



Department of  
Education

# CITY BEACH

Residential College



# PARENT HANDBOOK

## Contact Details

City Beach Residential College  
22 Kalinda Drive  
CITY BEACH WA 6015

### **Supervisors**

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Mobile 0418287245  
E-Mail [citybeach.rescol@education.wa.edu.au](mailto:citybeach.rescol@education.wa.edu.au)  
Website [www.education.wa.edu.au/citybeachresidentialcollege](http://www.education.wa.edu.au/citybeachresidentialcollege)

### **Finance and Administration**

Phone (08) 9285 2672  
E-Mail [citybeach.SRC.admin@education.wa.edu.au](mailto:citybeach.SRC.admin@education.wa.edu.au)

### **College Manager**

Phone (08) 928522672  
E-Mail [Christopher.chuck@education.wa.edu.au](mailto:Christopher.chuck@education.wa.edu.au)



### **Staff Duty Hours**

Monday – Thursday	6.30am – 11.00pm
Friday	6.30am – 12.00am
Saturday	7.30am – 12.00am
Sunday	8.00am – 11.00pm

#### **NOTE:**

Contact with staff outside of these hours should be limited where possible to emergency situations.

Student transport requests should be made for within these times where ever possible.

## Welcome to City Beach Residential College

The *Parent Handbook* is a supplement to many of our publications. It was developed by the College Manager, and is intended to help you as parents and guardians of our students to have a better understanding of how the college works.

Based upon past conversations and suggestions from parents of our students, we have compiled important information and a list of questions, and aimed to provide a clear, concise answer for each.

When appropriate, we refer the reader to other publications for information, rather than repeating information here. We hope this Handbook answers many of your questions, but encourage you to contact us if you ever have any questions about our policies, procedures, support services etc.

Throughout this Handbook we have, for the sake of simplicity, referred to you as parents of our students, but we do recognise that some students have guardians and we are always glad to work with those of you who serve in that capacity as well.

A student may be referred to as “your child” rather than “your son or daughter” – the phrase may sound youthful when referring to a high school student, but after all, they are, and will always be, your children.

If you think of any topics that you believe should be included in future issues of this handbook, please let us know by contacting the College Manager. We look forward to many conversations with you about your children’s education and well-being.

Every effort is made to ensure that the information contained in this handbook is accurate, however, instances will arise where the college may need to adjust policies to better serve our students and parents during the academic year. In the event that changes are made to information contained in this handbook, the college will notify parents via email or include the information in the next available college publication.



## **About City Beach Residential College and Mission**

### *Nurture the Gift and Extend the Talent*

City Beach Residential College opened in 2007 to house students from outside of Perth who had gained entry into Perth Modern School, John Curtin College of the Arts, or any other school offering placements for gifted and talented students.

Over the years due to the success of the gifted and talented program the list of schools which offer these placements has risen. In 2020 the college will be delighted to welcome students for the first time from the newly finished Bob Hawke College.

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 newly completed college administration building (January 2019) houses all other student amenities, such as recreation and theatre rooms, gym, study facilities, 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. The college seeks to graduate young people whose creativity and independence of thought sustain their continuing inquiry and reflection, whose interest in others and the world around them surpass their self-concern, and whose passion for learning impels them beyond what they already know.

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. Students must learn to make personal decisions regarding time, to care for their own physical and emotional well-being, and to balance work and leisure. 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.

## About the Manager

A proud Victorian, I grew up on a beef farm in the semi-rural town of Shepparton in Victoria's Goulbourn Valley; which is probably most famous for being the home of SPC canned fruit, baked beans and spaghetti.

After completing high school, I completed an Aeronautical Engineering degree and accepted a position working for Qantas as a design engineer. Like many of our students, I found that what I thought I wanted to do as a career in high school was not what suited me as I got a little older.

On leaving engineering I returned to university to complete a double degree in science and science education with my teaching areas being senior mathematics and physics. Whilst studying I was also able to fulfil my boyhood dream of playing cricket for my state. I was fortunate enough to have three great years playing for the mighty Victorian Bushrangers. Although my playing career was a little shorter than I had envisioned, having the opportunity to play with and against some of Australia's best cricketers is something I will always cherish. I am still involved with Cricket Australia, and each summer spend time with various touring international team(s) to help them prepare for games during the Australian summer.



On completing my studies, I took up a teaching position in Melbourne and also commenced my postgraduate studies with the aim of completing a PhD in mathematics.

A quick stint teaching in Melbourne was followed by a year teaching in Fitzroy Crossing in the Kimberley region of WA.

The experience of teaching and living in Fitzroy Crossing was life changing, but the rigours of teaching in a high demanding location such as that took its toll on my ongoing studies. As a result, I made a change into boarding at one of our partner college's in picturesque Broome.

My ultimate goal in taking a position at a boarding college was to enable me to complete my PhD whilst still being involved in education, and then return to Melbourne to take up an offer to lecture at Melbourne University. After finishing my studies and after only 1 year in boarding however, I was convinced that I had found my calling. The ability to be not just an educator but a role model and carer for the students in boarding was more rewarding than I could have imagined. This continues to be the case every day regardless of the challenges I come across.

The lure of the city lifestyle brought me to City Beach as the Senior Supervisor in 2012, and in 2015 I was fortunate enough to take over as the College Manager. Since moving to Perth, I was also lucky enough to meet my now wife Emma and we have become proud parents to our beautiful daughter Victoria.

It has been, and continues to be, a great privilege to be afforded the opportunity to play some part in the lives of our wonderful students.

I hope all of our students will succeed in both a measure that they set for themselves, and that they deserve. In my time as Manager of City Beach Residential College I hope to be able to provide a college environment that is a home away from home whilst facilitating the enhancement of our college culture and maximising academic and social growth.

I look forward to working with all of our students and parents to help our wonderful young people achieve their individual goals.



**Dr. Chris Chuck**  
City Beach Residential College  
College Manager



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## 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.

### ***Reaching your child at the college***

#### **What are the best times to reach my child?**

Students are not available to take incoming calls during meal times, study times, and after 'lights out'. Students are asked to have inward phone calls limited to the following times:

##### Weekdays

7.00am – school start time

4.00pm – 5.30pm

6.30pm – 7.00pm

\*After study – before lights out

\*Please refer to [study times](#) for relevant year levels and [lights out times](#)

##### Weekends

8.00am – lights out

If your child does not have a mobile phone or you are unable to reach them, please call the main reception on **(08) 92852672** and they will internally transfer you directly to their unit or pass on a message for you.

Any emails or faxes needing to be passed on can be sent to the Supervisors at:

Email:  
[citybeach.rescol@education.wa.edu.au](mailto:citybeach.rescol@education.wa.edu.au)

Fax: (08) 9285 2659

#### **How can I reach my child by post?**

Please send any mail using the following format:

STUDENT NAME  
22 Kalinda Drive  
City Beach Residential College  
CITY BEACH WA 6015

Mail is collected daily by staff and distributed to students on their arrival back at the college from school.

#### **Mail arriving during holiday periods?**

Post that is being sent and arriving during the college term or end of year holidays should be directed to the college PO BOX:

Student Name  
City Beach Residential College  
PO BOX 191  
FLOREAT WA 6014

#### **Whom should I call in an emergency?**

For serious illnesses or deaths in the family that will require the sharing of unpleasant news with your child, we strongly suggest that you alert either the Supervisors on shift or the College Manager prior to, or soon after, contacting your child. If you do this, there will be someone here who can check on how your child is doing and offer support.

The main reception line at the college is available 24 hours a day during term:

(08) 9285 2672.

#### **How can I keep in touch with events at the college?**

The college has a weekly publication known as the 'Weekly Chronicle' that is distributed via email to all parents. This updates parents on what has been happening and any key dates and events upcoming.

The college is also on Facebook with a public page and a closed 'parent group'.

#### **How will the college keep me informed about my child specifically?**

A designated Supervisor will make contact with you at least twice per term to discuss your child specifically. These phone calls will follow an email from the Supervisor providing a pro-forma summary of your child at the college. During these phone calls, please let staff know if you have any concerns.

You are encouraged to call the college at any time if you have any concerns about your child or need any extra support.

## Fees, Costs and Finances

### ***Boarding and Amenities Fee***

The boarding and amenities fee covers a student's accommodation and use of all college facilities. The fee is applicable at all 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.

Students who commence boarding later in the year will have their charges payable reduced on a pro rata basis.

The boarding fee is subject to amendment from year to year dependant on state budget requirements. Please contact the College Manager or Administration staff to get the most up to date amount payable based on your individual circumstances.

### **College Payment Details**

Payments made to the college for fees or individual services should be to the following account:

BSB – 066 130 (Commonwealth Bank, West Perth)

Account – 1025 1454

Payments into the college account are asked to have the surname and then first name or first name initial as the payment description to assist with processing.

### **What other methods can I use to pay the college?**

The college can accept the following methods of payment:

- Direct deposit;
- Cheque;
- Cash; or
- Credit card\*

\* payment via credit card can be done in person, over the phone, or via pre authorisation to charge your card.

Should you want to pay in person via credit card, please call the college in advance to ensure a member of the college administration will be available to process the payment.

If you wish to have your credit card charged on a specific date, please contact the college to arrange for a credit card authorisation form to be sent to you.

### **Application Fee**

A parent applying for a place for their child must complete an application form and send it to the college along with an application fee of \$50.

The application fee must be received before an application can be assessed and processed.

Should you be experiencing financial hardship and require the application fee be waived, please speak to the College Manager directly who will make this submission to the Department of Education on your behalf.

Payment can be made using any of the above listed methods.

### **Security Fee**

A **\$300** deposit is payable within the stipulated time when you receive 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 to the college, the \$300 will be retained as a deposit

for individual services provided to your child should you wish not to make payment for each individual service as it is provided. A balance of \$300 for individual services must be restored for the beginning of each college year should you wish to retain a college placement.

At the completion of boarding the balance of the \$300 will be returned or deducted from your final payment.

Please note that the \$300 security deposit is additional to the annual boarding fee.

### **Continuation of Boarding Placement**

Residency at the college is a boarding and accommodation agreement which spans the school year. As such, renewal is required for each continuing year of residence. Renewal of residency information will be distributed by the college and should be returned prior to the close of the college at the end of the school year in order to ensure a placement is secured for the following year.

### **Payment**

#### **Are their scholarships or subsidies available to help cover the cost of boarding?**

Students may be eligible for subsidised boarding through Centrelink and the DHS (Department of Human Services).

AIC (Assistance for Isolated Children) is based primarily on geographical distances from home to your nearest high school or public transport to that school. There is however a portion of AIC which takes into account low income families. Information and applications can be submitted via the following link:

[www.humanservices.gov.au/customer/forms/sy040](http://www.humanservices.gov.au/customer/forms/sy040)

If families are eligible for AIC via income and means testing, additional support may be available via Youth Allowance.

The Olive A Lewis scholarship is awarded each year to students in academic programs in year 7-10 whose further education may be restricted due to financial need. Further information can be found on the Gifted and Talented website.

#### **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 the sum of their allowances and the total fee.

It is a condition of enrolment that all recipients of the AIC scheme 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.

*Please note:* although you may qualify for these allowances, they are not automatic, and parents (not the college) must apply to receive them. Full fee paying schedules must be maintained until allowance payments are confirmed via college accounts at which time any over-payments will be refunded to you.

## 2 ABSTUDY Recipients

Under an agreement with Centrelink ABSTUDY allowances are paid direct to City Beach Residential College bank account. The residential college will advise recipients of any net cost which might apply.

If parents are applying for ABSTUDY the college asks that they are contacted prior to lodgement of forms to ensure that the correct fee information is used in order to facilitate the correct payment amount.

## 3 Youth Allowance Recipients

Youth Allowance recipients will need to make an initial payment on entry and use Centrelink's Centrepay service to transfer a fortnightly payment to the City Beach Residential College bank account (BSB: 066-130 Account No: 10251454, Commonwealth Bank, West Perth). A copy of the periodic payment authority needs to be provided to the residential college on entry. If at any time a student cancels his or her fortnightly payment, then the full fee paying schedule will commence immediately.

## 4 SBAHA – Gifted and Talented Recipients

All rural students in the GATE program who are not receiving AIC are eligible to receive the *State Boarding Away from Home Allowance - GATE* subsidy. You will be sent a form which is to be filled in and returned to the Administration and Finance Officer at the residential college.

## 5 Schedule of fees

The college finance staff will send invoices a month in advance of due date for payments to be made for each term in advance. Parents may opt to vary the frequency of payments and should speak with the college finance team to arrange scheduling and any requested direct debits.

## Other Costs

The college will recover the actual cost of providing individual services such as the purchase of required medications and attendance at paid activities (where you have consented to attendance).

Additional individual service costs specific to students at City Beach Residential College relate to transportation costs. The annual cost for each student will be specified in your boarding agreement.

## Refund of Fees Paid in Advance

Parents may withdraw students from boarding at any time. In order to finalise your account, the college requires notice in writing of the intention to cease boarding. On receipt of written confirmation, the college finance officer will calculate and distribute a final invoice payable based on the final date of boarding, or two weeks notice (whichever is greater). Any fees paid in advance beyond the final date of boarding or two weeks notice shall be refunded to your nominated bank account.

## Education

Only a parent or legal guardian is, by law, permitted to sign a permission form for a school camp or excursion. Please ensure you have provided written authority or signed the authorisation form which is available from the college.

College staff are unable to sign forms relating to school expenses and/or subject selection or variations.

## School Attendance

Students are expected to attend school every day whilst in residence at the college unless sick.

Schools will be notified by the college if students need to be released early for transport home at the end of term, but any days absent from school whilst students are not in the care of the college should be submitted by the parent or caregiver in that instance.

## What guidance is available to a student with respect to their academic program?

The residential college has a strong relationship with all of its partner schools and Student Services divisions. The college also has a dedicated Supervisor who acts as the liaison for any schooling matters. This Supervisor or the College Manager are available to speak with the appropriate school staff to ensure that any concerns are addressed.

Available to students in years 7-9, is a college tutor who can 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.

Any time spent with the college tutor is funded by the College.

The college engages ACE tutoring to come and speak with year 11 students at the beginning of each year to develop study timetables and also educate students on the most efficient ways to gain marks.

Year 12 students receive a free exam preparation course run by ACE tutoring in the subject of their choosing prior to WACE exams.

The first port of call if students require additional help should always be the school programs on offer. If students are unable to attend these, and what is offered by the college is not sufficient, the college will happily assist in sourcing private tutoring options. Private tutoring options are not covered in student boarding fees.

### ***Does the college have set study times?***

Yes. Regardless of the year level, school being attended or school program being followed, each student is required to adhere to the college's compulsory study times:

**Year 7** – 1 hour supervised study in communal area (7pm – 8pm, Mon – Thurs) followed by 30min of quiet study if required in student dorm.

Sunday study is held in student dorm from 7.30pm – 8.30pm.

During study in student dorms, students must leave doors open to allow supervision without the need to enter student rooms and disturb students unnecessarily.

Mobile phones must be left outside of rooms during dorm study to limit distractions.

**Year 8 and 9** -1.5 hour supervised study in communal area (7pm – 8.30pm, Mon – Thurs)

Sunday study is held in student dorm from 7.30pm – 8.30pm.

During study in student dorms, students must leave doors open to allow supervision without the need to enter student rooms and disturb students unnecessarily.

Mobile phones must be left outside of rooms during dorm study to limit distractions.

**Year 10 and 11** – 2 hours compulsory study from 7pm – 9pm (Mon – Thurs), and 7.30pm – 9pm on Sundays held in student dorms.

During study in student dorms, students must leave doors open to allow supervision without the need to enter student rooms and disturb students unnecessarily.

Mobile phones must be left outside of rooms during dorm study to limit distractions.

Requests for late study past 'lights out' will be assessed by on duty Supervisors. No late study will be granted on Sunday evening unless exam preparation is being done.

**Year 12** - 2 hours compulsory study from 7pm – 9pm (Mon – Thurs), and 7.30pm – 9pm on Sundays held in student dorms.

Year 12 students are expected to self-manage their own study far more than other year levels and may leave their room doors closed during study and keep possession of their mobile phones.

Requests for late study past 'lights out' will be assessed by on duty Supervisors. No late study will be granted on Sunday evening unless exam preparation is being done.

All students at the college are expected to work constructively during their compulsory study times, and may need to work outside of these times to complete all academic requirements. Having no homework on any given day will not be accepted by Supervisors as an excuse for not working productively during study times.

### ***What if my child is sick and can't attend school?***

Supervisors on duty in the morning will contact both yourself and your child's school to notify them of the absence.

Common medications such as Panadol will be given as required by staff.

### ***Will Supervisors make a doctor's appointment for students who are not well enough to attend school?***

When the Supervisor on duty calls you to notify you that your child is unwell, they will pass on all the details they have. At that time they will also tell you if they think a medical appointment may be warranted.

Supervisors will be guided by your request for any appointments to be made or not made on each occasion.

Please note: A medical appointment is not required for each day off but may be requested by college staff if a third consecutive sick day is required.

### **Where do students spend the day if at the college sick?**

Students in years 7-9 will be brought up to the sick bay which is located in the administration building. This allows staff to check in on them more frequently.

Students in years 10-12 may stay in their own rooms if unwell, but may be requested to spend some time in the sick bay if staff feel it is necessary.

### **How do students get to and from school?**

During the first weeks of school, Supervisors will transport all students to and from their respective schools.

Once Supervisors feel students are confident and competent with the required journey, new and junior students will commence using public transport for return trips to the college. At the completion of term 1 college staff will transition students to catching public transport for their journey to school also. On a normal day most students from each school will travel together on public transport to and from school, so very rarely will students need to travel by themselves.

### **Travel for Perth Modern 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.

### **Travel for John Curtin students:**

The college bus departs the College at 7.40 and drops students at Claremont Train Station. Students catch the train through to Fremantle Station and then either catch a free school bus direct to school, or walk approximately 5mins to the school.

### **Travel for Churchlands students:**

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

Due to the infrequency of public transport the college picks up students directly from Churchlands each day.

### **Travel for Shenton students:**

Shenton students catch the same bus as Perth Modern students with a bus change half way through their journey. The second bus delivers students directly to Shenton College.

### **Travel for Bob Hawke College students**

Please refer to 'Travel for Perth Modern Students due to close proximity.

### **All other schools:**

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

### **How do students pay for public transport?**

Your child's school will facilitate the acquisition of a Smart Rider card. This enables students to catch public transport at a discounted rate. We encourage parents to set up a direct debit facility attached to this card that will automatically load funds onto the card once it is low.

Please refer to the Trans WA website for details:

[www.transperth.wa.gov.au/](http://www.transperth.wa.gov.au/)

### **What happens if my child has lost their Smart Rider and has no cash to pay for public transport?**

The college has emergency use Smart Rider cards available for students for situations such as this. Students are able to use the college card until their replacement arrives.

The college will contact you in the event this is required as the fares accumulated will be invoiced to you at the end of the required period.

*Please note: the college Smart Rider is a full fare card and not able to be billed at the student rate.*

In the event that a student loses the college card you will be invoiced for it's replacement.

### **What happens if my child has afterschool commitments?**

Students need to notify the college as soon as they become aware of any afterschool commitments that will require them to stay at school after their normal finishing time.

If students have an after school program that day they will be required to take and fill in a late return slip.

Staff will where possible organise other late finishing students to wait at school so that a group of students will be traveling back together or arrange to pick the student up directly from school at the finishing time.

Regardless of age, no student is permitted to travel on public transport where the journey commences at or after 5.30pm. Any travel to or from an event after this time will be facilitated by the College Supervisors or College Driver.

## **GAT School Contact Details**

For a full list of schools offering Gifted and Talented programs, please visit the Gifted and Talented page on the Department of Education website:

[www.education.wa.ed.au/gifted-and-talented](http://www.education.wa.ed.au/gifted-and-talented)

## **Residential Life**

### **Lights out**

#### **Year 7 and 8 students**

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

#### **Year 9 -12 students**

Sunday – Thursday: 9.45pm  
Friday – Saturday: 11.30pm

### **Can students stay up past 'lights out' if they have school work to complete or exams to prepare for?**

Students in years 10, 11 and 12 may request 'late study' beyond the college lights out time except on Sundays (unless students are in exam periods).

Please refer to the [set study times](#) for more details.

### **Food and Dining**

#### **What meals are provided at the College?**

All major meals are provided at the college in the communal dining room.

During the week breakfast starts at 6.30am and continues through until students have left for school. Monday to Thursday breakfast is a self-serve continental breakfast. On Friday mornings the college provides a cooked breakfast.

School lunches are put together by students from a fully stocked salad and condiment bar.

Fresh fruit is available any time to students.

On returning to the college after school, afternoon tea is available and in the evenings, dinner, dessert, and supper are provided.

#### **What if my child tells us they hate the food?**

The kitchen does its best to cater for all of our students, but it is recognised that on any given day you may not please every person.

Students are encouraged to speak with Supervisors and the Chef to make suggestions regarding the menu.

The college uses a rating app which students are encouraged to use 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.

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.

#### **What if my child has special dietary requirements?**

The college will cater for any medically required and religious dietary requirements.

Following an indication from a student that they would like to take on a vegetarian diet the college will seek parental consent. This consent is to ensure that the appropriate conversations have occurred around how to ensure adequate nutrients are incorporated into their diet.

Diets and lifestyle choices around food which are not mentioned above are not specifically catered for at the college.



#### **Do students have to attend dinner?**

Evening meals are compulsory attendance events. Before dinner begins, Supervisors will run through any notices to students so it is important that all students be in attendance. Having all students in the same place also allows Supervisors to stop and also have a meal with students.

#### **What if students miss dinner?**

There can be many reasons students are unable to attend dinner; after school commitments, sports, illness and many more.

In each of these instances, staff will put aside a meal for the student and either delivers it to them if they are sick, or store it at reception for them to collect when returning.

## **Personal Property**

### **Can my child bring a mobile phone?**

Yes. The college encourages students to have a mobile phone that will allow them to contact the college if they have deviated from their expected travel plans to or from school.

Any students with afterschool commitments will be expected to contact the college on completion so an expected time of arrival back at the college can be formulated, or a college bus can be sent to collect the student from appropriate public transport.

Mobile phones are locked away securely prior to lights out for students in years 7-10 each night of the week.

### **Can my child have their own laptop?**

Yes. Computer access has become an integral part of schooling and as such a personal laptop is a great idea. Please check with your child's individual school to see what type of device is recommended.

### **Does the college provide internet?**

Yes.

Each college room has an Ethernet port in addition to each residential unit/townhouse having wireless internet.

Students can log into the network using the same credentials as they do at school, or can have a local account set up.

College internet is set up for students to be able to study and research their required school work, and also gives 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 of high data files not associated with educational outcomes as it will slow user speeds for others.

Students must provide their own Ethernet cables and any required adaptors.

### **Is internet usage monitored?**

The college network is set up identical to schools and has the same security and monitoring available. Students misusing the network may have their credentials revoked.

Individual wireless networks are discouraged as they work independent of the college network and as such, have no restrictions in place.

Student devices will be confiscated and checked if they are found to have or are reported to have obscene material on them.

### **How does the college prevent students from staying up gaming at night?**

Mobile phones, laptops and other gaming capable devices are locked away securely each night of the week prior to lights out for students in years 7-10.

Students must report any items that should be handed in to staff as they come into their possession. Supervisors check these off each night to ensure all have been collected.

Gaming devices found that have not been reported and/or handed in will be confiscated until the end of the current term and may result in a 'tech free' weekend being enforced for that student.

### **Can my child bring a gaming console such as an X-Box or Playstation?**

Yes. These consoles must be used in communal areas of dorms as TV's are not permitted in student rooms.

The college takes no responsibility for the safekeeping of these items and any associated accessories.

### **Does college insurance cover my child's belongings?**

Unless the item is checked in and being stored in reception, individual student items are not covered by the college's insurance. Parents are encouraged to take out appropriate levels of contents insurance to cover any damage or loss of your child's items.

Parents are asked to ensure that all students have their personal property, especially clothing, towels, and linen clearly and permanently labelled. Whilst every practicable measure will be taken, the residential college accepts no responsibility, nor will it make restitution, for any articles that are damaged or lost.

Supervisor's reception provides safekeeping of valuables and money, and students are encouraged to make use of this service.

### **Inappropriate Personal Property**

Students are not allowed to bring offensive media into the residential college or display material consider inappropriate.

If in doubt, students are advised to check with the College Manager who will indicate if it meets college standards.

### **Student Room Checks**

In the interests of safety and good order, the College 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, but the College Manager or Senior Supervisor reserves the right to undertake a check in their absence if he or she considers such action is warranted to secure residents' safety. The College Manager or Senior Supervisor may seek Police assistance as appropriate and in this instance you will be contacted regarding any action that may need to be taken.

### Leave

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.



### How do I organise weekends away from the College for my child?

The residential college should be notified as soon as plans are made for your child to return home or spend the weekend away from the college.

The college promotes and prefers leave to be submitted via the online leave program REACH.

User details are provided to all new parents, but if you have any questions regarding use of this program, please contact the college staff.

If you are unable to access REACH, most leave can be done over the phone with college staff, however, any leave that requires public transport must be submitted in writing. This can be in the form of a fax, email, or submission via REACH.

Any leave received by the college via email or fax will be replied to by Supervisors via email to confirm that all details have been received.

Please note, the college only allows year 7 & 8 students to catch public transport independently if it is to go home, or to leave outside of Perth. Any other leave for year 7 & 8 students will need to be facilitated by a pick up from the college or respective school.

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

### If the same people pick up my child regularly, do I need to keep supplying their details to the college?

The permission given to the college for a student to travel with and stay with someone other than yourself needs to include the name of the person along with their contact phone number and the address of where they will be staying. On each occasion a student goes with this person those details must be confirmed.

In your application for residency package you will be asked to fill in details for people who you wish to add to your child's 'sign out' list.

Sign Out List – this list has the names and details of people who are close enough to your family or child that you are happy for them to pick up your child for weekend leave without you being notified. The college will confirm all travel and return details with them but will not contact you regarding this leave.

People can be added or deleted from this list at any time on receipt of notification in writing.

At the end of term 3, the college will send out the current sign out list for each student which should be checked and returned to the college.

### What if my child needs to get to a train station or airport as part of their leave arrangements?

The college will drive students to train stations throughout Perth to ensure students are on the correct lines for their journeys and will also drop off and pick up from both the domestic and international airports if required for any leave.

### My child has never flown or caught a train/bus home before by themselves. How can the college help?

Students that are still considered 'minors' by transport authorities require an Unaccompanied Minor form to be completed for their travel. This can be accessed on the

relevant transport website and sent through to the college or the college can fill it out on your behalf as long as we know the details of the person collecting your child at their destination. If your child travels regularly, a permanent form can be submitted with the transport authority to avoid submitting continually.

With any students who have not travelled by themselves before or are just a little nervous about the prospect, a Supervisor will be made available to go with them and walk them through the entire process. They will make sure your child is where they need to be with plenty of time to spare and will also make sure a formal handover is completed with the required staff if required.

### **Are there any restrictions on who my child can go with on weekend leave?**

Students picked up from the college must not travel in vehicles driven by those on first year P plates. The only exception to this is where the driver is a direct family member and written consent is received from parents.

The people who attend the college to sign your child out for weekend leave must be over the age of 18.

### **Can my child go on midweek leave?**

Leave away from the college on a school night is only granted for the purposes of school excursions, or to stay with parents or immediate family. The procedure to obtain permission for this leave is the same as for weekend leave.

### **Suggested 'Boarders Weekends'**

The college has suggested boarders weekends in terms 1 and 2 aligning with public holidays. These weekends are usually around the half way point of the term and provide a good opportunity for students to spend the weekend out with friends or family.

As the name indicates, these are suggested, and the college remains staffed for those who choose to stay in.

Based on boarding experience, it is highly recommended that new and junior students take advantage of these weekends away from the college to break up the first two terms.

### **Student Transport**

City Beach Residential College maintains vehicles which Supervisors use to transport students. Students are expected to be responsible passengers at all times by wearing seat belts, not distracting the driver, and removing all rubbish and personal items when exiting the vehicles.

Students will not be permitted to travel in the private vehicles of staff unless this is deemed to be the best course of action in an emergency, or when the mode of travel has been approved by the College Manager and parents.

Staff transporting students are required to gain and maintain appropriate licences and Department of Transport F endorsement medical clearances. Staff regularly complete defensive driving courses as part of their ongoing professional development.

### **What commitments will the residential college transport my child to and from?**

The college will facilitate travel to and from any school arranged compulsory attendance events for the following schools:

- Perth Modern School;
- John Curtin College of the Arts;
- Shenton College;
- Churchlands Senior High School; and
- Bob Hawke College.

For students at 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 students travel to other sporting, leisure or academic activities but this is not always possible.

The college tries to maintain a travel radius of 10km from the college for non-school related events, but trips inside this radius are still dependant on availability of staff and vehicles.

We ask that parents please consult the college prior to signing students up for clubs and events to ensure that travel to and from can be catered for.





### **Can my child have their own vehicle at the college?**

No.

The college site does not currently have car parking or storage available for students to facilitate this.

Should site works occur to increase car parking and/or storage areas, then this may be changed.

### **Activities**

#### **Does the college organise activities for students?**

Absolutely. The Supervisors work really hard to ensure that a wide variety of activities are offered to students.

At the beginning of each term the activity calendar is put up for students and sent out to parents so everyone can plan out their term.

The college welcomes suggestions for activities from both students and parents, and all attempts to incorporate requested activities will be made.

#### **Is the cost of activities covered in my fees?**

No.

The college tries to limit any excursion that require a student or parent contribution towards payment to one per term and will subsidise this cost where ever possible.

#### **Will I be contacted for permission before each activity?**

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.

Any major activity run by the college will be pre-empted by an activity information sheet and a permission form.

### **Can my child join local sporting teams?**

Students are encouraged to participate in individual and team sports according to their interests.

Details of local sporting clubs can be supplied by staff if required.

Transport arrangements are to be made with the respective sporting clubs or its team management for games and/or training that are held outside of college transport capabilities.

### **College Presentation Evening**

The College Presentation Evening is an annual event held in Term 4. The event recognises the achievements of our students and acknowledges our graduating year 12 students.

It is compulsory for all students to attend the event and all parents are invited to attend.

### **Are birthdays acknowledged while at the college?**

The student body as well as staff all join together to make sure all birthdays are acknowledged by singing Happy Birthday at the evening meal.

Students also get to tell the kitchen their favourite meal, and they will do their best to recreate that on their birthday.

### **Housing and Units**

#### **Fire Safety**

Each unit has smoke detectors, fire extinguishers and emergency evacuation plans.

Emergency drills are held each term to ensure students know what to do in the event of a fire.

Fire and emergency services will recover the cost of a false call-out from a student whose misbehaviour triggers a false alarm. Similarly, the residential college will recover the cost of replacing smoke alarms and servicing fire extinguishers if damaged through a student's misbehaviour.

#### **How do students contact staff after hours?**

Each unit has an internal phone system that allows students to ring any of the other residential units (including staff units). A number list is posted by each phone so students know how to reach specific staff.

The internal phones do not allow for external phone calls to be placed but incoming calls to reception can be transferred to them if parents are unable to reach students on their personal mobiles.

### How are students kept in their units after hours?

The unit doors are all locked from the inside to stop anyone accessing the units from outside. Students can unlock these doors in an emergency and exit the unit.

All doors on residential units are fitted with silent alarms which are relayed to the on call staff member and sounds (very loudly!) in the Managers' residence.

### How are housing assignments made?

At the beginning of each year, Senior Supervisors plan and allocate rooms for each student. These plans are put in place with the intended outcome of placing students with or near their friends, while also trying to avoid any personality clashes.

At times, staff may ask students to change rooms. This will be done after consultation with students and parents.

Student room changes are only requested by staff if they feel it is in the best interest of the college community.

### Are there units for particular year levels?

In general students stay in units with other students in the same year level. Depending on the numbers enrolled for each year level, there may be a need to mix 2 or 3 year levels in any particular unit.

The college does strive to keep senior and junior students separated in units in order to cater for differing study habits.

### What if my child does not get along with someone else in their unit?

Housemates occasionally experience some difficulties as they negotiate how they will live with one another. Supervisors are always available to assist students if needed in these situations.

If your child is having a problem, encourage them to speak with one of the Supervisors.

Most situations can be resolved with a bit of help, but staff can't help if they don't know about the problem.

If your child does not want to speak with a Supervisor, please consider contacting the college yourself in order to alert staff of the problem.

### May we come early to see the college?

Students and parents are invited to an orientation weekend towards the end of each academic year. This gives students the opportunity to spend the weekend with us

getting to know some of the other students and becoming more familiar with the surrounds.

If parents wish to tour the college at any other time they simply need to contact the college and arrange a time to be set up where a staff member or College Manager will be available to show you around and answer any questions you may have.

For students enrolling mid-year, the college will allow a trial boarding arrangement to act in place of the orientation weekend.

## Student Mental Health

### *What support is available at the college?*

Students at the college have access to a school Psychologist at various times throughout the week. Formal bookings can be made by students and/or requested by parents, or informal catch ups can be facilitated. Should a student request a formal meeting with the Psychologist you may be contacted to give your consent prior to this occurring (age dependant).

As times and days of service may vary from term to term, please contact the college if you wish to know the most up to date scheduling.

Additional to the more formal support of a Psychologist all supervisors at the college undertake some form of professional development in youth mental health. Staff are always on hand to support students.

The college ensures information is easy to access so students are aware of other support services available to them.



### *What should I do if my child is homesick?*

Some new students (and some returning students) experience some level of homesickness. The following are some ways that parents can help a student through this:

Assure them that this is a natural, common experience over which they have a great deal of control.

Your child should plan to bring a little of home with them: a favourite stuffed animal and pictures of special places and people are all great ways to ease the transition.

Please speak to a member of staff and let them know what you are hearing or seeing. Oftentimes, especially when new to the college, students do not feel comfortable sharing their feelings with Supervisors. Instead, they put on a happy face and tell us that everything is “fine”. Please let us know if everything is not “fine”.

Encourage your child to get involved in activities. There are many exciting opportunities at the college, and keeping busy is a great treatment for homesickness.

Because free times can be hard times, help them to anticipate unscheduled times and plan activities with others.

Help your child to focus on the things that they like here at the college or at school: classes they like the most, friends they will make, or unique opportunities that boarding will provide.

It may be overwhelming for a student feeling homesick to think about a whole year, so help your child break the year down into manageable parts.

This is probably not a time to go “cold turkey” from family contact. Encourage regular, scheduled emails and phone calls. Knowing that they will be speaking with a parent or loved one at a specific time can free a student’s energies for other things.

Parents often ask how frequently they should call. Ultimately, this is a personal decision, but be sure to follow your child’s cues about the frequency of contact, even if you are (and you probably are!) missing your child a great deal and would like to call them more frequently.

Encourage your child to get adequate sleep, nutrition, and exercise, all of which affect mood and resiliency. For this reason, discourage late-night phone calls or phone calls directly before bed-time as they may make students upset and make it hard for them to sleep.

Urge your child to talk to staff at the college about their feelings. Remember that it is perceived distance from home and not geographical distance that correlates with homesickness.

Don’t be surprised if your child starts to talk about being homesick at some time other than the beginning of the year, particularly after being home for a major school break.

### ***What if my child is quieter or introverted by nature?***

If your child is more withdrawn or retiring than some others, they will not be alone. Many of our students find it difficult to reach out to others when in new situations.

Supervisors will do their best to help new students to get to know the other students at the college and to involve them in the life of the college. Typically, such a student will become more comfortable with time. If you anticipate that your child may have some difficulties on this front, please talk to a member of staff.

### ***Does the college have a self-harm policy?***

The college has a staff guidance policy for steps to be taken to ensure that any cases of self-harm are dealt with in line with recommendations from mental health experts. Should you have any concerns regarding past or potential behaviours from your child please speak with a member of the college staff to ensure the appropriate supports can be put in place.

## **DAILY LIVING**

### ***What clothing and bedding should my child bring to the college?***

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

In summer students will have lots of beach trips to help cool off so should make sure they have something to swim in and a beach towel.

With regards to bedding, the college does not provide any bedding for students so the following should be a guide as to the minimum required for each student:

- 1 X mattress protector
- 1 X pillow
- 2 X king single sheet set
- 1 X doona or equivalent in blankets
- 2 X doona covers (if applicable)
- 2 X bath towels

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

The college offers a laundry service on both Wednesday and Friday. Students can have their school uniforms, bedding, and towels washed, dried, ironed and returned to them the same day by simply dropping the items at reception on their way out to school in the morning.

All items will be waiting for their collection when they return from school.

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

### ***How do students wash personal clothing?***

The college has a communal student laundry with six commercial sized washers and three commercial dryers in addition to clothes line facilities.

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

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.

### ***Can students get a casual job while at the College?***

After consultation between parents, student and the College Manager, your child may be given leave to gain casual employment on weekends. If approved, students will be responsible for getting to and from their place of employment.

### ***Where do kids go shopping for everyday items?***

Each Wednesday, students can go directly from school, or be dropped off on the way back to the College to Floreat Forum Shopping Centre, which is located just 3km's from the college.

The Shopping Centre has a Coles, Woolworths and some specialty stores.

The college picks students up at 5.15pm.

In addition to mid-week shopping available at Floreat Forum, the college facilitates (on average) one shopping trip per weekend to various shopping centres throughout Perth or to Perth City.

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

### ***Do students have daily chores?***

Students are rostered for various duties in their units or around the college, such as washing up dishes, or cleaning the common area of their unit.

Scheduled unit cleans are conducted on Wednesday and Sunday evenings after dinner where students complete their specific unit duty for the week.

Each student is responsible for cleaning up after themselves.

## **BEHAVIOUR & DISCIPLINE**

A major focus for the college is the reinforcement of positive behaviours and ensuring we have clear expectations of the behaviour we expect of our students; not just the behaviour that will result in them getting in trouble.

The goal of positive behaviour support at City Beach Residential College is to create and maintain a positive and safe learning and living environment that enhances our college culture where we maximise individual social and academic growth.

Please refer to the 'Student Behaviour Guidelines' publication for details on what positive behaviour support looks like at City Beach Residential College.

### ***Major Issues***

Students will be immediately suspended pending a withdrawal of residence in the event of the following:

- Students in residential unit of the opposite sex; and
- Found in possession of alcohol, drugs or other illegal substance.

Examples of inappropriate behaviour considered to be 'major' regarding potential consequences (but may not warrant immediate suspension) include but are not limited to:

Intimate physical contact;  
Returning to the college under the influence;  
Swearing at college staff;  
Bullying, intimidation or threatening another person;  
Harassment of any kind;  
Any form of physical violence;  
Stealing;  
Entry into out of bounds areas;  
Obscene material;  
Unauthorised possession of college keys;  
Vandalism;  
Unauthorised absence from college grounds;  
Inappropriate use of electronic communications/media.

Students who have been suspended from their school may also be suspended from the college for a period not greater than that of the school suspension.

Partner schools have the ability to exclude and/or suspend students based on actions resulting in disciplinary action at the residential college.

### **What happens if my child is suspended from the College?**

The college has authority to suspend a student for a period not greater than 21 days.

Should your child be suspended, you will be notified by a Senior Supervisor or College Manager as soon as practicable and will be asked to arrange for the student to be picked up as soon as possible from the college.

The college will notify the relevant school to inform them of the suspension if accommodation during the period will not allow for attendance.

### **What happens if my child is suspended pending a withdrawal of residence?**

If a matter is serious enough to warrant an immediate suspension pending withdrawal of residence you will receive notification in writing from the College Manager.

The written notification will outline the date on which the termination will take effect and the reasons for the termination.

Any person who has signed the boarding agreement has the opportunity to request a review based on the merits of the decision and/or the fair and proper procedures.

On receipt of the request of a review a Review Advisory Panel will be convened and are tasked to confirm, vary or cancel the decision.

### **What if I hear about rule breaking at the college and would like it looked into before the kids get in trouble?**

At times, parents will hear about potentially troublesome behaviours before college staff. If you are concerned about your child or another student and would like someone at the college to check into it, please do not hesitate to contact us.

If requested, we would not need to share the source of the information when addressing the problem.

### **Does the college have a policy on bullying?**

Physical or verbal bullying is unacceptable whilst a boarder is in the care of City Beach Residential College.

We expect our students to act civilly to one another, and as such bullying is included in our major issues list.

We discuss bullying with students at the beginning of each year, and often throughout the year during student education talks with external providers.

If you ever have any concerns that a student might be the victim of bullying, we ask that you discuss this matter with a Supervisor.

### **How are consequences for minor issues at the college dealt with?**

The college uses a consequence allocation chart which consists of a visual representation following a list of yes or no questions regarding the incident.

The list of questions allows a staff member to sit down with a student and go through the incident so that they can see how the consequence 'level' was arrived at by the Supervisor.

Please refer to the 'Student Behaviour Guidelines' publication for more details.

The college rarely has to use this allocation tool as most of the behaviour issues dealt with at the college can be accomplished by staff giving a gentle reminder about what is or is not appropriate and expected.

## **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 an *Applied 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 who are too sick to go to school will be confined to bed and will not be permitted to join in normal activities until they are well. A Supervisor will contact you and the school and provide a school absence advice as required. If students contract an infectious disease (e.g. chicken pox, measles, etc.) a Supervisor will contact you to come and take your child home until he or she is no longer contagious.

Medical and dental facilities and pharmacies are readily available near the college. The college has established City Beach Medical practice as its local medical surgery and the City Beach Pharmacy to dispense prescribed and general purpose medicines. Please refer to the attachment 1 for *Preferred Medical Practices* for recommended medical and dental practitioners.

St John Ambulance cover is highly recommended.

Supervisors will make doctor or dentist appointments for your child, as and when required. Transport to medical, dental and

orthodontic appointments will be provided by staff, if within a reasonable distance from the college.

### ***How is medication monitored?***

All medication given to students is recorded on their student health file. Prescription medications that students self-administer are also listed on their health record in the event that information is required by a health practitioner.

Students in any year level that are on long term medication may be allowed to self-administer their own dosage. This permission needs to be in writing from parents.

Students in years 7-10 who require short courses of medications such as antibiotics must hand these in to staff to be dispensed as required.

Students in years 11 and 12 may self-administer prescription medications with the written consent of parents and authorisation by the College Manager.

### ***What if my child is sick and can't attend school?***

Supervisors on duty in the morning will contact both yourself and your child's school to notify them of the absence.

Common medications such as Panadol will be given as required by staff.

Any medical appointments that need to be made will be done by Supervisors.

A medical appointment is not required for each day off but may be required if a third consecutive sick day is required.

Students who have an assessment scheduled at their school on the day of their absence must inform staff so that a medical appointment can be booked for the purpose of obtaining a medical certificate.

### ***What if my child needs to return to the college during the school day due to illness?***

If this occurs the school will contact the college. For students in years 7 and 8, the college will travel direct to any of our schools and collect the student.

For students in years 9 and above, the college ascertains via the student and school staff if the student is able to catch public transport direct to the college or to a train station where they will be collected.

If the student is unable to catch public transport, the college will collect the student from school.

On returning to the college, parents will be notified of the early return and updated on if a medical appointment may be required.

### ***Who makes any medical appointments required?***

The college will make any medical appointments required for students with either our preferred provider or provider of your choice.

If you wish to choose your own medical practitioner the college asks that you consult with staff first to ensure that transport can be arranged to that location.

Supervisors will make medical appointments when students are not sick at the request of students.

For students in years 7 and 8, staff will call home to confirm that parents are happy for this appointment to go ahead and seek advice if you would like a staff member to be present during the appointment.

### ***Will Supervisors attend medical appointments with students?***

In most instances students attend medical appointments by themselves, but on occasions where the matter is complicated and information needs to be accurately relayed home, or at the request of parents, Supervisors will accompany students.

### ***How do students pay for medical appointments or medications?***

The college has made arrangements at City Beach Medical Practice for all enrolled students to be bulk billed resulting in no out of pocket expenses for students or parents.

The college must have a record of the students' valid Medicare card number and expiry.

The college maintains a billing account with City Beach Pharmacy which allows any required student medication to be billed to the college. This billed amount will be added to your next fees invoice for payment.

The college reserves the right to deny expenses being placed on the pharmacy account if outstanding invoices have not been paid.

### ***What medical assistance is available at the college?***

All Supervisors must gain and maintain an Applied First Aid qualification and as such can assist with most day-to-day issues that students have.

The college keeps on hand everyday medications such as: Paracetamol, Ibuprofen, throat gargles and lozenges which can be dispensed on an as needs basis by Supervisors.

In the event of Cold and Flu tablets being required, the college will provide 1 full day worth of medication before requiring that the student provide their own. This can be purchased for the student and invoiced home.

## **SAFETY**

### ***How does the college provide for student safety?***

College safety is comprised of three functional areas: Operations, Safety, and Environmental. Operations at the college mean that staff will be available to students and parents 24/7 during term periods. Students reside in units where all external entry points are alarmed with notifications going direct to on call staff and the College Manager. Department of Education also provide roaming patrols of the college site after hours.

Safety ensures that the college holds regular fire drills and lock down drills, as well as checks to make sure the college is compliant with fire safety standards.

Environmental ensures the college is well prepared for any emergency that may require the coordination and implementation of the College Emergency Management Plan.

### ***Are students safe travelling on public transport?***

The college makes every attempt to group students together during trips on public transport to reduce any risks associated with public transport use. Additionally, the college does not allow students to travel on public transport where it begins at or after 5.30pm.

If at any time the college staff are concerned with the capabilities of any of our students to catch public transport a college vehicle will be sent to collect them from where ever they are located.

## **COLLEGE GOVERNANCE**

City Beach Residential College is governed by the Department of Education (DOE) and is supported by an advisory LINC (Local Input Networking Communications) committee.

The College Manager works with the Supervisors to provide a high quality boarding service which is valued by you and your child. The Manager works with staff to develop

policies and procedures in accordance with DOE policies and directives.

Each year a Head Boy and Head Girl are elected by their peers. Towards the end of their year 11 studies, any interested students are asked to nominate themselves for the position. Students will need to be endorsed by the staff following a brief interview, to ensure that the candidate is aware and able to fulfil the responsibilities of the role. Once endorsed, the students will be elected by their fellow students at the college.

The Head students are supported by a group of student councillors which is comprised of a male and female from each year level. Councillors are voted on by others from their year level but must nominate themselves for consideration. Councillors are expected to perform a leadership role within the student community.

## **COMPLAINTS**

Two-way communication is a critical factor in the partnership between parents and residential college staff. Seeking and sharing information as soon as possible can help clarify and understand concerns and how these might be best resolved.

The Senior Supervisor or on duty Supervisor is the person to contact if you need clarification on minor matters and resolution. The Supervisor will pass on your concerns to the Manager who will become responsible for any further action needed to address your complaint.

The Manager is the person to contact if you have a complaint about the safety or wellbeing of your child, or service being provided by the Residential College. The Manager will liaise with the LINC committee and notify as required the DOE Manager of Residential Colleges.

If the service provided by the Manager is the subject of your complaint contact should be made with the DOE Manager of Residential College's.

Contact can be made via the main phone system at DOE: 92644111

Or if the matter is a serious allegation of staff misconduct, then a formal written complaint should be forwarded, marked

PRIVATE AND CONFIDENTIAL to:

The Manager of Residential College's  
Residential College's  
151 Royal St, EAST PERTH WA 6004

## Appendix 1

### **CITY BEACH RESIDENTIAL COLLEGE – Preferred Medical**

#### **General Practitioners:**

City Beach Medical Centre  
1 Oban Rd  
CITY BEACH  
93859131  
(Bulk Bill all College students)

Wembley General Practice  
Corner Grantham & Harbourne St  
WEMBLEY  
93186399  
(Not Bulk Billed)

#### **Orthodontists:**

Floreat Dental Surgery  
Shop 7 Floreat Forum Shopping Centre  
FLOREAT  
93837711  
(HBF Plus member)  
**(Close to City Beach Residential College)**

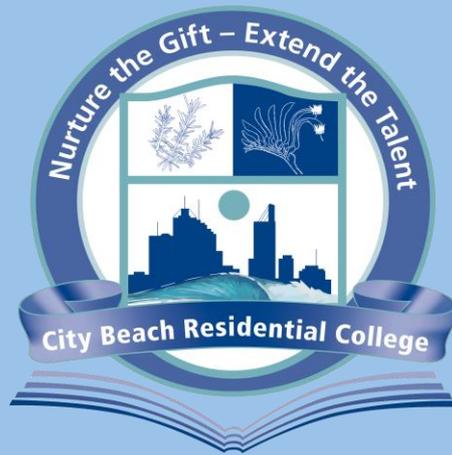
Subiaco Orthodontic Surgery  
103 York St  
SUBIACO  
93812788  
**(Close to Perth Modern School)**

Fremantle Orthodontics  
Suite 11/158 High Street  
FREMANTLE  
93362377  
**(Close to John Curtin College of the Arts)**

School Dental Service  
93130555

#### **Physiotherapy:**

Floreat Physiotherapy  
21 Oceanic Dr  
FLOREAT  
93837819



City Beach Residential College  
22 Kalinda Drive  
CITY BEACH WA

Ph (08) 9285 2672  
[www.education.wa.edu.au/citybeachresidentialcollege](http://www.education.wa.edu.au/citybeachresidentialcollege)

