



Department of  
Education

**Shaping the future**

# Parent/Carer and Student Handbook



**Geraldton Residential College and its staff respectfully acknowledge the Southern Yamatji People who are the traditional custodians of the land on which our students live and are educated.**

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

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## Contact Details

### Geraldton Residential College

27 Holland Street

GERALDTON WA 6530

### Supervisors

Telephone: 08 9923 5250

Mobile: 0457 536 144 / 0457 536 145

E-mail: Geraldton.SRC.Supervisors@education.wa.edu.au

### Administration and Finance

**Business Hours: 8:00am – 4:00pm Monday - Friday**

Telephone: 08 9923 5250

Fax: 08 9923 5299

E-mail: Geraldton.ResCol@education.wa.edu.au

Website: [www.education.wa.edu.au/web/geraldtonresidentialcollege](http://www.education.wa.edu.au/web/geraldtonresidentialcollege)

Facebook: [www.facebook.com/GeraldtonResidentialCollege](https://www.facebook.com/GeraldtonResidentialCollege)

Mail: Geraldton Residential College

Locked Bag 80

GERALDTON WA 6531

### Department of Education

151 Royal Street

T: 08 9264 4111

EAST PERTH WA 6004

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:

Telephone: 9923 5250 Staff are then able to transfer the call to the student phone.

Students are asked to remind family and friends that they are unavailable to receive incoming calls during meal times, 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 0457 536 144 (Dellahale) or 0457 536 145 (Frewer). A supervisor will then contact your child with minimum disruption to other students.

## WELCOME TO GERALDTON RESIDENTIAL COLLEGE

Thank you for choosing Geraldton 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 is located within a 10 minute walk from the Geraldton City Centre and is adjacent to the Geraldton Senior High School campus. Geraldton Residential College has modern facilities providing high quality, air-conditioned, single room accommodation, top security and outstanding study and recreational facilities for up to 124 residents. The college provides students with the opportunity to achieve their education, training, and career goals in a supportive social environment.

We provide accommodation for students attending Geraldton Senior High School, Champion Bay Senior High School, Geraldton Grammar School, Nagle Catholic College and Geraldton Christian College. The link between the college and its partner schools is excellent, with extended support offered to students. We have been caring for remote and rural students for over 80 years.

Geraldton Residential College has an established identity within the Geraldton community and throughout WA. Our credibility is reflected in the confidence shown by families who send successive generations to reside within its walls. Over the years the college has expanded, relocated, and changed names.

Geraldton Residential College can date our history back to 1921 with the opening of the Geraldton Protestant Children's Home, and Forrest Lodge (1939). We then saw the construction of Dellahale House to replace Proddy Home in 1964. The male students from Forrest Lodge transferred to John Frewer House in 1969, where they continued to operate as a separate entity from Dellahale until 1981. That year, the Manager of Frewer House was appointed the Manager of the combined college. The name Geraldton Residential College was adopted in 1997, and in 2002 the two houses were amalgamated on the Dellahale site where it remains today.



## 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.

## Our partner schools

We are proud to have direct relationships with all our partner schools.

	<b>Geraldton Senior High School</b> 08 9965 8400 <a href="http://geraldtonshs.wa.edu.au">geraldtonshs.wa.edu.au</a> Carson Tce, PMB 10100 Geraldton		<b>Champion Bay Senior High School</b> 08 9965 8300 <a href="http://championbayshs.wa.edu.au">championbayshs.wa.edu.au</a> 90 Highbury Street, Geraldton
	<b>Nagle Catholic College</b> (08) 9920 0500 <a href="http://ncc.wa.edu.au">ncc.wa.edu.au</a> 101-103 Sandford Road Geraldton		<b>Geraldton Christian College</b> 08 9965 8400 <a href="http://geraldtonshs.wa.edu.au">geraldtonshs.wa.edu.au</a> Carson Tce, PMB 10100 Geraldton
	<b>Geraldton Grammar School</b> 08 9965 7800 <a href="http://geraldtongrammarschool.wa.edu.au">geraldtongrammarschool.wa.edu.au</a> 134 George Road Geraldton		



## College Governance

Geraldton 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 Geraldton 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 Student

Head Student/s are selected late in Term 3 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 and are role models for their peers. They accept the responsibility of presenting and advocating ideas on behalf of the student body.

## 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.

## 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 for the latest information on costs and charges.

<https://www.education.wa.edu.au/web/geraldtonresidentialcollege/applying-and-fees>

### 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



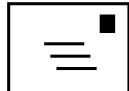

The residential college recovers the cost of providing individual services to students such as the purchase of required medications and participation in optional organised activities.

### 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> <b>cash, cheque, EFTPOS</b> Geraldton Residential College 27 Holland Street GERALDTON WA 6530	 <b>by Phone</b> <b>credit card</b> (08) 9923 5250 8 am - 4 pm Monday to Friday	 <b>by Mail</b> <b>cheque, money order</b> Geraldton Residential College Locked Bag 80 GERALDTON WA 6531	 <b>via EFT</b> <b>electronic bank transfer</b> BSB: 086 643 A/C: 5083 21585 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 Geraldton Residential College we provide a number of supports to assist students to achieve their academic goals.



### Homework and Study

All students are encouraged to make use of study time at Geraldton Residential College in line with our individual partner schools homework expectations. The college provides a supervised, quiet and non-disruptive space for students to reflect and review the work they have done at school each day, as well as complete set homework. 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:

Junior Students (Year 7 - 9)  
Monday to Thursday 6:00pm - 7:00pm

Senior Students (Year 10 - 12)  
Monday to Thursday 8:00pm - 9:30pm

All students attending study are expected to conduct themselves respectfully and responsibly at all times and may need to dedicate extra effort outside of these times to complete all academic requirements.

### Music Practice

Our dedicated Music Room is a secure space to store musical instruments. Students may access this room during the day, or in the evening, for practise.

## 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.

Students may access help from the college tutor during study when available. Time can be booked individually or as a group. Senior students may also make the most of this support.



## Computers and Internet Access

College internet is set up for students to be able to study and research their required school work. Wi-Fi is available throughout the whole college including front reception, and Clancy House, as well as throughout Dellahale and Frewer House.

Our dedicated device bench at front reception is available for use to all students. These computers have internet connection, and the ability to print via the college printer.

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, your child will need to sign a BYOD Contract & Acceptance of Agreement setting out rules surrounding Department of Education-provided online services.

## WHAT YOUR CHILD NEEDS TO BRING

### The Essentials

We ask parents/guardians to monitor the number of personal items brought to college, however, it is important for students to feel their room is comfortable and homelike. Some popular options are photographs and small trinkets. Parents must ensure that all clothing is labelled. The college provides a mattress protector for every student.

Some essentials are:

- 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)
- Shower caddy
- Laundry basket and laundry bag
- Coat hangers
- Small bin

Please be advised that the college does not allow electric blankets, 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

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

All technology belonging to Junior Students is kept in a secure, locked cupboard overnight. Students have access to their technology after breakfast each morning.

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

## **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.

All student rooms have a secure, key lock door. Students are responsible for their own room key and are encouraged to keep bedroom doors closed when they are away from it.

### **Bicycles, Scooters and Skateboards**

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.

All students must always use the appropriate protective equipment. The college has a secure bike shed where students may store their personal bikes during term time.

### **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.

## 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, 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.

Years 7-11 may take town leave after school on Tuesday from 3:00pm – 5:00pm and Saturday morning from 9:00am – 11:30am. Year 12 students may take town leave any afternoon during the week, and between 9am – 5pm on weekends, for a maximum of 2.5 hours.

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 the designated paths when walking into town. Students are not to visit any private residence whilst on town leave unless prior permission from their parents has been granted.

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

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.

All students on leave with a host should return by 7pm on Sun – Thurs, 8:30pm on Friday and Saturday.

## **REACH Boarding School System**

Geraldton 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 people ('hosts') into REACH that your child may go on leave with. These requests still require parental approval.

## **Leave Requests**

Leave requests are fully automated in REACH. Once a leave request has been submitted, a sequence of permissions is required from parent and college staff for leave to be approved.

We respectfully ask for advance notice of your child's leave plans, as this allows us to better plan for and cater to all students remaining at the college.

## **'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**

Geraldton 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 always expected to be responsible passengers.

### **Private Motor Vehicles**

Your child is not permitted to travel in a private vehicle unless the driver is an approved host entered in REACH.

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.

### **Student Motor Vehicles**

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

Students must:

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

Students must understand that having a vehicle at the college is a privilege and not a requirement and hence may have this privilege revoked at any time.

### **Public Transport**

Students and Parents/Guardians are responsible for managing SmartRider cards. It would be helpful for parents if students check their SmartRider balance regularly.

SmartRiders can be applied for through each school's front office.

All students, except those enrolled at Nagle Catholic College and Geraldton Senior High School, must have a SmartRider for school travel.



## COLLEGE LIFE

### Daily Routine

Day	Time	Activity
<b>Monday to Friday AM</b>	6:30 - 7:30am	All Students out of bed Continental Breakfast in Dining Room HOT BREAKFAST ON WEDNESDAY MORNINGS
	7:00 - 8:30am	Tidy rooms Laundry to be put out Notify staff if unwell School Notes Morning Medications
	7:45 - 8:00am	CBSHS, GCC and GGS leave for school
	8:00 - 8:20am	NCC leave for school
	8:30 - 8:40am	GSHS leave for school
<b>Monday to Thursday PM</b>	3:00 - 4:00pm	All students return from school Afternoon Tea in Dining Room
	3:30 - 5:00pm	After school activities (includes town leave on Tuesday)
	5:30 - 6:00pm	Announcements and Dinner in Dining Room
	6:30 - 7:15pm	Study in Rainbow Room (Year 7-9)
	8:00 - 9:30pm	Study in Student Rooms (Year 10-12) Supper in Dining Room
	8:00pm	All showers to be had by 8:00pm, Quiet Time in own rooms
	8:30pm	Tech handed in (Year 7-9)
	9:00pm	Lights Out Year 7-9
	9:30pm	Lights Out Year 10-12
<b>Friday PM</b>	3:00 - 4:00pm	All students return from school Afternoon Tea in Dining Room
	3:30 - 5:00pm	After school activities
	5:30 - 6:00pm	Announcements and Dinner in Dining Room
	6:30 - 8:30pm	Recreation and Social Events
	8:00pm	Supper Time
	9:45pm	Tech handed in (Year 7-9) at Supervisors' discretion
	10:00pm	Quiet time in rooms/Lights out for all students

**\*\* Please note the following\*\***

GSHS: Geraldton Senior High School  
 CBSHS: Champion Bay Senior High School  
 GGS: Geraldton Grammar School  
 NCC: Nagle Catholic College  
 GCC: Geraldton Christian College

<b>Saturday Full Routine</b>	8:00 - 9:30am	Breakfast available in Dining Room
	9:00 - 11:30am	Town Leave
	12:00 - 12:30pm	Lunch in Dining Room
	1:00 - 5:00pm	Recreation and Social Activities
	3:15 - 4:00pm	Afternoon Tea in Dining Room
	5:30 - 6:00pm	Announcements and Dinner in Dining Room
	6:30 - 8:30pm	Recreation and Social Activities
	8:00pm	Supper Time
	9:45pm	Tech handed in (Year 7-9) at Supervisors' discretion
	10:00pm	Quiet time in rooms/Lights out for all students
<b>Sunday Full Routine</b>	8:00 - 9:30am	Breakfast available in Dining Room
	10:00 - 11:30am	Recreation and Social Activities
	12:00 - 12:30pm	Lunch in Dining Room
	1:00 - 5:00pm	Recreation and Social Activities
	3:15 - 4:00pm	Afternoon Tea in Dining Room
	5:30 - 6:00pm	Announcements and Dinner in Dining Room
	6:30 - 7:15pm	Physical Activity/Quiet Time in own rooms
	8:00pm	All showers to be had by 8:00pm, Quiet Time in own rooms
	8:30pm	Tech handed in (Year 7-9)
	9:00pm	Lights Out Year 7-9
	9:30pm	Lights Out Year 10-12



## Bedrooms

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

## Dress Code

Students are expected to be dressed appropriately at all times.

## Meals

Geraldton 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.

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



## Meal Requirements Outside of Regular Meal Times

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 meal time (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 caffeine, flavoured milk and chewing gum are banned from the college.



## Recreation and Social

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

### **Swimming Pool and Recreation Room**

Students are encouraged to make good use of college facilities. Students are expected to look after the equipment and observe the user requirements on display. Our recreation room is a great central meeting point for all students. Everyone can enjoy the projector set up with TV, DVD and Apple TV. The common room also contains a table tennis table and foosball soccer.

Outdoors, the college has an extensive grassed area with access to soccer nets and balls. Students can also make use of the basketball/netball half court with sail shades. College bikes are available to be borrowed and used after school and on weekends. Our qualified supervisory staff regularly open the college pool for students to enjoy. Students must follow staff directive while in the pool area.

Additionally, each year group dorm area contains a common room with its own TV, couches and kitchenette.

### **Movies and Gaming**

Gaming consoles are permitted at the college for use only on weekends. 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 Geraldton 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 Geraldton Residential College and is banned.

### **Visitors**

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

Visitors are not permitted to enter student dormitories 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 dormitories and are required to follow staff instructions whilst on college grounds. Visiting hours for friends are after school until 5:00pm and from 10:00am - 5:00pm on weekends.

## 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 students. We also have washing machines and clotheslines for students to do their own laundry if preferred. Irons and ironing boards also are available.

Students can bring their wash basket to the laundry every morning. These can be collected from the laundry after school. Parents are asked to provide a wash basket, wash bag and to have the students name clearly labelled on all items.

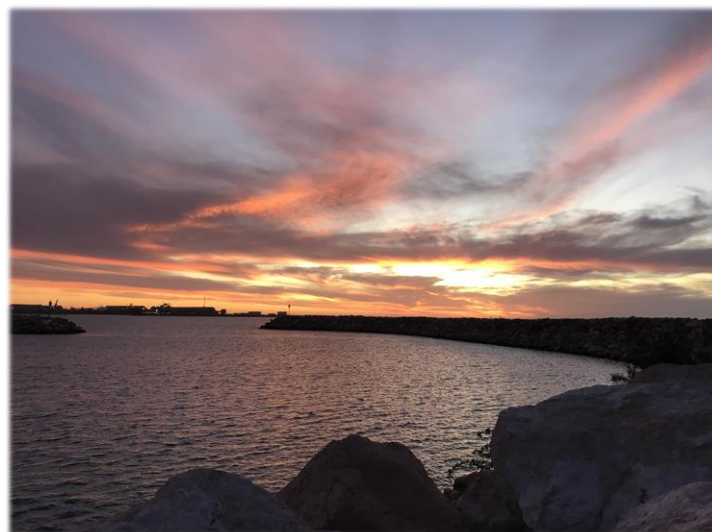
Students are asked to bring bedding to the laundry to be washed on the following days:

- Tuesday: Year 7 and 8
- Wednesday: Year 9 and 10
- Thursday: Year 11 and 12

## 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 Geraldton 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.

If your child contracts an infectious disease (e.g. chicken pox, measles) they may be required to return home until they are no longer contagious.

In the case of a medical emergency, students are taken directly to the hospital by staff, or ambulance, depending on the situation.

### 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. Please advise the college on the *Student Health Care Summary Form* if you have any preferred local medical practice. Below are some practices local to the college:

Practice	Address	Phone
Panaceum Medical Centre	233 Lester Avenue	9920 8111
Victoria District Medical Centre	151 Durlacher Street	9921 6099
Fitzgerald Dental Care	139 Fitzgerald Street	9921 4795
Cathedral Dental Centre	129 Cathedral Avenue	9964 5488
Chemist Warehouse	134 Marine Terrace	9921 4151
Pharmacy 194	194 Durlacher Street	9921 6138
Chapman Physiotherapy	165 Durlacher Street	9965 0123
Geraldton Physiotherapy	84 Sanford Street	9964 3364

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

All medications and first aid equipment are kept in the locked medical room 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 front reception.

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.

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 in the event that information is required by a health practitioner.

Students may keep their asthma inhaler with them in their room.

### **Medication Policy**

Over the counter medication or dressings may be administered or applied by supervisors. Parents are responsible for the cost of prescriptions as well as ongoing over the counter medication and first aid dressings. Parents are encouraged to set up a pharmacy account for their child and college staff will collect the medication on the student's behalf. Alternatively, parents may wish to transfer funds to their child's bank account so that they can pay for any pharmacy supplies.

### **Head Lice**

Regular checks for head lice are performed throughout each term. Should head lice be found, students are treated accordingly. The cost of a head lice treatment is \$10.00 per incident and will be added to the parent's account.

### **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 the supervisory team.

Our partner schools have mental health professionals within their staff teams and are on site to support mental health and social wellbeing. Due to our close relationships with all our partner schools, we provide a well-rounded approach to student mental health and social wellbeing.

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

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 a 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

Geraldton 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

Geraldton 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 Geraldton 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

Geraldton 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 head student 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.