


Northam Residential College



Country Boarding: a great way of life, a great way to learn.



Country High School Hostels Authority

TABLE OF CONTENTS

TABLE OF CONTENTS	0
TABLE OF CONTENTS	1
CONTACT DETAILS	3
Administration	3
Reception (Supervisors)	3
Chairperson, Board of Management.....	3
STUDENT CONTACT	4
HISTORICAL BACKGROUND	6
PERSONAL PRESENTATION	7
Cleanliness	7
Hair/Facial Hair	7
Dress.....	7
Jewellery/BodyPiercings.....	7
Chewing Gum	7
Laundry	7
WHAT TO BRING.....	8
Pocket Money	9
THE DAILY ROUTINE.....	11
Meal Times	13
Dining Room Etiquette.....	14
YOUR PROPERTY AND YOUR ROOM.....	15
Personal Property Insurance	15
Personal Property Security	15
Personal Computers	15
Room.....	16
Other Storage	16
Dangerous Items.....	16
Good Order	17
Room Checks	17
COLLEGE LIFE	19
Aquatic Activities.....	19
Camps and Excursions.....	19
Movies (Cinema).....	19
Movies (In-house)	19
Music.....	19
Recreation/Common Room	19
Religious Services and Cultural Traditions	20
Rostered Duties	20
Sport.....	20
EDUCATION	21
School Attendance.....	21
Personal Presentation.....	21
School Requirements.....	21
ST JOSEPH'S SCHOOL NORTHAM	22
Contact Details:.....	22
NORTHAM SENIOR HIGH SCHOOL.....	23
Contact Details:.....	23
STUDY TIME	24
Expectations:	24
Tutors/Research Assistance	25
Computers/Internet	25
HEALTH AND SAFETY	26
Fire Safety.....	26
Health Care	26
Help and Support.....	27



LEAVE WHILE UNDER COLLEGE CARE 27

 Leaving Residential College Grounds 27

 Local Leave..... 27

 Town/Shopping Leave (Northam town precinct) 27

 Casual Employment Leave 28

LEAVE UNDER ANOTHER’S CARE 29

 Day Leave 29

 Overnight Leave:..... 29

 Midweek Overnight Leave 30

 Student Visitors 30

 Exeat Weekends 30

STUDENT TRANSPORT 31

 Residential College Vehicles 31

 Personal Motor Vehicles 31

 Student Motor Vehicles 31

 Bicycles 31

SERIOUS ISSUES 32

 Students placed on Contract Status 32

 Students Suspended..... 32

 Special Room Inspection 32

RESIDENTIAL COLLEGE MOBILE PHONE CONTRACT 33

RESIDENTIAL COLLEGE GYMNASIUM – CONDITIONS OF USE 34

RESIDENTIAL COLLEGE POLICY AGAINST HARASSMENT..... 35

CONCERNS AND COMPLAINTS 38

 Students’ Concerns and Complaints 38

 Our Values 38

MISSION STATEMENT..... 39

VISION..... 39



CONTACT DETAILS

Administration

Telephone: 08 96221383
08 96221488

Mobile: 0428221383

Fax: 08 96222814 (Office Hours only)

E-mail: general management, office enquiries
nrc@westnet.com.au

matters relating student care, permissions, leave arrangements etc
supervisors.nrc@westnet.com.au

Website: www.northamresidential.com.au

Address: Northam Residential College
PO Box 98
NORTHAM WA 6401

15 Inkpen Street
NORTHAM WA 6401

Reception (Supervisors)

Fax: 08 96225860

Chairperson, Board of Management

Telephone: 0413721744



STUDENT CONTACT

Inward

You are asked to remind family, relatives and friends that students are NOT able to take telephone calls during meal times, study time or after lights out. The following telephone numbers are exclusively for incoming calls from parents/guardians.

Telephone: 08 96222127 (Boys Dorm)

08 96223691 (Girls Dorm)

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

Weekdays

7.00 am - 7.25 am

7.45 am - 8.15 am

4.00 pm - 5.30 pm then 6.00 pm - 7.00 pm (Tues/Thurs)

6.30 pm-9.00 pm (Mon/Wed)

Weekends

8.00 am - 9.00 pm

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

(Student Name)
Northam Residential College
PO Box 98
NORTHAM WA 6401

Outward

The residential college provides telephones for outward calls. You are permitted to have your own mobile phone but are not permitted to have it turned on during study time, during mealtimes or after lights out.

Telephone: 08 96222078 (Gold Phone in Dining Room)

If you need to send a fax to your parents, you must report to an on-duty Supervisor with your request.



WELCOME

We trust that you will enjoy your stay at the Northam 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 on with others and knows right from wrong.

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 Northam 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 Northam 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.

HISTORICAL BACKGROUND

In February 1938, the Country Women's Association (CWA) opened a hostel in Northam to allow 12 girls, daughters of the CWA members to attend Northam Senior High School. Situated on the eastern side of the river (in York Road), the hostel "Adamson House" took its name from the President of the Western Division of the CWA at the time, Mrs Mary Adamson. Within four years the hostel was able to accommodate 42 girls.

Meanwhile in 1941, a hostel for boys attending the Northam Senior High School was started by the Anglican Church in Inkpen Street. Archdeacon CE Storrs played a large part in the hostels establishment. This too was merely a house to begin with but before long, extensions were made to cope with increased demand. This hostel was called "St Christopher's House" after the patron saint of travel, appropriate for the boarders who travel from home to hostel and vice versa. Several extensions were added between 1946 and 1956 and by 1963 there was accommodation of 85 boys.

In the late 1960's, the Country High School Hostels Authority was established and the present "Northam Residential College" buildings were erected by the Authority in 1966. In 1978, the CHSHA provided for extensions to be added to the main buildings to accommodate 12 senior students. Also a 20 bedroom block was erected for a further 20 senior students, together with a house for the Matron and Warden.

Adamson and St Christopher's House saw the appointment of a single Warden/Administrator for the management of both House in 1983. During January 1987 structural alterations to St. Christopher's House enabled both hostels to become co-educational. The junior students were housed at St. Christopher's while the senior students were accommodated at Adamson House. In 1989 the name "Hostels" was changed and our title today is the Northam Residential College.

In 1990 Adamson House closed due to the decline in student numbers and all students were housed at St. Christopher's.

In 2002 the College Board of Management approached the Country High Schools Hostels with a proposal to relocate back to Adamson House.

Following re-commissioning work the college was ready for boarders at the commencement of the 2003 school year.



PERSONAL PRESENTATION

Cleanliness

You are expected to shower and clean your teeth at least once a day and wash your hands before your meals. In consideration of other students, please limit your daily shower to around five minutes. All students are expected to shower at night between 3.30pm and 8.45pm. Morning showers are optional but not before 7am. You are not allowed to shower during meals, study-time or after lights-out. Music is not to be played in the ablutions.

On returning from the beach or an excursion, please wash off any sand or dirt with a hose before entering the college buildings.

You are asked to use roll-on or pump deodorants and cosmetics. Pressurised aerosols and spray-cans pose health and safety concerns and are not allowed at the residential college. Any student inadvertently bringing a pressurised aerosol or spray-can to the residential college will be asked to hand it in to the Supervisors' reception for safe-keeping until he or she next returns home.

Hair/Facial Hair

You need to keep your hair clean and neat at all times. The Northam Residential College will uphold your school's standards. The residential college recommends that female students with long hair wear it tied back for school. Male students who have reached the stage in their maturity where shaving is required and wish to grow their facial hair must keep it short, neat and tidy. No full beards and no stubble. Extreme styles and haircuts are not allowed. Hair may not be dyed, coloured, tinted or streaked in colours deemed unacceptable by the Manager or Senior Supervisor so it is best to check with them before undertaking these treatments.

Dress

You are asked to uphold your residential college and school's dress standards. You are expected to be dressed in your school uniform for breakfast on weekdays. 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 that are revealing or printed with offensive logos.

Jewellery/BodyPiercings

Students lead an active life and attached body jewellery can be hazardous. Due to health and safety reasons, facial piercing is not permitted and no more than two sets of earrings may be worn at a time. Jewellery, if worn at all should not be ostentatious.

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

The college provides a laundry service for the approved school and sports uniform, bed linen and bath towels. Washing machines and clothes lines are provided for you to use to do your personal washing on an as needs basis.

Please ensure all clothes are marked clearly in an obvious place, preferably with sewn on tape or label or in indelible pen. The college does not accept any responsibility for unmarked clothing.

WHAT TO BRING

School Uniform – Girls

- 5 school shirts
- 1 school sports uniform
- 2 school skirts, shorts or trousers
- 1 school Jumper/windcheater
- 1 college windcheater

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
- dressing gown
- 1 pair bathers
- 1 pair joggers
- 1 pair thongs/scuffs/slippers
- Socks and underwear as required

Bedding and Towels

- 2 pairs sheets for 'King-single bed'
- 1 fitted mattress protector or full length underlay
- 2 pillow cases
- 1 'King single size' doona/ quilt/blanket (Winter 2)
- 1 pillow
- 2 bath towels
- 1 beach towel

Medication

All medication is to be handed to the supervisors upon arrival at the college. Repeat prescriptions can be stored in students' files if required.

- 1-2 pkts paracetamol or similar
- 1 pkt cold and flue medication

School Uniform – Boys

- 5 school shirts
- 1 school sports uniform
- 2 school pants/shorts (must be black, no visible brand names)
- 1 school jumper/windcheater
- 1 college windcheater

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
- Socks and underwear as required
- 1 pair joggers
- 1 pair thongs/scuffs

Miscellaneous

- Laundry basket or bag
- 1 mug (suitable for hot and cold drinks)
- Covered travel mug (Study)
- 1 school bag
- Stationery (pens, pencils, writing paper, A4 paper for photocopying etc)
- Personal medical kit (band aids, bandage, antiseptic, no sharps, or panadol etc)
- Sewing kit (needles, pins, thread, scissors)
- Personal laundry washing powder, pegs
- Waste paper basket
- 12 shirt/trouser/dress/skirt hangers
- Personal toiletries (**deodorant in an Aerosol can is not permitted in male dormitory areas and will be strictly enforced**)
- Radio or CD player with ONE speaker and earphones or headphones
- Bedside or desk lamp if required
- Personal torch if required
- Padlock with small amount of link (to lock wardrobe door if necessary)
- Mobile phone (**non camera**)



Pocket Money

You will need some pocket money for personal purchases, unsupervised trips to the cinema, excursions, etc. You are encouraged to open a bank account with one of the banks at Northam prior to your arrival at the residential college. It is suggested that you use a bank access card. If preferred you may hand it into the Supervisors' reception for safe-keeping. Cash can be kept in the personal safe supplied in each room, or alternatively handed to the supervisors for safe keeping. You are responsible for securing any cash or valuables kept in your own room. The residential college will not be liable for cash or valuables left in students' rooms or around the college.

Experience shows that \$20 is a reasonable weekly amount and you are asked to keep to this amount except when you have extra costs.



TELEPHONE/FAXES/PHOTOCOPIES/MOBILE PHONES

One telephone is provided in the girl's dorm, boy's dorm and dining room. Dormitory telephones are for incoming calls only, and the dining room telephone is coin operated and used for both incoming and outgoing calls. Calls should be kept to a reasonable limit to ensure that the telephones are not engaged when parents try to ring in. Parents are asked to respect the lights out times and make sure telephone contact is completed by that time. In an emergency parents should contact the main college number (08 96221383) which is manned 24/7. We strongly recommend that a Telecom Homelink 1800 number is arranged.

Telephones will not be available during study and are taken off the hook.

Mobile phones are permissible at the college provided its use does not create a disturbance for other students. Except when lodged with reception, you are responsible for its safekeeping. Please be aware that your mobile phone will be confiscated if you are found to use it inappropriately.

No camera phones are to be brought onto college property. If so they will be confiscated and may not be returned for the remainder of the term.

Mobile phones are to be handed to the duty Supervisors prior to study each night for safe keeping and may be retrieved following study and kept until the lights out call when they are to be handed back to the Supervisor. They may be retrieved after 3pm the following day. All student mobile phones numbers must be provided to the supervisors at the beginning of each term and following replacement or acquisition.

Refer annexure – Mobile Phone Contract



THE DAILY ROUTINE

Monday to Friday

7.00 am	Radio on, out of bed, showers
7.00 am - 7.30 am	Laundry to be put out, notify staff of any illnesses, access medication, book bus runs, collect laptop computers
7.30 am - 7.45 am	Breakfast - prepare lunch (Tues, Wed & Thurs)
8.00 am - 8.15 am	Room inspection, school notes
8.20 am - 8.30 am	Manager/supervisor speaks to all students in Common Room, uniform inspections, leave for school

Monday

3.00 pm - 4.00 pm	After school activities, afternoon tea, collect mobile phones
4.00 pm - 5.30 pm	Study
5.30 pm - 5.50 pm	Watch news – (TEE students to continue study)
6.00 pm - 6.30 pm	Dinner
7.30 pm	Supper
7.30 pm - 9.00 pm	College/recreational/free time activities
9.15 pm	Prepare for bed - hand in laptops, mobile phones
9.30 pm	Lights Out years 8/9/10
10.00pm	Lights Out years 11/12`
	<ul style="list-style-type: none"> Students requiring additional study time should approach Supervisors prior to study finishing.

Tues/Wed/Thurs

3.00 pm - 5.00 pm	Afternoon Tea, after school activities, collect mobile phones.
5.00 pm	After school activities cease-return to College
5.30 pm - 5.50 pm	Watch news
6.00 pm - 6.30 pm	Dinner and duties
6.30 pm	TEE students commence study
7.30 pm - 8.30pm	Study (all students)
8.30 pm	Supper
9.15 pm	Prepare for bed - hand in laptops, mobile phones
9.30 pm	Lights out years 8/9/10
10.00pm	Lights out years 11/12
	<ul style="list-style-type: none"> Students requiring additional study time should approach Supervisors prior to study finishing.

Friday (pm)

6.30 pm - 10.00 pm	Videos, recreation, social events
10.30pm	Lights out



Saturday

8.00 am - 9.30 am	Breakfast
9.00 am - 12 noon	Shopping leave or sport/recreation. Students must return to the College from shopping leave by 11.45 am
12 noon	Lunch
12.30pm - 5.30 pm	Sport/recreation
5.55 pm	Called to dinner
6.00 pm - 6.30 pm	Dinner
6.30 pm - 10.00 pm	Videos, recreation, social events
10.30pm	Lights out

Sunday

8.00 am - 9.30 am	Breakfast
9.30 am - noon	Sport/recreation
12 noon	Lunch
12.30pm - 5.55 pm	Sport/recreation
5.55 pm	Called to dinner
6.00 pm - 6.30 pm	Dinner
6.30 pm - 7.30 pm	Recreation time, showers, room inspection
7.30 pm - 7.45 pm	Supper
8.00 pm - 9.00 pm	Study
9.15 pm	Prepare for bed, hand in laptops, mobile phones
9.30 pm	Lights out (Years 8/9/10)
10.00pm	Lights out (Years 11/12)



MEALS

All students attend meals and listen to any announcements. You may not absent yourselves from any meals unless in bed sick.

Meal Times

	Monday – Friday	Saturday – Sunday
Breakfast	7.30 am - 7.50 am	8.00 am - 9.30 am
Lunch	Mon, Fri 1.40pm - 2.10pm Tues - Thurs at school	12-30 noon – 1-00 pm
Dinner	6.00 pm - 6.30 pm	6.00 pm - 6.30 pm
Supper	Refer to daily schedule	Refer to daily schedule

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.

Breakfast and Dinner every day and lunch on weekends 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, if you need to go into the kitchen outside mealtime's permission must be obtained from a Supervisor or the kitchen staff.

Students are not to order takeaway food during the week. On weekends they may order in takeaway food if they so wish at times which do not interfere with meals. No takeaway meals are to be consumed in the dining room during scheduled meal times.

You are asked to consume food and drinks provided by the college in the dining room and other approved areas. Any food brought from home or snacks purchased on shopping leave needs to be kept in sealed containers in your room, or communal kitchens. No food cutlery or crockery is to be removed from the kitchen/dining room. (Student kitchen areas have been stocked with plates, cups and cutlery for your use. All students are required to return these items to their kitchens immediately after use).



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, fill your plate carefully, take care not to bump into anyone, and return to your table, taking care not to spill food or drink.

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 (i.e. keep elbows off the dining table, 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 evening meals, except on weekends when the seating arrangements are flexible.

On weekdays permission to leave the dining room will be granted by Supervisors after you have returned your used dishes to the appropriate bench and returned to your seats. At lunch on weekends you may leave the dining room when your table have finished eating their meals and leftovers and utensils have been cleared away.

You are asked to be dressed in school uniform for breakfast Monday to Friday, but may wear casual clothes, such as jeans and t-shirt and appropriate footwear, for other meals. Please ensure that your hair is neatly combed or brushed, and that long hair is tied back. 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 locked in your personal safe, or lodged with reception, for safekeeping at all times.

Personal Computers

You may bring a personal laptop computer to the residential college. Due to storage, space and transport difficulties, desk top style computer systems are not permitted. The use of the computer should not create a disturbance for other students at any time. You are responsible for the safekeeping of your computer. Should students wish to access the internet for any purpose other than study related research, parents will be required to provide a wireless internet portable USB device for them to use in conjunction with their laptops.

Please note that the residential college reserves the right to review the content on any personal computer, USB device or recreation equipment brought into the college. Inappropriate use of the Internet, E-mail, or the loading of inappropriate and obscene material on laptop computers is not allowed and will result in confiscation of personal equipment used in this way. All laptops are to be handed into the Supervisor's office prior to lights out and they may be retrieved after 7am the following morning.

Parents and boarders should note that the material obtained from the Internet, CD, DVD, computer software and from other sources may be protected by the Federal Law as being prohibited from copying, does not imply that the practice is permissible. Please remember that the school's agreement for internet usage also applies in the college.



Room

Sleeping areas have air-conditioning and heating. Electric blankets and heaters are not permitted. Fans are permitted in the downstairs 2 story dorm block rooms only. Your room is for your personal use and you are asked to keep it clean and tidy and free of damage. Vacuum cleaners and cleaning aids are provided. Student rooms are to be kept in a standard of cleanliness acceptable to staff at all times. Each student's room is his/her responsibility whilst living at the college. 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:

- have a pillow case on your pillow, a mattress cover on your mattress and two sheets on your bed at all times;
- Music in each room is to be kept to an acceptable volume so as not to disturb others in the college. Music should not be able to be heard from outside the building. Any music language that is offensive to others will not be acceptable. Stereo systems should be limited in size and are to have only one speaker. IPODS/MP3 players may be brought into the college, although the volume level is not to be so high as to be heard by other students. The college staff will request sound systems be returned home if they are not used responsibly or may temporarily confiscate the system.
- be out of bed by 7 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 with door open 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; and
- lock away any money and valuables kept in your room.

Other Storage

The residential college has other secure storage which you can use. Large items such as sports gear, tools, and large musical instruments are to be left in the college storeroom and not in student rooms.

Dangerous Items

You are not allowed 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.
- All furniture in each room is to stay in the room and not be moved within the room. If a re-organisation of furniture is necessary the college manager must be consulted prior to any changes being made. At the start of each year, you and the duty supervisor will inspect your bedroom before you occupy it. You will be held to account for any damage
- At the end of each year, you are expected to clear out your room and take all personal property home. Staff will not pack up and send items to boarders. Items left behind will be reallocated or sent to a charity.



At the end of each year, you are expected to clear out your room and take all personal property home.



Room Checks

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

Monday to Friday:	8.00 am - 8.15 am
Sunday:	7.15 pm

Check Items:

- Fixtures, fittings and furniture are in good order and undamaged.
- Bed is neatly made and floor is clean with nothing left on the floor
- Blinds to be opened
- Windows opened and sills dusted
- 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.
- 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 or Senior Supervisor reserves the right to undertake a check in your absence if he or she considers such action is warranted to secure residents' safety. The Manager or Senior Supervisor may seek Police assistance as appropriate and in this instance will contact your parents regarding any action that may need to be taken.

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.



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, table hockey and an audio system for socials and other indoor recreational activities. In the college grounds there is a landscaped area with shady spots where you can get together with your friends for a chat.

Aquatic Activities

The residential college has a below ground, eleven metre fibreglass pool. It is also located within minutes from the Northam town pool. 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 a correctly certified supervisor must accompany you on all beach/open water excursions.

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)

You may attend a cinema on weekends at their own cost to see approved films.

Movies (In-house)

You 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 arrange transport to and from lesson venues within the Northam town site.

Recreation/Common 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.

It is not compulsory for students to attend any religious meetings, but students wishing to do so are encouraged. 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, washing the bus 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, and playing personal uniforms. Students must first have written permission from parents for equipment and travel arrangements prior to the commencement of the season.

EDUCATION

School Attendance

You are expected to attend school for the full term.

A note or phone call is required from the teacher if you return to the college during school times (other than lunch times). This note needs to be handed to the college staff member.

When you depart for school it is presumed you will arrive and remain there until dismissal. Any truancy on your part will be treated as a breach of college discipline.

Personal Presentation

When at school, you are required to be dressed in the correct school uniform. Dress and personal presentation must comply with the school's health, cleanliness, modesty and safety standards.

School Camps and Excursions

Students are able to participate in recreational and/or social camps and excursions throughout the year. 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, and if the parent's authorisation is given in writing, can a Supervisor sign on behalf of a parent.



The college at all times endeavours to keep the cost of activities to a minimum. Costs associated with conducting an outing, camp or excursion will be subsidised where possible by the College. Parents will, from time to time, be asked to contribute to offset such costs. The number of students wanting to participate in the activity, the venue and the activities organised determines the costs.

School Requirements

All students are to return to the college on Monday and Friday at the lunch break to collect their lunch. Once they have their lunch they may return to school. If your lunch order consists of more than one item (i.e. 2 pies) you must remain at the college until you have consumed them. Lunches for Tuesday, Wednesday, and Thursday are to be packed by you after breakfast and consumed at school.

After school, students are encouraged to change from school uniform and to join in activities or socialise with other students rather than stay in their rooms, unless reading or studying. All students are required to vacate the college on completion of their final examinations.

The 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 details are as follows:

ST JOSEPH'S SCHOOL NORTHAM

St Joseph's School is a Catholic co-educational school catering for 450 students from Kindergarten to year 10. The School cherishes a family atmosphere and is committed to developing students to their full potential through the promotion of Christian values embedded in a rich and challenging learning environment.

The aim of St Joseph's School is to offer the best education possible to its students.

In providing for all students in k – 10 the school has programmes in literacy, remediation and special needs. The comprehensive coverage in Secondary ensures students are well equipped to tackle TEE subjects or vocational courses in year 11 and 12 or enter TAFE. Some students in Year 10 receive on-the-job training that can result in employment or apprenticeships.

Students of St Joseph's have a wide range of co-curricular opportunities including music tuition on-site, choir, interhouse, interschool and community sport. In addition the Secondary offers a "club programme" featuring sports, hobbies and community service. The school is proud of its Cadet unit that meets weekly and supports community functions such as ANZAC service.

The enrolment policy is outlined in the Application Form and can be obtained by contacting the school direct. The major intake of students is at Kindergarten and Year 8 and follows application on the prescribed form and interview with the Principal of parents and child.

Contact Details:

Primary Campus

1 Lance Street
NORTHAM WA 6401

Phone 08 96221105
Fax 08 96225188

Secondary Campus

Wellington Street
NORTHAM WA 6401

Phone 08 96227724
Fax 08 96223655

Postal Address:

PO Box 500
NORTHAM WA 6401

Phone: 08 96210000
Fax: 08 96225211
Email: admin@sjsnortham.wa.edu.au



NORTHAM SENIOR HIGH SCHOOL

Northam Senior High School offers a unique opportunity for students to experience a truly rural Australian education in a quiet and safe country town close to the city of Perth. The school was the first senior high school to be established outside of the city and has beautiful historical building and traditions going back to the 1920's. The school has a proud academic record with recent tertiary results being some of the best in the state. There are a full range of courses offered for students aiming at university entrance as well as a large range of courses catering for those who are vocationally oriented. It is possible for students to study combinations of subjects as the timetable allows for maximum flexibility.

All the teaching staff have university qualifications and there is an excellent blend of youth and experience. With a student population of around 700 students class sizes in most subjects are between 15 and 20 and in some instances even smaller giving additional opportunity for personal attention and tuition.

Northam SHS has links with Curtin University through the Muresk Campus and has for several years had a close liaison in science with Murdoch University. The school offers a wide range of extra curricular activities including a jazz band, art, drama and cultural activities and two cadet corps.

By attending a country school which is only a little over 1 hour's drive from the international airport, students have the best of all worlds. The town of Northam is small but all services are available and the country lifestyle is both healthy and safe. Students have the opportunity to board at the well equipped residential college where they will be fully supervised and have the opportunity for extra tuition and excellent pastoral care. This is a unique opportunity to experience the Australian way of life in a rural setting and gain an excellent education at the same time.

Contact Details:

Kennedy Street
NORTHAM WA 6401

Postal Address:

Kennedy Street
NORTHAM WA 6401

Phone: 08 96210000
Fax: 08 96225211
Email: Enquiries.Northamshs@det.wa.edu.au
Web Site: www.northamshs.det.wa.edu.au



STUDY TIME

All students are required to sign a Student Study Contract at the commencement of their year and all students are required to participate in study. Study time is a quiet period when you work in your room, in a computer room or with a tutor. There is no such thing as not having study. 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.

Study times are as follows (subject to seasonal changes)

Sundays	7.30 pm - 8.30 pm (approx)
Mondays	4.00 pm - 6.00 pm
Tues, Wed, Thurs	7.30 pm – 8.30 pm
TEE Students	6.30 pm – 8.30 pm

Students requiring additional study time should approach Supervisors prior to study finishing.

Expectations:

- Unless otherwise authorised by a Supervisor, juniors (Yrs 8, 9, 10) to study in the dining room and seniors (Yrs 11, 12) to remain quietly in your own room with your door open.
- Senior students not effectively utilising their study time will be required to study in the dining room. Alternatively, junior students displaying ongoing effective study habits will be invited to continue to study in their respective rooms.
- 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 on a computer you need to book computer time for research and assignment completion with the Supervisors no later than 5 pm. Computer time is allocated in 30 minute blocks and you need to comply with the conditions of use on display in the computer room.
- If you have no set work, or are unable to organise appropriate reading material, then a Supervisor will give you a reading/learning/physical task.
- You can use earphones to listen to audio equipment while you study, however the volume should not be so loud as to be heard by other students. You are not allowed to take or make telephone calls during study time.
- If you don't complete a school or residential college learning assignment by the due date and time, then you will not be allowed to participate in recreational activities until it has been completed.



The Northam Residential College relies on the on-line tutoring support of "Yourtutor.com." This innovative service inspires students across Australia to log on and ask for help when they need it.



Tutors/Research Assistance

Encyclopaedias are available if required. The Northam residential College relies on the on line tutoring support of "Yourtutor.com.au" This innovative service inspires students across Australia to log on and ask for help when they need it: instant help when stuck with homework, assistance outlining and structuring research assignment, essay/assignment review and feedback, study tips and time management, exam preparation and revision. Available subjects include Yr 4-10 maths, science, yr 11-12 general maths and science, yr 11-12 intermediate maths, yr 11-12 specialist/extension maths, yr 11-12 biology, yr 11-12 chemistry, yr 11-12 physics, general English (punctuation, grammar) essay writing (including literature) and note taking skills. During 2008 all students at the Northam residential college will be able to access this assistance free of charge. This arrangement will be reviewed prior to the 2009 school year.

Should students require tutoring in other subjects or prefer specialised tutoring we will endeavour to arrange this at parents' cost.

Computers/Internet

The college currently has 10 computers utilising the most up to date software including connection to the school based internet. Access to the computers through the NSHS internet connection is available for study related purposes only, at the following times:

Monday, Wednesday	6.00 pm - 9.00 pm (General)	4.00 pm – 6.00 pm (Study purposes)
Tuesday, Thursday	3.30 pm - 5.30 pm (General)	7.00 pm – 9.00 pm (Study)
Fridays	3.30 pm -10.00pm (General)	

During Study, time is limited to a maximum of half an hour per student per day. Times can be extended at the supervisors' discretion.

Weekends: 1.00 pm – 5.00 pm and 7.00 pm – 9.00 pm with a max of 1 hour.

HEALTH AND SAFETY

Fire Safety

The college has smoke detectors, fire extinguishers and emergency evacuation plans in respective dormitories, common areas, staff housing and offices.

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.

In the event of a fire, occurring in the college:

- DO NOT attempt to fight the fire
- Sound the alarm immediately by reporting the location of any fire to the supervisors
- All students are to evacuate the building immediately as directed by the supervisors to the main assembly point located at front entrance.

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. Emergency Equipment is not to be viewed as a game, and students will be dealt with under the College Code of Conduct-Serious Breaches regulations.

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 in Northam. Parents are encouraged to open an account at a local medical practice and at one of the local pharmacies for prescribed and general purpose medicines. Parents have a choice of practitioners, and the college staff may be able to assist you if you do not have an existing relationship with one.

Membership of a student insurance scheme and St John Ambulance Cover is highly recommended.

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



Help and Support

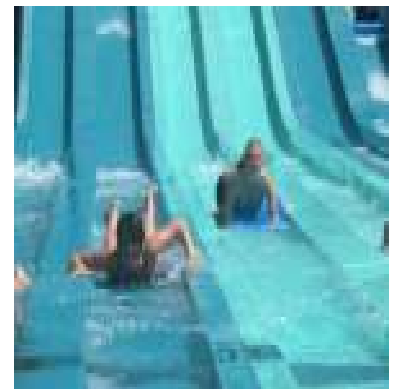
The Supervisors are always on hand to listen to any problems you are trying to deal with and to give you advice and support. The Supervisor will maintain confidentiality except where they consider that a matter needs to be referred to or discussed with others (e.g. the Manager, other Supervisors, or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

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. With permission you will be able to utilise the nearby sports facilities and also go to Northam town centre for banking and shopping.

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. Upon return to the college you must see a Supervisor so your presence back at the college can be verified. You will also need to 'sign-out' and 'sign-in' on the student cards provided for this purpose. You need to wear suitable footwear when leaving the residential college grounds.



Local Leave

Local Leave may be granted on a daily basis for activities such as:

- Visits to the town centre for a specific purpose
- Bike riding
- Skateboard activities
- Accompanied walks with another person.
- Local leave is generally for 1 hour duration with the exception for town leave where there is a specific purpose.

Students accessing local leave must be accompanied by at least one other college student and where possible carry a mobile phone. Students are to return to the College by 5pm.

Town/Shopping Leave (Northam town precinct)

Students requesting local leave or town leave are restricted to using designated walking routes and are not to go outside designated boundaries.

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

Thursdays :	2.30 pm - 5.00 pm
Saturday:	9.30 am -12.00 noon

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



Student representatives/college captains etc also have the option of Town leave on Tuesday with supervisor approval.

Year 12 students, with the relevant permission, may have town leave everyday, and students who have sporting commitments on Thursday or Saturday have the option of Tuesday as their town leave day.

Students on town leave must remain in groups of at least 2 other students. Students accessing town leave are not to be in the company of an adult who is not:

1. on the student's sign out list
2. does not have parent/guardians or college staff's permission.

Town leave is not available to those students who are gated or have extra duties.

During the week, Students must wear their school uniform when accessing town leave, however may wear casual clothes on the weekends.

Generally you can walk or ride your bike. Sometimes it will be possible to catch a lift if the college bus is available and providing a service at these times. There is no direct supervision during shopping visits and you are expected to be an ambassador of the residential college and show good manners. 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

In consultation with the College Manager, students in Year 11 and 12 may be permitted to take on outside casual jobs on Thursday nights and Saturdays. Jobs with longer hours are not encouraged as they are disruptive to study times. Should permission be granted, it is the student's responsibility to get to and from their place of employment.

Written permission is required from the employer and parents stating the employers name and how the student will get to and from the workplace.

The College Manager has the right of termination of employment should the vocation impede on study, grades, and college procedures or for student abuse of the privilege.

In consultation with the College Manager, students in Year 11 and 12 may be permitted to take on outside casual jobs on Thursday nights and Saturdays.

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. The following types of leave are available: **Local Leave, town leave, day leave and overnight leave.**

Day Leave

Day leave may be taken for trips to town, watching movies, football, netball, cricket, hockey matches, visiting the swimming pool or friends and relations. 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'. Students are to provide a contact number and address, where applicable, and visits to friends and relatives must have the host/s consent. Day leave is restricted to a period of five hours. Students may request day leave on either a Saturday or Sunday, but not both days. Students are to return to the college by 5.30pm. Students in year 8 or lower may only leave the College in the company of their parents or an approved host.

Mid week trips to town may only be taken for a specific purpose i.e. medical or matters of an unanticipated nature.

Overnight Leave:

Weekend Leave may be granted from 3.30 pm Friday until 5.30pm Sunday (unless agreed to by college staff and with prior approval). Overnight Leave, other than for a closed weekend is a privilege. Students are not to assume that leave will be automatically granted. Overnight leave is permitted only on weekends and students are required to obtain permission from their parents and the board supervisor/college manager. Parents are asked to consider each request carefully 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*. Blank, pre-signed forms are not an acceptable way of requesting permission.
- 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. This enables the boarding supervisors to verify the validity of all leave requests and to confirm arrangements with the relevant parties. 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.
- 7 Where leave requests relate to weekends recognised by college staff as “at risk weekends”. All student leave requests will be verified for authenticity. “At risk weekends” include, but are not limited to, the School Ball, Mardi Gras, Avon Descent, Field Days and Agricultural Show weekends.

Midweek Overnight Leave

Midweek Overnight Leave is only permitted for school purposes or excursions, or to stay with parents/guardians or immediate relatives. The procedure for getting permission for *Midweek Overnight Leave* is the same as for *Weekend Leave*.

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

Visitors are welcome to the college up to 5.30pm Sunday, Tuesdays and Thursdays. 6.30pm – 8.00pm Mondays and Wednesdays and up to 9.30pm Friday and Saturdays. All visitors to the college are required to report to the supervisor’s office on arrival and sign the visitor’s book. When friends visit the college, students are welcome to entertain them in the Common Room or main recreation room only. They must not enter the accommodation areas. Students are not to sit in visitors cars (other than family) without permission of staff. Boarders are responsible for the behaviour of their guest. All visitors must comply with house rules.

Boarders should not congregate with visitors in the car park.

Parents are welcome at the College at any time, however it would be appreciated if disruptions during prep and meal times could be kept to a minimum.

Exeat Weekends

An *Exeat Weekend* is a long 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 four weeks notice. On an *Exeat Weekend* all students go home after school on a Friday and return to the residential college at 2 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’.

If a student is not able to get home on an *Exeat Weekend*, then the college staff will provide ongoing care at the residential college, but no recreational activities or excursions are organised on these weekends.



STUDENT TRANSPORT

Residential College Vehicles

The Northam Residential College maintains its own 22 seater bus, which Supervisors use to transport students to their social, sporting, leisure and recreation commitments. The college vehicle is also used for camps, outings and excursions and to transport students to and from health services and other appointments as appropriate. Good behaviour is expected whenever travelling on the bus. Students are to remain seated for the entire journey and keep noise to a minimum so as not to distract the driver. Seat belts MUST be worn where fitted.

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 or Senior Supervisor.

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 and listed on your *Sign Out List*.

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.

Student Motor Vehicles

You are not allowed to have a motor vehicle for your personal use whilst in residence at the residential college. However, after written application to the Northam Residential College Board of Management, and if you are in possession of a current drivers' licence, you may, under special circumstances, be permitted to drive a personal vehicle between home and the residential college. If permission is granted, you will need to hand the vehicle keys to the Supervisors for safe-keeping. You will not be allowed to use your vehicle for any other purpose, i.e. sport or going shopping, parties, etc., nor will you be allowed to provide transport for any other college student (except a sibling accompanying you to and from home). Please note, too, that while you are a resident of the residential college, you are not permitted to travel in a vehicle driven by another residential college student. If students wish to travel with a non-student driver under 25, they will need written permission from their parents.

Bicycles

Bicycles may be used at times where their use is appropriate. Bikes will not be available to a student unless the owner has an approved helmet and an appropriate security chain. Students lending equipment do so at their own risk. Cyclist MUST comply with all relevant road rules. The college will not accept any responsibility for the storage and security of student bikes, and students bring these onto the site at their own risk.

SERIOUS ISSUES

*The following Serious Breaches of the College Code of Conduct **MAY** result in suspension & or expulsion*

- Possession and or use of non-prescribed drugs, alcohol or tobacco.*
- Entering out of bounds areas.*
- Girls wing out of bounds to boys*
- Boys wing out of bounds to girls*
- In a room other than your own after lights out*
- Entering a room other than your own without the residents or supervisor approval.*
- Entering private staff quarters*
- Exiting either the college buildings after lights out or the college grounds without permission.*
- On going poor behaviour after lights out*
- Any contact of a sexual nature.*
- Shoplifting/stealing is an illegal act and will be dealt with accordingly.*
- Bullying, physical, verbal abuse or swearing.*
- Possession of inappropriate material such as magazines, posters, music, videotapes etc.*
- Inappropriate Internet access.*
- Poor study behaviour*
- Disrespect of staff member and each other.*
- Vandalism*

NOTE: *Any student suspended from the college will be place on Behaviour Contract for their return. (see below)*

Students placed on Contract Status

A written contract (an agreement to abide by the College rules & signed by the student, parent/guardian, board chairperson or college manager).

A student may be placed on contract for a first time breach of rules. Continued breaches may result in the student being asked to leave the college.

Students Suspended

From school

Students suspended from school are not necessarily suspended from the college. This will depend on the circumstances surrounding the suspension.

From the College

Students suspended or excluded from the college may still attend school.

Special Room Inspection

From time to time staff may perform unannounced room inspections. These inspections are designed to keep illegal substance and materials out of the college. Students will be present on these occasions.



RESIDENTIAL COLLEGE MOBILE PHONE CONTRACT

1. No Camera Phones are to be brought onto college property.
2. All mobile phones, (with sim cards intact) are to be handed in during study.
3. All mobile phones (with sim cards intact) are to be handed in 15 mins prior to lights out.
4. No mobile phone is to be taken to school.
5. No photos, videos or voice recordings are to be taken within the college grounds at any time. When away from college grounds, photos, videos and voice recordings can not be taken of anyone without their consent.
6. No obscene material is to be stored, viewed, or transmitted at any time whilst in residence or attending a college event.
7. No offensive messages, text bullying, or prank calls to be made at any time whilst in residence or attending a college event.

Failure to abide by any of these rules will result in the immediate confiscation of the student's phone/s.

Confiscated phones will be held under Manager/Supervisors control in a secured area. Confiscated phones will be returned to the students' parents/guardians/caregivers at the end of the term in which the confiscation occurred.

Further consequences may include indefinite loss of phone privileges, suspension, and student exclusion. Referral to external authorities (i.e. Police, Department of Community Protection etc) will be mandatory when evidence suggests a breach of current state/federal laws.



RESIDENTIAL COLLEGE GYMNASIUM – CONDITIONS OF USE

1. Students need to see a Supervisor and undergo an assessment and a gym use orientation before they can use the gym unsupervised.
2. At all times, students are to exercise due care and caution in using the gym and gym equipment.
3. If no Supervisor is present our safety requirement is that students must work out in pairs.
4. All gym users are to wear closed in sports shoes.
5. All users are to complete a five minute warm-up before working with weights or using load-bearing equipment.
6. All users are advised not to lift weights that are beyond their level of development.
7. All gym users are to observe the user advice on the instructional diagrams on display.
8. All users need to comply with the access and booking arrangements on display.
9. Any user who has sustained a physical injury will require a Supervisor's approval and, if necessary, a medical clearance before they can recommence their gym routine.
10. Students who do not uphold the conditions of use or misuse gym equipment will face disciplinary action.



RESIDENTIAL COLLEGE POLICY AGAINST HARASSMENT

Northam Residential College and the Northam Senior High School educate the whole person. We believe that each person has a unique worth. Each person is created equally.

- You have the **RIGHT** to feel safe and comfortable
- You have the **RESPONSIBILITY** to keep yourself and your learning and boarding environment safe.
- You have the **RESPONSIBILITY** to show respect for yourself, for others and for others property.

WHAT IS HARASSMENT?

Harassment is behaviour, which is unwelcome. It can be active or passive. It is behaviour that makes you feel uncomfortable, fearful, helpless, humiliated or unsafe, which diminishes the personal dignity of the individual. Harassment can be verbal, non-verbal or physical act against a person. It may come from an individual or a group and it may be intentional or unintentional. It must not be allowed to continue.

EXAMPLES OF HARASSMENT

Bullying

Physical bullying - Hitting, pushing, threatening.

Verbal bullying - Name calling, putting you down, teasing, pulling faces, using abusive language or offensive gestures.

Hiding, damaging or destroying or stealing work or belongings.

Deliberate Exclusion

Putting you down due to your achievements, abilities, personal appearance.

Isolating you, not associating with you, not letting you join in.

Not accepting you because you are new or different.

Sexual Harassment

Making comments about your sexuality.

Touching or brushing against you when you have asked them to stop.

Whispering, gesturing or making comments about your body.

Telling offensive jokes or showing offensive materials.



Discrimination

On the basis of race, culture, background or abilities.

Making degrading comments or gestures about your culture, background or ability.

Calling you names because of your race, background or ability.

Telling offensive jokes or showing offensive material.

Libel/Slender

Spreading rumours about you or your family.

Writing unpleasant notes or graffiti about you or any groups to which you belong.

Name calling.

WHAT CAN I DO?

DO NOT retaliate by physical or verbal harassment.

Ignore it. Show that it does not upset you.

Tell the person harassing you that you don't like it. Tell them that their actions are unwanted or illegal.

Talk it over with someone you can trust.

Make a plan with your helpers to deal with the problem and follow it through.

Report the matter to a supervisor or class teacher.

OUTCOMES

All reported incidents will be dealt with.

The college/school will deal very seriously with those who retaliate against a person for reporting harassment.

Consequences of harassment may include counselling, consultation with families, detention, suspension, expulsion and even legal action.



DO YOU HARASS?

- Do you bully, tease, abuse, hit others?
- Do you call people names?
- Do you insult, belittle or intimidate?
- Do you repeatedly act disrespectfully to your supervisor/teacher and disrupt the learning in study or the classroom?
- Do you take part with a group in helping to insult, offend or exclude others?
- Do you act disrespectfully to others who live, work or visit at Northam Residential College.
- Do you permit harassment of others by laughing or by failing to intervene?

THEN YOU ARE GUILTY!

HARASSMENT CAN LEAD TO

- Difficulty in concentrating on schoolwork.
- Absences from school.
- Feelings of isolation.
- Stress/depression.
- Social exclusion.

IT IF HAPPENS TO SOMEONE ELSE

- You can decide to do something about it and help protect others.
- Support the person being harassed.
- Do what you **know to be right**. Don't just stand by and do nothing.
- Intervene on behalf of the victim. Voice your disapproval.
- Encourage the victim to inform someone.

- Harassment is something you should not tolerate. You can do something about it.
- If you witness harassment and do nothing, you are a participant.
- Doing nothing is not an option. If we all act against harassment it will stop.

***No one has the right to try and make us feel unwanted or inferior.
Remember say NO WAY to bullies.***



CONCERNS AND COMPLAINTS

The residential college will make every effort to resolve students' concerns and complaints.

Concerns and complaints often arise from misunderstandings or breakdowns in communication. The residential college will do its best to provide students with information about its policies, standards and practices in its handbooks and newsletters and to provide further clarification if students' have any queries.

We accept that not all of our standards, policies and practices may mirror arrangements in all homes. They are based upon what has been found to work well in residential college settings where there are more students and fewer adults relative to the number of students. In our residential college there are formal guidelines and rules relating to how students are expected to conduct themselves. The expectations are high and have been endorsed by the parents who are members of the Board of Management and who have been appointed to represent all parents. Our operations are partly funded by the Government and as such must also meet the high standards which apply to the public sector.

Students' Concerns and Complaints

The residential college has avenues which students are encouraged to use to resolve a concern or complaint. Students can take their concern to a student prefect or councillor, a student meeting, a supervisor, a senior supervisor, or the Manager to help them resolve something of concern or a complaint. If the matter isn't resolved, or is of a more serious nature, then they are advised to ask their parents to take up their concern on their behalf.

The **Student Council** plays an important role with student councillors having the opportunity to submit ideas to staff and members of the Board of Management. The College Captain, Head Boy, Head Girl and the other prefects are appointed by staff.

Our Values

- Students and staff:
- Feel respected and supported
- Feel positive about themselves and their future prospects
- Set and achieve high standards
- Think and act fairly in the pursuit of self-fulfilment and high standards
- Work with parents in achieving their objectives



MISSION STATEMENT

Our mission is to provide an opportunity for students in remote areas to attend primary and secondary schools and TAFE college by providing affordable, good quality, supervised accommodation, care and services.

VISION

This residential college is aiming to be clearly recognised throughout Western Australia as being at the forefront in the care and development of students boarding aways from home.



Isolated Children's Parents' Association of WA (Inc)
STATE COUNCIL

"Working together to ensure access to choice of appropriate educational opportunities for all Western Australians"

Information on ICPA(WA)

ICPA(WA) is the voice of rural, regional and remote Western Australian students.

The organisation strives to ensure access to choice of appropriate educational opportunities for all students living in these areas.

ICPA works like this: members join a local branch and raise their issues directly to either their state or federal council, depending on the nature of the issue.

Lobbying by the councils on behalf of members is carried out on a broad range of issues, including Early Childhood Education, Teacher Training, Student Accommodation, Allowances, PCAP, Post Compulsory Education and Rural & Remote Schools.

An ICPA branch is a vital network of people in similar circumstances sharing information and support on educational issues.

We invite you to join us.

For more information, please go to www.icpa.com.au.

www.icpa.com.au

