

CONTACT DETAILS

Administration

Telephone: (08) 98421007
Mobile: 040 7421007
Fax: (08) 98418459
E-mail: adminalbanyrc@iinet.net.au
Website: www.albanyresidentialcollege.com.au
Address: Albany Residential College
8 Thomas St
ALBANY WA 6330

Reception (Supervisors)

Telephone: (08) 98421007
Fax: (08) 98421604

Manager's Residence 0447121007
(After hours)

STUDENT CONTACT

Inward

Students are asked to remind family, relatives and friends that they are not able to take telephone calls during meal times, study time or after lights out.

Telephone: (08) 98412364
(08) 98417426

All but urgent telephone calls should be limited to the following times:

Weekdays	Weekends
7.00 am - 7.30 am	8.00 am – 1.00 pm
4.00 pm - 5.30 pm	1.30 pm – 5.30 pm
6.30 pm - 7.00 pm	6.00 pm – 9.00 pm
9.00 pm - 9.30 pm	

Please advise your family and friends that your postal address is:

(Your Name)
Albany Residential College
PO Box 1402
ALBANY WA 6331

Outward

You are permitted to have your own mobile phone but are not to make calls during study time, while in the dining room at mealtimes, or after lights out.

Students needing to **send a fax** to their parents must report to an on-duty Supervisor with their request.

WELCOME

We trust that you will enjoy your stay at the Albany Residential College and make the most of the opportunities on offer. The staff very much look forward to working with you to create a great living environment. We have separate living areas for male and female students and we try to organise it so that you will live alongside other young people who are in the same year level at school.

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 hope that you will make good friends with other young people who share similar interests, who enjoy your company and who will support you. Students will come from very different family and cultural backgrounds and have very different ideas about lots of things. We hope that students will show the maturity to treat each other as equals and with mutual respect

Our aim is to make the Albany Residential College 'a great place to live and a great place to learn' and we want everyone living at the residential college to have this feeling.

We want all students and staff 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. We want all students and staff to be ambassadors for the residential college and to be complimented on their good character and conduct when at school and in the wider community.

For most of you, this will be your first experience of living away from home and it is to be expected that you may feel a degree of homesickness from time to time. Be assured that you are not alone in this regard. It helps a lot if you join in as many college activities as you can. If you are finding it hard to settle in, please do not hesitate to discuss your feelings with one of the Supervisors or with the Manager.

In order to help you to enjoy and benefit from your time at the residential college, we have compiled this booklet setting out information about the residential college and how it operates and what is expected of the students in residence.



Our aim is to make the Albany Residential College 'a great place to live and a great place to learn' and we want everyone living at the residential college to have this feeling.

STUDENT CODE OF CONDUCT

Prior to commencement of boarding at Albany Residential College all students are required to read and sign the Student Code of Conduct.

PERSONAL PRESENTATION

Cleanliness

You are expected to shower and clean your teeth at least once a day and wash your hands before all meals. In consideration of other students, please limit your daily showers to around five minutes. You are not allowed to shower during meals, study-time or after lights-out.

On returning from the beach or an excursion, please wipe off any sand or dirt before entering the college buildings.

Dress

You are asked to uphold your residential college and school's dress standards. After school and on weekends you can wear clean, neat casual clothes. On formal occasions the Supervisors will advise you regarding appropriate dress. Footwear must always be worn in public areas of the residential college. Please note that you will not be allowed to wear clothes with offensive logos.

Piercings

Students lead an active life and attached body jewellery can be hazardous and will need to be removed prior to participating in certain physical activities. Supervisors will advise students what items will need to be removed for which activities. Students may have their ears pierced only by a professional person, following written permission from parents. No visible body piercing is allowed.

Chewing Gum

Please note that chewing gum is not permitted within the residential college due to the damage it can cause to carpets and furniture.

Laundry

There is a full laundry service provided. Washing machines and clothes lines are provided for you to use to do your personal washing.

WHAT TO BRING

School Uniform – Girls

3 school uniforms
1 school sports uniform

Casual Clothing – Girls

1 dress skirt/trousers/dress
1 casual skirt/trousers/dress
1 pair dress shoes
2-3 pairs shorts
2 pairs of jeans
dress and casual tops to match above
2 casual jumpers
2 pairs pyjamas
1 pair bathers
1 pair joggers
1 pair thongs/scuffs
4 pairs of socks
underwear as required

Bedding and Towels

2 sets sheets for single bed
2 pillow cases
1 doona or quilt
1 pillow
2 bath towels
1 beach towel
Extra blanket if needed

Mobile Phones

You may bring a mobile phone to the residential college provided its use does not create a disturbance for other students or nuisance overall. Except when lodged with reception, you are responsible for its safekeeping. Please be aware that your mobile phone will be confiscated if you use it during study time, at meal times or after 'lights out', or are found to have used it inappropriately (e.g. taking photographs or videos of other students or staff without their permission, accessing obscene material, sending offensive messages to other students, etc.). It is not necessary to take a mobile phone to the dining room.

School Uniform – Boys

3 school uniforms
1 school sports uniform

Casual Clothing – Boys

1 dress shirt with collar
1 pair dress trousers
1 pair dress shoes
2-3 pairs of shorts
2 pairs of jeans
4 T-shirts (one white)
2 casual jumpers
2 pairs of pyjamas
1 pair bathers
1 pair joggers
1 pair thongs,
4 pairs of socks
underwear as required

Miscellaneous

1 mug (suitable for hot and cold drinks)
1 school bag, lunch box & drink bottle
stationery (pens, pencils, writing paper, etc)
medical kit (bandaids, bandage,
antiseptic, hay fever tablets, Panadol,
cold tablets)
sewing kit (needles, pins, thread, scissors)
personal laundry washing powder, pegs
12 shirt/trouser/dress/skirt hangers
personal toiletries
radio or CD player with headphones
mobile phone

THE DAILY ROUTINE

Monday to Friday

7.00 am All rise
7.30 am Breakfast in Dining Room

NB School departure times vary for each school

8.10am Room inspections
3.30 pm – 5.30 pm After school activities – includes shopping leave (Wednesday)
5.00 pm After school activities cease – return to Residential College
5.30 pm Students to dining room for dinner
5.30 pm – 6.30 pm Evening meal and Clean up
6.50 pm Prepare for study.
7.00 pm – 8.30 pm Study

8.30– 9.00 pm Supper
9.20pm Prepare for bed
9. 30pm Lights out
9. 30 pm 10. 30 pm Year 11 & 12 students requiring extra study time must ask Supervisors.

Friday (pm)

6.30 pm – 10.00 pm Videos, recreation, social events
10.45 pm In rooms preparing for bed
11.00 pm Lights out

Saturday

8.00 am – 9.30 am Breakfast
9.00 am – noon Shopping leave or sport/recreation. Students must return to the College from shopping leave by 12.30 am
12.30 pm Room Inspection
1 pm Lunch
1.30 pm – 5.30 pm Sport/recreation
5.30 pm Evening Meal
6.30 pm – 10.00 pm Videos, recreation, social events
10.45 In own rooms preparing for bed.
11. 00pm Lights out

Sunday

8.00 am – 9.30 Breakfast
9.00 am – noon Clean and tidy room, make bed, clean rooms
Washing sport/recreation
12.30pm Lunch
1.30 pm - 5.30pm Sport/recreation
5.40 pm – 6.30pm Evening meal and clean up
6.50 pm Prepare for study
7.00 pm – 8.30 pm Study Year 8 – 12 (no late study)
9.20 pm – Call up Study conditions in all rooms
9.00pm - 9.30pm Supper Prepare for bed Lights out all students by 9.30pm

MEALS

Meal Times

	Monday – Friday	Saturday – Sunday
Breakfast	7.30 am	8.00 am – 9.30 am
Lunch	12.50	1.00 pm
Dinner	5.30 pm	5.30 pm
Supper	8.30 pm	8.30 pm

The catering staff aim to provide a well-balanced diet and to cater for special dietary requirements (including vegetarian and diabetic diets). The menus and servings have been endorsed by the local health authority.

All meals are served in the dining room. You are expected to attend all meals. Please speak to a Supervisor beforehand if you think you may not be able to attend a meal. If you will be attending sport, a school excursion or other approved activity during a meal time, then you are asked to notify an on-duty Supervisor, or kitchen staff, beforehand so that a late meal can be organised if required.

To comply with health and safety requirements, permission must be obtained from a Supervisor, or the kitchen staff, if you need to go into the kitchen outside mealtimes.

You are asked to consume food and drinks provided by the college in the dining room and other approved areas. No food is to be stored or consumed in bedrooms. Any food brought from home or snacks purchased on shopping leave needs to be kept in sealed containers in your kitchen cupboard or refrigerator.

Dining Room Etiquette

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

You are asked to file up to the servery (one table at a time for dinner), collect a plate and cutlery, take care not to bump into anyone, and return to your table, taking care not to spill food or drink. Should you have a mishap don't leave for others, clean up yourself.

Eating together should be a relaxed and enjoyable experience and you are asked to observe good table manners in the dining room at all times, use knives and forks correctly, and clear and clean the table when finished your meal).

You will be expected to sit at a designated dining table for all meals, except on Friday evenings and on Saturdays and Sundays when the seating arrangements are flexible.

Attire in the dining room may be casual, however a t-shirt with sleeves (no midriff tops) and shoes are required. Hats, caps or scarves need to be removed prior to entering the dining room. You are not allowed to make or take telephone calls during meal times.

YOUR PROPERTY AND YOUR ROOM

Personal Property Insurance

The residential college's insurance does not cover your personal property. Your parents have been advised to take out insurance to cover damage to, or loss, or theft of your personal property when in residence.

Personal Property Security

You are asked to make sure that your personal property, especially your clothing and sheets, pillows, pillow slips, quilts and doonas, are clearly and permanently labelled or marked for easy identification. Whilst every reasonable care will be taken, the residential college accepts no responsibility, nor will it make restitution for any article of clothing or private possession that may be damaged or lost. Your valuables and money should be kept in reception for safekeeping at all times.

Personal Computers

You may bring a personal computer to the residential college provided its use does not create a disturbance for other students. You are responsible for its safekeeping.

Please note that the residential college reserves the right to review the content on any personal computer or recreation equipment brought into the college. Inappropriate use of the Internet, E-mail, or the loading of inappropriate and obscene material on personal computers is not allowed and will result in confiscation of personal equipment used in this way.

Room

Your room is for your personal use and you are asked to keep it clean and tidy and free of damage. You are asked to respect other students' rooms as a private area and not to touch any property in another student's room without their permission. In addition, you are expected to:

- bed covers, pillows, quilts, doonas, etc. are not to be taken out to common areas, e.g. common rooms, courtyards, dining room, etc.;
- you are not allowed to have a personal TV or personal DVD player in your room (there are TVs in the common rooms);
- you are not allowed to bring offensive media into the residential college, for example, any media containing obscene images or antisocial information. If in doubt you should show the media to the Manager or Senior Supervisor who will indicate whether it meets the residential college standard or not;
- you are not allowed to place material considered inappropriate on display in your room. Please check with the Manager or Senior Supervisor who will indicate whether it meets the residential college standard or not;
- have a pillow case on your pillow, a mattress cover on your mattress and two sheets on your bed at all times;
- keep all audio equipment turned down or use headphones;
- be out of bed by 7.00 am on weekdays and make your bed every morning;
- keep your clean clothes in your wardrobe, or folded and placed in your drawers;
- keep your towel on your towel rack and dirty clothes in your laundry container;
- not enter another student's room without permission from the student or from a Supervisor;
- work in your own room and not disturb other students during study time;
- be in bed at lights-out, remain in your room and keep quiet after lights-out;
- not allow any unruly behaviour in your room (e.g. wrestling, pillow fighting, jumping on beds, climbing on wardrobes). You are responsible for making good any damage caused by misbehaviour in your room;
- lock away any money and valuables kept in your room. It is recommended that you hand these to a Supervisor in reception for safekeeping.

- you are not allowed to place graffiti or stickers of any nature anywhere in your room or around the college.
- or put sticky-tape or blue-tac on any painted surface. Blue-tac can only be used on cupboards and on the back of your door.
- report any damage
- The cost of removing or repairing any graffiti or damage caused to the college by way of vandalism or misbehaviour will be met by parents.

Other Storage

The residential college has other secure storage which you can use. If you have items which you can't store in your room, then please contact a Supervisor regarding suitable storage.

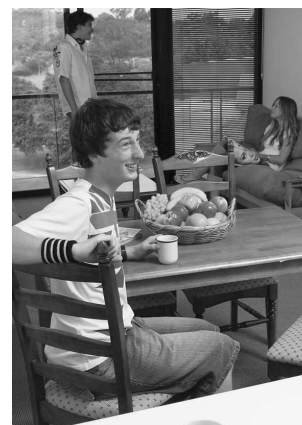
Dangerous Items

You will not be able to bring personal items which the Supervisors consider may pose a danger to other students. Please check if in doubt.

Good Order

Please note that:

- bed covers, pillows, quilts, doonas, etc. are not to be taken out to common areas, e.g. common rooms, courtyards, dining room, etc.;
- you are not allowed to have a personal TV or personal DVD player in your room (there are TVs in the common rooms);
- you are not allowed to bring offensive media into the residential college, for example, any media containing obscene images or antisocial information. If in doubt you should show the media to the Manager or Senior Supervisor who will indicate whether it meets the residential college standard or not;
- you are not allowed to place material considered inappropriate on display in your room. Please check with the Manager or Senior Supervisor who will indicate whether it meets the residential college standard or not; and
- you are not allowed to place graffiti or stick-on glow-in-the-dark products anywhere in your room, or put sticky-tape or blue-tac on any painted surface. Blue-tac can only be used on cupboards and on the back of your door.



Room Checks

You need to be in your room, fully dressed, for room checks at the following times:

Monday to Friday:	8.10am
Saturday & Sunday	12 noon

Check Items:

- Fixtures, fittings and furniture are in good order and undamaged.
- Bed is neatly made and floor is clean.
- Drawers and wardrobe are neat and tidy.
- Desk tops and shelves are clutter free, clean and organized.
- Clean clothes have been put away and towels hung on towel rail.
- Dirty personal clothes have been stowed in your personal laundry container.
- Dirty towels, sheets, pillow cases have been put out to be washed on the designated wash day(s).
- Rubbish bin has been emptied.

These checks will usually be conducted in your presence with your assistance, but the 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.

- Lights, audio equipment, computers and other approved electrical appliances are turned off.
- Only approved pictures are on open display and blue-tac has only been used on cupboards and the back of the door.

In the interests of safety and good order the 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, safes) and personal storage like school bags and luggage.

These checks will usually be conducted in your presence with your assistance, but the Manager reserves the right to undertake a check in your absence if he or she considers such action is warranted to secure residents' safety. The Manager may seek Police assistance as appropriate and in this instance will contact your parents regarding any action that may need to be taken.

COLLEGE LIFE

The residential college offers secure single room accommodation; ample storage for your property; privacy in the bathrooms; common rooms with easy chairs and television; and an indoor recreation room equipped with a pool table , table tennis.

Aquatic Activities

The residential college is close to Albany Leisure and Aquatic Centre. Supervisors will explain the expectations of pool users, safety arrangements and provide supervision as appropriate. All students are expected to observe the user requirements on display.

Our safety obligations mean that you will not be able to go beach swimming unsupervised.

Camps and Excursions

You will have the opportunity to participate in a wide variety of recreational activities and excursions throughout the year. Your parents will be asked to provide written permission for you to participate in a particular activity if it is not covered by the general permission given by them which covers most of the recreational activities.

In some instances some of the costs associated with conducting a camp or excursion may be met by the residential college with you (or your parents) needing to meet the balance. If you withdraw late from an excursion and it is too late to cancel the excursion or unreasonable on the other students to do so, you will still be expected to contribute to the cost.

Movies (Cinema)

On occasion Students may be given permission to attend a cinema on weekends at their own cost to see age appropriate approved films.

Movies (In-house)

Students can select films that they would like to have shown in-house. Films shown in the residential college need to be consistent with the Australian Censor Board recommended audience classifications.

Music

You are encouraged to continue with your musical interests whilst at the residential college. Lessons away from the residential college need to be arranged by your parents. Given adequate prior notice the Supervisors will endeavour to arrange transport to and from lesson venues.

Recreation Room

You are encouraged to make good use of the facilities and equipment in the recreation room. All students are expected to look after the equipment and observe the user requirements on display.

Religious Services and Cultural Traditions

We want our residential college to be a great place to live for all of the students and staff in residence. All members of the residential college community are equal as human beings and the residential college embraces the beliefs and cultural traditions of all of its residents. Getting an appreciation of the ethical foundations of everyone's beliefs and traditions helps build common understanding and mutual respect.

The Supervisors will make arrangements for you to attend religious services and other cultural events as indicated by your parents.

Rostered Duties

All students are rostered for various duties around the residential college, such as washing up, cleaning common rooms, helping in the kitchen, setting up for breakfast, and other help as identified by the Supervisors.

Sport

You are encouraged to participate in individual and team sports according to your interests (i.e. tennis, cricket, netball, football, etc). You, or your parents, will need to meet the cost of membership fees, personal equipment and uniforms.

Where approved activities are held a good distance away from the residential college please contact the Supervisors well beforehand regarding your transport arrangements.

Concerns and Complaints

Two-way communication is a critical factor in the partnership between parents and residential college staff. Seeking information as early as possible can solve many problems.

For more information about who to contact and how the residential college will deal with serious matters please refer to Attachment 1.



You are encouraged to participate in individual and team sports according to your interests (i.e. tennis, cricket, netball, football, etc).

EDUCATION

School Attendance

You are expected to attend school for the full term.

If you need to return to the residential college from school during term when lessons are in progress, then you must get a note from a teacher and hand it to an on-duty Supervisor or the Manager.

Personal Presentation

All students are required to wear the school uniform to school. Dress and personal presentation must comply with the school's health, cleanliness, modesty and safety standards.

School Camps and Excursions

Only a parent or legal guardian is, by law, permitted to sign a permission form for a school camp or excursion. Only in special circumstances, can a Supervisor sign on behalf of a parent. A letter from Parents giving authorisation for Supervisor to sign permission forms, is required.

School Requirements

Your school will provide you with copy of its requirements. Extra copies have been provided to the Supervisors so that they are aware of your school's requirements. School contact details are as follows:

Albany Senior High School

1 Campbell Road
ALBANY WA 6330

Postal Address: As above
Phone: (08) 9841 2411
Fax: (08) 9842 1512
Email: albanyshs2@det.wa.edu.au
Website:

North Albany Senior High School

Anson Road
ALBANY WA 6330

Postal Address: As above
Phone: (08) 98920611
Fax: (08) 98421514
Email via www.nashs.wa.edu.au

St Joseph's College

Martin Road
ALBANY WA 6330

Postal Address: As above
Phone: (08) 9844 0222
Fax: (08) 9844 0223
Email: admin@sjc-albany.wa.edu.au

STUDY TIME

Study time is a quiet period when you work in your room, in the computer room, in the dining room or with a tutor. Study time gives you a quiet time, free of distraction, to complete homework or learning assignments, review new schoolwork, revise previous learning, or undertake research or reading.

Monday to Thursday

Sunday

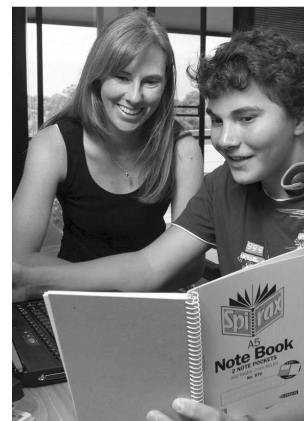
Year 8 - 12 7pm – 8.30pm In Rooms - Study Conditions

Year 11 & 12 9.30 pm to 10.30.pm additional if required (Not on Sunday)

Year 11 and 12 students requiring additional study time should approach Supervisors prior to study finishing.

Expectations:

- Unless otherwise authorised by a Supervisor, you are expected to study quietly in your own room with your door open.
- You are expected to be prepared with all necessary equipment, i.e. diary, pens, pencils, erasers, rulers, books, drinks, etc., before study time begins.
- To work in a computer room you need to book computer time for research and assignment completion with the Supervisors no later than 6.50 pm. Computer time is allocated in 45 minute blocks. You are expected to use computers quietly, with no food or drinks.
- If you have no set work, or are unable to organise appropriate reading material, then a Supervisor will give you a reading/learning assignment.
- You can only listen to audio equipment using earphones while you study. You are not allowed to take or make telephone calls during study time.



HEALTH AND SAFETY

Fire Safety

The college has smoke detectors, fire extinguishers and emergency evacuation plans in each building.

Fire alarm evacuation drills are held each term. You will be trained in the emergency evacuation procedure to follow in the event of a fire alarm at the residential college.

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

Health Care

The residential college staff care for your health and wellbeing. All Supervisors have a Senior First Aid Certificate.

If you become sick or injured, report immediately to a Supervisor for assessment. If this occurs during the night, you need to contact the on-duty Supervisor. The Supervisor will refer to your *Student Health Record Form* to ensure that treatment is in accord with the information provided.

If you are on prescribed medication, then you must inform the Supervisors and hand over the clearly labelled medication to be kept by the Supervisors in a locked cupboard. Your parents' written authorisation and the treating doctor's written instructions, are also required for the administration of prescribed medication on a regular basis for a known medical condition.

If you are too sick to go to school, then you will be confined to bed and will not be permitted to join in normal activities until a Supervisor considers you are well enough. A Supervisor will contact your parents and the school and provide a school absence advice as required. If you contract an infectious disease (e.g. chicken pox, measles, etc.) a Supervisor will contact your parents to come and take you home until you are no longer contagious.

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

Supervisors will make doctor or dentist appointments for you as and when necessary.

Help and Support

The Supervisors are always on hand to listen to any problems you are trying to deal with and to give you advice and support. The Supervisor will maintain confidentiality except where they consider that a matter needs to be referred to or discussed with others (e.g. the Manager, other Supervisors, your parents, someone qualified to provide support). **See Attachment 1.**

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, you need to get permission from an on-duty Supervisor before leaving the residential college grounds. A record of your whereabouts is maintained on a location board in reception. Once you have permission to leave the college grounds, your location will be noted on the location board by a Supervisor. Upon return to the college you must see a Supervisor so your presence back at the college can be recorded. You will also need to 'sign-out' and 'sign-in' in the book provided for this purpose. You need to wear suitable footwear when leaving the residential college grounds.

Shopping Leave

With your parents' permission, you will be given leave to attend to shopping and banking on set days each week.

One designated day per week:	3.30 pm – 5.00 pm
Saturday:	9.00 am -12.30 pm.

There is no direct supervision during shopping visits and you are expected to be an ambassador of the residential college and show high standards. You are not to visit any private residence whilst on shopping leave.

Shopping leave is a privilege that may be revoked if you give college staff reason to doubt the trust placed in you to uphold a good standard of behaviour.

Casual Employment Leave

After consultation between parents/guardians and the Manager or Senior Supervisor, you may be given leave to do casual employment after school. If approved, you will be responsible for getting to and from your place of employment. The Manager or Senior Supervisor reserves the right to revoke approval to leave the college grounds for employment for disciplinary reasons.

Except when leaving to attend school, you need to get permission from an on-duty Supervisor before leaving the residential college grounds.

LEAVE UNDER ANOTHER'S CARE

The residential college is not responsible for your care and wellbeing when you stay with a parent or guardian, nor is it responsible when a parent or guardian places you in the care of any other person. Your parents or guardian need to ensure that the people listed on their *Sign Out List* are over 18 years of age, known to them, trustworthy and will be responsible for your wellbeing and safety while in their care.

Day Leave

If your parents' *Sign Out List* is in order, then you will be able to go on *Day Leave* with anyone on their *Sign Out List* provided that you have no prior or conflicting commitment and are not subject to a disciplinary 'gating'.

Weekend Leave:

Weekend Leave may be granted from 3.30 pm Friday until 8.30 am Monday, provided that the following conditions are observed:

- 1 On each occasion the Supervisors receive a fax, email, letter or telephone call from your parent/guardian giving permission for you to visit and stay with a person on your parents' *Sign Out List*.
- 2 If the person is not already on the *Sign Out List*, then the Supervisors will need your parents to provide separate written authorisation for you to be placed in the person's care.
- 3 An '*Application for Weekend Leave*' form must be completed and returned to Supervisors' reception no later than before school on the Thursday morning before the weekend in question. You can obtain this form from the Supervisors' reception from Monday morning onwards and are asked to hand it in as soon as possible.
- 4 When you leave the residential college with a person authorised to care for you, you must be signed out by the carer. On return to the residential college, your carer needs to accompany you to the Supervisors' reception and sign you in.
- 5 If you are allowed to use public transport to travel home, or to an authorised carer's home, you need to report to reception and sign yourself out. If you return by public transport, you also need to report to reception and sign yourself in.
- 6 Failure to return to the residential college by the agreed time is a serious matter. If you are unable to return on schedule, then you are to ask your carer to contact reception and speak to a Supervisor.

Midweek Overnight Leave

Midweek Overnight Leave is only permitted for school purposes or excursions, or to stay with parents/guardians. The procedure for getting permission for *Midweek Overnight Leave* is the same as for *Weekend Leave*. *Midweek Day Leave* with friends/relatives is only permitted between 3.00 pm and 6.50 pm.

If you provide incorrect information or omit to provide information as requested on a leave application or by a Supervisor, then you will face disciplinary action.

Student Visitors

All student visitors (e.g. school friends) must report to the Supervisors' reception on arrival. They will need to sign themselves into the *Visitors' Book*. All student visitors invited by you to the residential college are bound by the residential college rules whilst on college grounds and expected to display the same qualities and respect expected from college residents. All student visitors must leave the residential college grounds by 5.00 pm (Sunday to Thursday) and by 5.30 pm (Friday and Saturday). Visitors to the College, are not allowed in students' bedrooms.

Closed Weekends

A *Closed Weekend* is a weekend when all students exit the residential college and go home or stay with an authorised carer. Experience shows parents, students and staff like to have an *Exeat Weekend* organised from time to time. Accordingly, the Board of Management may schedule an *Exeat Weekend* on a long weekend, particularly when schools schedule a pupil free day and a normal long weekend becomes a 4 day weekend. Parents will be given at least six weeks notice. On an *Exeat Weekend* all students go home after school on a Friday and return to the residential college at 3 pm on the day before school starts.

Exeat Weekends give both the students and the staff a break from residential college routines and give them both some 'free time'.

STUDENT TRANSPORT

Residential College Vehicles

The Albany Residential College maintain vehicles which Supervisors use to transport students to their social, sporting, leisure and recreation commitments. The college vehicles are also used for camps, outings and excursions and to transport students to and from health services and other appointments as appropriate.

Personal Motor Vehicles

You are not to travel in the personal vehicle of a residential college staff member, except when this is the best course of action in an emergency, or when this mode of travel has been specifically authorised by the Manager.

Written authority is required from your parents (or guardian) before you are permitted to ride in private vehicles driven by other than your parents (or guardian). You will not be allowed to ride in a private vehicle unless the residential college has this permission in writing and the driver is over 18 years of age.

You are not permitted to sit in parked cars, other than those of family or those on your *Sign Out List*, and you are not to loiter around vehicles that are parked outside the residential college.

MAJOR ISSUES

- Any male students found visiting the girl's dormitories (or visa versa) will have their residence at the College terminated. Physical contact between sexes is not allowed.
- Alcohol is strictly forbidden. Any student in possession of / or suspected of being under the influence of alcohol will be suspended immediately. Parents are requested to pick up the child forthwith.
- The Board of Management will suspend students in possession of illegal drugs/misuse of prescription drugs or under the influence of such, pending expulsion. If students are suspected of being in possession of illegal drugs the college is required by law to involve the Police, Police dogs and cupboard searches. Should a student be under the influence of drugs and parents are unable to pick them up immediately they will be hospitalized.
- Smoking is not permitted.
- Disruptive behaviour will not be tolerated. Bulling either physically or mentally is a major offence at this College and fighting is strictly forbidden.
- Stealing is a criminal offence and any student caught doing so will face disciplinary action which could include suspension and/or expulsion.
- Any student leaving the College grounds without permission will be suspended.
- Obscene materials of any kind are forbidden at the college. In such instances the College Manager's decision is final on what constitutes obscenity.
- Anyone found to have unauthorized keys in their possession place their position at the College in jeopardy.
- The College management 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.
- Students who have been suspended from school will not automatically be suspended from the College.

ATTACHMENT 1

Help and Support

The supervisors are always on hand to listen to any problems you are trying to deal with and to give you advice and support. The supervisor will maintain confidentiality except where they consider that a matter needs to be referred to or discussed with others (e.g. the college manager, other supervisors, your parents, someone qualified to provide support).

CONCERNS AND COMPLAINTS

- **Student concerns and complaints**
- **School concerns**
- **Residential College concerns**
- **Your safety concerns or the safety of others**

Student concerns and complaints

It's ok to have concerns and complaints about what might happen at school or where you are living during the school year. Here's who to contact so you get the right help at the right time.

Don't forget that your parents/carers are always a first option for you to talk with about your concerns.

We understand that there may be times when you want help from someone else.

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

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.

Your safety concerns or the safety of others



Firstly, you have the RIGHT to feel and to be safe at all times.

Residential college staff are responsible for the care and protection of all students who live at the residential college.

You may have concerns about the behaviour of residential college staff or any other adult, such as:

- inappropriate social approaches to make friends with you or start a close relationship with you
- inappropriate touching which makes you feel uncomfortable
- sexual talk, personal emails or personal contact via mobile phones or social media
- wanting to meet with you on a personal basis with a view to forming a relationship beyond their role as a responsible adult
- inappropriate physical handling (hitting, pushing, hugging) which is disrespectful of you and which you feel is wrong.

If you answer 'yes' to any of the following:

- "I don't feel safe."
- "I have an unsafe secret."
- "I am scared to say no."
- "I feel shame. I want it to stop."

then you need to tell someone who can help you.

You may also be concerned about such behaviour towards a fellow student at the residential college. It's ok for you to make a complaint on behalf of another student.

Residential College Student Complaints

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

E: residentialstudentcomplaints@education.wa.edu.au

W: det.wa.edu.au/residentialstudentcomplaints

When you call, you will speak with staff trained in child protection who will listen to your concerns and be able to help you.

You can also make a complaint by phone, emailing or filling out an online form.

Complaints can be anonymous.

Find out more by going to [this website](#).

24/7 emergency helplines

Police

T: 131 444
(000 for emergencies)

Crisis Care

T: 9223 1111
T: 1800 199 008 (country
freecall)
T: 9325 1232 (TTY)

Kids Helpline

T: 1800 55 1800
W: Kidshelp.com.au