



# Residential Campus Student Handbook 2024

Western Cape College – Residential Campus

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# Table of Contents

Values/Vision Statement of the School and/or Residential Boarding Facility .....	1
WCC Purpose.....	1
WCC Vision .....	1
Welcome.....	2
Structure of the Residential Boarding Facility.....	3
Life at Western Cape College Residential Campus.....	5
Responsibility for Boarders while at Residential Campus.....	6
Roles of Boarding Staff .....	6
Residential Boarding Facility Registration Process .....	8
Information for Parents/Carers and Students .....	8
Student Induction .....	8
Fees .....	9
Residential Code of Conduct.....	12
WCC Student Code of Conduct 2020 - 2023 .....	12
Matrix for Residential Living .....	13
Positive Behaviour for Academic Success .....	14
Positive Behaviour for Bus and Transport.....	15
Positive Behaviour for Living .....	16
Consequence for Leaving Residential Campus without Permission .....	17
Health, Safety and Wellbeing of Students .....	18
Physical Health .....	18
Mental Health.....	18
Guidelines for State School Operated Residential Boarding Facilities .....	18
Administration of Medication and Other Medical Matters .....	18
Administration of Medication.....	19
Storage and Disposal of Medication .....	19
Medical Appointments made by Parents/Carers .....	19
Emergency Appointments .....	19
Security of the Facility .....	20
Visitors Policy .....	20
Personal Property of Students .....	20
Searching Property.....	20
Supervision of Students .....	21
Declared Public Health Emergency Operations (e.g., Pandemic) .....	21
Support Services Available for Students .....	22

Leave Process.....	22
Emergency Process.....	23
Expectations of Parents/Carers.....	23
Expectations of Boarders at the Residential Campus .....	24
Daily Meals .....	26
Early and Late Meals.....	26
Communication.....	27
Telephones.....	27
Electronic Devices.....	27
Student Electronic Device Policy .....	28
Confidentiality and Privacy.....	29
Routine Activities - Recreation and Sport .....	29
Personal Accident Insurance.....	29
Safety .....	29
Relationships .....	30
Dress Standards.....	31
Visitors.....	33
Banking .....	33
Transport.....	33
Routines at Residential Boarding Facility .....	34
What to bring.....	36
Key Items to Bring.....	36
Complaints Management .....	37
Appendix 1 .....	38

# Values/Vision Statement of the School and/or Residential Boarding Facility

## WCC Purpose

To deliver consistent high-quality schooling for all of our students.

## WCC Vision

The purpose of Western Cape College is to deliver consistent high-quality schooling that develops the talents and capacities of all our students – socially, emotionally and academically. We will equip our culturally diverse student body to meet the challenges of a rapidly changing world. Staff, parents and community will work together, guided by the principal, to provide students with opportunities to achieve their full potential in learning. Students will develop resilience, self-confidence, respect for others, and the achievement of personal excellence. It is our vision that all of our students have every opportunity to develop as active and informed citizens; as lifelong learners who positively contribute to Australian society.



# Welcome

## ***From Residential Head of Campus - Kellie Kremmer***

Welcome to our residential community, a “home away from home”.

We at Western Cape College understand that the decision to send a child away to boarding school is one of the most difficult decisions that a family will have to make. For all of our students, there is little choice in this decision due to their remote location. Western Cape College aims to become a school of choice for all students in the Cape and Torres Strait because of the quality of education on offer at the Weipa Campus, and the quality of care we offer.

We are aware of the significant trust you have shown in placing your son or daughter in our care. We take our responsibility most seriously and feel privileged to have your son/daughter with us here at Res.

Whilst we aim to provide a home away from home, through the provision of a family like environment, we are aware that we can never replace home, and family. Western Cape College staff have your children's safety and wellbeing as our priority. Our boarding facility includes designated boy and girl dormitories and common rooms, a multi-purpose court, dining room, purpose built medical centre, a manager's residence, and staff accommodation. The facility provides a safe, secure, and positive environment for your child, enabling them to achieve their personal best.

By entrusting your child to our care, we will share in the responsibilities for primary care of him/her. This relationship will enable a smooth and consistent approach for the growth of your child. We hope this relationship is characterised by good, open communication and a common set of expectations shared between Boarding staff and parents. This is critical if we are going to offer the best possible care. This will result in the consistency that a teenager needs in order to grow and develop with confidence.

The wide range of opportunities available to the students at Western Cape College, whether sporting, academic, cultural, or otherwise is exciting. Our boarding students come to the College with a vast range of cultural backgrounds and we emphasise the importance of respecting each other's culture and being proud in who we are and where we are from. Students who take up the opportunities offered at the College leave as confident, independent, self-disciplined, and well-rounded young adults.

I encourage you to read this booklet carefully. It will assist with the transition into Boarding life by providing information on the regular structure of the Boarding program and describing the range of procedures and expectations we have to make it work successfully.

I hope that your association with the Boarding program will be a most enriching and satisfying one for you and your family.

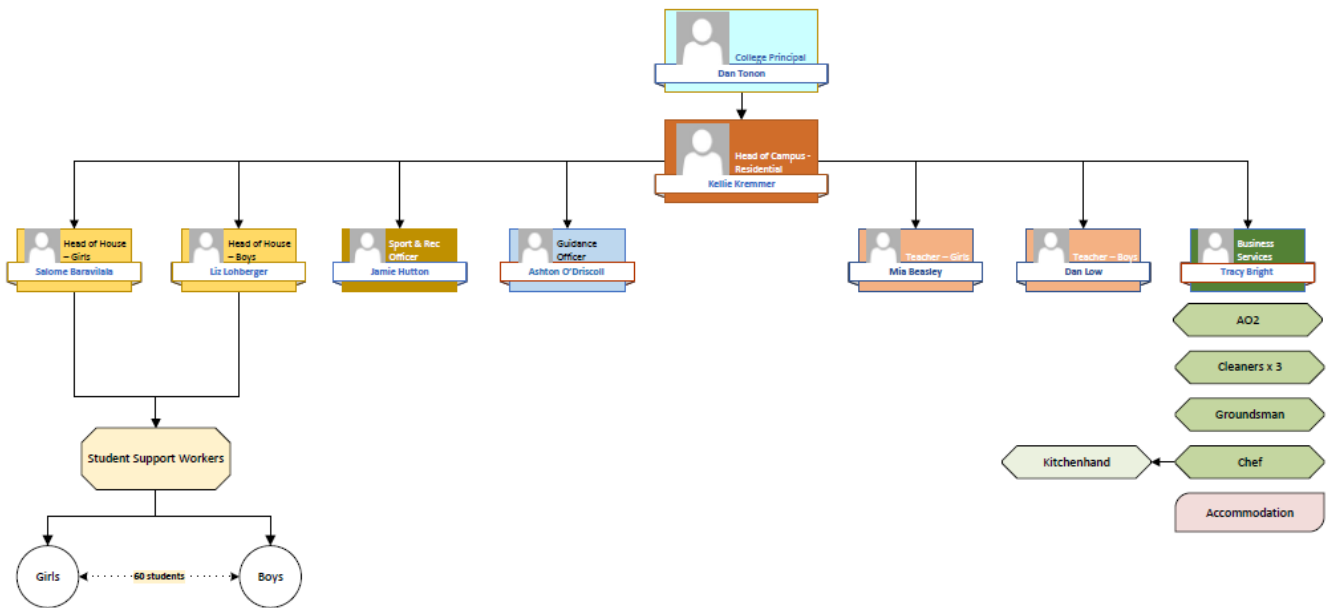
Kind regards



Kellie Kremmer  
Head of Residential Campus



# Structure of the Residential Boarding Facility



## Residential Boarding Facility Contact Details

Key officers from the residential boarding facility	Operating hours	Phone number
Kellie Kremmer Head of Residential Campus <a href="mailto:kkrem1@eq.edu.au">kkrem1@eq.edu.au</a>	7.30am to 4.30pm Monday to Friday	07 4090 5333
Deseray Hutton Administration & Enrolments <a href="mailto:dhutt28@eq.edu.au">dhutt28@eq.edu.au</a>	7.30am to 4.30pm Monday to Friday	07 4090 5333
Elizabeth Lohberger Head of House - Boys <a href="mailto:elohb0@eq.edu.au">elohb0@eq.edu.au</a>	8.00am to 5.00pm Monday to Friday	07 4090 5333
Salome Baravilala Head of House –Girls <a href="mailto:sbara@eq.edu.au">sbara@eq.edu.au</a>	8.00am to 5.00pm Monday to Friday	07 4090 5333
Mia Beasley Girls Teacher <a href="mailto:mjbea2@eq.edu.au">mjbea2@eq.edu.au</a>	8.00am to 5.00pm Monday to Friday	07 4090 5333
Daniel Low Boys Teacher <a href="mailto:dlow2@eq.edu.au">dlow2@eq.edu.au</a>	8.00am to 5.00pm Monday to Friday	07 4090 5333
Ashton O'Driscoll Guidance Officer <a href="mailto:aodri10@eq.edu.au">aodri10@eq.edu.au</a>	8.00am to 5.00pm Monday to Friday	07 4090 5333



*Contact details of other key areas or agencies*

Agency/service	Operating hours	Phone number
Abstudy <a href="https://www.humanservices.gov.au/individuals/services/centrelink/abstudy">https://www.humanservices.gov.au/individuals/services/centrelink/abstudy</a>	8.00am to 5.00pm Monday to Friday	1800 132 317



# Life at Western Cape College Residential Campus

WCC Residential Campus is a community which values above all things its family spirit. In this community we believe that every person has rights and responsibilities.



## The RIGHTS of boarders at Res are to:

- feel comfortable, safe and secure in the community to which they belong
- be respected by other members of the community regardless of cultural background, personal or religious beliefs
- enjoy recreation, rest and sleep at the end of the day
- work in quiet atmosphere that is conducive to study and learning and participate in decisions affecting them and to be taken seriously
- express personal ideas and opinions in the community in a respectful manner
- access the facilities of the College to gain maximum benefit to their education
- be supported in relation to their needs and enjoy the security of their personal possessions
- ask questions, seek help and be free from harassment or bullying



## The RESPONSIBILITIES of boarders at Res are to:

- uphold the good name of Western Cape College in character, conduct and appearance
- be prepared to learn and grow, arrive at Res from school on time and take part in required residential boarding facility activities such as homework
- abide by rules of the residential boarding facility as outlined in the Residential Responsible Behaviour Plan, including not bringing items to the residential boarding facility:
  - which could be considered as weapons (e.g., dangerous items such as knives) and Aerosols
  - which could be considered as drugs (e.g., drugs (not medically prescribed), alcohol and cigarettes)
- accept responsibility for personal decisions and actions - work hard and comply with requests or directions from the residential boarding facility staff
- make the most of their opportunities while at Res
- grow and develop by using their gifts and talents to the best of their ability
- act in a manner that is thoughtful to other members of the community
- respect the rights of others
  - respect the personal property and possessions of others. Respect the residential boarding facility's property: Any damages caused by the student will be paid for by the student
- make their bed each day, keep their room tidy, maintain personal hygiene (such as shower, brush their teeth and wear clean clothes each day) and perform house duties and laundry.





# Responsibility for Boarders while at Residential Campus

## Roles of Boarding Staff

### *Head of Campus*

While the ultimate responsibility for the boarders' rests with the Principal of Western Cape College, the day-to-day administration of the Boarding program is delegated to the Head of Campus. They are accountable to the principal of the College for setting and maintaining standards in the Boarding program and for ensuring that boarders and boarding staff uphold these standards as well as those of the College.

### *Heads of House*

The everyday care of the boarders is largely in the hands of each of the two Heads of House. These are people who are seen as the 'other parent' in the life of each boarder under their care. This person who is the primary point of contact for parents and students.

Heads of House communicate with parents on such matters as weekend leave, overnight leave, travel arrangements, sickness, sporting commitments and disciplinary matters of significant concern. Likewise, if parents have any concerns about their son/daughter, or any information which would assist staff, then they should feel free to contact the respective Head of House. Parents are encouraged to get to know their son's/daughter's Head of House well, and to work with them in a supportive and collaborative manner so that the care of their son/daughter can be undertaken in a consistent, fair and thorough way.

Please note that all requests for leave from boarding must be directed to the Head of House. Requests for leave from the day school should be directed to the Associate Principal - Secondary.

Heads of House act as guardians to their respective boarders. The aspect of this role is usually exercised when permission is required for the boarder to leave the Campus grounds to take part in an excursion, camp, etc. The majority of permission forms are sent to parents/carers via email. On some occasions Heads of House will contact parents before signing other forms, e.g., subject changes or extraordinary sports trips. They also exercise this authority in the event of illness or accident.

The primary role of each Head of House is the pastoral concern of every boarder. Given the necessary constraints of institutional living, they try to make the boarding residence as homely an environment as is possible, while at the same time acknowledging that 'there is no place like home'. The Head of House encourages acceptance, tolerance and forgiveness among boarders and other staff so as to create a harmonious boarding community.

Another significant role of the Heads of House is to liaise with teachers and sport coaches. In doing so, he/she tries to keep up-to-date in manners relating to academics, achievements, difficulties, behaviour problems, social developments and any other extraordinary requirements or special needs of boarders.

## Student Support Workers

To assist them in the task of caring for the boarders the Head of Campus and the Heads of House have part-time Residential Supervisors who live in or near the boarding residences. These Supervisors are responsible to the Head of Campus and Heads of House and refer all matters concerning their dealings with boarders to them.



# Residential Boarding Facility Registration Process

## Information for Parents/Carers and Students

- 1) If you or your child is not currently enrolled at the school, complete and lodge an [Application for student enrolment](#) at the school. This can be obtained from the school or the residential boarding facility.
- 2) Complete and lodge the [Application to register - student in a state school operated residential boarding facility](#) at the residential boarding facility. This can be obtained from the school or the residential boarding facility.
  - **Note:** Enrolment of a student at the school and registration of a student at the residential boarding facility may occur at the same time.
- 3) The school or the residential boarding facility will provide you with relevant information in relation to the residential boarding facility's policies and procedures including the Registration Agreement and the Residential Handbook. Please ensure that you have read and understood the relevant policies, procedures, the Registration Agreement and the Residential Handbook before completing an Application to register - student in a state school operated residential boarding facility.
- 4) Complete the [administration of medication at a residential boarding facility record sheet](#) for any medication that you wish the facility to administer, and provide the residential boarding facility with the [administration of medication at a residential boarding facility record sheet](#) and a copy of medical authorisation from a prescribing health practitioner.
- 5) The school principal or delegate will inform you of your offer of registration at the residential boarding facility.
- 6) If you wish to accept this offer of registration at the residential boarding facility, you are required to:
  - a) sign the Registration Agreement. The school principal or delegate will also sign the agreement;
  - b) complete and sign the Residential Fees Payment Plan Agreement (see Appendix 1 of the Residential Handbook);

All of the completed forms are to be returned and payments made, by the due date in the offer letter.

- 7) If you or your child requires any reasonable adjustments, please discuss this with the school principal or delegate.
- 8) Upon commencement, all students will participate in induction, provided by the residential boarding facility. This includes explanation of the mandatory components of residential care services available at the residential boarding facility.

## Student Induction

Upon commencement at the residential boarding facility, an induction will be provided to all students to ensure that they are familiar with the amenities and key expectations of the residential boarding facility.

A guided tour of the residential facility will provide:

- Location of offices and reception including sick bay
- Location of all student areas including bedrooms in dormitories, toilets, laundries, common rooms, fire exits, homework rooms and recreation rooms
- Explanation of out of bounds areas.
- Location of student kitchens, explanation of when and how meals may occur
- Location of dining room, explanation of when and how meals may occur
- Explanation of telephone use including boarding phones as well as personal mobile phone policies.
- Explanation of expectations of living together and respecting each other that includes staff members, way speak to each other, having tolerance, not to tease, talk about any concerns or worries to staff members or any other senior students that you feel comfortable.
- Explanation of Responsibilities - Everyday – shower, attend school, wear school uniform, change out of uniform immediately after school. Always keep room tidy, make bed, and put away clothes in cupboard, keep kitchenette and common room clean.
- Explanation of consequence for writing graffiti anywhere and damaging school property. Weekly group clean-up of site and care for buses.

- Explanation of rules and consequences for leaving the residence without a staff member, escort or weekend leave permission.
- Explanation of expectations of boy girl relationships that could develop. Students are not to be unsupervised or left alone at any time.
- Explanation of physical contact. No level of physical contact. Zero tolerance of domestic violence, bullying or harassment. Chance for student to form lifelong friendships.
- These expectations are further outlined in the Residential Code of Conduct and Residential Responsible Behaviour plan in the Residential Handbook.
- Exploration of suspension and enrolment cancellation if students are found in possession of drugs or drug paraphernalia or alcohol.

## Fees

### Fees Payable

Parents/carers are required to pay all:

- residential fees in the amount of \$34,768.00 per annum or \$8692.00 per term;
- Centrepay- Parents/ carers may pay the shortfall via Centrepay.

### Residential Fees

The residential fees are payable in advance and payments must be made in accordance with the residential fees payment plan agreement (see Appendix 1 of the Residential Handbook) signed by the parents/carers of the student and the school principal or delegate.

Residential fees are for accommodation, meals, electricity, maintenance, transport to and from school and the residential boarding facility and laundry.

- a) Families must contribute to the student's boarding costs:

**The Parental Contribution Fee - \$50 per week**, per child to cover extra expenses not covered by ABSTUDY. Families need to provide clothing, personal items, and spending money for your student throughout the year. The annual cost has been spread over the year from 1 January until 31 December. Please note payments do not stop over the holidays.

The yearly cost for Parental Contribution to Boarding Fees is in **addition** to Abstudy Payments money and can be broken down as follows:

Frequency Total Amount Payable

Weekly	\$50.00
Fortnightly	\$100.00
School Term x 4 payments	\$650.00 Term 1, \$650.00 Term 2, \$650.00 Term 3, \$650.00 Term 4
Yearly	\$2,600.00

- b) **Bond Payment:** Families will be asked to pay a bond of \$1,000.00 in 2025 and for any future enrolments. This once off fee will cover any breakages or accidental damage whilst your child is residing at the Western Cape College Residential Campus. If we are required to use the bond to repair damages and additional funds are required parents will be invoiced for the outstanding amount and parents will be required to top up the bond contribution.

This fee will be invoiced to parents as follows:

Term 1 – Week 1	\$250.00
Term 2 – Week 1	\$250.00
Term 3 – Week 1	\$250.00
Term 4 – Week 1	\$250.00

**The bond payment or remainder of the payment will be refunded at the conclusion, cancellation or parent withdrawal from the Boarding Campus.**

**CENTREPAY** If you are the recipient of any Centrelink money, you can log onto your myGov account and setup Centrepay Payments to pay your child's boarding fees. This must be completed prior to your child's arrival. The annual Boarding Fee must be paid by the Parent or Guardian for each student attending Western Cape College Residential Campus.

### **Additional Costs**

The additional costs payable by the parents/carers include:

- Additional fees or costs for the student's schooling, accommodation or extra-curricular activities that are not covered by the Residential Fees including, but not limited to, text book or other resource hire, school camps or excursions, uniforms, recreational and sporting activities, vocational courses, private tuition or lessons and accommodation services outside of the accommodation arrangements during school term and replacement keys and/or replacement swipe cards;
- Costs associated with the student participating in any routine activities arranged or approved by the residential boarding facility or the school that students may participate in during their residence as part of their usual routine (including outings and recreational and sporting activities);
- Reimbursement to the residential boarding facility for all medical expenses incurred by the residential boarding facility in respect of the student; and
- Reimbursement to the residential boarding facility for all costs of repair or replacement for any damage, caused as a result of the student's actions.

### **Invoicing**

The residential boarding facility will send you an invoice for any outstanding Residential Fees that are not covered by:

- Abstudy, WCCA or Centrepay
- Any medication, damage caused by boarder, PPE and miscellaneous fees e.g.
  - Sports trips, Senior Jersey's and Drivers Licenses

The amounts invoiced must be paid by the date specified in the invoice.

### **Failure to Pay**

If a parent fails to pay any fees when due, the residential boarding facility may cancel the student's registration at the residential boarding facility. Any refunds will be calculated and made in accordance with the refund policy set out in the Registration Agreement.

### **Refund Policy**

The refund policy is set out in the Registration Agreement. Parents/carers should ensure they read and understand the refund policy and process.





# Residential Code of Conduct

## WCC Student Code of Conduct 2020 - 2023

Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

Queensland Department of Education State Schools Strategy 2019-2023

[Western Cape College Student Code of Conduct 2020 - 2023](#)





## Matrix for Residential Living



### Positive Behaviour for Residential Living

	WE ARE RESPONSIBLE	WE ARE RESPECTFUL	WE ARE RESILIENT	WE REPRESENT
	Responsible – we take ownership of our actions, choices and behaviour and are accountable for all that we do.	Respectful – we value each other, we are open and honest, respect individual strengths and acknowledge we are all unique	Resilient – persistent, displaying trust, being brave, bouncing back, being understanding and developing individual confidence	Represent – honour ourselves, our family and our culture – we are proud of who we are and where we come from
ALL AREAS	<ul style="list-style-type: none"> <li>✓ We listen and follow instructions given by all staff</li> <li>✓ We are responsible for ourselves and the choices we make</li> <li>✓ We display safe behaviour in all areas at all times</li> <li>✓ We stay in approved areas</li> <li>✓ We are organised and on time for all activities</li> <li>✓ We lead by example and contribute positively to residential living</li> <li>✓ We are caring for all common resources, areas and equipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ We listen and follow instructions given by all staff</li> <li>✓ We respect and value ourselves and each other</li> <li>✓ We have a positive attitude at all times</li> <li>✓ We accept differences and diversity</li> <li>✓ We use respectful language when speaking to others</li> <li>✓ We actively listen to seek understanding</li> <li>✓ We respect the expectations of Residential living</li> <li>✓ We communicate and interact with respect</li> <li>✓ We follow the residential routines for residential living</li> <li>✓ We respect the opinion of others</li> </ul>	<ul style="list-style-type: none"> <li>✓ We practise patience and understanding every day with all others</li> <li>✓ We are persistent when we are being challenged</li> <li>✓ We seek support and we offer support from and for each other</li> <li>✓ We use positive strategies in challenging situations</li> <li>✓ We accept consequences with maturity</li> </ul>	<ul style="list-style-type: none"> <li>✓ We are proud of our behaviour and our choices</li> <li>✓ We represent our families with pride and honour</li> <li>✓ We celebrate our success and the success of others</li> <li>✓ We are proud of our culture and honour our cultural heritage</li> <li>✓ We care for our Campus environment</li> <li>✓ We dress appropriately</li> </ul>
ACADEMIC AREA	<ul style="list-style-type: none"> <li>✓ We bring our study materials and are prepared to learn each session</li> <li>✓ We are positive learners</li> <li>✓ We encourage each other to do their best</li> <li>✓ We are responsible for our individual learning behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✓ We use respectful language when learning</li> <li>✓ We accept and value each other's learning is different to our own</li> <li>✓ We respect the rights of others to learn in a positive environment</li> <li>✓ We respect we have different and diverse abilities</li> </ul>	<ul style="list-style-type: none"> <li>✓ We have high academic expectations of ourselves</li> <li>✓ We persist when we are being challenged during learning</li> <li>✓ We ask for help and help others when needed</li> <li>✓ We set goals and challenges for ourselves</li> <li>✓ We have courage to have a go when learning something new and completing challenging activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ We represent ourselves with honour when learning</li> <li>✓ We are proud of our achievements and celebrate our success</li> <li>✓ We display excellent choices and behaviour when learning</li> </ul>
DORMS AND LOUNGE AREA	<ul style="list-style-type: none"> <li>✓ We are responsible for our own equipment and all property including residential equipment and peer's property</li> </ul>	<ul style="list-style-type: none"> <li>✓ We respect the privacy of others</li> <li>✓ We respect each other's property</li> </ul>	<ul style="list-style-type: none"> <li>✓ We accept positive and negative feedback from staff regarding our behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✓ We represent ourselves, our family and our culture with pride and honour</li> </ul>
COMMON ROOMS	<ul style="list-style-type: none"> <li>✓ We care for resources and environment</li> </ul>	<ul style="list-style-type: none"> <li>✓ We respect the resources and environment</li> <li>✓ We respect the shared spaces and decisions made by the staff</li> </ul>	<ul style="list-style-type: none"> <li>✓ We follow fair and reasonable instructions</li> </ul>	<ul style="list-style-type: none"> <li>✓ We represent ourselves, our family and our culture with pride and honour</li> </ul>
OUTSIDE COMMON AREA	<ul style="list-style-type: none"> <li>✓ Dispose of individual rubbish appropriately including recycling</li> </ul>	<ul style="list-style-type: none"> <li>✓ We respect all resources, equipment and environment</li> </ul>	<ul style="list-style-type: none"> <li>✓ We follow fair and reasonable instructions</li> </ul>	<ul style="list-style-type: none"> <li>✓ We represent ourselves, our family and our culture with pride and honour</li> </ul>
BUS	<ul style="list-style-type: none"> <li>✓ We sit in a seat with seatbelt on</li> <li>✓ Clean up all rubbish when leaving the bus</li> <li>✓ Listening to and follow instructions</li> <li>✓ We leave a designated seat at back of bus for staff members</li> <li>✓ We don't eat and drink on the bus</li> </ul>	<ul style="list-style-type: none"> <li>✓ Respectful language when speaking</li> <li>✓ We listen and follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>✓ We follow fair and reasonable instructions</li> </ul>	<ul style="list-style-type: none"> <li>✓ We represent ourselves, our family and our culture with pride and honour</li> </ul>
EXCURSIONS AND PUBLIC AREAS	<ul style="list-style-type: none"> <li>✓ We use appropriate language at all times in public areas</li> </ul> <p><b>Pool</b></p> <ul style="list-style-type: none"> <li>✓ We follow the common pool rules as specified by the pool staff</li> </ul> <p><b>Shopping</b></p> <ul style="list-style-type: none"> <li>✓ We follow the common rules of shopping centre management</li> <li>✓ We buy only approved items</li> <li>✓ We are responsible for our own money</li> </ul>	<ul style="list-style-type: none"> <li>✓ We use appropriate and respectful language at all times in public areas</li> </ul> <p><b>Pool</b></p> <ul style="list-style-type: none"> <li>✓ We respect the common pool rules as specified by the pool staff</li> </ul> <p><b>Shopping</b></p> <ul style="list-style-type: none"> <li>✓ We respect the common rules of shopping centre management</li> </ul>	<ul style="list-style-type: none"> <li>✓ We follow fair and reasonable instructions</li> </ul>	<ul style="list-style-type: none"> <li>✓ We represent ourselves with pride and honour when out in public</li> <li>✓ We represent our families with pride and honour when out in public</li> </ul>
SPORT AND RECREATION	<ul style="list-style-type: none"> <li>✓ We are responsible for our own choices and behaviour</li> <li>✓ We are positively participating in the sport and recreation program</li> <li>✓ We are actively participating in the sport and recreation program</li> <li>✓ We treat all sporting equipment with care</li> <li>✓ We wear appropriate clothing for activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ We respect all sporting and rec equipment</li> <li>✓ We respect our environment</li> <li>✓ We respect the rules and engage appropriately</li> </ul>	<ul style="list-style-type: none"> <li>✓ We bounce back after a setback during all activities</li> <li>✓ We practise care with and for others</li> <li>✓ We display appropriate reactions during activities and regulate our own behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✓ We represent ourselves with pride when participating with others</li> <li>✓ We show honour when participating in all activities</li> <li>✓ We represent our culture and families with honour when participating</li> </ul>

## Positive Behaviour for Academic Success




### Positive Behaviour for Academic Success

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>RESILIENT</b>	<b>REPRESENT</b>
Respectful – we value each other, we are open and honest, respect individual strengths and acknowledge we are all unique	Responsible – we take ownership of our actions, choices and behaviour and are accountable for all that we do.	Resilient – persistent, displaying trust, being brave, bouncing back, being understanding and developing individual confidence	Represent – honour ourselves, our family and our culture – we are proud of who we are and where we come from
<p><b>We respect who we are:</b></p> <ul style="list-style-type: none"> <li>➢ We use respectful language when learning</li> <li>➢ We accept and value each other's learning is different to our own</li> <li>➢ We respect the right of others to learn in a positive environment</li> <li>➢ We respect we have different and divers abilities</li> </ul>	<p><b>We do the right thing:</b></p> <ul style="list-style-type: none"> <li>➢ We bring our study materials and are prepared for each session</li> <li>➢ We are positive learners</li> <li>➢ We encourage each other to do their best</li> <li>➢ We are responsible for our individual learning behaviour</li> </ul>	<p><b>We believe</b></p> <ul style="list-style-type: none"> <li>➢ We have high academic expectations of ourselves</li> <li>➢ We set realistic and challenging goals and work towards them</li> <li>➢ We ask for help and help others when needed</li> <li>➢ We have courage to have a go when learning something new and completing challenging activities</li> </ul>	<p><b>We have high expectations of ourselves</b></p> <ul style="list-style-type: none"> <li>➢ We represent ourselves with honour when learning</li> <li>➢ We are proud of our achievements and celebrate our success</li> <li>➢ We display excellent choices and behaviour when learning</li> </ul>
EXPECTED BEHAVIOUR	POSITIVE CONSEQUENCES	MINOR BEHAVIOUR	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> <li>✓ Be on time</li> <li>✓ Be prepared for homework</li> <li>✓ Engage in your learning</li> <li>✓ Follow staff instructions</li> <li>✓ Be Safe and Respectful at all times</li> </ul>	<ul style="list-style-type: none"> <li>Reach Rewards</li> <li>Positive Parent Contact</li> <li>Positive REACH Report</li> <li>Improved skills and confidence</li> <li>Homework Heroes Award</li> </ul>	<ul style="list-style-type: none"> <li>✗ Ongoing disruptive behaviour</li> <li>✗ Late to homework</li> <li>✗ Leaving without permission</li> <li>✗ Mobile phone usage</li> <li>✗ Disrespectful behaviour (swearing, yelling)</li> </ul>	<ul style="list-style-type: none"> <li>Redirection and rule reminders</li> <li>Moved to another learning area</li> <li>Discussion with SSW, Miss Liz, Miss Lyndall</li> <li>Parent Contact (Negative)</li> <li>REACH REPORT</li> </ul>
OFF-TASK BEHAVIOUR	POSSIBLE CONSEQUENCES	MAJOR BEHAVIOUR	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> <li>✗ Disrupting others</li> <li>✗ Ignoring instructions</li> <li>✗ Disrespectful behaviour</li> <li>✗ Refusing to participate</li> </ul>	<ul style="list-style-type: none"> <li>Redirection and rule reminders</li> <li>Moved to another learning area</li> <li>Discussion with SSW/Report on REACH</li> <li>Extra Homework Session</li> </ul>	<ul style="list-style-type: none"> <li>✗ Ongoing minor behaviours</li> <li>✗ Regularly late to homework</li> <li>✗ Swearing/abusive behaviour</li> <li>✗ Regular refusal to participate</li> <li>✗ <u>ON GOING MOBILE PHONE USAGE</u></li> </ul>	<ul style="list-style-type: none"> <li>Redirection and rule reminders</li> <li>Moved to another learning area</li> <li>Discussion with Ms Kellie, Miss Liz, Miss Lyndall</li> <li>Parent Contact – Possible Suspension</li> </ul>



## Positive Behaviour for Bus and Transport



### Positive Behaviour for Academic Success

<b>RESPECTFUL</b> <small>Respectful – we value each other, we are open and honest, respect individual strengths and acknowledge we are all unique</small>	<b>RESPONSIBLE</b> <small>Responsible – we take ownership of our actions, choices and behaviour and are accountable for all that we do.</small>	<b>RESILIENT</b> <small>Resilient – persistent, displaying trust, being brave, bouncing back, being understanding and developing individual confidence</small>	<b>REPRESENT</b> <small>Represent – honour ourselves, our family and our culture – we are proud of who we are and where we come from</small>
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<b>OFF-TASK BEHAVIOUR</b>	<b>POSSIBLE CONSEQUENCES</b>	<b>MAJOR BEHAVIOUR</b>	<b>POSSIBLE CONSEQUENCES</b>
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## Positive Behaviour for Living



### Positive Behaviour for Living

<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>RESILIENT</b>	<b>REPRESENT</b>
<p><b>We respect who we are:</b></p> <ul style="list-style-type: none"> <li>➤ We care about how we are perceived</li> <li>➤ We care about our wellbeing</li> </ul> <p><b>We listen to seek understanding and seek to understand.</b></p> <ul style="list-style-type: none"> <li>➤ We actively listen to seek understanding and ask questions to clarify.</li> <li>➤ We empathise with others</li> </ul> <p><b>We value others, property and the environment.</b></p> <ul style="list-style-type: none"> <li>➤ We value the personal space of others</li> <li>➤ We take care of our property and the property of others</li> </ul>	<p><b>We do the right thing:</b></p> <ul style="list-style-type: none"> <li>➤ We make informed choices</li> <li>➤ Reflect on and learn from our decisions</li> </ul> <p><b>We are responsible for our own behaviour</b></p> <ul style="list-style-type: none"> <li>➤ We accept we are responsible for what we do</li> <li>➤ We accept that we are responsible to come prepared to learn</li> </ul> <p><b>We uphold the reputation, values and rules of the school</b></p> <ul style="list-style-type: none"> <li>➤ We uphold the school's common agreements</li> <li>➤ We follow health and safety procedures</li> </ul>	<p><b>We believe</b></p> <ul style="list-style-type: none"> <li>➤ We have high expectations of ourselves</li> <li>➤ We set realistic and challenging goals and work towards them</li> </ul> <p><b>We reach out</b></p> <ul style="list-style-type: none"> <li>➤ We challenge our comfort zones</li> <li>➤ We persist through difficult situations</li> </ul> <p><b>We never give up</b></p> <ul style="list-style-type: none"> <li>➤ We seek support</li> <li>➤ We offer support</li> </ul>	<p><b>We have high expectations of ourselves</b></p> <ul style="list-style-type: none"> <li>➤ We wear our uniform with pride</li> <li>➤ We represent our families with pride and honour</li> <li>➤ We celebrate our success</li> </ul> <p><b>We are ambassadors for our campus</b></p> <ul style="list-style-type: none"> <li>➤ We care for our campus environment</li> <li>➤ We contribute to WCRC in a positive way</li> </ul> <p><b>We contribute to our community</b></p> <ul style="list-style-type: none"> <li>➤ We are enriched by our diverse community</li> <li>➤ We bring credit to the school through our actions</li> </ul>

## Consequence for Leaving Residential Campus without Permission



# Consequences for Leaving Residential Campus without Permission/Running Away

**If you are stressing and need time outside, ask the staff!**

**Staff are here to help you, but we need to know where you are at all times to make sure that you are safe.**

### Some reasons why you do not leave campus without permission:

- It is not safe
- Animals e.g. snakes, spiders, wild dogs
- People
- Injuring yourself

### People who you will stress out:

- Your family/caregivers back home (they all care about you!)
- Staff (we all care about you!)
- Your friends/family at the Res campus (they all care about you!)
- Police

## 1<sup>st</sup>

1. Phone call to family/caregiver with student
2. Phone call to police
3. Conversation with **Head of House**- Why did you do it?
4. Reminder of positive choices and supports
5. Letter/email to family/caregiver reminding of expectations and consequences- reminder of 5 day suspension at family expense

## 2<sup>nd</sup>

1. Phone call to family/caregiver with student
2. Phone call to police
3. Conversation with **Head of Department**- Why did you do it?
4. Reminder of positive choices and supports
5. Letter /email to family/caregiver reminding of expectations and consequences- reminder of 5 day suspension at family expense

## 3<sup>rd</sup>

1. Phone call to family/caregiver with student
2. Phone call to police
3. Conversation with **Head of Campus**- Why did you do it?
4. Reminder of positive choices and supports
5. Letter/email to family/caregiver reminding of expectations and consequences- reminder of 5 day suspension at family expense

## 4<sup>th</sup>

1. Phone call to family/caregiver
2. Phone call to police
3. **Off-campus suspension- 5 days. Charter flight at family's expense (approximate cost- \$3000-\$6000)**

## 5<sup>th</sup>

1. **Cancellation of enrolment**

# Health, Safety and Wellbeing of Students

Students who are enrolled at the residential campus are the responsibility of Staff, unless they are signed out for the weekend. This means that employees have a responsibility to the students.

Staff are entrusted with the responsibility of giving the students the best care possible. The residential campus is responsible for, but not limited to, the following:



## Physical Health

- Physical health is an extremely important aspect of our student's daily life at the residential campus. We will be responsible for organising activities that foster a positive attitude toward physical health.
- We transport students whose physical health might be an issue. They may have to go to the hospital, dentist or doctor.
- The School Based Youth Nurse also attends to address specific issues with all students such as hygiene and diet.

## Mental Health

- Students in boarding facilities are away from their natural family support networks. Students' mental health is monitored by staff through observations and speaking with students.
- Changes in behaviour are documented in the shift log and reported to Senior staff.
- Staff members are responsible for the health, welfare and wellbeing of students and liaise with parents and agencies in town if support is required.
- Students can be transported to appointments if necessary.
- Students are encouraged to speak with their family often, using social media or the landline if they have no access to a mobile phone. This helps students to maintain the bond with their family and discuss what is happening in their lives during the term.
- Student progress is monitored by all staff and they report to senior staff or HORC if they are concerned about a student's mental health.
- Parents/carers are contacted if staff believe the student is at risk or not coping as a boarder.

## Guidelines for State School Operated Residential Boarding Facilities

The operation of state school-operated residential boarding facilities during COVID-19 must be managed in accordance with the latest Australian Health Protection Principal Committee (AHPPC) Statement on risk management for boarding schools and school-based residential colleges. Each state school operated residential boarding facility must work closely with their local Public Health Unit and Department of Education Region, including the COVID-19 Regional Coordinator, to develop a facility-specific, systematic risk assessment, analysis and mitigation process to manage the risk posed by COVID-19.

[Guidelines for State School Operated Residential Boarding Facilities – updated 1 September 2020.](#)

## Administration of Medication and Other Medical Matters

### *Parents must*

- Complete the Administration of medication at a residential boarding facility record sheet for any medication, and provide the residential boarding facility with a copy of medical authorisation from a prescribing health practitioner.
- Keep the residential boarding facility regularly and accurately informed in writing, in relation to the student's health and welfare, including immediately notifying and providing appropriate medical documentation to the Residential boarding facility if the student suffers or is diagnosed with any additional medical or mental health conditions or changes to Pre-existing Medical Conditions;



- If administration of medication of a student is required, provide a copy of medical authorisation from prescribing health practitioner for any medication including “Over the Counter” medications such as Panadol, Neurofen, Cold and Flu tablets and so on.

## Administration of Medication

All medication will be administered in accordance with the copy of medical authorisation, administration of medication at a residential boarding facility records sheet and the original pharmaceutical label.

- Before administering the medication, residential boarding facility staff will check the student’s name and details.
- Residential boarding facility staff will read the label on the medicine and administer the medication as per the administration of medication at a residential boarding facility record sheet.
- After the student has taken the medication, the residential boarding facility staff will:
  - return medication to the correct file
  - document medication when it is administered on the required form
  - ensure medication cabinet is locked

## Storage and Disposal of Medication

- All medications are stored in the locked drawer of the first aid room.
- The drawer is locked at all times except when staff are accessing student medication to be dispensed.
- Medication will be removed and returned one student at a time to ensure medication is returned to the correct file for each student.
- Staff will check if the original pharmaceutical label is attached to the medication. This label must have the name of the medication, the student’s name and must have the dosage and times to be administered.
- Please Note: at the end of each term, leftover medication goes to the office for disposal.
- After a course of antibiotics has been completed, the empty packets go to the office for disposal. Students need to complete the antibiotic courses prescribed by the doctor unless otherwise directed.

## Medical Appointments made by Parents/Carers

- Parents/carers have a responsibility to notify the residential campus if a boarder has a medical appointment.
- This information must include date, time and venue.
- If the parent or carer cannot attend the appointment, the residential campus staff may be able to accompany the student.
- Transport needs to be organised by the parent/carers at their cost. If residential campus staff are available, they may accompany the student to the appointment with parental consent.

## Emergency Appointments

- If a student becomes ill and requires medical assistance, the staff at the residential campus will contact the parents/carers and take the student for treatment either at the ER Department or as a “walk in” at medical centres. Alternatively, staff will make an appointment at the required medical centre and the student will be taken to the appointment if it is not an emergency.
- If the student has an accident and requires immediate treatment, an ambulance will be called and parents/carers will be notified. The Head of Campus will also be notified immediately.
- Staff will keep the parents/carers informed about the treatment prescribed by the doctor.
- Consent will be obtained, when possible, for emergency treatment.

## Security of the Facility

- Student safety is our number one priority.
- This facility is monitored at all times by CCTV.
- The front door is locked after hours and the doorbell is located outside on a panel.
- Dorms will lock down at night time when boarders are asleep, intercoms are located in each dorm where boarders can call staff.
- External lighting comes on automatically as dusk approached and remains on until the sun rises the following day.
- There are also CCTV cameras around the outside of the building and sensor lights.
- All staff must have read and acknowledged all emergency procedures, such as the evacuation and lockdown procedures.
- In the event of potential intruders, the residential boarding facility will go into lockdown and staff will contact 000.

## Visitors Policy

- As student security and privacy are a priority, staff are expected to enforce the visitor's policy.
- Visitors to the Residential Campus, including parents are required to sign in and remain in the foyer area of the office.
- Parents/carers cannot go to the dorms without staff accompanying them.
- Other visitors are permitted on the premises if they have signed in and have a valid Blue Card (unless exemption applies) or current Queensland Teacher registration.

## Personal Property of Students

Students may bring personal property onto the residential boarding facility premises, provided that students, their parents/carers or visitors do not bring any illegal, dangerous, harmful or banned items onto the residential boarding facility premises.

Students are responsible for their personal property and for the care, maintenance, repair and safekeeping of their personal property.

Insurance held by the school and the residential boarding facility does not cover any loss or damage to a student's personal property, and in particular computers and other electronic devices. Students and parents/carers are responsible for taking out insurance coverage for student's property (including watches, phones and electronic devices).

The school and residential boarding facility will not be responsible for any loss, damage or theft of a student's personal property. Any item that is damaged, lost or stolen must be reported to residential boarding facility staff.

## Searching Property

To ensure the safety of students and staff at all times, in the event that residential boarding facility staff have a reasonable suspicion that illegal, dangerous, harmful or banned items are located within dorm rooms or within other areas of the residential boarding facility or student property, the staff may:

- search property belonging to the residential boarding facility (including the dorm room, drawers, cupboards and fridges) and the student's property; and
- remove suspicious items (whether the student's property or otherwise) where appropriate; and
- remove and dispose of any food items that may become spoiled or unfit for use or be spoiled or dangerous.

Other than the circumstances described above, property belonging to the residential boarding facility (including the dorm room, drawers, cupboards and fridges) and the student's property will not be searched without the consent of the student or parent. If consent is not provided in the abovementioned case, the matter may be referred to police for investigation and lawful search.



## Supervision of Students

- Staff are rostered on 24/7 with an “awake” night shift. During this time, Student Support Workers undertake a head check every hour during the evening from 11.00pm – 6.00am and half hour from 8.00pm – 11.00pm.
- We work on a 1:10 ratio of supervision when students are awake and when they are asleep, we have an awake staff member on both Male and Female dorms.
- Rolls are marked on Reach every time students undertake activities and when they leave the building, they are updated to reflect student whereabouts.

## Declared Public Health Emergency Operations (e.g., Pandemic)

The safe operation of this boarding facility during a public health emergency (e.g., COVID-19 pandemic) will be managed in accordance with current Department of Education protocols. The facility will work closely with our local Public Health Unit and Department of Education Region to maintain the facility’s specific risk assessment, analysis and mitigation process to manage the risk posed by a public health emergency. Students and parents will be communicated to regularly and will be kept up to date with the most current information.



## Support Services Available for Students

Students' health and welfare are monitored by staff and if it is deemed necessary, there are a variety of support workers which can be accessed by students. These include but are not limited to:

- Senior Student Support Workers
- School Guidance Officer
- Chaplain
- Community Education Officer
- Child Youth Mental Health
- School Based Police Officer
- School Based Youth Nurse
- Child Safety Officers for students in Care
- Headspace

The Senior Student Support Worker responsible for Health and Welfare of the students, makes appointments or application for support to these agencies depending on the students' needs

## Leave Process

Relatives/ Hosts may request leave, they must pick student up and return student. Request to be in by Wednesday for the weekend.

Staff will speak with the student's parents or guardians as well as speaking with the host family.

A leave request will then be submitted by staff on REACH. Head of campus or delegate will then either approve or deny the weekend leave depending on the information provided.



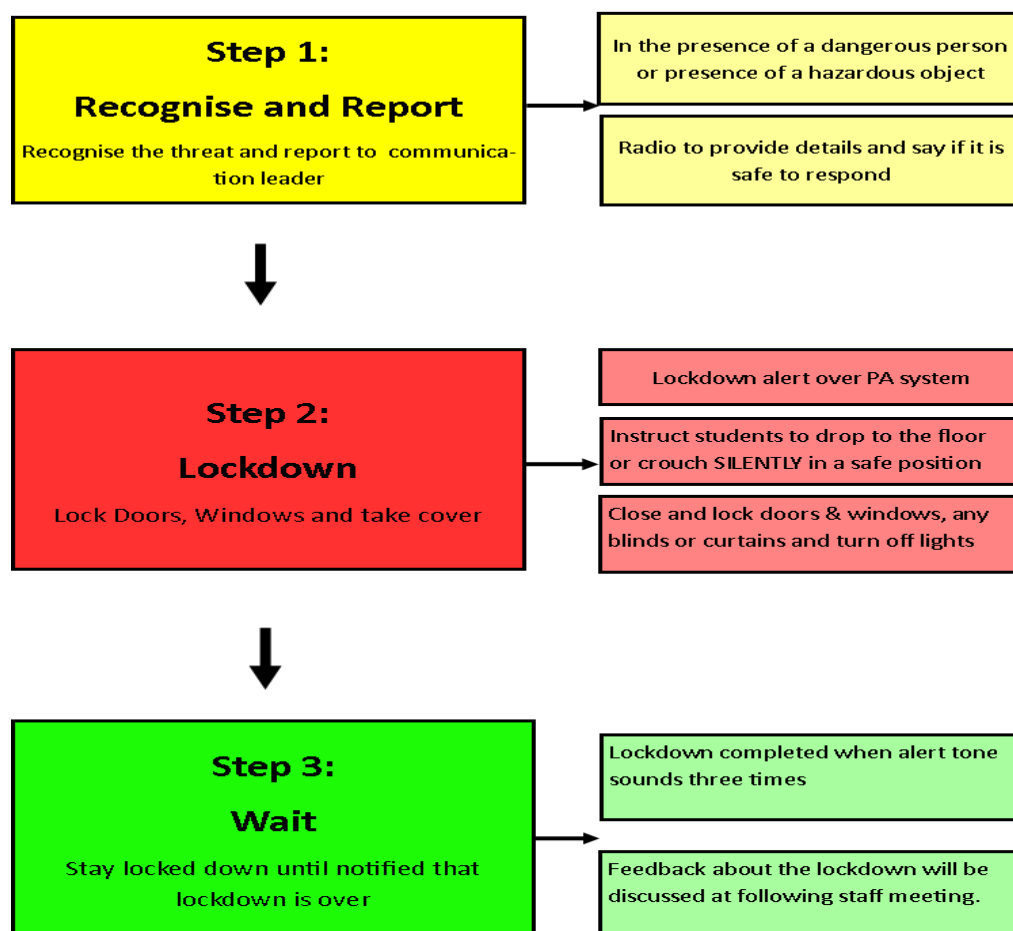
## Emergency Process

### Evacuation

- There are evacuation plans situated throughout the campus and in every bedroom.
- These signs are designed to help students and staff evacuate the building in the quickest and safest way possible.
- The emergency evacuation area is at the front of the Admin building in the car park.
- Staff sign in book, visitor's register and student leave register are to be taken to the evacuation point.
- As part of the emergency evacuation plan, we will hold fire drills once every term.

### Lockdown Procedure

## Residential Lockdowns



## Expectations of Parents/Carers

As the parent of a student who resides at the residential boarding facility, you are expected to:

1. Actively participate in regular discussions with staff of the residential boarding facility regarding the education and wellbeing of your child.
2. Provide the residential boarding facility with updated personal information in relation to your contact details and your child's health and wellbeing to ensure your child receives appropriate support.
3. Inform the principal (or delegate) in writing of any changes to your child's health and/or support needs.
4. Comply with the responsibilities set out by the residential boarding facility in the Registration Agreement.



## Expectations of Boarders at the Residential Campus

The Residence is the boarders' home during the school term and should be treated as such. It is first community to which he/she belongs and where he/she learns to live and grow with other boarders. The Head of Campus and Heads of House expect the respect and cooperation that is afforded to all members of Residential staff.

### *Students Personal Area*

1. Every boarder has his/her own area in residence which is furnished with a bed, a wardrobe, a desk chair and shelving and a double power point. The residences are air-conditioned and contain semi-divided rooms. Student areas in the residence are allocated by the Head of House at the beginning of the year and may be changed throughout the year at their discretion.
2. This area is the place where each boarder stores most of his/her possessions. Each boarder has the right to expect that other boarders will not remove or interfere with any of their possessions. A boarder may enter another person's area only when the occupant is present or with permission from a member of staff who will accompany the student.
3. Students are required ensure their bed areas are tidy at all times. And are places for sleeping, relaxing, study, quiet reading and other forms of passive recreation and not places of loud music, rowdy behaviour, and games, especially ball games.

### *Care of Bed Area*

It is the responsibility of all boarders to keep their individual areas clean and tidy. Boarders are required to have the following tasks completed each morning:

1. Bed is made, staff regularly do dorm checks
2. Desk is tidied and ready for study each evening - books are neatly arranged on desk or on the shelf
3. Clothes are folded and hung neatly in the wardrobe - shoes and any other items are stored in the bottom of the wardrobe or in the draws under the bed
4. Boarders are not permitted to engage in boisterous behaviour or games in residence. They are financially responsible for any breakages or damages that occur in the residence.

### *Music*

Boarders are welcome to bring their own music players to boarding residence. However, a set of headphones is essential to ensure the acceptable and appropriate use in a communal living environment. Music players or any other forms of digital media containing offensive language or images will be confiscated and parents notified.

### *Decorating*

Boarders are encouraged to bring photographs and other items from home to personalize their own areas. They are also welcome to enhance their own areas by hanging posters and other decorations. All boarders are expected to demonstrate both maturity and personal high standards in their choice of posters. Any poster which is considered offensive and does not respect the dignity of people is unacceptable.

Boarders are not permitted to have or light candles in their rooms

### *Duties Roster*

Boarders are expected assist to in the day-to-day cleanliness of the residence kitchen and common room. Students may be required to do tasks on a rotational basis, (e.g., wiping tables in the dining room, sweeping common rooms etc.).

Students are required to check the laundry for clothing, as all unclaimed clothing will be passed on to various charities. It is an expectation that students are ready for school with correct uniform including footwear by 8am Monday to Friday.

### ***Food in the Residence***

Food is not to be consumed in the dormitory areas wardrobe. If storing food in the Common Room fridge, boarders need to place their name on the item. Food that is not sealed or stored appropriately will be confiscated. Milk is normally delivered daily to residences by kitchen staff. Chewing gum and any sports supplements such as, but not confined to, pre-workout stimulants and Creatine are not permitted in the residence.

### ***Personal Health & Hygiene in the Residence***

Due to the climate and temperature of the savannah tropics, all boarders are expected to maintain a high level of personal health and hygiene while in the boarding residence. This means that:

- All boarders shower daily with soap and hair is shampooed regularly
- Deodorant (pump spray or roll on) is compulsory
- Teeth should be brushed before school and before bed time
- Hair should be well groomed and in keeping with College guidelines
- Wet clothes must not be stored in student wardrobes.

Boarders can expect to be challenged on matters of personal hygiene. Toiletry items can be purchased from local stores on the weekends. Sanitary disposal units are available in the girls' residences. Football boots, cricket shoes, spiked running shoes, roller blades and skates are not to be worn or used in the residences.

### ***Name Tags on Clothing***

All items of clothing and other items must be clearly marked. For ease of sorting in the Laundry, parents are asked to attach name tags inside the collar of shirts and t-shirts, and on the waistband of shorts and trousers. Responsibility for ensuring that all clothes are named and marked is that of the parents, not the Heads of House or Support Workers.

### ***Some Important Points***

- Laundry can pose a problem in a boarding school. For example, if boarders don't have clothes clearly marked, the items often fail to return. The best cure is prevention.
- Lost clothing in the boarder's mind is often misplaced clothing in reality.
- Washing machines and dryers are located in each residence and are only to be used with the permission of the Head of House. Students are shown how to use the facility upon induction.
- Once a week on certain days students are to strip the bedding off their beds and staff will ensure the bedding is washed before being returned to students.
- Students are expected to wash their own clothes.

### ***Lost Property and Unclaimed Laundry***

Boarders who have clothes missing may check with the Head of House staff every weekday morning. During each term a large amount of unclaimed clothing stockpiles in the laundry. Most have no labels or names. Every day boarders are able to check and claim clothing that has not been marked.



## Daily Meals

Meal times are a time for relaxation, sharing stories, discussing the day and enjoying the company of friends. Ample time is allowed for meals and boarders are encouraged to take suitable time at their table. When in residence boarders are required to attend all meals unless they are in Health & Wellbeing Centre, or they have been given permission not to attend by their Heads of House.

Whenever a boarder comes to the dining room they must be washed, properly groomed and neatly dressed. Hats or other sleeveless tops are not to be worn. No boarder may enter with bare feet.

## Early and Late Meals

Some Boarders will require early or late meals due to excursions, band practice, tuition, or sporting commitments. Boarders involved are to Inform the Sports and Recreation Officer that they require a late meal. The Sports and Recreation officer will then organise their meal.



# Communication

Students are given information and instructions in a variety of ways:

- Announcements at meal times
- At residence meetings held weekly (Res Wrap Up)
- At occasional full boarding community meetings
- Notices placed on Residence notice boards and electronic notice systems
- REACH Notifications.

Information is communicated to parents via the following sources:

- Emails, telephone calls and letters from various members of College Staff.
- Boarding community letters to parents.

The expectation is, that parents will inform the campus of any updates to their contact details this includes mobile phone numbers and email addresses.

## Telephones

There are telephones in each residence for use by boarders if necessary. Boarders are urged to keep their calls on these phones short. Most boarders use their personal mobile phones.

### Mobile phone use:

The residential campus Mobile phone use by students is:

#### **Monday to Thursday**

8.00am – 8.30pm

#### **Friday – Sunday**

Friday 3.30pm – Sunday 8.00pm

Students and or parents/carers can use the Residential Campus phones to communicate at the following times:

#### **Monday to Friday**

3.30pm – 8.00pm

#### **Saturday and Sunday**

8.00am – 8.00pm

If students are on campus and not at activities, they can call parents between 8am and 8pm over the weekend.

The address at the campus for written communications is: PO Box 1009, Weipa Qld 4874

## Electronic Devices

Students are able to bring their own electronic devices to the residential campus. Upon arrival at the campus, students are to declare all electronic devices that they have brought. Chargers are to remain in the office until the end of term. The campus will charge student phones, tablets, and computers using charging facilities.

The residential campus has student laptop computers, iPads and desktop computers that students can use and utilise at designated times.

## Student Electronic Device Policy

We recognise that electronic communication devices are an important part of our everyday world and are increasingly being used in everyday life. However, we do not want these devices to interfere with the students' learning environment.

As a student at Western Cape Residential Campus, if I bring an electronic device to school, I understand that:

- I do so completely at my own risk;
- Student electronic devices are not a mandatory requirement and I am not required to bring them to the boarding facility;
- It is my responsibility to ensure the security of the device when I have it;
- It is the student support workers responsibility how it will be stored correctly when handed in to them;
- My electronic device will not cause disruption or annoyance to other students;
- I must adhere to all existing school policies and procedures;
- I will not take photos or record video / sound of any persons unless I have their permission;
- I will not upload photographs, video or sound taken at school into the public domain (e.g., the internet);
- I will not use my electronic device in any way that breaches the school bullying and harassment policy; harassing and bullying electronic device use whilst at school will be met with a school consequence
- Photo taking and videoing is not permitted. (As explained by the Crime and Protection Unit this is illegal)
- The use of the device will not breach the Enrolment Agreement for Students;
- If I do not follow the school's policy on student electronic device policy, I will be required to hand the device to the office for a designated time.

Students are responsible for their personal property and for the care, maintenance, repair and security of their electronic devices.

Insurance held by the school and the residential boarding facility does not cover any loss or damage to a student's electronic devices. Students and parents/carers are responsible for taking out insurance coverage for student's electronic devices.

The school and residential boarding facility will not be responsible for any loss, damage or theft of a student's electronic devices.



## Confidentiality and Privacy

Every effort will be made to maintain the confidentiality of students and parents/carers information. All residential boarding facility staff are bound by the *Education (General Provisions) Act 2006*, *Information Privacy Act 2009 (Qld)*, the *Human Rights Act 2019 (Qld)* the Department of Education's Code of Conduct and relevant student protection legislation.

## Routine Activities - Recreation and Sport

The residential boarding facility will arrange routine recreation activities that students may participate in at the residential boarding facility. These routine recreation activities are different to school excursions organised by the school and a separate parental consent will be sought by the school for school excursions.

Some routine recreation activities may require travel to and from the residential boarding facility and/or may incur additional costs that will be payable by the student i.e., basketball on a Saturday, community events etc.

An example of some of our routine activities are:

Fitness programs, beach activities, a variety of sports both on campus and in the local community such as Basketball, Netball, Volleyball, Boxing, camping, fishing, music, arts, community events, movie nights, cooking activities, outings to the local shops, BBQ's.

It is the parent's responsibility to advise the residential boarding facility if the student has any condition, special needs or pre-existing injuries that will impact on the student's participation in the routine activities.

## Personal Accident Insurance

The Department of Education, the school and the residential boarding facility do not have personal accident insurance cover for students. If the student is injured as a result of any accident or incident, which occurs at any time or at any place (whether or not at the residential boarding facility) and for any reason and in respect of any activity, then all costs associated with the injury, including medical costs are the responsibility of the parent.

It is the parent's responsibility to decide what types and what level of accident insurance (if any) they wish to arrange to cover the student and to pay all fees and costs associated with such accident insurance for the student.

## Safety

The campus has kettles and toasters that students use in the dining room under supervision when making breakfast.

Staff together with students use campus kitchen facilities throughout the weekends. Staff and students must wear protective clothing whilst cooking, including covered in shoes.

Students must declare any electrical equipment they have when they arrive at the campus. Staff collect all phone/tablet/ computer chargers when the student arrives at the campus.

Firearms, knives/weapons, drugs, alcohol, matches, lighters, candles, aerosol cans, smoking implements are not permitted in rooms or on residential facility premises.

Students must hand all medications including over the counter medications to staff to be placed into medical room and administered by staff.

## Relationships

Boy/girl friendships can develop in the boarding environment. This is viewed as potentially healthy and rewarding. However, we are also very much aware of some issue, which can make such relationships unhealthy or inappropriate. Our responses to such situations are guided by cultural protocols, and by our understanding of what is appropriate for young people still at school with a variety of commitments.

In particular, we are on alert to:

- Age-inappropriate relationships
- Excessive displays of affection
- The degree of exclusivity - whether the couple have other friends, and spend an appropriate amount of time with their other friends
- Being alone in areas which are out of bounds, or where supervision is made difficult
- Relationships which become too intense and begin to colour every facet of the student's life, compromising their judgment, their sense of perspective, their routine and work commitments.

It is recognised that the individual students concerned may not always see the adult point of view in these matters, and they may regard our vigilance as being interfering or excessively zealous. Nonetheless, we have a responsibility to their parents; to the boarders concerned; to other younger students who may regard the relationship as a model for their own behaviour; and to the tone of the Boarding program in general. Young people in exclusive relationships sometimes fail to realise that they are making others in the community uncomfortable.

It is hoped that the boarders would advise parents if they have formed a close friendship with another student. However, if staff are concerned that the attachment is a strong one or that aspects of the friendship are inappropriate, then the Head of Campus is to be informed. Parents will then be advised of this. If there are recurring difficulties, it is suggested that a meeting of the parties together with their parents take place.

The College reserves the right to judge for itself the appropriateness of any relationship between students within the College, as well as any actions or activities which result from such a relationship. The College will use its professional judgment about the appropriateness of such relationships or actions of young people in a mixed boarding setting.





## Dress Standards

Students engaging in activities that require personal protection equipment (PPE) (e.g.: mowing lawns, gardening etc.) will be provided with correct PPE.

### Uniform Policy

The school uniform policy will apply whilst students are attending school.



#### **Rationale:**

Western Cape College is a uniform school because the Parents and Citizens' Association, representing the parents of this school, has decided to support the wearing of a school uniform.

The Minister for Education has stated that the advantages of wearing school uniforms "include developing a sense of belonging to a group, pride in membership of that group, and identification of students travelling to and from school ... where uniforms are supported by the majority of parents it is expected that all parents ensure their children wear the school uniform." This is our expectation, and we urge all parents to support the accepted standard of dress as detailed below by ensuring that their students wear the correct and appropriate Western Cape College uniform.

If for any reason your child is out of uniform on a particular day, you will need to send a note with your student to be taken to their appropriate class teacher or the Administration Office.

#### **Male/Female Day Uniform:**

**Shirts:** Royal blue and grey with College logo.

**Shorts:** Black or royal blue only. (Logos, boardies or similar are unacceptable).

**Senior School Shirts:** (Yr. 11-12 only) are in a different style and are sold through FlexiSchools and the College Uniform Shop.

**Formal Uniform:** A prerequisite for students representing the College on formal occasions (including assemblies, academic events and leadership events) is to wear the formal uniform. The formal uniforms are sold through FlexiSchools and the College Uniform Shop.

**Male** – Navy blue trousers or shorts, White shirt with WCC logo, WCC tie, black closed in shoes and white socks.

**Female** – Navy skirt, White blouse with WCC logo, WCC tie, black closed in shoes and white socks.

#### **Representative Uniform:**

Representative shirt and black shorts. Representative shirts can be purchased through FlexiSchools and the College Uniform Shop.

#### **Male/Female House Uniform:**

##### **Weipa Campus:**

Weipa has three Houses. Your child will be notified of their House in the first few weeks of school - all siblings are in the same House.

DUYFKEN: Royal blue/red.

EVANS: Blue/maroon.

FLINDERS: Green/gold.

House Shorts: Black only. (Logos, boardies or similar are unacceptable).

**NOTE: Damaged or defaced uniform items will need to be cleaned or repaired. If for any reason cleaning does not remove the damage, the item will need to be replaced by parents or care givers.**

**Footwear:**

Education Department and Workplace Health and Safety instructions clearly state that students' footwear must provide adequate protection and cover the entire feet. The only acceptable footwear is fully enclosed shoes. Footwear such as thongs, sandals, crocs and open work shoes shall NOT be worn. Students who do not comply will be required to change footwear in order to gain access to specialist rooms. Enclosed footwear is also important for safety requirements in the school grounds as well.

**Hats:**

In line with Education Queensland's policy and legislation, hats (broad-brimmed, bucket or legionnaire) are required and are essential for all students. A 'no hat no play' policy is enforced across the College. Baseball caps, which provide little or no protection for ears and neck, are not acceptable. (Refer to Sun Smart Policy). Purchasing Information: Weipa Campus hats and all uniforms can be purchased at the College Uniform Shop and through FlexiSchools.

**Swimming:**

All WCC students are required to wear a swim shirt whilst participating in College swimming lessons. If a swim shirt is not provided then students will not be allowed to participate in the class. (Refer to Sun Smart Policy).

**Jewellery:**

It is the expectation of Western Cape College that students learn safely in a variety of different teaching environments. WCC expects the support of parents to ensure the highest safety standards by making sure that students' wear minimal jewellery while at school.

Some jewellery and fashion items are unacceptable in a variety of situations as they pose a workplace health and safety risk to the student. A common-sense approach to jewellery will prevent accidents from occurring at school.

Make-up, nail polish and jewellery are not part of the school uniform and must not be worn. Girls may wear a wrist watch, signet ring, a simple silver or gold neck chain and one pair of small, fine, plain, round silver or gold sleeper or studs in the lower ear lobes. Boys may wear a wrist watch, a simple silver or gold neck chain and one single piercing in a lower ear lobe. Hairstyles must be neat, tidy and conservative. Extreme hairstyles, unnatural colours or substances used to spike the hair are not permitted. If hair is long on boys or girls, it is to be tied and secured off the neck with a hair band.

In an instance where student jewellery is identified as a potential risk, the expectation is that the student will remove the item. Students are responsible for the storage of items removed.

**Out of Uniform:**

- Student to report to appropriate Administration Office or class teacher at the commencement of form, lessons or parade.
- Provide a note from home explaining the variation to uniform and the period for which this condition will exist.
- Students must carry the signed and dated out of uniform slip for the remainder of each out of uniform day to show to teachers during and between classes.
- If all protocols are followed by the student, no other action should be necessary.
- If no note is provided details will be entered on the student database as a record.

## Visitors

All visitors to campus must sign in and out in the visitor register located in the front administration office. Visitors are able to meet with students in the front office and common area of the campus. Visitors are not permitted in the dormitories. NO visitors are allowed on campus during mandatory routine times or during homework.

## Banking

Students are encouraged to have their own bank debit card to pay for any personal expenses or recreational expenses prior to an event.

## Transport

Students while residing at the residential campus are not allowed vehicles. All students are transported in Department of Education vehicles.



## Routines at Residential Boarding Facility

At Western Cape College Residential Campus, we encourage and respect individuality. However, it is essential to follow a routine in boarding. Having a routine is an advantage because everyone is treated equally and there is a sense of predictability in decision-making that aids security and safety.

**Arrival at the beginning of term or school year:** Boarders are required to return to the residential boarding facility on the first day of the school term, to commence school the following day. Arrival time will be provided to parents/carers before the end of the school year.

**Departure at the end of term:** It is an expectation for students to be at the residential facility until the end of each term. Early departure must be approved by the Head of the Residential Campus.

Students may depart no later than 4pm on the final day of term. There will not be any staff or security arrangements in place after this time. Students are to take all of their personal belongings home at the end of each term (unless prior arrangement is made with the Head of Campus). Please find below an outline of students' routine at the residential facility:

Daily Routine		
Time	<i>Monday, Tuesday and Thursday</i>	<i>Wednesday and Friday</i>
6.30am	Rise, shower get ready for school	Rise, shower get ready for school
7.00am – 7.45am	Breakfast and make lunch for school	Breakfast and make lunch for school
8.00am	Dorm check/uniform check and roll call	Dorm check/uniform check and roll call
8.15am	Buses depart for school	Buses depart for school
9.00am	Commencement of school program	Commencement of school program
3.00pm	Return to the residential campus by bus	Return to the residential campus by bus
3.30pm	Afternoon tea	Afternoon tea
4.00pm	Recreation activities	Free time, Phone sign out, washing
5.00pm	Phone sign out. Showers, washing, getting ready for dinner	Weekend leave organised by tonight
6.00pm	Dinner	Dinner
6.30pm	Recreation activities	Free time and weekend leave organised by tonight
7.30pm	Free time	
8.15pm	Return to dorms and supper served	Return to dorms and supper served
8.30pm	Juniors to dorms and Seniors sign in phones	Juniors to dorms and Seniors sign in phones
9.00pm	Juniors lights out and Seniors to their dorms	Juniors lights out and Seniors to their dorms
9.30pm	Seniors lights out	Seniors lights out



Weekend Routine		
Time	Saturday	Sunday
8.00am – 9.00 am	Boarders rise and have breakfast	Boarders rise and have breakfast
10.00am – 12.00am	Shopping	Cleaning or organised recreation activity on Sunday
12.00pm	Lunch	Lunch
1.00pm	Organised recreation activities	Organised recreation activities
3.30pm	Afternoon tea	Afternoon tea
4.00pm	Organised recreation activities	Free time, washing uniforms ready for school
6.00pm	Dinner	Dinner
6.30pm	Free time	Free time
8.30pm	Return to dorms and supper served	Return to dorms and supper served
9.00pm		Juniors to dorms and Seniors sign in phones
9.30pm	Juniors to dorms	Juniors lights out and Seniors to their dorms
10.00pm	Juniors lights out and Seniors to their dorms	Seniors lights out
10.30pm	Seniors lights out	



## What to bring

Students will be required to bring the following personal items when they arrive at the residential boarding facility. All personal belongings must be clearly named and the residential boarding facility takes no responsibility for any personal belongings that may get lost.

The following list is provided as a guide to the minimum number of items required by students.

### Key Items to Bring

The following items are required for all students enrolled at the WCC Residential Campus. Please ensure that all items are clearly labelled with your student's name and are brought to the Residential Campus on their First Day.

#### *Toiletries (enough for the term):*

- Deodorant – **roll on only (no aerosols allowed and will be confiscated)**
- Shampoo and Conditioner
- Soap and Soap Container
- Moisturising cream or oil
- Toothbrush and Toothpaste
- Hair Brush and/or comb
- Sanitary pads/tampons – for female students

#### *Clothing:*

- Joggers or running shoes – compulsory for school
- 4-6 pairs of socks
- 6-10 underpants
- 6-8 shirts i.e., polo shirts, t-shirts, singlets
- 4 nice shirts/tops to go out in
- 1-2 pairs of jeans or long pants
- 6-10 bra/crop tops
- Going out shoes
- Hat
- 2 dresses/skirts – female students

#### *Other Items:*

- Back Pack – compulsory for school
- 2 Towels – compulsory for Residential Campus
- Photos of friends/family and other decorative items for student's dorm room
- Wallet, Keycard and Medicare Card
- Mobile phone and charger – this will be taken off students and given to them during supervised times
- Pillow and bedding (these items are supplied but if you wish to bring your own, please feel free to do so)

**Parents are required to take out their own insurance for items of value brought to the Residential Campus.**

## Complaints Management

If a parent or carer has a complaint about the residential boarding facility or its staff, they may notify **Kellie Kremmer** at the residential boarding facility and the **Head of Campus** will try to resolve the complaint in accordance with the Department of Education's "Making a Customer Complaint – Information for parents and carers," which can be accessed at: <https://ppr.ged.qld.gov.au/attachment/making-a-customer-complaint-information-for-parents-and-carers.docx>

If students would like to make a complaint, they can call 13 74 68 or access a departmental complaint form, which can be handed to a teacher, the principal or other adult <https://ppr.ged.qld.gov.au/attachment/child-friendly-complaint-form.pdf>.



# Appendix 1

## Sample Residential Fees Payment Plan Agreement

Student Name:

Year:

Parent/Carer Name:

**I agree to make the following payments towards Residential Fees.**

Please note you must be in advance on the payment of all fees.

Annual fee of \$34,768.00

**OR**

Term 1 fees (\$8,692.00) in full by Abstudy and Centrepay (payable in full by end of Term 1)

Term 2 fees (\$8,692.00) in full by Abstudy and Centrepay (payable in full by end of Term 2)

Term 3 fees (\$8,692.00) in full by Abstudy and Centrepay (payable in full by end of Term 3)

Term 4 fees (\$8,692.00) in full by Abstudy and Centrepay (payable in full by end of Term 4)

**OR**

**I have discussed a payment plan with the Business Services Manager. Following are the details mutually agreed upon:**

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I acknowledge that I have read and understand the Western Cape College Debt Management Policy. The Western Cape College Debt Management Policy is attached.

I acknowledge it is my responsibility to ensure my student's Residential Fees are up-to-date and that the late or non-payment of monies, subsidies or allowances from government and external sources must be made up by the parent/carers.

I understand that if I am unable to meet a payment obligation, I need to consult the Business Services Manager on 07 4090 6444 to discuss the possibility of alternate arrangements. If suitable arrangements cannot be made, I understand that I may be requested to withdraw my student from the residential boarding facility.

\_\_\_\_\_  
Parent/Carer Full Name

\_\_\_\_\_  
Parent/Carer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Principal/Delegate Name

\_\_\_\_\_  
School Principal/Delegate's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN ON ACCEPTANCE OF REGISTRATION INCLUDING:**

**Bond - \$1,000.00 Over the year in \$250.00 increments to be invoiced per term.**