



## Policy Statement and Parent Agreement Form

Student \_\_\_\_\_ Year \_\_\_\_\_ as of 201\_\_\_\_\_

One document per student

- Please read the following policies A,B,C,D,E,F,G, H, I and J that require particular parent acknowledgment and approval.
- Where needed, please **tick** the appropriate box
- **One document per student please.**
- Parent and student to sign.

Office use only

### Summary of Policy consent

A	Computer Use	YES / NO
B	Mobile Phone Use	YES / NO
C	Bicycle on campus	YES / NO
C	Bicycles off campus	YES / NO
D	Skateboard	YES / NO
E	College Vehicle	YES / NO
F	Hostel Gym	YES / NO
F	Leisure Pool	YES / NO
G	Leisure Gym	YES / NO
H	Images	YES / NO
I	Handbook	YES / NO
J	Search / Conf	YES / NO
K	Town Leave	YES / NO
K	Town Leave Year 12	YES / NO
L	Agreement	YES / NO

### (A) Computer conditions of use

- Students can only use the college student computers or their own computers. Staff office computers are not to be used and the sharing of computers is discouraged.
- No student can download, install or delete any programmes on the college computers.
- No games can be played or downloaded on college computers.
- Students can not make changes to any desktop themes or make any adjustments to college computer settings.
- During study times the computers can only be used for academic purposes.

#### Internet use

- Students are not to attempt to access inappropriate internet sites at any time. Any student found accessing inappropriate sites will be banned from using the college computers or if using their own computer will have their computer confiscated for a period of time with the parents being informed.
- No chat rooms can be used at any time on any computer.
- Misuse of a computer, internet or the network connection may result in the confiscation of the computer.

I have read and understand the conditions regarding computer use at the college and will conform to the above requirements and other related rules.

### (B) Mobile phone conditions of use

- **Mobile phones are not required at the college and are brought to the college at the owner's risk.**
- Students are required to provide their mobile phone number to staff.
- Inappropriate use of a mobile phone such as harassing calls, text, explicit images etc will result in the phone being confiscated. **Camera phones are not permitted**
- Phones must be **TURNED OFF** during
  - Meal times
  - Prep / study times
  - In meetings

All students and parents/guardians are required to sign the separate mobile phone contract.

I have read and understand the conditions regarding mobile phone use at the college and will conform to the above requirements.

### (C) Bicycle conditions of use. (Private and School bikes)

- Students must wear a helmet at all times.
- Closed in footwear must be worn at all times.
- Students can not ride their bikes off campus without senior staff approval and parent consent **(below)**.
- **Students are not to share their bike to those who do not have parent consent to use a bike.**
- Students are to ride their bikes with another student/s in attendance.
- Parents are advised that their child is generally not supervised when riding bikes on campus and that the bringing and use of a bike to the college is at their own risk.
- School bikes may be provided for organised and supervised bike trips only.

**IMPORTANT** - I have read and understand the conditions regarding bicycle use at the college and will conform to the above conditions and also acknowledge that such activities have their inherent risks and hence could result in personal injury.

I approve for my child to ride a bicycle **ON CAMPUS**.

I approve for my child to ride a bicycle **OFF CAMPUS**, on public roads, during organised bike excursions.

### (D) Skateboards / Rollerblade conditions of use

- Students must wear a helmet at all times and we strongly suggest other protective gear such as knee and elbow pads.
- Skateboards and rollerblades can only be used on designated areas within college grounds or approved skate parks. Please note, the skate park usually does not have any adult supervision.
- Skateboards and rollerblades can not be shared to those who do not have parent consent to use such items at the college.
- Skateboards and rollerblades must be stored in the office area and not kept in the dorms.

**IMPORTANT** - I have read and understand the conditions regarding skateboard / rollerblade use at the college and will conform to the above conditions and also acknowledge that such activities have their inherent risks and hence could result in personal injury.

I approve for my child to use a skateboard or rollerblades at the college (their own or another students)

### (E) College and staff vehicle permission form

I understand my child will need to travel on the college bus and in staff vehicles and give permission for my child to do so.

### (F) College gymnasium conditions of use

- Students must be in YEAR 11 or 12 to use the gym.
- No one can use the gym without parent consent.
- At all times, use care and caution when using gym equipment.
- Everyone must wear closed in shoes.
- A warm up is required before using the apparatus.
- Students must attend the gym in twos or more.
- Any student who sustains an injury whilst using gym equipment will require a medical clearance before returning to the gym.
- The gym is not necessarily directly supervised by staff.

I have read and understand the conditions regarding use of the Gymnasium at the college and will conform to the above requirements.

I approve for my child to use the college gymnasium.

### **(G) Northam Swimming Pool, Northam Recreation Centre, Netball Centre, Football and Hockey Ovals.**

Year 10, 11 and 12 students may attend the above facilities **unsupervised** however the following conditions must be adhered to;

- No student can attend unless they have parent consent (sign below) and the supervisor's permission.
- Students must be in year 10,11 or 12.
- Students must attend the recreational centres in 2s or more.
- Students must be confident swimmers.
- Students must abide by all centre rules and must respond to all directives from centre staff.
- Transport to the centre will be by college bus or walking.
- All students must return to the college before 5:00pm
- Students must not move between centres without permission from the on duty supervisors.

I have read and understand the conditions regarding the use of the Leisure Centre pool and gym and will conform to the above requirements.

On reaching year 10, 11 or 12, I approve for my child to use the Northam Leisure Centres (pool / hockey / football / netball / recreation centre – {mark as appropriate}) **unsupervised** by Northam Residential College Staff

### **(H) Use of Visual images of college students**

The Country High Schools Hostel Authority requires colleges to gain parental / guardian permission before using visual images of students in college media productions and general publicity material.

In recording college events, informing the public and promoting the college we regularly use images of college students and staff. In particular we use student images on the college web site and the CHSHA web site which potentially is being accessed worldwide through the internet.

We request your permission to use your child's image in some or all of the ways listed below. Images of your child may even be used after your child has left the college. You can withdraw this permission at any time by notifying the college manager in writing.

- The College and the CHSHA websites / CD roms / Video / newsletters / magazine / publicity material and any medium related to college or the CHSHA activities.
- Any newspaper article such as the local community newspaper, West Australian and Countryman.
- 

I give permission for Northam Residential College and the CHSHA to use images of my child as stated above.

### **(I) Northam Residential College Parent and Student Handbook**

It is extremely important that all Parents (guardians) and Students have read and have an understanding of the contents of the Northam Residential College Parent and Student Handbook. The Student Handbook and the Parent Handbook have been issued so that both parents and students are provided with the same information, and can be retained by the respective parties.

I have received a copy of the Parent and Student Handbook. (Rules & Guidelines Book)

I have read the handbook and agree to conform to the college requirements expressed therein. I also understand that failure to do so may jeopardize our enrolment at the college.

## **(J) Search and Confiscation Policy**

In line with our duty of care, health and safety the college reserves the right to search for and confiscate items that may be harmful to students and staff. An item can be confiscated for a period of time dependent on the item and reason for confiscation. A confiscated item may also be sent home with parents or if an illegal item, be deposited with the local police.

### **Search**

- **Senior staff must approve any search.**
- Staff can only search student areas on a strong suspicion that that student/s has in their possession a stolen item, drugs / alcohol, a weapon, a banned item or pornographic material.
- Students must cooperate with college staff in any search. If they refuse, staff will request parent intervention.
- A search must be conducted with the student concerned being present and a second supervisor.
- A general college wide search of all students or a group of students may be conducted if deemed necessary by the College Manager.
- No student will be physically searched for items on their person. Students will be expected to comply with staff with demands to cooperate. Parents will be contacted if the student is uncooperative.

### **Confiscation**

Staff have the right to confiscate any item that is;

- Being used inappropriately or if it will cause harm or damage
- Conflicts with our rules and policies
- Is a banned item at the college
- For the safety of students and staff
- Is an illegal item or substance (illegal drugs will be taken to the police and receipted)

I agree with the search and confiscation policy

## **(K) 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 noon

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.

### Town Leave Year 8, 9, 10, 11

I give permission for my child to walk to and from town after school on Thursdays & Saturdays.

I understand AT LEAST one other student from the college must accompany my child.

### Town Leave Year 12 Only

I give permission for my child to walk to and from town after school any day of the week.

I also understand whilst every endeavour is made to encourage students to walk in pairs,

**I AM/ AM NOT** prepared to allow \_\_\_\_\_ to walk to town on her/his own during daylight hours.

### (L) Parent and Student Agreement to the College Manager and Board.

To the College Manager and the College Board,

I understand that enrolling at the College will require us to abide by the conditions of enrolment as stated on the Enrolment Form and agree to conform to the rules, policies and guidelines that govern the operations of the College.

**As parents** we will support the College and staff and know that a strong parent / student / staff relationship is the foundation for a successful boarding experience. We also understand that failure to adhere to the above may jeopardise our enrolment at the College.

**As a student** I understand that I agree to be here at the College and need to work and live with staff and fellow students and abide by the rules and policies of the College. I also understand that failure to adhere to the above may jeopardise my enrolment at the College.

**As parents and a student** of the College we understand that we can expect a high standard of care, supervision and communication from the College and that the College will maintain a professional working relationship with us during our time at the College.

Student sign \_\_\_\_\_ Print name \_\_\_\_\_

Parent/ Guardian / Carer sign \_\_\_\_\_ Print name \_\_\_\_\_

**Thankyou, for completing this form.** Please ensure you have completed all sections. If any are left blank other than part (H), (I) AND (J) we will assume that your son or daughter, **are not** to partake in that activity.

Please leave blank