



Goyder House Student Boarding Facility – Parent / Student Handbook

A Country Alternative

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

Contents:

Boarding Philosophy and Introduction Letter	1
<hr/>	
Contact Details	2
<hr/>	
General Information for Parents / Caregivers	3
<hr/>	
Grievance Procedures	9
<hr/>	
Students Rights and Responsibilities	14
<hr/>	
Forms: Enrolment Contract Medical Behaviour Leave	20
<hr/>	

Goyder House Student Boarding Facility

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.

Introduction: Boarders and Parents

Dear Boarders and Parents,

Welcome to those joining our Boarding House for the first time and welcome back to those who are returning.

This handbook contains guidelines set out by Burra Community School and parents at its inauguration to help you, the boarders, settle in quickly and easily to life in the Boarding House.

These guidelines have been developed over a number of years and are designed to enhance the safety and welfare of the boarders.

As we all know rules will be broken and limits will be pushed, but our policies and procedures are there to protect all students with fair understanding. There will be some you will be less inclined to agree with, but bear in mind the enormity of the responsibility and you will agree that these rules are made in the best interest for your children.

Community living has its advantages and disadvantages, but for those prepared to meet the challenge with respect for others and cooperation with those in charge, the experience of boarding will be great.

At our first house meeting this handbook will be read in order to familiarise everybody with the knowledge that they have read and understood its content and to assist with their understanding of the responsibilities in becoming a member of Goyder House.



Briony Ackland
Principal
Burra Community School

Goyder House Student Boarding Facility

Contact Details

Phone Numbers:

- Boarding House / Student Phone (08) 88922315
- Burra Community School Phone (08) 88922007
- Burra Community School Fax (08) 88922047

Boarding House email:

goyder.house543@schools.sa.edu.au

Burra Community School Email:

- dl.1432.info@schools.sa.edu.au

Mailing Address:

Goyder House
Justice Lane
BURRA SA 5417

Or alternatively

Burra Community School
7 Bridge Terrace,
BURRA SA 5417



General Information for Parents / Caregivers

Banking Facilities:

- Bank SA – ATM facility in the main street.
- Post Office – all banks except ANZ

Bedrooms:

- The bedrooms are places of privacy, rest, study and quiet relaxation.
- No student may enter another's bedroom without first seeking permission.
- Clothing is not to be left on beds/floors.
- Food is not to be eaten in rooms.
- 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.
- Curtains must be drawn when lights are on.

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.

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.

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.

Computers:

Boarders are expected to use the computers in a time-shared way if other students wish to use them. During specified homework times only school work is to be done on the computers. Preference will always be given at other times for Boarders wishing to use the computers for homework and assignment work.

Daily Routine:

Expectation	Time Allocated
Wake	7.00pm – 7.30am
Breakfast	7.30am – 8.00am
<i>Prepare Lunch: students are responsible for their own lunch</i>	
Room Inspection	8.00am
Depart for School	8.15am
Report home : snack	3.30pm – 4.00pm
Evening meal	6.00pm
Study time – COMPULSORY	6.30pm – 7.30pm
Quiet study in Dining room	7.30pm – 8.00pm
<i>Senior students may study in their own room at the discretion of the house parent</i>	
Supper	9.00am
Bedrooms	9.30pm
Lights off	10.00pm

Girls/Boys vacuum and clean own rooms weekly. Bed linen changed weekly, usually on the weekends.

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.

Drugs Alcohol and Tobacco:

Student possession and/or use of alcohol, non-prescribed drugs, tobacco and tobacco products are prohibited. Students under the influence of any illegal drug or alcohol may be suspended and subject to the results of the subsequent enquiry by a disciplinary committee, and may be excluded from the Boarding House.

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 takes 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.

EXEAT Leave:

There are two exeats per term. Goyder House is closed these weekends as the House Parent will not be in residence. On exeat weekends students leave Goyder House by 4.30 p.m. on departure day and return after 6.00 p.m. and before 9.00 p.m. on day of return. No meal provided.

Parents/Caregivers are expected to provide details of leave by phone/fax/email to the House Parent at least two days prior to exeat weekend.

Details to include:

- 1] Destination
- 2] Contact Phone number
- 3] Time of departure and return

Weekend Leave:

Parents/Caregivers are welcome to take children out on any weekend. Some prior notification is appreciated if this is to occur. Boarders are able to sleep in but are responsible for getting their own breakfast and lunch. Students should always use the whiteboard or sign-in book to communicate sporting, work and leisure commitments after negotiation with the House Parent.

Weekend leave is to be approved by the parents/caregivers and forms submitted or direct contact made to House Parent by Wednesday which state:

- 1] destination
- 2] contact phone number
- 3] time of departure and arrival
- 4] If dinner is required on return please notify House Parent by 4.00 p.m.

Students must return by 9.00 p.m. on Sundays. Any student who wishes to return later must make alternative arrangements for the weekend.

Fees:

Board is invoiced at the beginning of year, instalments can be made during the term, termly. Any boarder experiencing difficulties with board payments must contact the school Business Manager for support/assistance.

Two weeks advance notice is required when vacating the Boarding House. A penalty amount to be paid in full, of two weeks rent, will apply if advance notice is not received.

- Monday p.m. – Sunday a.m. \$250.00 GST inclusive per 5 day week and \$275.00 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: BSB 105-017 AC: 094 175 840
Account Name: Burra Community School

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.

Insurance:

Goyder House Insurance Policy does not cover your child's personal belongings. Parents/Caregivers are therefore advised to insure their child's personal belongings on their own household insurance policy if they so desire.

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, squash 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 curricula/social events such as drama productions, socials, proms, sports days, interschool events. If a social activity is organised or deemed worthy of attending, all students are expected to attend. Parents/Caregivers will need to make suitable alternative arrangements with the House Parent if a student is not attending.

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

Lights:

Lights off at 10.00 p.m. Boarders retire to their rooms at 9.30 p.m., earlier for young students.

Local Leave during School Week:

Students report home after school and inform House Parent if going out (sports, shopping etc). Students must first ask the House Parent for permission, then leave their whereabouts in the sign-in book, including return time. Everyone must be back at Goyder House NO LATER than 5.45 p.m.

Any extended leave (overnight etc) must be negotiated with parents and House Parent and the appropriate paperwork completed for Health, Safety and Welfare purposes.

If this leave is abused it will immediately be withdrawn.

Students must stay in Main Street/Market Square area. They must not visit private homes without prior permission from the House Parent. Permission will only be given if people are known to either the House Parent or Parents/Caregivers.

Parents/Caregivers are requested to notify the House Parent in writing the names of the accepted families. No leave granted after tea unless for sport (basketball matches/football training, squash, etc).

All leave from Goyder House must be recorded in the sign-in book after consultation with the House Parent.

Boarding House closes at 9.00 p.m. If students have parents'/carers' permission to be out later, they must make other arrangements to stay with friends except for school excursions.

All visitors must leave by 9.00 p.m. except for weekends. The House Parent will decide when visitors must leave.

Magazines:

Adult magazines are not permitted. All other magazines at the discretion of the House Parent.

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.

Mobile and Phone:

Student Phone - 88922315

Times when student phone maybe used is displayed on door. We ask parents where possible to refrain from ringing during study time (6.30 – 7.30pm). Mobile phones will be handed to house parent on week nights at 9.30pm, 10.00pm for Yr 11 & 12 and will be returned to students at 7.00am. During this time phones will be locked in office and can be placed on charger.

Mobiles:

Mobile phones must be switched off/silent during study times.

Mobile phones should be used appropriately.

Remember cell phone etiquette. (do not bring to dining table)

Always get permission for photos and be mindful who you tag – or at least never tag a photo unless you're sure that person wouldn't mind showing it to his mother, father, boss, and children. Avoid inappropriate profile pictures, "selfies".

Mobile phones are subject to theft and misuse like all other personal items and are not the responsibility of the Boarding House.

Encouraging positive student and parent compliance and responsible behaviour is the preferred approach.

Personal Requirements:

All clothing, personal belongings etc must be clearly NAMED.

Students are required to bring the following items:

- | | |
|---------------------------------|--|
| ✓ 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.) |

No pets allowed

Students may bring with them minor electrical appliances as they wish. These will be tagged and tested however the school takes no responsibility for these items – parents should insure these items

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.

Personal Relationships:

The current policy is that any relationships between boarders at Goyder House of a romantic nature are not permitted. Any cases of sexual immorality will result in immediate suspension and ultimately expulsion from Goyder House.

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.

Study Time Procedure:

The study timetable in Goyder House aims to support students in their studies. It is a time for them to complete assignments, revise and prepare for tests. The remaining time can be spent reading.

All students to be in study area and ready for study at scheduled time, 6.30 p.m. Monday - Thursday.

Study time is a quiet, productive time.

There is to be very little moving around during study time. All books, information and enquiries to be collected before study time.

Phone calls may not be received during study times although the House Parent will take messages. Parents/Caregivers are requested to make calls at other times.

The Lounge is NOT a study area. Homework must not be done in the Lounge.

Senior students may study in their own bedroom in consultation with the House Parent, with only one student in a room at any time.

Students should make full use of the tutor when available. The dining room will be regarded as a quiet study area from 6.30 - 8.00 p.m.

Expectation from the School is that Middle School students will have between 1 – 1½ hours homework per night and Senior School students to have 1½ - 3 hours per night.

Supper:

Provided daily at 9.00 p.m. Boarders clean up and do own dishes.

Kitchen open for snacks after school until 4.00 p.m. at latest, earlier if the House Parent decides. Snacks can be kept if prior arrangement is made with the House Parent.

Transition Programme:

A transition programme will/can be organised between the school and the House Parent for any students who are enrolled in Goyder House. The school transition programme operates in Term 4 and students enrolled in Goyder House for the forthcoming year will be invited to participate in this school familiarisation.

Students who stay at Goyder House will be required to pay boarding fees for the time they are in residence.

The transition programme will need to be negotiated between all parties (i.e. House Parent, Parents / Caregivers, Students, Middle School Co-ordinator, Senior School Co-ordinator).

Transport:

Travel to and from school will be by foot, bicycle or other means approved and or arranged by the House Parent. The House Parent's vehicle may be used in an emergency.

- 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.
- Rides with student drivers (L and P plates) are definitely not permitted without permission in writing from Parents/Caregivers.

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.

Goyder House Student Boarding Facility

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:

- ✓ Principal / Deputy Principal

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:

- ✓ Alicia Hoddle on 88922007.

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

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 |
| ✓ Caring | ✓ 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:

- ✓ **students** are confined to the Boarding House property.
- ✓ **students** do not participate in Boarding House excursions or such activities, nor in sports practices.
- ✓ **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.

Goyder House Student Boarding Facility

Student Rights and 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 sex, 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 while I am at Goyder House. 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 offered by Goyder House.
- 4. 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 in Goyder House 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.*
- 5. I have the right to expect my property to be safe at Goyder House.*
I have the responsibility not to steal, damage, destroy or interfere with the property of other students or the property of Goyder House itself.
- 6. I have the right to belong to a Hostel with a healthy environment and in which I can keep good health.*
I have the responsibility not to smoke, take alcoholic drinks or drugs 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 Goyder House environment and take pleasure in the surroundings.*
It is my responsibility to care for Goyder House environment, not to litter the Goyder House premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. Therefore I am prepared to keep the Goyder House environment neat and clean and to remove litter and rubbish.
- 8. I have the right to be informed of what is happening in Goyder House.*
I have the responsibility to listen attentively at Goyder 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 of recognising that I am open to penalties if I do the wrong thing. I have the responsibility to respect the rights of others within Goyder House and outside.
- 10. I have the right to be seen as a useful and worthwhile member of the community.*
I have the responsibility of demonstrating to the community by my out-of-Goyder House conduct that Goyder House upholds property values and is developing good citizens for the future. This applies to travel to and from Goyder House, work experience, excursions and Goyder House social activities.

Conclusion

I have these rights while I am a student at Goyder House Hostel.

I have the responsibility to protect these rights and those of others by living up to my responsibilities at all times.

Goyder House Student Boarding Facility

10 Do and Don'ts for those Parents / Caregivers sending their children away to boarding school

1. **DO** get to know, trust and like your house parent. She will be the most important person outside family members for some years to come. You might not always agree with her but you have chosen her to look after your child. You had a reason for making this choice. Stick to it. If you believe in her it creates a comfort zone for her and your child. She can function so much better if she knows you have faith in her. She can relate to you, your child and above all, your child will benefit.

2. **DO NOT** create doubts in your child's mind about the wisdom of your decision. Don't say "Oh well, if it doesn't work out we will look elsewhere." It burdens the child with doubt, insecurity and indecision. They may then have doubts about themselves, fellow boarders or the house parent. Doubt has an incredible ability to fester. Give your child the reasons for your choice which will have included faith in the ability of the house parent to care for your child. If you do have a worry, speak to the house parent.

3. **DO NOT** have the child ring home to question every little decision or rule they don't like- It is undermining for you, the house parent and the child. If this starts, try saying something like, "Well I know Mrs M would have a very good reason Tom, perhaps you should think about her reasons.

It will reinforce positive feelings right down the line. You are telling the child quite firmly that you believe in their ability to handle the situation. It helps them to grow.

4. **DO** make regular times to ring. Not every day. Let them get confidence in coping with situations themselves. Let them get a chance to believe in themselves, make their own decisions within set guidelines. If they make a mistake, so what? The house parent will help, and don't we all learn best from our mistakes?

5. **DO** read the rule book together. Several times. Make sure they and you know the rules before they take up residence. It's no good querying matters after a problem has occurred. This is your responsibility. Again it can create doubts and insecurity.

6. **DO** be seen to be supportive of your house parent. A special smile, a chat, a little gift, can go so many miles you won't believe. Look for ways to show your child that you trust and like the house parent. They are really special people and very hard to find! Above all, it will all flow to your child.

7. If a child is upset, homesick and not coping, your house parent will be the first to know. If she rings do listen to what she says. She will make suggestions or ask special questions she needs answers for to best help your child. Always remember she is working in your best interests and needs this help from you.

8. **DO** make sure you have followed any requested procedures before you come (naming clothing, essential requirements). If everything is done as required you will feel more relaxed and so will your child.

9. **DO** realize that house parents are human too. They can be fallible just like parents, but they certainly try their best just as you do. If a decision has been made, believe there has been a very good reason for it. It might not sound right the way you hear it, emotion can get in the way sometimes especially if the child is upset, but isn't it better that your child works that out for themselves? It's called growing up!

10. **DO** believe in yourself. You made this decision. Make the most of it. Enjoy these years, make lots of new friends and remember...

Your child has a chance to grow up with love and guidance in an extended new family. These bonds will last a lifetime as will all the skills they learn about becoming independent, living away from home.

Being positive is the very best way of helping them.

ENJOY, IT'S UP TO YOU!!!

Restorative Justice questions are the preferred option for
dealing with problems when things go wrong.

Goyder House Student Boarding Facility

Application for Enrolment:

I wish to apply for the admission of the following person as a student at the Burra Community School 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:

Goyder House Student Boarding Facility

Contract:

This is a contract between The Burra Community School 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 give authority to the Boarding House Parent and relief staff to sign any consent forms for school camps and excursions.

Signed:
Parent/Caregiver

Date:

Signed:
House Parent

Date:

Goyder House Student Boarding Facility

Parental Medical Permission:

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.

I,give my permission for the House Parent of the Burra Community School 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.

Medicare Number: allocation number on card

Private Health Provider Membership Number

Signed:

Date:

Goyder House Student Boarding Facility

Behaviour Consent Form:

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 Burra Community School 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:

Goyder House Student Boarding Facility

Form of Consent:

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	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

Name	
Address	
Phone	

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

Goyder House Student Boarding Facility

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.