



Department of
Education

Shaping the future

Esperance Residential College

Parent/ Carer and Student Handbook

Last updated
7 November 2022



Esperance Residential College and its staff respectfully acknowledge the Esperance people who are the traditional custodians of the Esperance land on which our students live and are educated. We pay respect to Elders past, present and those who are emerging.

CONTACT DETAILS	4
WELCOME TO ESPERANCE RESIDENTIAL COLLEGE	5
COSTS AND CHARGES	8
LEARNING SUPPORT	9
WHAT YOUR CHILD NEEDS TO BRING	11
LEAVE ARRANGEMENTS	14
STUDENT TRANSPORT	16
COLLEGE LIFE	17
HEALTH AND SAFETY	22
PARENT CONCERNS AND COMPLAINTS	24
SAFETY AND WELFARE – FOR STUDENTS	25
APPENDIX: RESIDENTIAL COLLEGE CODE OF CONDUCT	28

Contact Details

Supervisors

Telephone: 90719666

Mobile: 0488 441 513

Email: Esperance.ResCol@education.wa.edu.au

Administration and Finance

Business Hours: 8.00am-4.00pm Monday - Friday

Telephone: 90719662

Fax: 90719667

Email: Esperance.ResCol@education.wa.edu.au

Website: www.education.wa.edu.au/esperanceresidentialcollege

Facebook: www.facebook.com/EsperanceResidentialCollege

Mail: Esperance Residential College

PO Box 611

ESPERANCE WA 6450

Department of Education

151 Royal Street

T: 08 9264 4111

East Perth WA 6004

W: 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: Student telephone: 90717013

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 90719663 or 0488 441 513.

A supervisor will then contact your child with minimum disruption to other students.

Welcome to Esperance Residential College

Thank you for choosing Esperance 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 personal development and education.

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

About us

The college has a proud tradition of supporting rural students to achieve their academic goals while learning to live in a friendly, safe, and supportive environment. The college lifestyle is very respectful of the needs of students and parents, while being committed in ensuring students learn to live independently and be able to learn within a vibrant community.

Life at the Esperance Residential College is never dull as students are involved in a large range of activities. These include excursions, surfing, swimming, diving, or fishing off the beautiful beaches of Esperance, playing team sports and socialising with friends. Many students also take advantage of our college bus service so they can work part-time after school or on weekends. Recent upgrades ensure the college meets the needs of today's teenager, including new air conditioned single rooms, modern ablution facilities and access to the internet.

Esperance Residential College is located approximately 725 kilometres from Perth on Western Australia's glistening south-east coast. Esperance's natural beauty, climate and lifestyle attract a sustainable and devoted community of over 14,000 people.

Esperance Residential College was founded in March 1968.

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
- LR Class Driver's Licence with passenger transport driver (PTD) authorisation.

Our Partner Schools

Esperance Senior High School

Pink Lake Road Po Box 465 Esperance WA 6450

T: 08 90719555

Office hours 8am-4pm Monday to Friday

E: Esperance.SHS@education.wa.edu.au

Education Support Centre

Pink Lake Road Po Box 696 Esperance WA 6450

T: 08 90719560

E: Esperance.ESC@education.wa.edu.au

South Regional TAFE -Esperance 7

Connolly Street, Sinclair WA 6450

T: 08 6371 3500

E: Esperance@srtafe.wa.edu.au

Esperance Anglican Community School

5 Griffin Street West Beach WA 6450

T: 08 9083 2444

E: info@eacs.wa.edu.au

College Governance

Esperance 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.

LINC Committee

Supporting Esperance 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.

Head Students

Head students are selected late in the year to take up the role for the following year. Students are selected by their peers and endorsed by our supervisors and college manager.

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.

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.



Cost 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/esperanceresidentialcollege 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**

in Person by Phone by <i>cash, cheque, credit EFTPOS order transfer</i> <i>Esperance Residential College Lot 830 George Street</i>	Mail via EFT <i>card cheque,</i> <i>(08) 90719662 Esperance BSB: 8.00 am -4.00 Residential PO Box 611</i>	<i>money electronic</i> <i>306037 pm College A/C:4730452</i>	<i>bank</i> <i>Monday to Friday</i> <i>Please use student</i>
6450 6450	ESPERANCE WA	ESPERANCE WA	name as the reference

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/residentialcolleges> 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 Esperance 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 such as permission slips on parents' behalf. **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:

7.45pm until 9.00pm which will include supper at 7.15pm

All students at the college 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 revision tasks, recreational reading or writing activities 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 Practice

With music subjects, residents may practice during study time once all homework/ study has been completed and approved by a supervisor.

Tutoring

Provision is made in the college budget for the payment of qualified tutors. Tutors, when available, will be at the college on Monday, Tuesday, Wednesday, and Thursday evenings to cover core subjects. To gain more consistency, tutors of a particular subject will be requested to attend the college on the same evening each week so that residents can plan when to book for the required subject.

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.

Computers and internet access

Access is available to residents on request, before the study period, by booking a requested time frame (maximum 30 minutes during the study period).

Priority Students

Priority will be given to residents with major assignments and to year 12 students. **Education**

Tools

Computers are to be used only as an educational tool for research and for completing major assignments during study times.

Incorrect Use of the Internet

Inappropriate use of the college internet, e-mail or the loading of games or pornographic material will result in the college contacting the school administration and having the offending student's computer access denied for 1 week.

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.



What Your Child Needs to Bring

The Essentials

Clothing and Study requirements

Clothing brought to the college by students is at the parents' or guardians' discretion. The following should be seen as the minimum requirements.

School Wear

The rules of the Esperance Residential College require the students to wear the correct School Uniform to and from school at all times.

Please make provisions for daily changes of shirts and socks, as well as periodical changes of other items. Particular attention should be paid to providing the correct color school rugby jumper and shirts.

The following is a list of School Uniform items:

Male school uniform

White, red or green polo shirts

White school shirts

Grey, black or beige shorts/trousers or,

Black track suit pants

School rugby jumper (ESHS Logo/colors)

School blazer

Female school uniform

White, red or green polo shirts

White school shirts

Green, grey, beige, black short or

Skirt in official tartan

Black track suit pants

School rugby jumper (ESHS Logo/colors)

School blazer

In addition

During winter a jacket may be worn over the top of the school uniform. All school participation shirts/jumpers are allowed. i.e Country week jumpers.

Year 12's may wear their year's jumpers. School participation shirts or windcheaters may be worn (e.g., Agriculture/music/country week). During winter an extra jacket may be worn as long as the full school uniform is worn underneath.

Casual wear

Suitable clothes for recreation and social events should be provided. All slogans on t-shirts are subject to staff evaluation as to their suitability. Appropriate sportswear needs to be provided if your child intends to play sport.

Footwear

If students wear sand shoes to school, it is recommended that they bring at least two pairs. Regular changing of shoes will minimize foot problems and the amount of foot odor.

Under wear and domestic gear

- 2 pairs of pyjamas
- 1 dressing gown (optional)
- 1 pair of slippers/ ugg boots
- Toiletries
- Sufficient socks, underwear to allow at least daily change
- 1 Dishwasher proof drinking mug
- 2 Sets King single sheets
- 3 Pillow slips
- 4 Towels- 1 Linen bag
- Adequate blankets or equivalent

Study requirements

- Study diary
- Stapler
- Hole punch
- Desk lamp, Paper-file and typing, pens, pencils, rulers, etc.

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

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

Year 7 and 8 students will have their phones collected at bedtime and returned after successfully completing morning inspections.

Parents and friends of college students note that the "use of mobiles" is not allowed after 8pm Sunday to Thursdays. Students are either preparing for study or bed at these times.

Using phones at these times will result in the student losing the phone for one week.

Confiscated phones are kept in the supervisors safe. Students are required to mark mobiles with their name. The college takes no responsibility for replacing lost, stolen, or damaged mobile phones.

Also, students found to be involved in recording, distributing, or uploading inappropriate images or videos of students, parents, or staff at the college (or on college excursions) will be suspended immediately. Students should not engage in personal attacks, harass another person or post personal information about another person using SMS messages, taking/sending photo's or objectionable images through the use of phone calls. Students using mobile phones (or emails, Facebook, Twitter, Snapchat, and Instagram) to bully other students or send inappropriate material will face disciplinary action and will be reported to the Police.

Mobile phones are acceptable provided their use does not create a disturbance for other students. Phones cannot be used during study or after lights out and must be used with respect towards the privacy of other students. e.g.: not being used while other students are showering etc. The use of phones at these times will result in them being confiscated for up to one week.

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

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, the college accepts no responsibility for any items that are damaged or lost.

Banned Implements

Dangerous implements such as knives, weapons, spears guns, bullets, war souvenirs, etc. are not permitted in the college. Also vapes, cigarette lighters, aerosol cans and candles.

Banned Horseplay

Horseplay, practical jokes, pillow fights; bed decking, etc. frequently lead to serious accidents, and therefore are discouraged at the college.

Running

Unless instructed to do so by the supervisory staff, students are not to run within the college. Students will receive duties if they continually ignore this rule.

Reporting Dangers

Students are to report to the supervisory staff any perceived faults in college electrical appliances, loose fittings or carelessly placed heavy objects.

False Fire Alarm

No student is to tamper with the college fire extinguishers, security cameras or smoke security alarms. Penalty is gating and/or suspension. These banned items include cigarette/lighters, vapes, candles and deodorant aerosol cans.

Personal Accident Insurance

All students are required to have personal accident insurance. This may be arranged through the High School.

Care of Possessions Owner Identification

All items brought into the college - clothing, bedding, personal or sporting equipment must bear the owners name inscribed in some illegible form.

Money

Students should only keep small change in their wardrobe. Pocket money and bankbooks may be deposited with the staff for safekeeping. Each student is provided with a security file for this purpose. It is recommended students use bank key card facilities for pocket money.

Bicycles, Scooters and Skateboards

Students are encouraged to keep pushbikes at the college under the following guidelines:

Bicycles to be kept locked up in the shed provided. Safety helmets must be worn. Students must seek permission from the supervisory staff before using their bicycles. If bicycles are not used appropriately and responsibly, the owner will be asked to remove the bicycle from the college. Students are to ride only their own bikes. Students are not to ride near staff quarters. The college takes no responsibility for damage to student's bikes. Students must not ride the bike off college grounds unless accompanied by a supervisor.

Failure to comply will result in permission to keep a bike at the college being withdrawn.

Parents' written permission is required to have a bicycle, scooter, or skateboard at the college. 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 a reasonable suspicion 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.
- Or any other reason where the college manager has sufficient reason to do so.

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. Generally, searches are in the presence of the student.

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.

Parents and students must organise leave arrangements for weekends, early in the week. Friday 8.30am is the cut-off point. After this, only with special requests will students be allowed to leave the college. Students are only allowed home with parents or those on their permission list. Parents must give permission in writing or completed on Reach each time a student intends to leave for a special event, and the person signing the student out must bring them in on return. If students are not going home, the college must know exactly where they are going and with whom.

Students are not to be signed out just for driving around town. Students who are signed out for the weekend must indicate their time of return which is to be no later than 9pm Sundays, unless previously arranged with supervisors and parents. The college will refuse to sign students out to activities where alcohol will be present unless there is written permission from parents. Students must return to the college in an acceptable state of dress and cleanliness. Private vehicles on college grounds must remain in the car park, and the speed limit must be obeyed.

Leave While Under College Care

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

Leaving Residential College Grounds

Except when leaving to attend school, students must receive permission from a supervisor before leaving the residential college grounds.

The 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.

Signing Oneself Out

Students must obtain permission from a supervisor to leave the college and they must see a supervisor to move their name on Reach. On return to the college, the student must see a

supervisor to indicate they have returned and move their name on Reach. **Being Signed Out**

Students departing from the college with an authorised person must ensure that, before leaving, that person sees one of the supervisors and the authorised person signs the book provided for this purpose.

Weekend Sign Out

Students are to fill out the weekend sign out sheet accurately to ensure that a meal is available for them. The normal time of return is before 9.00pm on the last day of the weekend, or before school the following day. The staff follow the “24 hour rule” for sign outs. Students need to have their weekend sign outs organised by Friday morning 8.30am and make sure the sign out is on their approved list. If they are not, parents need to give the college a ring to approve it, at least 24 hours before the student can leave.

Remaining within College Precincts

Except for attending school, students are not permitted to leave the immediate precincts of the college under any circumstances whatsoever without permission of the supervisory staff. No student is to leave his/her dormitory wing after lights-out. Breaches of these regulations will be treated with the utmost seriousness. Penalties include duties, gating and/or suspension.

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.

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

REACH Boarding School System

Esperance 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.

Sign Out ('host') List

You can add any number of trusted people ('hosts') into REACH that your child may go on leave with.

'Leave Requests'

Leave requests are fully automated in REACH.

'Day Leave'

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

'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

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

Private Motor Vehicles

Students are expected to be always responsible passengers.

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.

Student Motor Vehicles

Students are permitted to keep cars at the college only with permission from their parents and the college manager and only under the following car policy guidelines:

The college is in no way responsible for the welfare of the vehicle or for any repairs carried out on the vehicle.

The vehicle may only be used for trips directly home and back to the college. In the case of mopeds use is for travel to homes inside the town area and/or for access to work placement as part of their studies.

The keys must be given to the college staff as soon as the vehicle is brought onto the college campus.

The vehicle will be removed immediately if the manager so decides.

Permission must be granted by the manager before the vehicle is brought onto the campus.

A passenger may be carried only if both the parent of the driver and the parent of the passenger have granted specific written permission for each trip and if starting dates and journey details are included. In the case of moped no passengers are allowed. The student may be asked to remove the vehicle, either temporarily or permanently home as a consequence of misconduct, both related and not related to the vehicle.

College Life

The basic premise of the college is to provide a range of activities which are enjoyed by the majority of students, while also allowing for individual needs. Listed below are a range of facilities and activities on offer to students.

- Three college buses (all with seat belts) ensures access to all sporting, medical and academic commitments. Popular destinations include the indoor heated town pool, town cinema, local skate park and the many spectacular beaches.
- Student computers with internet and email facilities ensures access to homework from school.
- TV, games (pool, table tennis, hand soccer), craft and music rooms.
- Access to community college library, ovals, tennis courts, enclosed basketball court, gym, skateboard ramps, canoes and bikes.
- Camps and day trips to various locations.
- A range of organised sporting events, both in-house and within the Esperance community.

for post-secondary studies.



Daily Routine

Esperance Senior High School new timetable as of Term 1, 2022

Period 1 8.40am to 9.42am

Period 2 9.42am to 10.44am Form

10.44am to 10.54am

Lunch 1 10.54am to 11.24am

Period 3 11.24am to 12.26pm

Period 4 12.26pm to 1.28pm

Lunch 2 1.28pm to 1.58pm

Period 5 1.58pm to 3.00pm

Morning Rise

Students should rise promptly on or before the second call at 7.15am in the morning, unless permission has been obtained on the previous day from the supervisory staff. No student may rise before 6.30 am without permission. This is so other students are not woken up unnecessarily. Please respect the other students in your area.

Lights Out

Silence after lights-out is essential for each person's right to adequate rest. Infringement of this right will be treated as serious.

Bedtimes /Showers

Bedtimes - Junior students – Year 7s and 8's - must have showers prior to study and study starts at 7.45pm. Middle and senior school students sent to dorms at 9.30pm and have their lights out at 9.30 pm. Upper school students can continue to study until 10.30pm, if necessary, with supervisor's permission only. All students should be up between 7:05am and 7:20am every morning during the school week.

Seniors and Juniors can shower after 7am in the morning and at night before study starts. Student showers should not last more than 5 minutes and definitely no chairs in showers unless catering for a disability. Seniors may shower at nights but only between 9.30pm and 9.45pm.

Evening Routine

5.10pm Year 7 and 8 dinner starts

5.30pm Dinner starts for all other students with informal setting. Finishes at 5.50pm

7.20pm Supper starts

7.45pm All students are called to study. Students are to start getting ready for study, book computers, organise printing/photocopying etc. Year 7 and 8 students can ring their parents to say goodnight

8.00pm Study starts. Year 7 and 8 students to hand in phones

8.45pm Year 7 and 8 finish study, lights go out at 9pm

9.00pm Year 9 finish study, lights go out 9.15pm

9.15pm Year 10, 11 and 12 finish study, lights go out at 9.30pm. Students can continue To study in their own room alone until 10.15pm if required and approved by a supervisor

9.30pm Year 10, 11 and 12 Study to 10.30pm if requested and approved by supervisor

Bedrooms

Each student's room is his/her home while living at the college. Other students should respect it as a private area and must never touch any property in it without the owner's permission. Students must make sure that their rooms are neat and clean for daily inspection. Students who continually fail room inspections will have warning letters sent home and risk forfeiting that room. e.g.: moved out to another area. Surfboards, body boards and bikes can be stored in the secure shed provided while large musical instruments can be stored in the music rooms. No blu tac on painted walls. **Dress Code**

Students are expected to be always dressed appropriately.

When necessary, the supervisory staff will suggest to students the appropriate dress for various occasions. Footwear must always be worn in public areas of the college. Students are not allowed singlets or any headwear in the dining room at mealtimes. **Hair**

Hair is to be neat, clean always, and not hanging in the face. Extreme styles and haircuts are not allowed. This will be left to the discretion of the college manager.

Clothing

Clothing such as shirts, blouses, underwear, socks etc. should be changed daily and dirty laundry must be stored in a suitable hamper or bag. Wardrobes will be inspected at the supervisors' discretion to ensure that this is being done.

Meals

Esperance Residential College supports healthy eating. 'Eat Learn Thrive' is the health and wellbeing program at all Department of Education Residential Colleges. It is based on the Department's *Healthy Food and Drink in Public Schools Policy* and the 'traffic light' system of menu planning.

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.

Table Etiquette

The college places great importance on table etiquette and makes sure that every student is familiar with the dining room guidelines:

- * Enjoy your meal by eating slowly and quietly.
- * Be aware of the needs of others by asking for table items to be passed.
- * Keep elbows off the table by sitting up straight.
- * Do not swing on chairs.
- * Hats should not be worn in the dining room.
- * No sandwiches to be made at mealtimes except for lunch.
- * Bread / toast to be buttered on a side plate rather than in the hand or on the table.
- * Do not speak with your mouth full.
- * Use a knife and fork correctly.
- * Clear table quietly. Push chairs in as you leave the table.
- * Keep to designated table if set table seating applies.
- * Permission to be granted from staff to leave the room, staff need to check your table at the end of the meal as well.
- * No one is to be in the dining room prior to the meal being called.
- * All mobile phones should be switched off.

Eating together should be a happy, social occasion always. If you have good table manners and at the same time show consideration, then you should feel more relaxed to enjoy your meal.

Second Servings

There is usually enough food to provide second servings at all meals. Students should feel free to take advantage of this without other students making derogatory comments.

Food is not to be consumed in the TV rooms.

Personal Food and Snacks

In general, food is never denied to students who are hungry outside of meal/supper times. However, permission to go into the kitchen to obtain food must be obtained from a supervisor or appropriate kitchen staff member.

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

Access to the Kitchen

The kitchen is normally out-of-bounds to all students -except those involved in kitchen duties- without permission from a supervisor. The penalty is 5 extra duties.

Absence from Meals

Students must be present at all meals unless they have permission from a staff member. They must also notify the kitchen staff of their intended absence, especially if they require a meal to be saved. Students need to record their name in the book provided to save a meal.

Weekday Mealtimes

Breakfast 7.05am - 7.40am

Lunch First lunch 11.00 am Second lunch 1.30 pm

Dinner Casual Dining

Weekdays Commences at 5.15pm and Finishes 6.00pm

Students must have names ticked off attendance sheet before 6.00pm

Weekend Mealtimes

Breakfast Saturday 8.00am – 9.00am

Breakfast Sunday 8.30am – 10.00am

Weekend Lunch 12.30pm

Weekend Dinner 5.30pm - 6.00pm

All students need to be in the dining room at 5.25pm

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 and notify staff if they need one.

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.

Recreation Shed

The rec shed is available every day to students. On weekdays, the closing time is 7.30pm. On weekends, it is 9.00pm. Regular college sports are organised, and students are encouraged to participate.

Movies and Gaming

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

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

College Projects/Sports

All students are encouraged to participate in college projects and community activities. They are also encouraged to take an active part in a sport. When training or playing times conflict with study time, make-up study must be carried out in advance during normal college recreation time.

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.

Visitors

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

Visitors are not permitted to enter student bedrooms 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 also are not permitted in bedrooms and are required to follow staff instructions whilst on college grounds.

Receiving Visitors

Parents and guardians are always welcome to visit students and to have a meal with them at the college. Regular visitors are restricted to the front foyer and games room, between 3.10pm and 7.00pm on school days and 10.00am and 8.00pm on weekends (except Sunday's 7pm).

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

The college offers a laundry service for all/junior students. We also have washing machines and clotheslines for students to do their own laundry if preferred. Irons and ironing boards are also available.

Religious Freedom

Under the *School Education Act 1999* the curriculum and teaching in government schools is not to promote any religious practice, denomination, or sect. We also adhere to this principle at Esperance 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 and will be excused from normal activities until they are well. College staff will contact you and your child's school to notify them of the absence. If a doctor's appointment is necessary, we will organise for this and notify you at the earliest convenience.

For the protection of all students and staff, any child that contracts an infectious disease (e.g. COVID19, chicken pox, measles) must return home until they have served the appropriate isolation period and are no longer contagious.

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

Medication

With your written permission, college staff can administer medication to your child. We will give you a Short/Long Term Medication form upon accepting a place at the college seeking your approval.

Please inform the college of any medication being taken by your child. If your child requires short term medication, such as antibiotics or some other prescription, we will ask you to complete and sign an Administration of Medication form with the appropriate details. All medications brought into the college must be disclosed and given to college staff to be dispensed as required. They should be in the original packaging and clearly labelled with the student's name. The college also prefers medication in blister packs organised through Terry White Chemmart, Boulevard shopping centre, Esperance Phone: 90712125.

With your written permission, senior students may self-administer their medication. You can authorise this on the Administration of Medication form. All medication given to students is recorded. Prescription medications that students self-administer are also recorded if information is required by a health practitioner. Students may keep their asthma inhaler with them in their room.

Doctor Surgeries in Esperance

Genpar Surgery Recherche Medical Centre

63B Dempster Street 64 Windich Street

Ph: 90711956 Ph: 90717799

Banksia House Esperance Family Practice

47 Dempster Street Suite 7/116 Dempster Street

Ph: 90711511 Ph: 90717799

Dempster Centre

98 Dempster Street

Ph: 90712462

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.

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.

CCTV

To support the safety of staff and students, CCTV is installed to provide coverage of select areas of the college.

Emergencies and Accidents

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

Fire Safety

Esperance 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.

Parent Concerns and Complaints

Residential College Concerns and Complaints

Esperance 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.

Child Protection Concerns

Esperance 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.

Safety and Welfare – For Students

The following sections are for students.

At Esperance 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

W: 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

When you call you will be asked to:

Press '1' for immediate police attendance

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

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

Crisis Care

24 hours a day, seven days a week

T: 9223 1111

T: 1800 199 008 (country free call)

T: 9325 1232 (TTY)

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

Crisis Care is a 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

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

W: www.education.wa.edu.au/residential-college-student-complaints

Anti-Bullying Policy

Esperance 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.