



# Goyder House Student Boarding Facility – Parent Handbook

*A Country Alternative*

*"Committed to providing the highest possible quality care to our students, through our focus on people and culture, school and community "*

## MAILING ADDRESS

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Burra SA 5417

Goyder House Student Boarding Facility  
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## **BOARDING PHILOSOPHY**

Goyder House Student Boarding Facility aims to establish a home away from home for students participating in a course of study that achieves the educational outcomes for their future pathways.

We provide a caring and supportive environment to enable students develop their independence and take responsibility for their own actions. It is an opportunity to live independently but with a sense of working together as a team and participating in the community. Boarding House practices are based on policies as per Boarding Australia.

## **BANKING FACILITIES**

- Bank SA
- Commonwealth Bank (Post Office)
- National Australia Bank

## **BEDROOMS**

The bedrooms are places of privacy, rest, study and quiet relaxation.

No student may enter into another person's bedroom without first seeking permission.

Clothing is not to be left on beds/floors.

Before leaving for school, students are to tidy rooms, check windows, and switch off lights, heaters and fans.

Everyone in the Boarding House is to be quiet after 10.30 pm.

The House Parent will allocate rooms. Changes during the year are possible by request.

At the end of the final term, students must remove all of their belongings from their rooms as there are limited facilities to store gear during vacations and the facility will be cleaned by contractors.

It is in the students' best interest not to have too many clothes or personal items.

Rooms must be tidy at all times.

## **BICYCLES/SCOOTERS**

Students are permitted to have bikes – riders must wear helmets and comply with road rules. It is advisable that bikes are not lent or borrowed.

## **BOARD**

Board is required at least two weeks in advance and is payable to Burra Community School. Any boarder experiencing difficulties with board payments must contact the School Finance Officer for support/assistance.

Two weeks advance notice is required when vacating the Boarding House. A penalty of two weeks rent will apply if advance notice is not received.

## **CARE OF HOUSE**

Students are asked to respect the purpose of each area of the building and to take responsibility for keeping common areas tidy.

Any damage to the building or furniture is to be reported to the House Parent as soon as practicable after detection.

The person responsible for the damage is to make payment where wilful intent is apparent.

An allowance is provided each term to spend on items for the Boarding House, which can be accumulated to use at a later date. This allowance is only provided if students help maintain the facilities.

## **COMMUNICATION OF DISCIPLINARY ACTION**

In the first instance, students will receive a warning and possible withdrawal of minor privileges. Parents may be contacted.

Any student who seriously or continuously misbehaves will have a file established and the

Principal will be contacted by the House Parent for appropriate action. Any action taken or counsel given will be recorded on file. Also a letter will be sent home to Parents outlining the problems and the matter will be referred to the Boarding House Committee.

In the case of illicit drugs, parents and police will be contacted immediately.

If no improvement is noted within a definite time frame, an interview with parents would take place where suspension would be discussed if the student did not take positive steps to rectify behaviour.

Finally expulsion would occur and the student's position at the boarding house declared vacant. In this event there would be no refund of fees already paid

## **CONSENT FOR SCHOOL ACTIVITIES**

Parents are required to provide annual written consent to the boarding manager for regular boarding house matters such as:

- Boarders participation in regular out of school hours and recreational activities
- Boarders means of travel while under the care of boarding staff
- Boarders photos being taken and published
- Use of motor vehicle according to boarding house policy

Parents alone have the authority to sign consent forms for activities beyond regular boarding house matters such as:

- School excursion and camp forms
- Consent forms relating to change in educational direction
- Consent relating to health and welfare decisions

Parental consent does not automatically override existing Boarding House Rules

## **DAILY ROUTINE**

7:30 am ..... Wake up call  
8:00 am ..... Breakfast  
8:15 am ..... Leave for school  
4:00pm ..... Report home from school  
6.00pm ..... Tea  
7.30pm ..... Visitors leave  
10:30pm ..... Bed

## **DINNER ROSTER**

Boarders are expected to complete clean-up duties on a rostered basis after tea. It is the boarder's responsibility to wash and put away any crockery they use at non meal times.

## **ELECTRONIC DEVICES**

Boarders who have mobile phones should consider the rights of others when using them. Parents should insure electronic devices such as iPods, iPads, laptops, mobile phones etc. The School and Boarding House Committee take no responsibility for these personal items.

A phone is available for incoming calls, Home Link phone numbers and emergency 000 calls.

Wireless internet is available for all Boarders, who are expected to use it responsibly. Computers and printer are also available for student use.

## **ENROLMENT / SELECTION**

Students are placed on a 6 week trial period after taking up residence.

All enrolments are for one year only and re-admission is not automatic. Any student whose behaviour makes life uncomfortable or difficult for others, who has breached discipline requirements, who has wasted his/her time and that of others, or whose presence is undesirable or who has a lack of consideration for the House Parent will be suspended from the boarding house.

All parents will be asked to indicate at the beginning of term 4 whether they wish to renew their application for the forthcoming year.

All prospective students accompanied by parents/care-givers will be interviewed jointly by a school representative and House Parent. Parents are also asked to provide a copy of the latest school report and a letter of reference. A set of criteria has been developed to direct the Boarding House Sub-committee in the selection of students.

## **FEES**

- Monday p.m. – Sunday a.m. \$180:00 GST inclusive per 5 day week and \$200:00 GST inclusive per 7 day week until the room is vacated.
- Payments are to be made in advance on a weekly, fortnightly or monthly basis.
- Payments can be made:
  - In cash
  - By cheque - payable to Goyder House Student Boarding Facility
  - by direct debit: contact the Boarding House Treasurer : Megan Rayson
  - c/o Burra Community School

## **GENERAL**

Members of the Boarding House Boarding Committee of Governing Council are available to any resident who may be experiencing difficulties with any aspect of their tenancy, any contact will be treated in confidence.

The Grievance and Behaviour Policies are displayed at the Boarding House and are included in this booklet.

## **HOURS**

The Boarding House parent is available from 3:15 p.m. on Monday to 9:30 a.m. on Friday during term time.

Some exceptions include: Sunday preceding commencement of term where the Boarding House parent will be available from 3:15 p.m.; public holidays and when the school require extended hours.

## **HOUSE MEETINGS**

A house meeting with the House Parent and Students is usually held weekly on Monday evenings. All boarders are expected to actively participate in these meetings.

## **LAUNDRY & CLOTHING**

All clothing must be clearly marked with the student's name.

Adequate clothing must be provided for all weather conditions.

Boarders are expected to put dirty bed linen in the laundry basket in the Laundry.

Clothing should be put away in cupboards and wardrobes.

Dirty clothes should be put in the student's linen bag to go home.

House Parent will organise the bed linen to be washed weekly.

Boarders can negotiate with House Parent to use laundry facilities for personal use.

The dryer is not to be used after 10pm.

## **LEISURE & RECREATION**

Many sports are available in Burra and students are encouraged to participate. The community offers football, netball, volleyball, tennis, basketball, cricket, golf, and bowls.

Arrangements for attendance at these sports, their practices or coaching are to be made by students or parents.

Students are encouraged to attend the school's extra curricular/social events such as drama productions, socials, sports days and interschool events.

If a social activity is organised or deemed worthy of attending, all students are expected to attend. Parents will need to make suitable alternatives arrangements with House Parent if a student is not attending.

Music can only be played at noise level that is acceptable to the House Parent.

## **LOCAL LEAVE DURING SCHOOL WEEK**

Students report home after school and inform House Parent if going out (sports, shopping etc).

They are required to be back at 5.45 pm for tea. Any extended leave (overnight etc) must be negotiated with parents and House Parent and the appropriate paperwork completed for Health, Safety and Welfare purposes.

## **MEDICAL / SICKNESS**

Boarders who require medication are to advise the House Parent of the medication and dosage requirements. Anyone with an epipen is to advise where the epipen is kept.

Boarders who are ill and require additional care will be requested to return home for the duration of their illness.

Boarders that are experiencing health problems and require medical attention and/or adult care, will be required to return home until such time as their condition has improved and no longer require adult supervision.

Boarders who have sustained an injury requiring care and supervision will be expected to return to their parents/care-providers.

Boarder's parents/care-providers will be informed by the House Parent of all injuries – contagious diseases, illnesses and exclusion from school due to ill health that their child is experiencing.

Parent/Caregivers will be contacted by the House Parent or the Co-ordinator to ensure that the necessary arrangements have been made to escort the ill/injured boarder to their family home.

A medical certificate may be required to be presented to the relevant House Parent before the boarder is permitted to return to the boarding facilities.

## **PERSONAL REQUIREMENTS**

All clothing, personal belongings etc must be clearly NAMED.

Students are required to bring the following items:

- Sheets
- Pillow(s)
- Face Washers
- Beach Towel
- Quilt
- 2 towels
- Overnight bag
- Tissues
- Toothbrush
- Linen bag for soiled clothing
- Handkerchiefs
- Clothing
- Coat Hangers
- Headphones
- Toiletries (including shampoo, toothpaste, deodorant etc.)
- Students may bring with them minor electrical appliances as they wish. The school takes no responsibility for these items – parents should insure these items.
- No pets allowed

## **POSTERS**

It is an expectation that boarders will only blue tack posters in their rooms that are not offensive to House Parent or other boarders. All blue tack must be removed from the wall prior to vacating the room.

## **SELECTION OF BOARDERS**

The Boarding House Management Committee will be responsible for selecting prospective boarders.

The following criteria will be observed by the selection committee when assessing applicants for entry:

- Continuing boarders
- Senior students
- School report
- Character references
- Outcome of interview
- Parents' ability to honour financial commitment to the facility.

## **SCHOOL REPORTS**

Boarders are encouraged to show their school reports each term to the House Parent.

## **SCHOOL UNIFORM**

The School requires that all students will wear the school uniform. If this is not possible for some unforeseen reason, a note from Parents/House Parent is requested. Copies of the Burra Community School Uniform Guidelines are available from the school.



## STUDENT RIGHTS & RESPONSIBILITIES

1. I have the **right** to be myself and to be treated as an individual.  
I have the responsibility to respect others as individuals; not to pick on them, tease them, try to hurt their feelings or persecute them for being different if their gender, race, customs, language, religion or appearance is different from mine.
2. I have the **right** to be treated with respect and politeness.  
I have the responsibility to treat others politely and with respect. I have the responsibility to respect the authority of supervisors, who are responsible for me in place of my parents. If necessary I can disagree without being offensive.
3. I have the **right** to expect that schooling will be of benefit to me; that I will obtain maximum benefit from all lessons and study periods; that other students will not deprive me of this right by their behaviour.  
I have the responsibility to co-operate with teachers, supervisors and other students to make sure that study time is conducive to work and that I keep up-to-date with assignments. I will not behave so as to interfere with other students' right to learn. I also have the responsibility to be on time for school, to be on time for study, to attend school regularly and to take part in activities.
4. I have the **right** to expect my property to be safe.  
I have the responsibility not to steal, damage, destroy or interfere with the property of other students or the property of the boarding house itself.
5. I have the **right** to be safe and not feel threatened by danger to my person.  
I have the responsibility to help make other people feel safe by not bullying, threatening, hitting or hurting anyone in any way. I have no right to take the law into my own hands, to swear, use offensive language or verbally abuse anyone.
6. I have the **right** to belong to a boarding house with a healthy environment and in which I can keep good health.  
I have the responsibility not to smoke, take alcoholic drinks or drugs, partake in risky behaviour or encourage other students to do so. I have the responsibility to eat sensibly. I have the responsibility to be hygienic.
7. I have the **right** to enjoy a clean and attractive boarding house environment and take pleasure in the surroundings. It is my responsibility to care for the house environment, not to litter the premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. Therefore I am prepared to keep the house environment neat and clean and to remove litter and rubbish and assist the House Parent when asked.
8. I have the **right** to be informed of what is happening in the boarding house.  
I have the responsibility to listen attentively at house meetings, to bring newsletters and notes home from school. I will make it my business to find out what I need to know and ask for what I need.
9. I have the **right** to expect justice and fair treatment. While I can expect praise and recognition for who I am and what I do; I have the responsibility that I am open to penalties if I do the wrong thing. I have the responsibility to respect the rights of others.
10. I have the **right** to be seen as a useful and worthwhile member of the community. I have the responsibility of demonstrating this to the community by my conduct. This applies to travel to and from the boarding house, work experience and excursions etc.

## Conclusion

- I have these **rights** while I am a student at the boarding house.
- I have the responsibility to protect these rights and those of others living up to my responsibilities at all times.

## **TRANSPORT**

Students are not to accept rides in cars unless previously arranged with House Parent and Parents.

Rides with student drivers are definitely not permitted without permission in writing from Parents.

Cars are allowed in negotiation with parents and the House Parent.

Use of cars also needs to meet school policy requirements.

Keys of any cars driven to the boarding house need to be handed to the House Parent. There will be no use of these cars during the week unless a note from parents is supplied or fax note sent to the school approving the use of a car.

Travel to and from school will be by foot or bicycle/scooter.

## **TV / DVDs**

Boarders are able to view any videos that are age appropriate. The House Parent will deal with any concerns about types of videos. DVDs can be hired from the Burra BP or borrowed from the Burra Community School Library.

## **VISITORS**

All visitors are required to report to the Boarding House Parent on arrival. They are to sign in and document date, time in/out. Visitors are welcome to use communal areas of the Boarding House. Visitors are not allowed in bedrooms.

Students may not leave with a visitor unless permission is granted.

Visitors are accepted but must leave by 7.30 pm unless otherwise negotiated.

Any overnight/weekend visits to friends/relatives need to be negotiated with House Parent, appropriate paperwork completed and boarding student is required to sign out.

The Boarding House is a facility for fulltime enrolled students and the Boarding House Parent is employed to care and supervise for the Boarding House students only, therefore we do not allow 'other' student/friends to have long visits/sleepovers at any time.

## **GRIEVANCE PROCEDURE**

### **Step 1**

If you have a problem, relay it to your House Parent or the person you have the concern with.

### **Step 2**

If you feel you cannot take it to your House Person, relate your problem to a School Liaison Person:

- Sue Ryan (Senior Leader (Counsellor) at BCS)
- Brooke Crowell (Agricultural Coordinator at BCS)

### **Step 3**

If you do not wish to speak to one of these people, you could address your problem to any of your teachers that you feel comfortable in discussing issues with.

### **Step 4**

If these people cannot help you, relate your problem to the Principal:

- Susan Hart-Lamont on 88922007.

## **BOARDING HOUSE RULES (SUMMARY)**

- Permission from House Parent for friends to come to the Boarding House. All visitors to remain in communal areas.
- Rooms tidy at all times. Leave bathroom tidy. Hang up towels.
- Respect other people's need for privacy and private study times.
- Silent study time after tea every evening during the week.
- No music to be heard outside rooms. Everyone is encouraged to use headphones.
- Everyone must report to Boarding House after school by 4:00 pm. Students may leave after gaining permission from the Boarding House parent.
- All students must return to Boarding House by 5.45pm to prepare for tea. (Only exceptions with prior permission to go to sport/work).
- Parents' permission is needed to leave Boarding House after tea during week. Fax notes acceptable.
- Showers 5 minutes maximum.
- Boarding House closes at 9.30 pm. If students have parents' permission to be out later, they must make other arrangements for supervision with parents' and house parents' permission.
- The consequences of occasional breaches of the house rules include loss of privileges and community service within the grounds.
- The Boarding House staff in their course of duty has the right to request a room search. This could follow if articles have gone missing or students being in possession of inappropriate items or content in some form. If a search is to be undertaken, the staff member will always be accompanied by an independent body.
- The Boarding House is a drug, alcohol and smoking free zone.

## **BEHAVIOUR MANAGEMENT POLICY**

The school believes that the Boarding House should be a place where students feel at home and safe, free of bullying and harassment, where co-operation and positive interaction are encouraged.

The Boarding House parent and the students are therefore expected to collaboratively develop a standard of conduct where this can occur. This policy needs to be read in conjunction with the document "Students' Rights and Responsibilities".

The Boarding House rules and behavioural expectations are formulated to develop a positive climate and are based on the following components (which also form the basis of the school's Behaviour Management policy).

### **The 6 C's**

- Cooperation
- Courtesy
- Caring

- Communication
- Consideration
- Compliance

All students must accept this code of conduct, and to maintain satisfactory behavioural standards there need to be consequences for breaches of the rules and behavioural expectations.

### **Step 1**

In the event of a breach of expectations, the student will be grounded for 2 days and parents notified.

Grounding means:

- that students are confined to the Boarding House property.
- that students do not participate in Boarding House excursions or such activities, nor in sports practices.
- that students may have added roster duties.

### **Step 2**

A further offence will result in a Behaviour Card and a grounding for 5 days.

The Behaviour Card will be signed each hour, on the hour, from 4pm until 9pm for each of the 5 days, and is designed to provide close monitoring of the student's behaviour and attitude.

Parents will be informed and will need to sign at the completion of the 5 days. The student will then take the card to the Principal, or his representative, who will also sign it.

### **Step 3**

A further breach will result in a conference involving the student, parents, Boarding House parent and the Principal or delegate. This conference will outline expected student behaviour required to avoid suspension from the Boarding House.

### **Step 4**

A subsequent breach will involve suspension of the student from the Boarding House for a period of 2 to 5 days depending on the severity of the incident.

The student will return to the Boarding House only after a further conference with the parents, and the student will be issued with a Behaviour Card and grounding restrictions for the next 5 days.

### **Step 5**

Another offence will result in the exclusion of the student from the Boarding House.

**Offences of a more serious nature will incur a different entry point into the behaviour management process.**

- **Step 2 Entry Point**

Offences such as smoking, mixed genders in rooms, etc.

- **Step 4 Entry Point**

Offences such as violent behaviour, drug/alcohol use, substance abuse, significant property damage, etc.

It is expected that the over-riding emphasis throughout the Behaviour Management process will be the agreed positive expectations of the 6C's and that the consequences outlined above are for non-compliance with these expectations.

The 5 steps of 'discipline consequences' is structured to ensure fairness and consistency in the Boarding House behavioural standards and to encourage boarders to grow in accepting responsibility for their actions

**APPLICATION FOR ENROLMENT  
GOYDER HOUSE STUDENT BOARDING FACILITY**

I wish to apply for the admission of the following person as a student at the Burra Community Student Boarding Facility.

Student's Name: Surname .....

Christian Names .....

Date of Birth: .....

Full name of Parents/Caregivers: .....

.....

Address of Parents/Caregivers: .....

.....

Telephone/Fax No./Mobile No. ....

Email address: .....

Occupation of Parents/Caregivers: .....

.....

Religious Denomination: .....

Student's present school and grade: .....

Character References: (include current school report) .....

Address of Referee: .....

Any boarding school at which this student has been enrolled: .....

If student has previously been in a boarding school, please state reason for desired change:

.....

I have read and understood the information for parents and agree to adhere to the requirements of entry.

Date: .....

Signature: .....

**CONTRACT - GHSBF**

This is a contract between The Goyder House Student Boarding Facility Committee AND

.....

for the provision of accommodation for .....

The agreement is such that ..... is on probation for the 1st Semester. Subject to satisfactory school reports and behaviour within the Boarding Facility, board be provided for the 2nd Semester and then reviewed at the end of each academic year.

Students and parents will agree to the rules of the house and abide by the rules.

As part of this Contract, parents/caregivers will be required to sign separate consent forms for medical, behaviour, outings and visitors.

Signed: .....  
Parent/Caregiver

Date: .....

Signed: .....  
House Parent

Date: .....

**PARENTAL MEDICAL PERMISSION - GHSBF**

In the case of an extreme emergency when parents cannot be contacted (mainly in the case of isolated stations without a telephone), do you give permission for the House Parent to sign a consent of anaesthetic?

YES / NO

Please note, any visit to a Doctor or the Hospital, or if the child is kept home on account of illness, parents are always notified as soon as possible. The above is only in the case of extreme emergency when time is an important factor, and when parents cannot be contacted in time.

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I, ..... give my permission for the House Parent of the Goyder House Student Boarding Facility to take any action that is necessary for the maintenance of my child's good health and especially to sign a medical consent form for my child

.....  
should he/she require any treatment for any emergency condition, and it is not possible to contact me for that consent.

Signed: .....

Date: .....

## BEHAVIOUR CONSENT FORM - GHSBF

I / We the undersigned parent(s) / caregivers of the student named below, agree that in all matters regarding discipline and observance of House Rules, the House Parent in consultation with the Committee, will be the authority whilst the student is residing at the Goyder House Boarding Facility (Goyder House).

Any serious breach of either will be reported immediately to the parent/caregiver concerned, with a view to discussing any action to be taken.

On behalf of the student .....

Signed by parent/caregiver .....

Date: .....



<b>FORM OF CONSENT</b> <b>GOYDER HOUSE STUDENT BOARDING FACILITY</b>
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**Form of consent by parents for a student to visit relatives / friends and/or remain with relatives / friends overnight or for a weekend.**

I, ..... parent of .....  
 give my consent for my child / children to visit during the day, overnight or for a weekend at any of the addresses given below.

I agree to abide by the rulings stated in the Goyder House Student Boarding Facility Parent Handbook with regard to such visits.

Signed: ..... Date: .....

**DAY VISITS**

**STAY OVERNIGHT**

Name	
Address	
Phone	

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**N.B. Other names may be added to this list from time to time.**

## RESPONSIBILITIES OF THE HOUSE PARENT

- Provide a stable, caring environment.
- Ensure that a responsible, 'approved' adult is providing supervision at all times that there are students in the facility.
- Seek and record relevant medical information e.g. diet, medication etc.
- Obtain and record up to date, contact, addresses and telephone numbers of parents/caregivers of each boarder.
- Establish and maintain an illness/injury Register.
- Students are obliged to report injuries and sickness to the House Parent.
- Establish/organise parent/caregivers requirements in respect of weekend activities, holidays etc.
- Record details of approved hosts for weekends.
- Establish meal arrangements.
- Establish house rules/expectations.
- Ensure all students have a reasonable breakfast, snacks etc.
- Check on cleanliness of rooms and changes to linen.
- General cleaning of kitchen/dining/living areas.
- Establishing regular study times and other routines.
- Being aware of students' whereabouts at all times and maintaining an accurate register.
- Shopping for stores for the facility/ food preparation and cooking of meals. Also some basic cleaning of residence.
- Reporting any anti-social or behaviour problems to a management representative/parent.
- Encourage an atmosphere of mutual respect, caring and warmth, which enhances the living and learning of the young people in your care.