also allowing for individual needs.

Please note that charges may apply to some activities. We do not seek to profit from these events and your child's participation in any activity requiring payment is at your discretion.

The supervisors work hard to ensure that a wide variety of activities are offered to students, from movie nights, shopping trips to scavenger hunts and game show nights.

The college welcomes suggestions for activities from both students and parents, and all attempts to incorporate requested activities will be made. At the beginning of each week the activity calendar is published on the notice board for students and Facebook for parents.

Most activities run by the college are covered by the general permission which can be signed off in each application for residency package. This is strongly suggested to avoid getting multiple phone calls each week from supervisors checking for permission.

Sport and hobbies

Students are encouraged to participate in a wide range of individual and team sports and hobbies according to their interests. We do this to promote fitness, fun and social interaction.

Students will need to meet the cost of any membership fees, personal equipment and uniforms.



Camps and outings

The college may organise camps and outings throughout the year. These activities are voluntary and there is no obligation for your child to participate. You will be asked to provide written permission for your child to attend.

Recreation room and gym facilities

Students are encouraged to make good use of college facilities like the fully equipped gym, pool table, table tennis table, air hockey and fully stocked board game cupboard.



Movies and gaming

The college has an amazing theatre room and individual TV areas within each unit.

Gaming consoles are permitted at the college and can be used in the communal areas only as TV's are not permitted in student rooms.

All media (television, movies, computer games, DVDs, magazines etc.) accessed by your child whilst residing at City Beach Residential College will be consistent with Australian Government classification ratings for films and computer games.

The college permits content rated G, PG and M. All content remains at the discretion of college staff and will be removed or confiscated if it is deemed inappropriate. Material rated MA15+ does not reflect the values of City Beach Residential College and is banned.

Visitors

To ensure the safety of all students, we ask that you enter and leave through reception and to register in the visitors' iPad.

Visitors are not permitted to enter student units other than on approved dates and times – usually at the start and end of each term. We appreciate parent support in helping students settle into their rooms at the start of the year. We remind all parents that other than at these times, access past the reception area is not permitted unless accompanied by a staff member.

Students are welcome to invite their school friends to visit the college. Friends are also required to register in the visitor iPad and are not permitted in students' units. Students' friends are required to follow staff instructions whilst on college grounds.



Chores

Students will be required to work as a team to assist around the college with simple duties such as:

- tidying common rooms, unit or other sections of the college
- loading the dishwashers after meals.
- Cleaning the dining room tables after meals.
- Simple gardening.
- Emptying their unit bins.

Assisting the cleaning, kitchen and grounds staff replicates what students may be expected to do at home. It encourages cooperation and provides some practical domestic skills for when they leave home.

Laundry

The college has a communal student laundry with six commercial sized washers and five commercial dryers in addition to clothesline facilities.

Staff show students during orientation how to properly operate the machines and are available to assist students if they have any issues.

The college offers a laundry service on both Wednesday and Friday. Students have their school uniforms, bedding, and towels washed, dried, ironed and returned to them the same day by simply dropping the items at the laundry on their way out to school in the morning. All items will be waiting for collection when they return from school.

The college will provide students with laundry tubs to be used on Wednesdays and Fridays.

Students should ensure that all clothing is marked or labelled in the event that items are misplaced. Machines are free to use for students, but personal washing liquid/powder is the responsibility of students.



Religious freedom

Under the *School Education Act 1999* the curriculum and teaching in government schools is not to promote any particular religious practice, denomination, or sect. We also adhere to this principle at City Beach Residential College.

The college supports students who wish to practise their beliefs. Staff will assist where possible for your child to attend any religious services and cultural events they choose.

Health and safety

Student health

Our staff care for your child's health and wellbeing and all supervisors have a First Aid Certificate. When we offer a place at the college, you are required to complete a [**Student Health Care Summary Form**](#) ensuring staff have the information required to support the management of your child's health care needs.

If your child's health changes at any time, it is essential you inform our staff.

Unwell students

Students who are too sick to go to school will be confined in the sick bay and will be excused from normal activities until they are well. College staff will contact you and your child's school to notify them of the absence. If a doctor's appointment is necessary, we will organise for this and notify you at the earliest convenience.



Medical appointments

We work with all our families to help maintain the health of students. Please advise us if your child requires a medical appointment and we may be able to assist you. Please advise the college on the [**Student Health Care Summary Form**](#) if you have any preferred local medical practice.

City Beach Medical Centre
1 Oban Rd
City Beach
9385 9131
Bulk Bill all College students

City Beach Pharmacy
8/316 The Blvd
City Beach
9385 9400

Orthodontists
Floreat Dental Surgery
Shop 7 Floreat Forum
Floreat
9383 7711

Wembley Family Medical Practice
272 Cambridge St
Wembley
9387 5000
Bulk Bill College Students

Floreat Physiotherapy
21 Oceanic Drive
Floreat
9383 7819

School Dental Service
93130 555

All medical expenses remain the responsibility of parents. You may choose to take out insurance, including ambulance cover, for your child's health needs

Cancellation of ambulance call-out by parents

We have a duty of care for our students. If we call an ambulance for a student at risk, but when parents are contacted, they request cancellation, we will not do so until parents arrive, and the student is handed into their care.

Medication

'Medication' includes those that are prescribed, purchased 'over the counter' and those that may be considered supplements. Examples include Panadol, Nurofen, antibiotics, anti-anxiety medications, melatonin, Ritalin or other medications used to treat ADD/ADHD, birth control, herbal remedies, iron tablets, vitamins and hay fever/allergy relief.

Medications carry inherent risk – both to the individual they are prescribed for, and to others. For the safety of all, students are not permitted to keep any medications in their bedrooms and/or to self-administer, unless approved by the College Manager.

Whenever a student requires medication, it must be administered and recorded by our staff.

While our staff will be able to assist with most medications, this may not be possible for every medication.

If your child requires medication as a short or long-term measure, you are required to complete an administration of medication form.

To ensure medications and dosages are appropriate, we require all medications to be provided to the college in a webster pack. Your local chemist/pharmacy will be able to do this for you.

For those medications which cannot be supplied in a webster pack, the college may require confirmation from a doctor or pharmacist that it is medically required along with written instructions as to the dosage and how it is to be administered.

If the college is unable to assist your child with a specific medication, your child may be required to return home until such time as the medication is no longer required.

Mental Health

Our supervisors keep a close watch on the mental health of students. We also have support from a school psychologist who works with students and staff to improve student wellbeing. Students can make an appointment with the school psychologist through the supervisory team.

Parents are also able to request this service for their children.

Students and parents may also be able to avail themselves of mental health supports through their school and/or other community services.

It is essential you keep the college informed of any developments in your child's home or personal life so that we can best provide and care for your child. This includes information about your child's wellbeing, which may include such concerns as bullying, friendship issues, suicidal behaviour, suicidal ideation and non-suicidal self injury (NSSI).

Collaborating and sharing information with the residential college and fostering open communication between parents, the school and the college is essential in supporting the safety and wellbeing of all students.



Homesickness and ‘child sickness’

It is possible that students may become homesick when living away from home. Staff have a great deal of experience in assisting students and parents when students show signs of missing home.

Homesickness can affect each student in different ways so there are several methods used by staff to support and care for students. Staff work with you to help your child with coping skills and to build resilience in living in a boarding community.

Similarly, parents may become ‘child sick’ when they don’t get to see their child every day. These are all very normal feelings for the whole family.

Emergencies and accidents

The college maintains an Incident Management Plan to guide aspects of prevention, preparedness, response, and recovery. We regularly practise evacuation and lockdown drills.



Fire Safety

City Beach Residential College is listed on the Department of Fire and Emergency Services Bushfire Zone Register. Accordingly, we have a separate and stand-alone bushfire plan and practise further evacuation drills during bushfire season.

The college has fire alarms, smoke detectors, fire extinguishers, and emergency evacuation plans. Students are trained in emergency evacuation procedures and practise evacuation drills regularly.

The Department of Fire and Emergency Services may charge a fee to attend premises in response to an alarm where there is no fire. Where it can be established a student has deliberately caused a false fire alarm, they may be asked to contribute to the costs of the callout.



Parent concerns and complaints

Residential college concerns and complaints

City Beach Residential College is committed to providing a high-quality boarding service. We are always considering how to improve, and we value your feedback.

If you have any concerns about our service or facilities, please let us know. You can also talk about it with any member of staff.

Queries, concerns, and complaints are best managed at the college, in line with the Department of Education's Disputes and Complaints policy. If a satisfactory resolution has not been found after providing the College Manager with sufficient time and opportunity to address the matter, you may choose to make contact with the North Metro Regional Office on NorthMetropolitanERO.PublicInbox@education.wa.edu.au or the Manager Residential Colleges on 9264 4425 or residentialcolleges@education.wa.edu.au.

Child protection concerns

City Beach Residential College is committed to the care, safety, and protection of all students. We provide protective behaviours awareness training to our students and our supervisors have undertaken training in child protection and are **mandatory reporters** of suspected child abuse.

Reporting a child protection incident or concern

There are a number of avenues for communicating incidents or concerns:

- Inform the College Manager and/or the Manager Residential Colleges.
- Contact the Department of Education's Standards and Integrity Directorate on 9264 4740 or email complaints@education.wa.edu.au.
- contact the Parent Liaison Office at email: parentliaison@education.wa.edu.au.



Safety and welfare – for students

The following sections are for students.

At City Beach Residential College our supervisors are always on hand. You can talk with us about anything. We will listen and give you advice and support. If we think a matter needs to be discussed with others, we might refer you to someone more qualified to provide specialised support. This might be the College Manager or school psychologist.

Your safety and the safety of others

Firstly, you have the RIGHT to be safe and to feel safe at all times. If you have concerns or a complaint about what might be happening at the college, there are people who are able to help you.

Safety concerns may include things like:

- inappropriate social approaches by a person to make friends with you or start a close relationship with you
- inappropriate touching by a person which makes you feel uncomfortable
- sexual talk, personal emails or personal contact via mobile phones or social media
- inappropriate physical handling (hitting, pushing, hugging).

You might also be concerned about similar behaviour/s towards someone else at the college. It's OK for you to make a complaint on behalf of another student and we encourage you to do so.

Residential college student complaints

T: 1800 011 114 (Monday to Friday 8am to 5pm)

E: complaints@education.wa.edu.au

W: www.education.wa.edu.au/complaints

When you call you will speak to someone trained in protective behaviours. They care and understand that you may feel a range of emotions about contacting them including anxiety, shame, or relief. You can talk with them about yourself or someone else you are concerned about. You can remain anonymous but if you would like someone to get back to you, you will need to provide some contact details.

If your complaint is urgent or is an emergency please call the Police, Crisis Care or Kids Helpline.

Your health and wellbeing concerns

It's OK to have concerns about what might happen at school or where you are living during the school year. We understand there might be times when you want help so please use the helplines listed here.

School concerns

If you have concerns about school such as homework, school activities or other students you can talk with your parents or carers or with school staff such as:

- your teachers
- school psychologist
- school nurse
- school chaplain
- any other staff member.

Support options

Police

24 hours a day, seven days a week

T: 131 444 (000 for emergencies)

W: www.police.wa.gov.au

When you call you will be asked to:

Press '1' for immediate police attendance

Press '2' for general information, or to report an incident that does not need immediate police attendance

Remember, if it's an emergency, immediately hang up and call 000.

Crisis Care

24 hours a day, seven days a week

T: 9223 1111

T: 1800 199 008 (country free call)

T: 9325 1232 (TTY)

W: www.dcp.wa.gov.au/crisisandemergency

Crisis Care is a free crisis information and counselling service of the Department of Communities for people needing urgent help.

Crisis Care can help when:

- you need immediate help with a serious problem
- you are concerned about your wellbeing or that of another person
- you are alone or afraid and urgently need to talk with someone
- you need counselling, information, or other support.

Kids Helpline

24 hours a day, seven days a week

T: 1800 55 1800

W: www.kidshelpline.com.au

Kids Helpline is Australia's only free, private, and confidential telephone and online counselling service specifically for young people aged between five and 25.

- If you need to talk with someone immediately, the fastest way is to call and speak with a counsellor.
- If you're not sure about talking with someone on the phone, or you can't get to a phone, use the web, or email service.
- Calls from mobile phones, landlines and payphones are free if you are calling from within Australia.

You can talk with Kids Helpline about anything including:

- relationships with your family, boyfriend, or girlfriend
- a friend who needs help
- school or study worries
- how you are feeling, such as angry, sad, or confused.

Other support options you may like to consider:

- eHeadspace 1800 650 890 or www.eheadspace.org.au
- Rurallink 1800 552 002
- 13 YARN 13 92 76 or <https://www.13yarn.org.au/about-us>
- Your local or family General Practitioner or mental health provider

Bullying

We are committed to providing all students with a safe and caring environment – should you have any concerns about feeling unsafe or threatened, we encourage you to speak to a staff member about your concerns.



Suggestions

If there is anything we can do better, please let us know. You can raise your suggestions with your student council rep or any member of staff at any time.

RESIDENTIAL COLLEGE CODE OF CONDUCT

1. AUTHORITY

The Code of Conduct (the Code) is issued and published pursuant to section 213J of the *School Education Act 1999*.

2. PURPOSE

The Boarding Agreement provides that the student must obey the Code.

The purpose of the Code is to set out the required standard of conduct to be observed by a student while boarding at a residential college.

Students who breach the Code may be subject to disciplinary action. The college manager can suspend or terminate a boarding agreement for substantial breaches of the Code.

3. SCOPE

This Code applies to all students who board at a residential college.

4. CONDUCT IN RESPECT TO SELF

Students will:

- act with proper regard for their safety, education, welfare and health (mental and physical);
- conduct themselves in a respectful, responsible and lawful manner;
- behave in a way that upholds the values, integrity and reputation of the residential college; and
- accept responsibility for their actions.

5. CONDUCT IN RESPECT TO OTHER STUDENTS

Students will:

- treat other students with respect, dignity, courtesy, honesty and fairness and with proper regard for others' rights, safety and welfare;
- live in harmony with other students and respect others' views and opinions;
- respect the privacy of others; and
- report a breach of the Code to appropriate staff.

6. CONDUCT IN RESPECT TO STAFF

Students will:

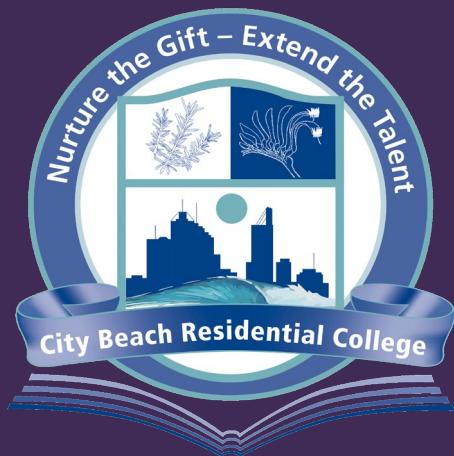
- treat staff with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- respect their property, views and opinions; and
- comply with any reasonable request of a staff member.

7. CONDUCT IN RESPECT TO PROPERTY

Students will:

- treat residential college property and facilities with respect; and
- treat staff and fellow students' property with respect.





City Beach Residential College
22 Kalinda Drive
CITY BEACH
6015 WA

(08) 9237 7500
citybeach.rescol@education.wa.edu.au

<https://www.education.wa.edu.au/web/citybeachresidentialcollege>



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