



Department of  
Education

**Shaping the future**

**Albany Residential College**

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# Parent/Carer and Student 2024 Handbook



11 December 2023

**Albany Residential College and its staff respectfully  
acknowledge the Menang people who are the traditional  
custodians of the Wagyl Kaip and Southern Noongar land on  
which our students live and are educated.**

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





## CONTENTS

CONTACT DETAILS .....	5
WELCOME TO ALBANY RESIDENTIAL COLLEGE .....	6
COSTS AND CHARGES .....	9
LEARNING SUPPORT .....	10
WHAT YOUR CHILD NEEDS TO BRING .....	13
LEAVE ARRANGEMENTS .....	15
STUDENT TRANSPORT .....	17
COLLEGE LIFE .....	18
HEALTH AND SAFETY .....	24
PARENT CONCERNS AND COMPLAINTS .....	27
SAFETY AND WELFARE – FOR STUDENTS.....	28
APPENDIX: RESIDENTIAL COLLEGE CODE OF CONDUCT .....	31

## CONTACT DETAILS

### ALBANY RESIDENTIAL COLLEGE

8 Thomas Street  
(PO Box 1402)  
ALBANY WA 6330

#### Supervisors

Telephone: 08 9844 2500  
Mobile: 0447 248 547 (Male) / 0447 234 722 (Female)  
E-mail: [albanyres.col.supervisors@education.wa.edu.au](mailto:albanyres.col.supervisors@education.wa.edu.au)

#### Administration and finance

Telephone: 08 9844 2501  
Fax: 08 9841 8459  
E-mail: [albany.rescol@education.wa.edu.au](mailto:albany.rescol@education.wa.edu.au)  
Website: [education.wa.edu.au/web/albanyresidentialcollege](http://education.wa.edu.au/web/albanyresidentialcollege)  
Facebook: [facebook.com/AlbanyResidentialCollege](https://facebook.com/AlbanyResidentialCollege)  
Instagram: [instagram.com/albanyresidentialcollege](https://instagram.com/albanyresidentialcollege)  
Mail: *Albany Residential College*  
PO Box 1402  
ALBANY WA 6330

Business hours:  
Mon-Fri  
8:30am – 3:00pm

#### Department of Education

151 Royal Street  
East Perth WA 6004  
T: 9264 4111  
W: [www.education.wa.edu.au](http://www.education.wa.edu.au)

#### Inward telephone

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

08 9844 2500

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 0447 248 547 (Male) or 0447 234 722 (Female) A supervisor will then contact your child with minimum disruption to other students.



# WELCOME TO ALBANY RESIDENTIAL COLLEGE

Thank you for choosing Albany Residential College for your child.

We look forward to working with you as we raise our boarders together 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 education and personal development.

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

Albany Residential College is located high on Mount Clarence, situated directly behind Albany Senior High School. The college offers 90 single rooms in a safe and secure setting, with separate living spaces for girls and boys. The location of the college allows views across to Centennial Stadium, while being a short 14-minute walk into town. The college has several common spaces to encourage student socialisation, including a recreation room inside the college, and a recreation shed outside. Students also have access to the Albany Senior High School oval and gymnasium.

Many of our students come from surrounding country towns in the Great Southern region, as well as several students travelling from communities within the Kimberley Region such as Billiluna, Kalumburu and Fitzroy Crossing to join us. Our students are enrolled at one of the local high schools, including Albany Senior High School (ASHS), North Albany Senior High School (NASHS), St Joseph's College and Bethel Christian School.

The college was originally opened as Amity House in 1974 under Country High School Hostels Authority with extensions completed in 1993. The Priory Hostel (located around the corner on Burt Street) amalgamated with Amity House in 1989, and this heritage listed building still stands today as a private residence. More recently, in 2010, substantial renovations saw the college reopened as Albany Residential College. In 2017 the Department of Education assumed control of one city-based residential college and eight country residential colleges, including Albany.

Students who reside at Albany Residential College benefit from a quality secondary education, while staying connected to regional Western Australia. Students may choose to return home at the weekends, as well as taking part in a variety of sporting, recreational and educational extra-curricular activities.

## **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
- Aquatic Rescue for Group 3 Pool Award
- LR Class Driver's Licence with passenger transport driver (PTD) authorisation.

## **College governance**

Albany 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](http://www.det.wa.edu.au/policies).

### **LINC Committee**

Supporting Albany Residential College is our Local Input Networking and Communications (LINC) committee.

The purpose of the LINC committee is to enable parents and members of the community to provide input 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.

### **Student Council**

The Student Council 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. They are students that demonstrate positive behaviour as role models for their peers and accept the responsibility of presenting and advocating ideas on their behalf.

The role of the Student Council is to help maintain a positive college atmosphere of mutual respect, promote boarder participation in college life, seek guidance from college staff and discuss boarder concerns, as well as establish links within the community via volunteer work.

## **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)**

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.

## **RESPECT | RESPONSIBLE | TEAM**

At Albany Residential College we value every member of the college equally. Through the use of Positive Behaviour Support, we strive for a safe, supportive and engaging environment where boarders are encouraged and acknowledged for their positive behaviour.

## 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 [www.education.wa.edu.au/web/albanyresidentialcollege](http://www.education.wa.edu.au/web/albanyresidentialcollege) 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 unless a prior arrangement or payment plan has been approved by the College Manager.
- Pay any outstanding amounts if the Boarding Agreement is terminated.

### Payment options

 <b>in Person</b> <i>cash, cheque, EFTPOS</i> Albany Residential College 8 Thomas Street ALBANY WA 6330	 <b>by Phone</b> <i>credit card</i> (08) 9844 2500 8:30 am -3:30 pm Monday to Friday	 <b>by Mail</b> <i>cheque, money order</i> Albany Residential College PO Box 1402 ALBANY WA 6330	 <b>via EFT</b> <i>electronic bank transfer</i> BSB: 306-001 A/C: 4415948 Please use student name as the reference
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### 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 colleges 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 Albany Residential College we provide a number of supports to assist students to achieve their academic goals.

Please note that residential college staff are not authorised to sign school documentation on parents' behalf. We will contact you if your child brings a school form or permission slip back to the college and support you to have it signed and returned.

### 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:

Sunday to Thursday from 7:40 – 9:15pm

*Year 11 and 12 students can request late study Monday to Thursday until 10:20pm*

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, 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 can remain open during this time to facilitate those students requiring accommodation in order to attend exams.

A modified boarding service is offered with fewer staff than normal, with the expectation that Year 12 students will demonstrate high levels of responsibility and self-management.

Please let our staff know as soon as possible should your child require this service.

## Music and Art rooms

Students can take advantage of the secure, dedicated music room to store their instruments and practise without disturbing others. The music room can be booked for use during study time, and can also be accessed outside of study time with staff permission. Students may also make use of the Art Room for school or personal use.



## Tutoring

If students require additional help with their schooling, 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 not sufficient, 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.

All students are able to access the college tutors during study. This group tutoring service is freely available for all college students. Currently the college is supported by a tutor two night per week, however, availability may vary.

## Computers and internet access

There are three computers available in each common room for student use. These computers can be booked at reception for use during study time and are freely available outside of study time. Each bedroom has internet connection via ethernet and student Wi-Fi is accessible in the common rooms.

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

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 so that students can attend school. If your child will be absent from school for an extended period of time, 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
- Long-term illness/injury

If you are unable to collect your child, we encourage you to have a local contact or guardian available to do so.

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



# WHAT YOUR CHILD NEEDS TO BRING

## The essentials

We ask parents/carers to monitor the number of personal items brought to the college, however, it is important for students to feel their room is comfortable and homelike. Some popular options are photographs, string lights and small trinkets. Parents must ensure that all clothing is clearly labelled. The college provides a mattress protector in each room. This list is not comprehensive and should be used as a general guide.

- Clothes and shoes for all seasons
- School uniforms and shoes
- Bathers, rash shirt, hat and towel
- Study, school and sporting requirements
- Bedding (King Single sheets, pillow, doona, blankets)
- Bath towel and toiletries (roll-on deodorant only, no aerosol cans)
- Laundry basket and wash bag
- Coat hangers
- Mug or cup for personal use for hot drinks

Please be advised that the college does not allow electric blankets, personal heaters, fridges or televisions in student rooms.

## Personal computers

Computer access has become an integral part of schooling and a personal device is a great idea. Please check with your child's school to see what type of device they recommend.

If your child brings their personal device to the residential college please ensure all appropriate cabling, any required adaptors and USB devices are included.

Personal devices are primarily for study purposes and are not to be used after lights out.

## Mobile phones

Students are to provide their mobile phone number to staff and enter the college phone number into their contacts list.

Mobile phones are not to be used at mealtimes, during study or after lights out. Students in Year 7 – 9 must hand their phone in at the start of study, and can collect them the following morning after breakfast.

## 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 will take all practical precautions to care for your child's personal belongings and retrieve lost or stolen items, but accepts no responsibility for any items that are damaged or lost.

Money, keys and other items of value are best kept on one's person or securely locked in their room. Room keys are available at reception and must be returned when moving out of the room.

### ***Bicycles, scooters and skateboards***

Parents' written permission is required to have a bicycle, scooter or skateboard at the college. These items must be kept in the college sports room, or bike shed, and protective equipment must be when used. Staff will advise when and where they may be used on college grounds.

### ***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, and students will be asked to take the item home.



### ***Student room searches***

To ensure the health and safety of students, residential college staff may search student rooms if they have sufficient reason to do so. Room searches normally take place when staff have formed a reasonable belief that:

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

Any items confiscated will 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 will contact you if your child receives a package 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 give the unopened package to you. We will never open student mail.

## LEAVE ARRANGEMENTS

A record of students' whereabouts is maintained at all times. When leaving the college, all students must **'sign out'** in the appropriate way and **'sign in'** on returning.

### **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 at the usual time, students must receive permission from a supervisor before leaving the residential college grounds.

The college manager may revoke approval to leave the college grounds for disciplinary reasons.

#### ***'Town leave'***

With your permission, students will be given leave on set days each week.

With your permission, students will be given leave on set days each week. All students can take town leave after school on Wednesday until 5:00pm, and either Saturday morning or Saturday afternoon. Year 11 students may also take Town Leave after school on Monday. Year 12 students can take town leave any day excluding Sundays. If a student is unable to take town leave on these set days due to extra-curricular commitments, staff will arrange an alternate time.

Students may use this time to visit the town centre for shopping and banking. All students must be in groups of two or more and follow designated paths when walking into town. Weather permitting, students are encouraged to walk to town. Students are not to visit any private residence whilst on town, or to enter any private vehicles. The college bus may be made available in extreme weather conditions.

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

#### ***Casual Employment Leave***

After consultation between parents, the student and the college manager, your child may be given leave to undertake casual employment. College staff will endeavour to assist with transportation needs, but as this may not always be possible students are encouraged to organise their own transportation to and from their workplace.

### **Leave under another's care**

Students are entitled to 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. In consultation with you, 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.

## **REACH boarding school system**

Albany Residential College uses REACH boarding school software.

REACH is designed to make leave requests and other residential college procedures accurate, easy to use and always available.

At the beginning of your child's residency at the college they will be assigned a profile on REACH and shown how to use the system. Parents also will be assigned a profile which will allow you to log into the portal and arrange for and approve your child's leave. You may choose to download the REACH app which provides similar functionality.

If you have any issues or queries about REACH, please don't hesitate to contact college staff or the REACH support team at [www.reachboarding.com](http://www.reachboarding.com).

### **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.

Your host list is an easy way to maintain names and contact information of people who regularly sign your children out of the college.

### **Leave requests**

Leave requests are fully automated in REACH. A sequence of actions are required from all leave participants (student, parent and college staff) to submit and approve the leave. Any change to the leave details (e.g. a different host or change of date) will reset the permissions sequence.

We ask that all Weekend Leave be submitted to REACH by 10:00am Thursday. This assists college staff to better plan and cater for those students remaining at the college.

All students on leave with a host are asked to return by 7:30pm Sunday – Thursday and 9:15pm on Friday and Saturday. If your child is unable to return on schedule, please contact college staff to let them know when they will be returning.

### **'Day leave'**

Students can go on day leave on the weekend and at various times during the week.

### **'Weekend Leave' and 'Overnight leave'**

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

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

Albany 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 endeavours to meet student transport requirements in and around town where practical. Students are expected to be responsible passengers at all times.



## Private motor vehicles

Your child will not travel in the personal private vehicle of a residential college staff member unless this is the best course of action in a medical emergency situation. Your child is not permitted to travel in a private vehicle unless the driver is an approved host entered in REACH.

## COLLEGE LIFE

### Bedrooms

Students are expected to keep their rooms neat and tidy. College staff regularly inspect rooms to monitor this.

### Dress code

Students are expected to be fully dressed at all times throughout the college. Students should be mindful that CCTV is situated throughout the college, and that in some instances a supervisor of different gender may need to access their dormitory.

Pyjamas should not be worn downstairs, and shoes must be worn outside of the dorms and upstairs common rooms.



### Meals

Albany Residential College supports healthy eating. 'FreshSNAP' is the healthy eating program at all Department of Education Residential Colleges. It is in line with the Department's *Healthy Food and Drink in Public Schools Policy*.

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

All meals are served in the dining room.

Weekday Mealtimes	
Breakfast	7:00 – 7:50am
<i>Students are encouraged to make school lunches in the mornings.</i>	
Afternoon Tea	3:00 – 3:30pm
Dinner	5:00 – 5:30pm

Weekend Mealtimes	
Breakfast	8:00 – 9:30am
Lunch	1:00 – 1:30pm
Afternoon Tea	3:00 – 3:15pm
Dinner	5:00 – 5:30pm

### **Meal requirements outside of regular mealtimes**

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

Students can order a late, packed or early meal if they will not be present at a mealtime (e.g. for sports training or medical appointments). In most instances staff will be able to arrange these meals, but students should plan 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 and chewing gum are banned from the college.

## Weekday routine

Day	Time	Activity
<b>Monday to Friday AM</b>	7:00 – 7:50am	All students out of bed Continental Breakfast in the Dining Room HOT BREAKFAST ON WEDNESDAY MORNINGS
	8:00am	Students washing to laundry Tidy rooms Notify staff if unwell Morning Medications administered
	8:15am	Bus leaves for NASHS / ST JOES / ACC / TAFE
	8:15 – 8:35am	ASHS students leave for school
<b>Monday to Thursday PM</b>	3:10 – 4:00pm	Bus collection from school for NASHS / ST JOES / ACC / TAFE ASHS students return from school Afternoon Tea in the Dining Room
	3:30 – 5:00pm	After school activities (inc. Town Leave on Wednesday)
	5:00 – 5:30pm	Dinner in Dining Room
	5:30 – 7:00pm	After dinner activities
	7:00 – 7:30pm	Supper in Dining Room
	7:40pm	All Year 7-9's hand in phones
	7:40 – 9:15pm	Quiet time for all students during study All students in own rooms Group tutoring in dining room on Tuesday/Thursday evenings
	9:30pm	Lights out (Year 11 & 12's can request permission for late study)
	10:20pm	Late study finishes Lights out (all students)
<b>Friday PM</b>	3:10 – 4:00pm	All students return from school Afternoon Tea in the Dining Room
	3:30 – 5:00pm	After school activities
	5:00 – 5:30pm	Dinner in Dining Room
	5:30 – 8:30pm	After dinner activities
	8:30pm	Supper in Dining Room
	9:30pm	All students upstairs and prepare for bed
	10:00pm	Lights out (all students)

## Weekend routine

Day	Time	Activity
<b>Saturday Full Routine</b>	8:00 -9:30am	Breakfast in Dining Room
	9:00am	Dorm Inspections (before town or signing out)
	9:00 – 12:30pm/ 1:30 – 5:00pm	Optional Town Leave
	1:00pm	Lunch in Dining Room
	3:00pm	Afternoon Tea
	5:00pm	Dinner in Dining Room
	6:00-9:00pm	After dinner activities
	8:30pm	Supper in Dining Room
	9:30pm	All students upstairs and prepare for bed
	10:00pm	Lights out (all students)
	<b>Sunday Full Routine</b>	8:00 – 9:30am
12:00pm		Dorm Inspections
1:00pm		Lunch in Dining Room
1:30 – 5:00pm		Afternoon activities
3:00pm		Afternoon Tea
5:00pm		Dinner in Dining Room
5:30-7:00pm		After dinner activities
7:00pm		Supper in Dining Room
7:40 – 9:20pm		All students complete study in rooms
9:30pm		Lights out (all students)

**\*\*Please note that the front gate is generally closed from 8pm – 7am (8am on weekends). Please contact college staff if you require access during this time.**



## Recreation and Social

We aim to provide a range of activities while also allowing for individual needs. Here are some of our facilities and activities on offer to our students.

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.

### ***Sport and hobbies***

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

- The college organises a wide variety of fun activities throughout the year.
- Details of local sporting clubs and associations can be supplied by college staff if required.
- Students will need to meet the cost of any membership fees, personal equipment and uniforms.

The college welcomes suggestions for activities from students and parents, and we will endeavour to accommodate all reasonable requests.



### ***Camps and outings***

The college organises 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. Table tennis, foosball and pool equipment can be borrowed from reception. Students can also collect the TV remote from reception. Students are expected to look after the equipment and observe the user requirements on display. Students who wish to make use of the college gym must have parental permission and undertake an induction with staff.

## ***Movies and gaming***

Gaming consoles are available on set days in the common room after trading in your phone at reception for 1 hour of game use per person. With permission, students may attend the cinema on weekends at their own cost to see approved films. Students can also select films that they would like to have shown in-house.

All media (television, movies, computer games, DVDs, magazines etc.) accessed by your child whilst residing at Albany 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+ will not be displayed in the college.



## **Visitors**

To ensure the safety of all students, we ask that you enter and leave through reception and to register in the visitors' book. Visiting hours are after school until 5:00pm, and from 10:00am - 5:00pm on weekends.

Visitors are allowed to access to the main common room and school oval. Visitors are not permitted to enter student bedrooms and common spaces upstairs other than on approved dates and times – usually at the start and end of each term.

Students are welcome to invite their school friends to visit the college. Friends are also required to register in the visitor book and are not permitted in bedrooms or common spaces upstairs. 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 or other sections of the college
- loading the dishwashers after meals
- simple gardening.

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

There are four Laundry Rooms with washing machines and clotheslines for students to do their own laundry. Students in Years 10-12 are asked to do their own personal washing (this does not include school uniforms and bedding). There are additional dryers in the senior student laundries, and the main laundry will be accessible over the weekend as required. Irons and ironing boards are also available.

The college laundry service is open for all students to put out school uniforms and bedding, and students in Years 7-9 may put out their personal washing.

Students are asked to bring washing baskets to the laundry on the following days:

Boys: Monday and Thursday

Girls: Tuesday and Friday

Clean washing can be collected from the laundry after school. Parents are asked to provide a washing basket and wash bag (for socks and underwear) and to have the students name clearly labelled on all items.

## 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 Albany 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, we ask that you complete a 'Student Health Care Summary' form so that college staff have the knowledge to support the management of your child's health care needs.

#### ***Unwell students***

Students who are too sick to go to school will be confined to bed in the sick bay. College staff will contact you and your child's school to notify them of the absence. If a doctor's appointment is necessary, we can organise this for you.

For the protection of all students and staff, any child with symptoms of an infectious disease (e.g. COVID-19, influenza, chicken pox, measles) must return home until they are no longer contagious. If your child is not able to attend school because they are unwell, then they will be required to return home.

#### ***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 can make one for you. We ask that medical appointments be made outside of school hours whenever possible. Below are some local options:

Practice	Address	Phone
<b>Pioneer Health</b>	2 Pioneer Road	9842 2822
<b>Southern Regional Medical Group</b>	32 Albany Highway	9845 9000
<b>Sanford Dental</b>	82 Stead Road	9842 6233
<b>Aberdeen Dental Centre</b>	1/60 Aberdeen Street	9842 2345
<b>Great Southern Physio</b>	65 Albany Highway	9842 8850
<b>Bodycare Physio</b>	64 Lion Street	9842 2759
<b>Amcal+ Pharmacy</b>	262/264 York Street	9842 2036
<b>Pharmacy 777</b>	18 Pioneer Road	9841 1532

All medical expenses, including the cost of an ambulance in an emergency, 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**

All medications and first aid equipment are kept in the locked medical cupboard at reception. The college has an epi-pen centrally located at reception, however, any students with a known anaphylactic reaction must also provide their own. A defibrillator is located at reception. All medication given to students is recorded.

If your child requires medication as a short or long-term measure, please tell the college staff prior to your child starting their boarding journey.

The administration of medication carries inherent risk so to help make this practice as safe as possible we ask that all medications be provided to the college in a webster pack. Your chemist will be able to do this.

'All medications' include any prescribed drug or medication, but also those that are available over the counter. Some examples are Ritalin or other drugs used to treat ADD/ADHD, anti-anxiety medications, melatonin, antibiotics, birth control, herbal remedies, iron tablets and hay fever/allergy relief.

Students are not permitted to keep any medications in their rooms, and/or self-administer any medications except an asthma inhaler. You may provide the college with pain relief such as Panadol or Nurofen for your child if you wish and our staff will safely store this for them to provide as needed.

Please contact the college if you have any questions about medications.

## **Mental Health**

Our supervisors keep a close watch on all our students' mental health, and we will speak with you if we have any reason to feel concerned about your child. We also have regular organised access to 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 access this service on behalf of their children by discussing any concerns with college staff.

Support is also available through Headspace Albany. An initial appointment can be organised by the college or directly by parents. The college will assist with transport to and from any appointments.

Care is taken by staff to ensure that the college is a safe and comfortable place for students. We have zero tolerance to bullying and any instances will be dealt with in line with the College code of conduct.



### ***Being homesick***

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.

### **Emergencies and accidents**

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

### **Fire Safety**

Albany 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

Albany 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, we want to know. The college manager is happy to speak with you at any time to hear your concerns or discuss a complaint. You can also talk about it with any member of staff. We also welcome positive feedback.

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 Manager Residential Colleges on 9264 4425 or [residential.colleges@education.wa.edu.au](mailto:residential.colleges@education.wa.edu.au).

### Child protection concerns

Albany 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](mailto:complaints@education.wa.edu.au).

## SAFETY AND WELFARE – FOR STUDENTS

The following sections are for students.

At Albany 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 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: [residentialstudentcomplaints@education.wa.edu.au](mailto:residentialstudentcomplaints@education.wa.edu.au)

W: [www.education.wa.edu.au/residential-college-student-complaints](http://www.education.wa.edu.au/residential-college-student-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.

#### **Police**

24 hours a day, seven days a week

T: 131 444 (000 for emergencies)

W: [www.police.wa.gov.au](http://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](http://www.dcp.wa.gov.au/crisisandemergency)

Crisis Care is a crisis information and counselling service of the Department of Communities Child Protection and Family Support 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](http://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.

## **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.

## Residential college concerns

Raise any concerns about the Residential College – e.g. facilities; meals; leave arrangements – with college staff. Discuss your concerns with other students to see what they think.

You can take your concerns to:

- any member of staff including the College Manager
- your parents/carers
- the Residential college student complaints line.

### Residential college student complaints

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

E: [residentialstudentcomplaints@education.wa.edu.au](mailto:residentialstudentcomplaints@education.wa.edu.au)

W: [www.education.wa.edu.au/residential-college-student-complaints](http://www.education.wa.edu.au/residential-college-student-complaints)

## Anti-bullying policy

Albany Residential College does not tolerate bullying in any form. We are committed to providing you with a safe and caring environment where you feel happy and safe. Whenever you have concerns about feeling unsafe or threatened, we encourage you to speak to staff.

## Suggestions

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



## APPENDIX: 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.