



Department of
Education

CITY BEACH

Residential College



PARENT/CARER AND STUDENT HANDBOOK



Exclusions may apply

City Beach Residential College and its staff respectfully acknowledge the Whadjuk people who are the traditional custodians of the Noongar region 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

City Beach Residential College
22 Kalinda Drive
CITY BEACH
WA 6015

Supervisors

T: (08) 9237 7500
M: 0418 287 245
E: citybeach.rescol@education.wa.edu.au

Administration and finance

T: (08) 9237 7500
F: (08) 9237 7550
E: citybeach.src.admin@education.wa.edu.au
W: www.education.wa.edu.au/citybeachresidentialcollege
M: C/O City Beach Residential College
22 Kalinda Drive
PERTH WA 6015

Department of Education

151 Royal Street
East Perth WA 6004

T: 9264 4111
W: www.education.wa.edu.au

Inward telephone

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

Student telephone: (08) 9237 7500 or 0418 287 245

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 (08) 9237 7500 or 0418 287 245. A supervisor will then contact your child with minimum disruption to other students.

On-duty hours

Mon - Thurs: 6:30am – 10:30pm
Fri: 6:30am – 11:30pm
Sat: 7:30am – 11:30pm
Sun: 8:00am – 10:30pm

Administration and Finance hours

Mon - Fri: 8:30am – 1:30pm

WELCOME TO CITY BEACH RESIDENTIAL COLLEGE

Thank you for choosing City Beach Residential College for your child.

We look forward playing a role in your child's educational success and personal development. 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 child. Your suggestions on how we can improve our service are always welcome.

About us

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 students in the Gifted and Talented Secondary Selective Entrance Program.

Over the years due to the success of the gifted and talented program the list of schools which offer these placements has risen. The college is delighted to welcome students from the newly built Bob Hawke College.

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

The state of the art administration building winning the 2020 Educational Architecture award, houses all other student amenities, such as recreation and theatre rooms, gym, study facilities, laundry, music practice rooms, dining facilities and more.



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

The challenges that students meet at City Beach and the support they receive have a common purpose; to stimulate their development as individuals and as members of society. City Beach Residential College strives to create an environment that cherishes both the individual and a strong sense of community. We must promote civility, honesty, generosity of spirit, and concern for others. 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.

Our Staff

Residential college staff comprise of a supervisory team and a support team, both of which report to the College Manager. The college manager reports to the Manager Residential Colleges in the Department of Education in Perth.

Supervisory staff hold various qualifications including:

- Certificate IV in Community Services – Student Residential Care
- First Aid Certificate (including CPR)
- Surf Rescue Certificate
- Aquatic Rescue for Group 3 Pool Award
- LR Class Driver's Licence with passenger transport driver (PTD) authorisation.

College governance

City Beach Residential College is governed by the *School Education Act 1999* and is administered by the Western Australian Department of Education. The College Manager works with staff to develop local processes in line with Department of Education policies and procedures.

All Department of Education policies can be viewed at www.det.wa.edu.au/policies.

LINC Committee

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

The purpose of the LINC committee is to enable parents and members of the community to provide input to the college manager regarding the operation and management of the college. Please speak with us if you would like to join this important advisory group.

Head Students / Student Representative Council (SRC)

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

SRC members are selected at the start of the year by their peers and are made up of different year groups.

The Head Students and SRC members are students that demonstrate positive behaviour as role models for their peers and accept the responsibility of presenting and advocating ideas on their behalf.

Our code of conduct

The Residential College Code of Conduct (the Code), reproduced in the Appendix, sets out some simple expectations for students:

- In respect to self
- In respect to other students
- In respect to staff
- In respect to property.

When signing the Boarding Agreement for your child, you are undertaking that your child will comply with the Code.

When your child signs the Boarding Agreement, they agree they have read, understood and will follow the Code; and understand that there may be consequences for breaches.

Positive Behaviour Support (PBS)

We are committed to the PBS program which supports the implementation of the Department of Education's *Student Behaviour in Public Schools Policy and Procedures*. Our goal is to create a safe, positive environment where students are engaged and successful.

COSTS AND CHARGES

Annual residential fee

The residential 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 <https://www.education.wa.edu.au/web/citybeachresidentialcollege> for the latest information on costs and charges.

Bond

A \$300 bond is required as part of the boarding agreement. The bond is security for the performance of your obligations under the agreement. It may be used to compensate the residential college for any outstanding costs or for repairing damage a student may cause to college property. At the completion of the boarding agreement the balance of the \$300 will be returned to you.

Other costs – individual services

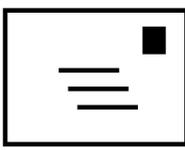
The residential college recovers the cost of providing individual services to students such as the purchase of required medications and participation in optional organised activities.

Payment

By accepting a place at the college and signing the Boarding Agreement you agree to:

- Pay the invoiced amount for accommodation and individual services each year.
- Complete required payments prior to the first day of term unless a prior arrangement or payment plan has been approved by the college manager.
- Pay any outstanding amounts if the Boarding Agreement is terminated.

Payment options

 in Person <i>cash, cheque, EFTPOS</i> City Beach Residential College 22 Kalinda Drive CITY BEACH WA 6015	 by Phone <i>credit card</i> (08) 9237 7500 8:30am – 1:30pm Monday to Friday	 by Mail <i>cheque, money order</i> City Beach Residential College PO Box 191 Floreat WA 6014	 via EFT <i>electronic bank transfer</i> BSB: 066130 A/C: 1025 1454 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 City Beach Residential College, we provide a number of supports to assist students to achieve their academic goals.

Homework and study

All students are expected to practise sound study habits and be respectful of other students' needs for a distraction free environment. The college study times are:

Year 7 – 1 hour

Mon – Thurs: 6:45pm – 7:45pm.

Supervised study in communal study area.

Sunday: 7:15pm – 8:15pm.

Study is held in student dorm.

Year 8 and 9 – 1.5 hours

Mon – Thurs: 6:45pm – 8:15pm.

Supervised study in communal study area.

Sunday: 7:15pm – 8:15pm.

Study is held in student dorm.

Year 10, 11 and 12 – 2 hours

Mon – Thurs: 6:45pm – 8:45pm.

Study is held in student dorm.

Sunday: 7:15pm – 8:45pm.



Senior students may request late study past 'lights out' which will be assessed by on duty supervisors. No late study will be granted on Sunday evening unless exam preparation is being done.

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

Mobile phones must be left on kitchen bench during dorm study to limit distractions.

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.

All students at the college are expected to work constructively during these study times, and may need to dedicate extra effort outside of these times to complete all academic requirements. Students without set homework on any given day are required to remain focused during study time on revision tasks, recreational reading or writing activities of their choice.

Tutoring

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.

Years 7-9: Once a week a college engages a tutor to help students with most general subjects and general planning of assignments and homework. Students can book times, or parents can request a time be scheduled to address any areas of concern.

Years 10-12: The college engages tutoring for our senior students every term. This program is available for multiple sessions in the lead up to exams covering most subjects. The tutoring is tailored for the requirements of our students which changes each year. The tutoring is also available to develop study timetables and educate students on the most effective way to gain marks.

If students require additional help with their schooling, they should always avail themselves of the school programs on offer. If students are unable to attend these, or if what is offered by the school and college is not sufficient, you may consider engaging a private tutor. Private tutoring costs are not covered by student boarding fees, but college staff will assist in finding a suitable place for private tutoring to occur.

Computers and internet access

Wireless internet is available throughout the college to all students as well as an Ethernet port in each student's room.

The college network is set up identical to schools and has the same security and monitoring available. Students log into the network using the same credentials as they do at school, or can have a local account set up.

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

There is also scope for students to use the network for reasonable personal use. Students are discouraged from using the college network for online gaming and/or streaming which may slow user speeds for others.

To access college internet, you and your child will sign an online services acceptable use agreement setting out rules surrounding Department of Education-provided online services.



WHAT YOUR CHILD NEEDS TO BRING

The essentials

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

The college does not provide any bedding for students so the following is 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.

In summer beach trips will be arranged so students should make sure they have a beach towel, hat and sun smart swimwear.



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.

Year 7-10: All electronic devices including computers, gaming devices, mobile phones etc. are locked up at 'lights out' and unlocked at 7:00am the next morning to promote healthy sleeping habits. Supervisors are available 24 hours a day in case of an emergency via supervisor mobile.

Year 11-12: Are expected to self-manage their own device usage and keep possession of their electronic devices overnight.

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.

Bicycles, scooters and skateboard

Bicycles, scooters and skateboards are permitted at the college. Appropriate safety equipment (helmet) must be worn.

Parents' written permission is required to have a bicycle, scooter or skateboard at the college. Staff will advise when and where they may be used on college grounds.

Inappropriate items

Students are not to bring offensive material into the residential college. Neither are they to display inappropriate material in their room. If in doubt, students can check with college staff who will indicate if it is acceptable. College staff may confiscate items deemed offensive, inappropriate or in poor taste, and students will be asked to take the items 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.

Local Shopping leave

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

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

The shopping centre has a Coles, Woolworths and some specialty stores. The college picks all the students up at 5:00pm.

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.

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

Casual Employment Leave

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

Leave under another's care

Students are entitled to seven-day care throughout the school term. However, we do support and encourage students to spend time with family and friends wherever possible.

College staff have a duty of care to protect students from risk of harm. In consultation with you, we may refuse a leave request, or refuse to release a student where leave has previously been approved, if we consider the host may pose a risk to your child.

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

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

REACH boarding school system

City Beach Residential College uses REACH boarding school software.

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

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



If you have any issues or queries about REACH, please don't hesitate to contact college staff or the REACH support team at www.reachboarding.com.

Sign out ('host') list

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

Leave requests

Leave request are fully automated in REACH. Each leave requires host's full name, contact number and address. It is recommended for ease of use to pre-load REACH with as many 'hosts' as possible to eliminate the need to enter all the details each time.

Advanced notice of leave plan is recommended including at least 24-hour notice if any drives are required for the leave (Airport/Train drop off).

'Day Leave'

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

Day Leave on a school night is discouraged and generally will only be granted for school purposes or to stay with parents or immediate family.

'Overnight Leave'

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

Pick-ups and drop-offs should be worked within on-duty times. Students on leave returning after dinner can request a late meal to be saved.

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

City Beach 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 facilitates travel to and from any school-arranged compulsory attendance events for the following schools: Perth Modern, John Curtin College of the Arts, Shenton College, Churchlands Senior High School and Bob Hawke College. For students at any other school, the college will endeavour to facilitate attendance but due to the potential distance of travel it may not be possible.

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

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

Transport to school

For the majority of term 1, supervisors will transport all students to and from their respective schools. Once supervisors feel students are confident and competent they will begin transitioning the student onto public transport. New and junior students will commence public transport under the direct supervision of a supervisor. Once the supervisors and students feel comfortable with the journey the students are then paired with an older student for the remainder of Term 1. On a normal day most students from each school will travel together on public transport to and from school, so very rarely will students need to travel by themselves.

Travel for Perth Modern & Bob Hawke 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 7.30 and drops students at Shenton Park Train Station. Students catch the train through to Fremantle Station and catch a school bus direct to school.

Travel for Churchlands students:

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

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.

All other schools:

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

Students are expected to be responsible passengers at all times.

Private motor vehicles

Students are not permitted to travel in a private vehicle unless the driver is an approved host entered into 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

Your child cannot have their own vehicle. The college site does not currently have car parking or storage available for students to facilitate this.

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

Public Transport

Your child's school will facilitate the acquisition of a Smart Rider card.

This enables students to catch public transport at a discounted rate. We encourage parents to set up a direct debit facility attached to this card that will automatically load funds onto the card once it is low.

Please refer to the Trans WA website for details: www.transperth.wa.gov.au

The college makes every attempt to group students together during trips on public transport to reduce any risks associated with public transport use. Unless accompanied by a senior student, year 7 & 8 students will not be allowed on public transport.

Additionally, the college does not allow students to travel on public transport after 5.30pm (5:00pm in winter).



COLLEGE LIFE

Daily Routine

Mon – Thurs

6:30am	Alarms switched off
6:40am – 8:00am	Breakfast + make Lunch
3:30pm – 4:30pm	Afternoon tea
5:45pm – 6:10pm	Dinner
6:45pm	Study commences
7:45pm	Year 7 supper
8:15pm	Year 8 / 9 supper
8:30pm	Year 7 devices locked away
8:45pm	Year 8 devices locked away
9:00pm	Year 7 / 8 lights out
9:00pm	Senior supper
9:00pm	Year 9 devices locked away
9:15pm	Year 10 devices locked away
9:30pm	Year 9 / 10 lights out
10:00pm	Year 11 / 12 lights out

Friday (night)

5:45pm – 6:10pm	Dinner
8:45pm	All student's supper
9:15pm	Year 7 / 8 devices locked away
10:00pm	Year 7 / 8 lights out
10:15pm	Year 9 / 10 devices locked away
11:00pm	Year 9 / 10 / 11 / 12 lights out

Saturday

7:30am	Alarms switched off
7:30am onwards	Breakfast
12:30pm – 1:00pm	Lunch
5:45pm – 6:10pm	Dinner
8:45pm	All student's supper
9:15pm	Year 7 / 8 devices locked away
10:00pm	Year 7 / 8 lights out
10:15pm	Year 9 / 10 devices locked away
11:00pm	Year 9 / 10 / 11 / 12 lights out

Sunday

8:00am	Alarms switched off
8:00am onwards	Breakfast
12:30pm – 1:00pm	Lunch
5:45pm – 6:10pm	Dinner
6:45pm	Study commences
7:45pm	Year 7 supper
8:15pm	Year 8 / 9 supper
8:30pm	Year 7 devices locked away
8:45pm	Year 8 devices locked away
9:00pm	Year 7 / 8 lights out
9:00pm	Senior supper
9:00pm	Year 9 devices locked away
9:15pm	Year 10 devices locked away
9:30pm	Year 9 / 10 lights out
10:00pm	Year 11 / 12 lights out

Bedrooms

It is expected that students keep their rooms clean and tidy.

Supervisors check off students' room every morning during the week after the students leave for school. Student rooms are checked to ensure they have made their bed and cleaned their room.

Rooms are allocated for each student with the intended outcome of placing students with or near their friends, encouraging positive relationships, study habits while also trying to avoid any personality clashes.

At times, staff may ask students to change rooms. This will be done after consultation with students and parents. Student room changes are only requested by staff if they feel it is in the best interest of the college community.

Dress code

Students are expected to be dressed appropriately at all times.

Meals

City Beach 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.

During the week breakfast starts at 6.40am and continues until students have left for school. Monday to Thursday breakfast is a self-serve continental breakfast. On Friday mornings the college provides a cooked breakfast.

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

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

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

The college uses a rating app which students are encouraged to use for both positive and negative feedback. By gaining the early feedback from students the kitchen can be better informed as to what items they put on the menu or what recipe changes may be required.

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 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.

The supervisors work really hard to ensure that a wide variety of activities are offered to students, from movie nights, shopping trips to scavenger hunts and game show nights.

The college welcomes suggestions for activities from both students and parents, and all attempts to incorporate requested activities will be made. At the beginning of each term the activity calendar is put up for students and sent out to parents so everyone can plan out their term.



Most activities run by the college are covered by the general permission which can be signed off in each application for residency package. This is strongly suggested to avoid getting multiple phone calls each week from supervisors checking for permission.

Any major activity run by the college will be pre-empted by an activity information sheet and a permission form. These may include Adventure World or Laser Tag.

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.

Camps and outings

The college organises camps and outings throughout the year. These activities are voluntary and there is no obligation for your child to participate. You will be asked to provide written permission for your child to attend.

Recreation Room

Students are encouraged to make good use of college facilities like the pool table, table tennis table, air hockey and fully stocked board game cupboard.

Movies and gaming

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

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

Gaming consoles are permitted at the college and can be used in the communal areas only as TV's are not permitted in student rooms.

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

All media (television, movies, computer games, DVDs, magazines etc.) accessed by your child whilst residing at City Beach 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 is 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 City Beach 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 units 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 student units and are required to follow staff instructions whilst on college grounds.

Chores

Students will be required to work as a team to assist around the college with simple duties such as:

- tidying common rooms or other sections of the college
- loading the dishwashers after meals
- simple gardening.

Assisting the cleaning, kitchen and grounds staff replicates what students may be expected to do at home. It encourages cooperation and provides some practical domestic skills for when they leave home.

Laundry

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

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

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

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

Students should ensure that all clothing is marked or labelled in the event that items are misplaced. Machines are free to use for students but personal washing liquid/powder is the responsibility of students.

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 City Beach 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 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.

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.

Medical and dental facilities and pharmacies are readily available near the college.

City Beach Medical Centre
1 Oban Rd
City Beach
93859131
Bulk Bill all College students

Wembley Family Medical Practice
272 Cambridge St
Wembley
93875000
Bulk Bill College Students

City Beach Pharmacy
8/316 The Blvd
City Beach
93859400

Floreat Physiotherapy
21 Oceanic Drive
Floreat
93837819

Orthodontists
Floreat Dental Surgery
Shop 7 Floreat Forum
Floreat
93837711

School Dental Service
93130555

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 medication is stored in locked cupboard in the medical room.

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.

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.

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

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.

The following are some ways that parents can help a student through homesickness:

- Assure them that this is a natural, common experience over which they have a great deal of control.
- Your child should plan to bring a little of home with them: a favourite stuffed animal and pictures of special places and people are all great ways to ease the transition.
- Please speak to a member of staff and let them know what you are hearing or seeing. Often times, especially when new to the college, students do not feel comfortable sharing their feelings with Supervisors. Instead, they put on a happy face and tell us that everything is "fine". Please let us know if everything is "not" fine.
- Encourage your child to get involved in activities. There are many exciting opportunities at the college, and keeping busy is a can help reduce for homesickness.
- Because free times can be hard times, help them to anticipate unscheduled times and plan activities with others.
- Help your child to focus on the things that they like here at the college or at school: classes they like the most, friends they will make, or unique opportunities that boarding will provide.
- It may be overwhelming for a student feeling homesick to think about a whole year, so help your child break the year down into manageable parts.
- This is probably not a time to go "cold turkey" from family contact. Encourage regular, scheduled emails and phone calls. Knowing that they will be speaking with a parent or loved one at a specific time can free a student's energies for other things.
- Parents often ask how frequently they should call. Ultimately, this is a personal decision, but be sure to follow your child's cues about the frequency of contact, even if you are (and you probably are!) missing your child a great deal and would like to call them more frequently.
- Encourage your child to get adequate sleep, nutrition, and exercise, all of which affect mood and resiliency. For this reason, discourage late-night phone calls or phone calls directly before bed-time as they may make students upset and make it hard for them to sleep.
- Urge your child to talk to staff at the college about their feelings. Remember that it is perceived distance from home and not geographical distance that correlates with homesickness.

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

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.

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

City Beach Residential College is listed on the Department of Fire and Emergency Services Bushfire Zone Register. Accordingly, we have a separate and stand-alone bushfire plan and practise further evacuation drills during bushfire season.

The college has fire alarms, smoke detectors, fire extinguishers, and emergency evacuation plans. Students are trained in emergency evacuation procedures and practise evacuation drills regularly.

The Department of Fire and Emergency Services may charge a fee to attend 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 COMPLAINT

Residential college concerns and complaints

City Beach Residential College is committed to providing a high quality boarding service. We are always considering how to improve and we value your feedback.

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

Queries, concerns and complaints are best managed at the college, in line with the Department of Education's *Disputes and Complaints* policy. If a satisfactory resolution has not been found after providing the College Manager with sufficient time and opportunity to address the matter, you may choose to make contact with the Manager Residential Colleges on 9264 4425 or residential.colleges@education.wa.edu.au.

Child protection concerns

City Beach Residential College is committed to the care, safety and protection of all students. We provide protective behaviours awareness training to our students and our supervisors have undertaken training in child protection and are **mandatory reporters** of suspected child abuse.

Reporting a child protection incident or concern

There are a number of avenues for communicating incidents or concerns:

- Inform the College Manager and/or the Manager Residential Colleges.
- Contact the Department of Education's Standards and Integrity Directorate on 9264 4740 or email complaints@education.wa.edu.au.

SAFETY AND WELFARE – FOR STUDENTS

The following sections are for students.

At City Beach Residential College our supervisors are always on hand. You can talk with us about anything. We will listen and give you advice and support. If we think a matter needs to be discussed with others we might refer you to someone more qualified to provide specialised support. This might be the College Manager or school psychologist.

Your safety and the safety of others

Firstly, you have the RIGHT to be safe and to feel safe at all times. If you have concerns or a complaint about what might be happening at the college, there are people who are able to help you.

Safety concerns may include things like:

- inappropriate social approaches by a person to make friends with you or start a close relationship with you
- inappropriate touching by a person which makes you feel uncomfortable
- sexual talk, personal emails or personal contact via mobile phones or social media
- inappropriate physical handling (hitting, pushing, hugging).

You might also be concerned about similar behaviour towards someone else at the college. It's OK for you to make a complaint on behalf of another student and we encourage you to do so.

Residential college student complaints

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

E: residentialstudentcomplaints@education.wa.edu.au

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

When you call you will speak to someone trained in protective behaviours. They care and understand that you may feel a range of emotions about contacting them including anxiety, shame or relief. You can talk with them about yourself or someone else you are concerned about. You can remain anonymous but if you would like someone to get back to you, you will need to provide some contact details

If your complaint is urgent or is an emergency please call the Police, Crisis Care or Kids Helpline.

Police

24 hours a day, seven days a week

T: 131 444 (000 for emergencies)

W: www.police.wa.gov.au

When you call you will be asked to:

Press '1' for immediate police attendance

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

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

Crisis Care

24 hours a day, seven days a week

T: 9223 1111

T: 1800 199 008 (country free call)

T: 9325 1232 (TTY)

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

Crisis Care is a crisis information and counselling service of the Department of Communities Child Protection and Family Support for people needing urgent help.

Crisis Care can help when:

- you need immediate help with a serious problem
- you are concerned about your wellbeing or that of another person
- you are alone or afraid and urgently need to talk with someone
- you need counselling, information or other support.

Kids Helpline

24 hours a day, seven days a week

T: 1800 55 1800

W: www.kidshelpline.com.au

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

- If you need to talk with someone immediately, the fastest way is to call and speak with a counsellor.
- If you're not sure about talking with someone on the phone, or you can't get to a phone, use the web or email service.
- Calls from mobile phones, landlines and payphones are free if you are calling from within Australia.

You can talk with Kids Helpline about anything including:

- relationships with your family, boyfriend or girlfriend
- a friend who needs help
- school or study worries
- how you are feeling, such as angry, sad or confused.

Your health and wellbeing concerns

It's OK to have concerns about what might happen at school or where you are living during the school year. We understand there might be times when you want help so please use the helplines listed here.

School concerns

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

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

Residential college concerns

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

You can take your concerns to:

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

Residential College student complaints

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

E: residentialstudentcomplaints@education.wa.edu.au

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

Anti-bullying policy

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



Suggestions

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

APPENDIX: RESIDENTIAL COLLEGE CODE OF CONDUCT

1 AUTHORITY

The Code of Conduct (the Code) is issued and published pursuant to section 213J of the *School Education Act 1999*.

2 PURPOSE

The Boarding Agreement provides that the student must obey the Code.

The purpose of the Code is to set out the required standard of conduct to be observed by a student while boarding at a residential college.

Students who breach the Code may be subject to disciplinary action. The college manager can suspend or terminate a boarding agreement for substantial breaches of the Code.

3 SCOPE

This Code applies to all students who board at a residential college.

4 CONDUCT IN RESPECT TO SELF

Students will:

- act with proper regard for their safety, education, welfare and health (mental and physical);
- conduct themselves in a respectful, responsible and lawful manner;
- behave in a way that upholds the values, integrity and reputation of the residential college; and
- accept responsibility for their actions.

5 CONDUCT IN RESPECT TO OTHER STUDENTS

Students will:

- treat other students with respect, dignity, courtesy, honesty and fairness and with proper regard for others' rights, safety and welfare;
- live in harmony with other students and respect others' views and opinions;
- respect the privacy of others; and
- report a breach of the Code to appropriate staff.

6 CONDUCT IN RESPECT TO STAFF

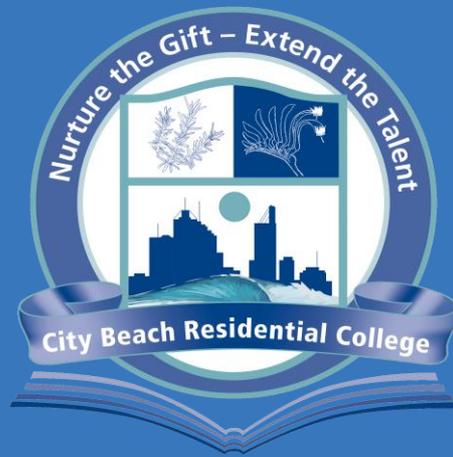
Students will:

- treat staff with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- respect their property, views and opinions; and
- comply with any reasonable request of a staff member.

7 CONDUCT IN RESPECT TO PROPERTY

Students will:

- treat residential college property and facilities with respect; and
- treat staff and fellow students' property with respect.



City Beach Residential College
22 Kalinda Drive
CITY BEACH
6015 WA

(08) 9237 7500
citybeach.rescol@education.wa.edu.au

<https://www.education.wa.edu.au/web/citybeachresidentialcollege>

