



# STUDENT HANDBOOK



## Contact Details

City Beach Residential College  
22 Kalinda Drive  
CITY BEACH WA 6015

### Supervisors

Reception (08) 9285 2672  
Fax (08) 9285 2659  
Mobile 0418287245  
E-Mail [citybech.rescol@education.wa.edu.au](mailto:citybech.rescol@education.wa.edu.au)  
Website [www.education.wa.edu.au/citybeachresidentialcollege](http://www.education.wa.edu.au/citybeachresidentialcollege)

## Staff Duty Times

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

NOTE: Outside of the above times, students should contact staff via internal phone systems or on: (08) 9285 2672 for the on duty staff member.

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## ***Welcome to City Beach Residential College***

We trust that you will enjoy your stay at City Beach Residential College and make the most of the opportunities on offer.

Even though it can't be the same as living at home we hope that you will find that living at the Residential College is a very enjoyable experience. We welcome you as someone who wants to get the best academic results, whilst fitting into a close knit community.

We want all students to take pride in their Residential College and to take pride in how they get along together and support each other in what they are trying to achieve. We want everyone to be trustworthy and honest, to treat others with the same respect they wish to receive, to learn from each other and to gain from this new experience.

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

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

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

If you think of any topics that you believe should be included in future issues of this handbook, please let us know by contacting the College Manager.

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

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

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

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

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

The challenges that students meet at City Beach and the support they receive have a common purpose; to stimulate their development as individuals and as members of society. The college seeks to graduate young people whose creativity and independence of thought sustain their continuing inquiry and reflection, whose interest in others and the world around them surpass their self-concern, and whose passion for learning impels them beyond what they already know.

City Beach Residential College strives to create an environment that cherishes both the individual and a strong sense of community. We must teach civility, honesty, generosity of spirit, and concern for others. Students must learn to make personal decisions regarding time, to care for their own physical and emotional well-being, and to balance work and leisure. The opportunity to live together in a Residential College should help students look beyond self-concern to responsible citizenship and to the welfare of others.

The college seeks to provide the highest standard of care and supervision. Experienced and qualified staff, employed by the Western Australian Department of Education as live in Supervisors care for all students and support them with their learning and personal development. Residential College staff are warm and caring people who enjoy working with students and their parents to create a memorable boarding experience and friendships that last a lifetime.

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## **Communication**

Good communication lies at the heart of our service to you as students. We endeavour to ensure that you understand our expectations, standards, policies and practices and why we have put these in place. We see ourselves as working with the students to enable them to achieve their potential.

### **Being Contacted at the College**

#### **What are the best times for my family to call?**

You are requested to not take incoming calls during meal times, study times, and after 'lights out'. Inward phone calls should be limited to the following times:

##### *Weekdays*

7.00am – 7.30am

4.00pm – 5.30pm

6.30pm – 7.00pm

9.00pm – 9.15pm

##### *Weekends*

8.00am – 10.00pm

If you do not have a mobile phone, calls can be made to the main reception on (08) 92852672 and staff will internally transfer directly to your unit or pass on a message for you.

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

Email:

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

Fax: (08) 9285 2659

#### **How can I receive mail at the college?**

Please have any mail sent using the following format:

STUDENT NAME

22 Kalinda Drive

City Beach Residential College

CITY BEACH WA 6015

Mail is collected daily by staff and is held at reception for you to collect.

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

Before lights out, in the event of an emergency and a Supervisor is not visible, you should call the main College line: **(08) 9285 2672**

Regardless of if the office is manned at the time, this call will be directed to an on-site staff member who will be able to assist you.

After lights out the same number can be called and the on-duty staff member will be available.

In the event that you do not have access to your mobile phone after lights out, each unit has 2 internal phones which can be used to contact a staff member in their units.

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

At the beginning of each evening meal time staff make announcements to students regarding upcoming events and important reminders. Announcements about upcoming events may

only be made once so attention needs to be given during these times.

The college has a weekly publication known as the 'Weekly Chronicle' that is distributed to each unit at the beginning of the week. The Chronicle has a run down on past weekend events but also lists key upcoming dates.

College reports are distributed at the completion of 1<sup>st</sup> and 3<sup>rd</sup> terms.

## **Costs Finances**

### **Other Costs**

For the most part, students will need to pay the cost of outings and excursions from their pocket money or parents will have to pay. The Residential College makes no profit from these activities and subsidises the cost to students as often as possible. Your participation in these activities is voluntary and at your discretion.

### **How can I keep my money safe?**

It is advisable that a bank account be set up that will allow you to withdraw cash on an as needs basis to avoid the possibility of misplacing money.

In the event that you have money that you would like to keep safe, you may store it securely in the office.

The college will do everything practicable to retrieve any lost money from your personal room, but will not be held responsible for its replacement.

## **Education**

### **School Attendance**

Students are expected to attend school for the full school term. They are expected to arrive at the Residential College in time to begin school on the first day of term and remain at school until lessons finish on the last day of term. Any variations to this or leave days required during term should be lodged directly with your school.

### **What guidance is available me with respect to my academic program?**

The Residential College has a strong relationship with all of its partner schools and Student Services divisions. The College also has a dedicated Supervisor who acts as the liaison for any schooling matters. This Supervisor or the College Manager are available to speak with the appropriate school staff to ensure that any concerns are addressed. Most homework issues can be addressed by Supervisors on duty, but if private tutoring is required, the college can help to arrange suitable tutors for you.

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

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

**Year 7** – 1 hour supervised study in communal area (7pm – 8pm, Mon – Thurs) followed by 30min of quiet study if required in student dorm. Sunday study is held in student dorm from 7.30pm – 8.30pm.

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

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

**Year 8 and 9** -1 hour supervised study in communal area (7pm – 8pm, Mon – Thurs) followed by 30min of quiet study in student dorm.

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

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

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

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

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

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

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

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

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

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

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

### **What if I'm sick and can't attend school?**

Supervisors on duty in the morning will come through the unit to check you are up and getting ready for school. When they come around you should notify them that you are feeling unwell.

Staff will let the school know, ring your parents and organise your lunch.

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

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

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

Junior students will have their laptops and any gaming capable devices removed for the day while home sick.

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

During the first week of school, Supervisors will transport all new students to and from their respective schools. Once students are comfortable with their journey, and have active Smart Rider cards, some students will commence using public transport to and from school with the guidance of a college 'buddy'. The timing of when public transport will commence for students is dependant on which school is being attended, and year levels of students.

The public transport journey for some of our partner schools are listed below, but if yours is not listed please speak with a Supervisor.

#### **Travel for Perth Modern students:**

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

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

The college bus departs the college at 7.40 (sharp) and drops students at Claremont Train Station. Students catch the train through to Fremantle Station and then either catch a free CAT bus direct to school, but many choose to walk approximately 5mins to the school.

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

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

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

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

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

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

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

### **What happens if I have afterschool commitments?**

Please notify the college as soon as you become aware of any afterschool commitments that will require you to stay at school after the normal finishing time.

In the morning when exiting the office, if you have an after school program that day you will be required to fill in a late return slip.

You must take and return an afterschool attendance slip which requires the teacher in charge to sign at the completion of the session. From here staff will either organise other late finishing students to wait at school so that a group of students will be traveling back together or arrange to pick you up directly from school at the finishing time.

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

## **Residential Life**

### **Food and Dining**

#### **Etiquette**

In the dining room you are asked to respect other diners and uphold high standards of cleanliness, hygiene and table etiquette.

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

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

During the week breakfast starts at 6.30am. Monday to Thursday breakfast is a self-serve continental breakfast. On Friday mornings the college provides a cooked breakfast.

Lunch, recess and fresh fruit can be collected from reception when exiting the college for school each day.

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

On weekends a cooked lunch is available to students.

#### **What if I hate the food?**

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

Please speak with Supervisors and the Chef to make suggestions regarding the menu.

The college puts out food surveys at least twice per year to students to get feedback and get suggestions on menu ideas.

New students may take some time to adjust to food not prepared the way they are used to at home, but this is all part of the adjustment process.

### **What if I have a special dietary requirement?**

The college will cater for any medically required dietary requirements.

Following written permission from a parent, you may opt for vegetarian options at the college. The college requires written consent for such dietary changes to ensure that the appropriate talks have taken place between yourself and your parent, and all health outcomes have been taken into account before making the decision.

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

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

### **What if I miss dinner?**

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

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

### **What time are meals?**

Refer to appendix 1 – Daily Routine

## **Personal Property**

### **Can I bring a mobile phone?**

Yes. The college encourages students to have a mobile phone that will allow you to get in contact if you have deviated from your expected travel plans to or from school.

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

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

### **Can I have my own laptop?**

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

Junior dorms are equipped with communal PC's for homework and study use in the event that new students do not have their own devices.

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

Each college room has an Ethernet port and wireless connectivity. Our IT department only requires the MAC or Physical Address of your computer to grant access to the college network. College internet is set up for you to be able to study and research your required school work, and reasonable personal use. You are discouraged from using the college network for online gaming and/or streaming of high data files not associated with educational outcomes. Ethernet cables or required adaptors are your own responsibility.

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

The college IT consultant sets up blocks on sites needing restrictions and with each user having a unique IP address for their computer reports any suspicious activity on the network to Supervisors.

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

Students should be wary of setting up wireless hotspots from their personal laptops and allowing others to access it, as any inappropriate material will be traced back to the hotspot computer not the offenders.

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

Yes. These consoles must be used in communal areas of dorms as TV's are not permitted in your personal room.

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

Gaming consoles are not to be used during the week or before noon on weekends.

#### **Does college insurance cover my belongings?**

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

Please ensure that all personal property, especially clothing, towels, and linen is clearly and permanently labelled. Whilst every practicable measure will be taken, the Residential College accepts no responsibility, nor will it make restitution, for any articles that are damaged or lost.

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

#### **Inappropriate Personal Property**

Please do not bring offensive media into the Residential College or display material considered inappropriate.

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

#### **Student Room Checks**

In the interests of safety and good order, the College Manager and Supervisors will, when they have reasonable suspicion that dangerous items, illegal substances like drugs, or obscene material have been brought into the Residential College, or that a student or students are in possession of stolen property, conduct unscheduled and unannounced checks.

These checks include checking locked storage (wardrobes, cupboards and drawers, and safes) and personal storage like school bags, and luggage. These checks will usually be conducted in your presence, but the College Manager or Senior Supervisor reserves the right to undertake a check in your absence if he or she considers such action is warranted to secure residents' safety.

The College Manager or Senior Supervisor may seek Police assistance as appropriate and in this instance parents will be contacted regarding any action that may need to be taken.

#### **Leave**

*Please refer to appendix 2, for details on required information for leave and year group specific leave details.*

#### **How do I organise weekends away from the college?**

The Residential College should be notified as soon as plans are made for you to return home or spend the weekend away from the college.

For leave that does not require you to use public transport, a phone call to the Supervisors from your parent is sufficient. Staff will get any required details from your parents to complete all required college forms. Email, fax, or submission of a leave request via the online leave program REACH is acceptable.

Any leave that requires public transport must be submitted in writing from your parent. This can be in the form of a fax, email, or by submitting via REACH.

Information on how to access REACH will be provided to your parents.

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

*Please note, the college does not allow year 7 or 8 students to catch public transport to take leave unless it is to travel home or family outside*

of Perth. Year 7 and 8 students wanting to stay with a friend in Perth must be collected direct from the college or your school.

#### **What if I need to get to a train station or airport as part of my leave arrangements?**

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

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

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

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

#### **Can I go on midweek leave?**

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

#### **Closed weekends**

A closed weekend is a weekend where all students exit the Residential College. Experience shows that these closed weekends are beneficial to students, and also allows time for staff to complete required professional development. Closed weekends are scheduled as close to the middle of the term as possible while also fitting in with public holidays and school pupil free days. On closed weekends, students will exit the college by 5pm on the closure day and return after 3pm the day before school recommences.

#### **Student Transport**

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

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

#### **What commitments will the Residential College transport to and from?**

The college will facilitate travel to and from any school arranged and compulsory attendance events arranged by one of our primary partner schools.

The college will make every attempt to cater for travel to other sporting, leisure or academic activities but this is not always possible.

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

The college asks that they are consulted prior to signing up for clubs and events to ensure that travel to and from can be catered for.

#### **Can I have my own vehicle at the college?**

No.

#### **Activities**

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

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

At the beginning of each term the activity calendar is published so everyone can plan out their term.

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

No.

The college tries to limit any excursion that require a student or parent contribution towards payment to 1 per term and will subsidise this cost where ever possible.

#### **Can I join local sporting teams?**

You are encouraged to participate in individual and team sports according to your interests.

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

Before joining any club, please speak with Supervisors who can advise what college transport will be available to you.

#### **College Presentation Day**

The College Presentation Day is an annual event held at the beginning of term 4. The event recognises the achievements of our students and acknowledges our graduating year 12 students.

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

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

Birthdays are acknowledged by staff and students at the college. You will also have the chance to request your birthday meal, and the kitchen will do their best to recreate it for your special day.

## **Housing and Units**

### **Fire Safety**

Each unit has smoke detectors, fire extinguishers and emergency evacuation plans. Fire drills are held each term to ensure students know what to do in the event of a fire.

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

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

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

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

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

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

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

### **How are housing assignments made?**

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

### **Are there units for particular year levels?**

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

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

### **What if I don't get along with someone else in the unit?**

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

If you are having a problem, we encourage you to speak with one of the Supervisors.

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

### **What should I do if I'm homesick?**

Many new students (and some returning students) experience some level of homesickness. The following are some ways which may help you get through this:

Remember that this is a natural, common experience over which you have a great deal of control.

Plan to bring a little of home with you: a favourite stuffed animal and pictures of special places and people are all great ways to ease the transition.

Get involved in activities. There are many exciting opportunities at the college, and keeping busy is a great treatment for homesickness.

Because free times can be hard times, anticipate unscheduled times and plan activities.

Focus on the things that you like here at the college or at school: classes you like the most, friends you will make, or unique opportunities that boarding will provide.

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

This is probably not a time to go "cold turkey" from family contact. Keep up regular, scheduled emails and phone calls. Knowing that you will be speaking with a parent or loved one at a specific time can free your energies for other things.

Get adequate sleep, nutrition, and exercise, all of which affect mood and resiliency. For this reason, late-night phone calls or phone calls directly before bed-time are discouraged as they may make you upset and make it hard for you to sleep.

Remember that it is perceived distance from home and not geographical distance that correlates with homesickness.

Don't be surprised if you start feeling homesick at some time other than the beginning of the year, particularly after being home for a major school break.

## **DAILY LIVING**

### **Personal Presentation**

Students are expected to maintain standards of cleanliness while residing at the college. Students should be showering at least once per day and ensuring that teeth are brushed before school and bed.

School uniforms must be clean and ironed when leaving for school each morning.

When leaving units, students must always have footwear on and must not exit units while still in PJ's or sleeping attire.

### **Can I have piercings?**

If you want to get a piercing and are old enough not to require parental consent, the college asks that the piercing is done by a professional person.

Students are asked to limit any piercings to what is allowable at their respective schools.

### **What clothing and bedding do I need?**

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

In summer there are lots of beach trips to help cool off, so make sure you have something to swim in and a beach towel.

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

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

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

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

All items will be waiting for collection on return from school.

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

The college has a communal student laundry with 6 commercial sized washers and 2 commercial dryers in addition to clothes line facilities.

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

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

After consultation with the College Manager, you may be given leave to gain casual employment on weekends. If approved, you will be responsible for getting to and from their place of employment.

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

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

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

The college picks up everyone at 5.15pm.

In addition to mid-week shopping available at Floreat Forum, the college attempts to facilitate one shopping trip per weekend to various shopping centres throughout Perth or to Perth City.

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

### **Will I have daily chores?**

You will be rostered for various duties in your unit or around the college, such as washing up dishes, or cleaning the common area of your unit.

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

Each student is responsible for cleaning up after themselves.

### **Daily Routine**

See Appendix 1 – Daily Routine

## **BEHAVIOUR & DISCIPLINE**

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

We will seek to reward students for displaying the behaviours that we expect of our students without having to go above and beyond.

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

Please refer to the City Beach Residential College – Student Code of Conduct publication for details on what positive behaviour support looks like at City Beach Residential College.

### **Major Issues**

Any students found in the residential units of the opposite sex will have their placement at the college terminated.

Intimate physical contact between sexes is not allowed.

Alcohol is strictly forbidden. Any student in possession of, or under the influence of alcohol will be suspended immediately. Parents are requested to pick up the child immediately.

The College Manager will suspend students in possession of illegal drugs/misuse of prescription drugs or under the influence of such, pending exclusion. If students are suspected of being in possession of illegal drugs the college is required by law to involve the Police. Should a student be under the influence of drugs and parents are unable to pick them up immediately they will be hospitalised.

Smoking is not permitted.

Disruptive behaviour will not be tolerated. Bullying either physically or mentally is a major offence at the college and fighting is strictly forbidden.

Stealing is a criminal offence and any student caught doing so will be suspended pending exclusion.

Students may not leave college grounds without permission from staff. This includes moving into out of bounds areas of the college.

Obscene materials of any kind are forbidden at the college. In such instances the Manager's decision is final on what constitutes obscenity.

Anyone found to have unauthorised keys in their possession, place their position at the college in jeopardy.

The College Manager will not tolerate end of year mindless acts of stupidity. Immediate suspension and/or fines will apply to anyone involved in activities that create a mess or cause damage to persons or property. Year 12's are reminded that this could result in references and reports being withheld. Scare tactics and/or bullying of other students will not be tolerated.

A student(s) found to have caused intentional damage or vandalism to person's belongings, college property or college premises will be

suspended and will be responsible for the cost of replacement or repairs.

Students who have been suspended from school will automatically be suspended from the college.

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

### **Student Rules and Guidelines**

Refer to Student Code of Conduct

#### **What happens if I'm suspended from the college?**

Your parents will be notified by a Senior Supervisor or College Manager as soon as practicable and notified of the incident and will be asked to arrange for you to be picked up as soon as possible from the college.

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

The suspension will be maintained on your student record and may result in a behaviour contract being drafted.

#### **What happens if I'm suspended pending a withdrawal of residency?**

If a matter is serious enough to warrant an immediate suspension pending the withdrawal of residency, a Discipline Committee will be required to meet and form a decision based on your behavioural history at the college, any past incidences dealt with at the college, or the precedence being set in the case.

A right of appeal is available to any student who has their residency cancelled. This appeal should be made in writing to the College Manager. Once the appeal has been received, it will be assessed, and you will be notified in writing of the final outcome.

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

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

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

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

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

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

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

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

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

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

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

Please see attachment 3.

### **HEALTH CARE**

The residential college staff care for your health and wellbeing. It is important to complete the *Student Health Record Form* so that college staff have the knowledge to support the management of your health, allergies, and medications. All supervisors have an *Apply First Aid Certificate*.

The supervisors are always ready to come to the aid of students who feel ill or suffer an injury and will refer to your *Student Health Record Form* to ensure that treatment is in accord with the information provided.

Students who are too sick to go to school will be confined to bed and will not be permitted to join in normal activities until they are well. A supervisor will contact your parents and the school to provide a school absence advice as required. If students are diagnosed with something highly contagious (e.g. chicken pox, measles, conjunctivitis, scabies etc.) a supervisor will contact your parents to come and take you home until you are no longer contagious.

We ask students to be mindful of the health of others at the college and not return to the college from leave if you are not fully recovered from something contagious to others.

Medical and dental facilities and pharmacies are readily available near the college. The college has established City Beach Medical Practice as its local medical surgery and the City Beach Pharmacy to dispense prescribed and general purpose medicines.

Please refer to the attachment 4 for *Preferred Medical Practices* for recommended medical and dental practitioners.

St John Ambulance cover is highly recommended.

Supervisors will make doctor or dentist appointments for you, as and when required. Transport to medical, dental, orthodontic and the like appointments will be provided by staff, if within a reasonable distance from the college.

### **What if I'm sick and can't attend school?**

Supervisors on duty in the morning will contact both your parents and your school to notify them of the absence.

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

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

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

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

The college will make any medical appointments required for you with either our preferred provider or provider of your choice. If you wish to choose your own medical practitioner the college asks that you consult the staff on duty first, to ensure that transport can be arranged to that location.

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

In most instances you will attend medical appointments by yourself, but on occasions where the matter is complicated and information needs to be accurately relayed home, a Supervisor will attend.

If you would like a staff member to attend any medical appointment, please let the staff on duty know, and they will arrange for a someone to be available.

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

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

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

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

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

All Supervisors must gain and maintain a Senior First Aid qualification and as such can assist with most day-to-day issues that you have.

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

### **SAFETY**

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

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

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

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

#### **Is it safe travelling on public transport?**

The college makes every attempt to group students together during trips on public transport to reduce any risks associated with public transport use. Additionally, the college does not allow students to travel on public transport after 5.30pm and also only allows students to disembark at train stations that have transport security present.

### **Emergency procedures**

The college holds regular fire evacuation drills and 'lock downs' to ensure students are prepared in the event of an emergency.

Each unit is equipped with hardwired smoke detectors and emergency plans.

### **CONCERNS & COMPLAINTS**

It is ok to have concerns and/or complaints about what might happen at school or where you are living during the school year.

The college aims to provide options for any student who feels they need to talk with someone about any situation.

Refer to appendix 5 for contact details of some of the resources available to students, but please feel free to speak to staff directly.

### **COLLEGE GOVERNANCE**

City Beach Residential College reports to the DOE through the Residential Colleges business unit.

The College Manager is supported by a Local Input networking and Communication (LINC) committee, which acts to advise the College Manager. LINC members are people from the local community, staff from partner schools, parents, and college staff.

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

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

## **APPENDIX 1**

### **DAILY ROUTINE**

#### **Monday – Thursday**

6.30am	Alarms turned off and breakfast available in dining room
7.00am	Supervisors do first walk through units to wake up students Students notify staff of any illnesses
7 – 8.00am	All students to be out of bed and preparing for school
8.00am (unless late start)	All students to have signed out at the office for school attendance
5.45 – 6.10pm	Dinner Unit clean up after dinner (Wednesday night only)
7.00pm	Study begins
8.30pm	Year 7-9 study finishes
9.00pm	Year 10-12 study finishes
9 - 9.15pm	Supper
9.15 – 9.30pm	Prepare for bed
9.30pm	Lights out
9.30 – 10.45pm	Senior student late study if required

#### **Friday**

10.30pm	Return to units
11.00pm	Lights out

#### **Saturday**

7.30	Alarms off
7.30 – 9.00am	Breakfast available in dining room
9.00am – 12pm	Recreation time (no computer games before 12pm)
12.00pm	Lunch in dining room
12 – 5.45pm	Recreation time (computer games allowed)
5.45pm	Dinner
10.30pm	Return to units
11.00pm	Lights out

#### **Sunday**

8.00am	Alarms off
8 – 9.30am	Breakfast available in dining room
9.30am – 12pm	Recreation time (no computer games before 12pm)
12.00pm	Lunch
12 – 5.45pm	Recreation time
5.45 – 6.10pm	Dinner Unit clean up after dinner
7.30pm	Begin study
8.30pm	Year 7-9 finish study
9.00pm	Year 10-12 finish study
9 – 9.15pm	Supper
9.15 – 9.30pm	Prepare for bed
9.30pm	Lights out

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## **APPENDIX 2**

### **LEAVE**

The following information provides year group based requirements for leave using various forms of transport and to various locations. If in doubt about what is required, please seek advice from a Supervisor to avoid leave being denied.

#### **City Leave –**

- Year 7-9 cannot take city leave without supervision
- Year 10 students can take city leave at the discretion of staff regarding their experience traveling on public transport, reason for leave and if/who they are going with
- Year 11 students may go with parent permission
- Year 12 students can go with parental permission and may have ongoing consent given by parents to allow leave at their own discretion.

#### **Weekend Leave –**

- 2 contact phone numbers must be provided to Supervisors. 1 number can be your own, but if your phone is not working then both numbers provided must be of those at the location you are staying
- Return time must be provided. If return travel is not going to adhere to this plan then contact must be made with the college
- Contact with host parents must be made by your parents and acknowledged in permission given to college
- Students leaving for school on Friday without leave permission will be instructed to return to the college as per normal unless notified by the college via txt that leave permission has been received.

#### **Public Transport for Weekend of Overnight Leave -**

- Leave notification must be in writing
  - Public transport journey planner must be provided
  - Phone call to acknowledge arrival must be made by host parent
  - Any variance from planned journey times must be reported immediately to the college
  - Year 7 and 8 students cannot use public transport as a mode of travel to or from weekend leave being taken in the metro area (public transport may be used if it is required where home is the destination)
-

**APPENDIX 3**

**CITY BEACH RESIDENTIAL COLLEGE – Consequence Allocation**

Y N

Did the behaviour negatively affect other students or staff?

*If yes then automatically tick 'yes' for next question.*

Could the behaviour have negatively affected other students or staff?

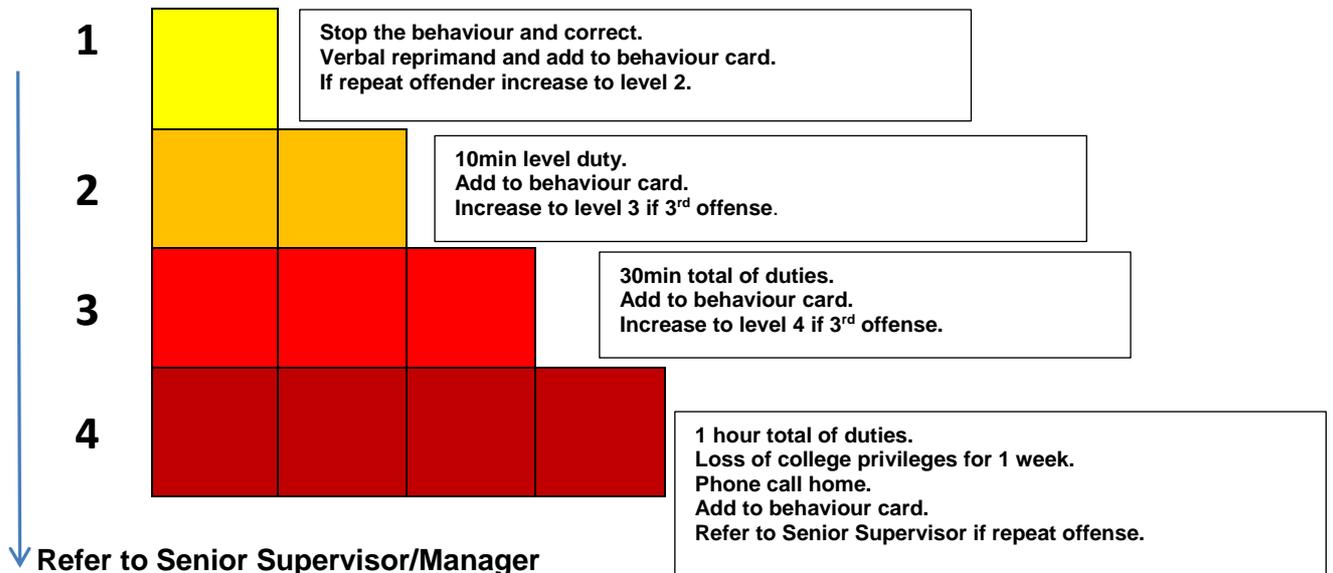
Did the behaviour break any laws or statutes?

*If yes then please tick 'yes' for question 5.*

Could the behaviour negatively affect the college reputation?

Does the behaviour affect the safety of the student?

Does the behaviour affect the college grounds and/or property?



## **APPENDIX 4**

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

#### **General Practitioners:**

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

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

#### **Orthodontists:**

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

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

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

School Dental Service  
93130555

#### **Physiotherapy:**

Floreat Physiotherapy  
21 Oceanic Dr  
FLOREAT  
93837819

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## **APPENDIX 5**

### **Complaints & Concerns Contact List**

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

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.

Kids Helpline

24 hours a day, seven days a week

T: 1800 55 1800

W: [Kidshelp.com.au](http://Kidshelp.com.au)

School concerns

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

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

#### **Residential College concerns**

Any concerns about the residential college itself – such as facilities, meals, town leave arrangements, activities and recreation, and supervision – are best raised with the college staff. You can discuss your concerns with other students to see what they think.

You can take your concerns to a member of staff including the college manager, speak with your parents/carers or write a letter to the chairperson of the residential college board.

**Residential College Student Complaints:**

**T: 1800 011 114 (Mon – Fri 8am to 5pm)**

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

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**City Beach Residential College  
22 Kalinda Drive  
CITY BEACH WA 6015**

**Ph (08) 92852672  
[www.education.wa.edu.au/citybeachresidentialcollege](http://www.education.wa.edu.au/citybeachresidentialcollege)**

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