Goyder House **Boarding Facility**

Parent and Student Handbook

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Welcome **Message**

Dear boarders and parents,

Welcome! To those joining *Goyder House* for the very first time, the warmest of welcomes to our boarding house family - we trust you'll love it as much as we do. And to those who are returning, it's nice to have you back again - we've missed you.

Briony Ackland
Principal

Set out by Burra Community School and parents at its inauguration, this facility handbook is provided to help you, the boarder, settle in quickly and easily to life in *Goyder House;* and provide you, the parent, the reassurance for the safety and welfare of your child/ren. It has been developed over many years to ensure the most critical of information is communicated and enable the Boarding House team to best meet the needs of our boarding community and school.

At the first House meeting, the Boarding House team will revisit the contents of this handbook to clarify any details and unanswered queries; as well as ensure there is a shared understanding for the responsibilities in becoming a member of *Goyder House*.

The care of our boarders is of paramount importance and acknowledging the enormity of this responsibility, an honour. Thankyou for entrusting your child/ren with us. We trust you will find *Goyder House* a safe and nurturing environment in which to live and learn.

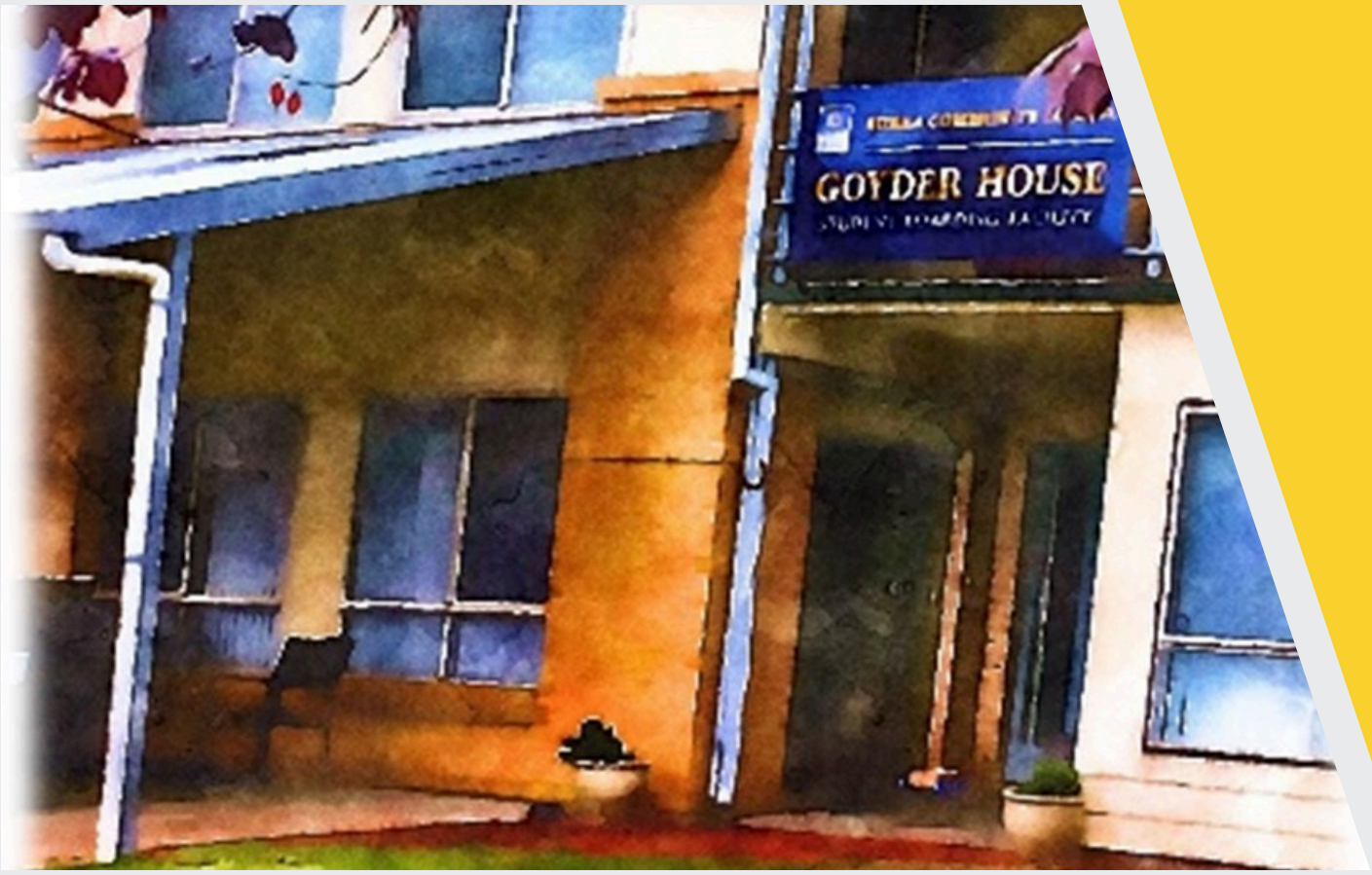
Meet
Our Team

House Parent
Nicola Noakes

Principal
Bri Ackland

Business Manager
Megan Rayson

School Front Office
Kathy Laidlaw



Contact **Details**

Boarding House: 0439 217 468 (school mobile)*
*Supervisor's mobile contact will become available upon enrolment
Burra Community School: (08) 8892 2007

Boarding House: goyder.house543@schools.sa.edu.au
Burra Community School: dl.1432.info@schools.sa.edu.au

Goyder House
Justice Lane, Burra SA 5417

General **Information**

Application and enrolment for boarding

Initial enquiries for boarding are generally made by phone or face-to-face at the School. Following this, an *Application for enrolment* is completed to provide further student information for consideration - latest school report, character reference, and the like; and prospective students (accompanied by parents/caregivers) will be interviewed by a school representative and the House Parent. When necessary, the following criteria will be used preferentially to assess an application:

- Continuing boarders (and siblings, subject to the below)
- Senior levels of study
- School reports and character references
- Outcome of interview
- Parents' ability to honour financial commitment to the facility.

Following approval, students are admitted on a 6-week trial period. All successful enrolments are for one year only; with parents required to indicate at the beginning of term 4 whether they wish to renew their enrolment for the forthcoming year. Continuing boarders are priority enrolments providing their participation (and that of their parents/caregivers) in the boarding house and school life have met requirements of the code of conduct.

Attendance/Absence

The House Parent will inform parents/caregivers should their child be unable to attend school (*refer also, medical/illness)*. They will in turn notify the school to ensure the absence is recorded.

Parents/caregivers are to provide timely communication to the House Parent should a boarder be expected to be absent from the boarding house (and/or school) outside of scheduled exeat weekends and holiday periods.

Banking facilities

Banking facilities and services are available in the township of Burra at:

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

Bedrooms

Each boarder is allocated their own bedroom, wherever possible (when at capacity, a shared room may be required). Rooms are allocated by the House Parent for the school year, with changes possible by negotiation and in agreement with members of the house.

A student's bedroom is a place of privacy, rest, study and quiet relaxation. As such:

- No student may enter another's bedroom without permission.
- Rooms must be kept tidy- clothing is not to be left on the bed/floor.
- Food is not to be eaten in bedrooms.
- Rooms may be decorated (3M removable hooks or blu-tack only), ensuring all posters or hangings are not offensive to the House Parent or other boarders. *All adhesives must be removed prior to vacating the room.*
- Before leaving for school, students are to tidy their bedroom, check windows are closed and switch off lights, heaters and fans.
- Curtains must be drawn when lights are on, particularly at night.
- Weekly vacuum, bed linen changed and thorough clean of own room required, usually on weekends.

At the end of each term, students must remove all of their belongings from their rooms - there is limited secure storage and the facility is thoroughly cleaned by contractors during the holidays. It is thus in the students' best interest not to have too many clothes or personal items!

Care of House

Students are asked to respect the purpose of each area of the facility 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. Where willful intent is substantiated, the person responsible is liable to pay for damages.

Code of Conduct

In order to ensure *Goyder House* is a place where students feel safe and secure, and able to live, learn and thrive, the House Parent and boarding staff insist on a culture of high expectations. This requires high standards of behaviour at all times. The *Boarding House Rules*, in conjunction with Burra Community School values and behaviour expectations, and the *Rights and Responsibilities* information herein provide a comprehensive guide to expectations for staff, student and parent/caregiver conduct.

Communication

Clear, timely and respectful communication is essential to ensure a trusting partnership between home and *Goyder House.* During term time, the House Parent is available from **3:15pm on Monday to 9:30pm on Friday;** with weekend staff available over Saturday and Sunday. *Some exceptions include: Sunday preceding commencement of term where the House Parent will be available from 3:15pm; public holidays when the supervisor is off site and the house is closed; and when the school require extended hours.* The Principal is contactable in relation to boarding house matters from **8am Monday to 5pm Friday** during the term, should the House Parent not be able to be contacted, or a matter requires elevation. *Refer to the Grievance Procedure for appropriate ways to raise concerns.*

Consent for school activities and events

For ease, Parents/caregivers are encouraged to provide annual written consent for the House Parent to approve regular activities, such as:

- participation in routine out-of-school recreational activities
- travel while under the care of boarding staff
- photos being taken and published (part of School enrolment)

Parent/caregiver authority must be gained to consent to activities beyond regular occurrences however, such as:

- school camps and excursions (online *EdSmart* will be used)
- changes to educational program/course of study
- health and welfare decisions

Daily Routine (Mon-Fri)

Wake	7:00am - 7:30am
Breakfast*	7:30am - 8:00am

Prepare lunch at this time - students are responsible for their own lunch!

Room Inspection	8:00am
Depart for School	8:15am
Report home, snack available	3:30pm - 4:00pm
Evening meal	6:00pm
Study time in Dining Room - COMPULSORY	6:30pm - 7:30pm
Quiet study in Dining Room - OPTIONAL	7:30pm - 8:00pm

***Senior students may study in own room at the discretion of the House Parent.**

Supper	9:00pm
Retire to bedrooms (earlier, if needed)	9:30pm
Lights out	10:00pm

Digital and electronic devices

It is recommended that any personal devices (iPads, iPods, laptops, mobile phones) brought to the boarding house are insured. The *Goyder House* Insurance Policy does not extend to cover a boarder's personal belongings and as such, the School takes no responsibility for these items.

Several school-loaned laptops (with wireless connection) and a printer are provided for student use during study times, and at other times at the discretion of the House Parent. Laptops should be used in a time-shared way; use for study/homework will be prioritised.

Drugs, Alcohol, Tobacco and Vape

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

Fees

Board is invoiced at the beginning of the school year, with payment possible in full or by instalments. Current fees have been set at:

- 5-day week (Monday pm - Friday am): $250 (inc. GST)
- 7-day week (Monday am - Sunday pm: $275 (inc. GST)

Payments can be made in advance on a weekly, fortnightly or monthly basis in cash, cheque or by direct deposit:

- BSB: 105-017
- AC: 094 175 840 (Burra Community School)

Should a family be experiencing financial difficulty, contact must be made to the Business Manager at Burra Community School.

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

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 where they discuss meals, activities, routines and expectations; and any other matters relevant to boarding life.

Laundry and 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. The House Parent will organise a weekly wash.
- Clothing should be put away in cupboards and wardrobes.
- Dirty clothes should be put in the student's linen bag to go home (if a 5-day boarder), or as directed by the House Parent for the weekly wash (7-day boarder).
- Boarders can negotiate to use laundry facilities for personal use; however, the dryer is not to be used after 10:00pm.

Leave - local, weekend, exeats

Local leave

Students must report home after school before seeking permission for local leave (sport, shopping, skate park, etc). Students record their whereabouts in the sign-in book, including intended return time (no later than 5:45pm, unless by prior arrangement).

Students must stay in the Burra Main Street/Market Square area. They must not visit private homes without prior permission from the House Parent (which will only be given if the family are known to either the House Parent or Parents/Caregivers - please ensure they are included on the list of approved hosts/visitors). No leave is granted after tea unless for club sport (basketball matches/football training, squash etc). Extended leave (overnight or past House closing at 9pm) during the week is not recommended - please contact the House Parent with requests.

Weekend Leave

Parents/Caregivers or approved hosts are welcome to take children out on any weekend. Leave requests are to be approved by the parents/caregivers with forms submitted or direct contact made to the House Parent by Wednesday. Details required include:

- destination, host, contact phone number, time of departure and return to boarding house (no later than 9pm on Sunday).
- if dinner is required on return (notice required before 4pm).

Exeat Weekends

There are two exeats per term where all boarders are required to vacate the boarding house - *Goyder House* is closed and the House Parent is not in residence. Where possible, these exeats occur at the end of Week 3 and Week 6; or are scheduled to coincide with calendar long weekends/public holidays. On exeat weekends, students leave *Goyder House* by 4:30pm on departure day and return 6:00pm-9:00pm on day of return. No evening meal is scheduled.

Parents/Caregivers are to provide details of exeat leave arrangements at least 2 days prior to the exeat weekend, providing the details, as per above weekend leave.

Leisure and Recreation

Many sport and interest clubs are available in the Burra community and boarders are encouraged to join in the fun! Arrangements for attendance at club practices, games, activities and events are to be made by students and their parents/caregivers; and the House Parent informed.

Boarders are able to view any DVDs that are age-appropriate, with the House Parent managing concerns in conjunction with parents/caregivers if required. DVDs can be hired from the Burra BP or borrowed from the Burra Community School Library.

The *Goyder House* boarding facility also includes a number of purpose-built spaces and equipment to provide for a variety of activity during leisure time.

Meals

As a Department for Education facility, *Goyder House* uses the Right Bite program to guide catering of all meals. The House Parent will consult and collaborate with boarders at weekly meetings to devise the weekly meal plan, taking into consideration any food allergies (medical health plan must be provided).

Routinely, the House Parent will prepare a snack for boarders upon return from school; however, the house kitchen is open for snacks after school until 4:00pm should boarders wish to prepare something themselves. Preferred snacks can be purchased by students/parents/caregivers and kept securely if prior arrangement is made with the House Parent.

The evening meal is provided at 6:00pm and all baorders are required to sit a the communal dining table for the meal. 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 outside of scheduled mealtimes.

Supper is provided daily at 9:00pm where again, boarders are required to clean up and do their own dishes.

Medical needs and prolonged illness

Anyone with a medical condition, or medication requirement must have a valid medical action plan. This must be provided to the boarding house with labelled medication and administration instructions. The House Parent and other barding staff must be notified of where an EpiPen will be kept.

In the event of a single day of sickness, boarding staff will arrange for the student to remain in the comfort of the boarding house and notify the school and parents/caregivers of their absence. Boarders who are ill and require additional or prolonged care will be requested to return home for the duration of their illness.

Boarders who are experiencing health problems and require medical attention and/or adult care will also be required to return home until such time as their condition has improved and no longer require direct adult supervision and absence from school. Similarly, boarders who have sustained an injury requiring long care and supervision will be expected to return to their parents/caregivers. In some cases, a medical certificate may be required to be presented to the House Parent before the boarder is permitted to return to *Goyder House.*

Boarder's parents/caregivers will be informed by the House Parent of all health concerns. Interim support can be provided whilst parents/caregivers make necessary arrangements to enable the boarder to return to the family home if required.

Mobile Phones (students)

Mobile phones, as with any personal belongings, are brought to the boarding house at the boarder's own risk. In the interest of health and safety, there are strict guidelines around mobile phone use including:

- **times of use -** no calls during study, phones handed in to office for secure night storage on charge at 9:30pm (returned 7:00am)
- **etiquette -** no phones at the dining table, on silent during study, seek permission when photographing or posting images of others.

Personal Belongings

All personal belongings must be CLEARLY labelled with the student's name. Students are required to bring the following items:

- pillow/s, sheets and quilt
- beach towel
- 2 x bath towels and a face washer
- overnight bag
- tissues
- linen bag for soiled clothing
- clothing for all seasons and weather
- coat hangers
- headphones
- toiletries (including shampoo, conditioner, toothpaste, deodorant, sanitary needs)

*__No pets allowed.__

Personal Relationships

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 the boarding house and School.

School Reports

Boarders are encouraged to share their school reports each term with the House Parent so they can celebrate achievements and provide support if necessary.

School Uniform

The School requires that all students will wear uniform in line with the dress code. If this is not possible for some unforeseen reason, a note from parents/caregivers or the House Parent is required. A copy of the Burra Community School Uniform Guidelines is available from the Front Office of the School.

Study

The study timetable in *Goyder House* aims to support students in their studies. It is a time for them to consolidate learning, complete assignments, revise and prepare for tests. The remaining time can be spent reading. Study time is a quiet, productive time; there is to be very little moving around during this time and no phone calls can be taken (although the House Parent will take any messages should a call be taken).

All students are required to be in the dining room (study area) and ready for study at the scheduled time, 6:30pm, Monday to Thursday. All books, information and enquiries are to be collected before study time in preparation. Students should make full use of the tutor/House Parent when available.

Senior students may study in their own bedroom in consultation with the House Parent; however, only one student is permitted in a room at this time.

The School's expectations suggest Middle School students will have between 1-1.5 hours homework per night and Senior School students will have 1.5 - 3 hours per night.

Transition Program

A transition program can be arranged in consultation with the School and House Parent for any students who are enrolled in *Goyder House*. The school year level transition program occurs 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 should they need board during transition.

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 or extreme weather. In addition:

- Students are not to accept rides in cars unless previously arranged with the House Parent and parents/caregivers.
- A student's own car is allowed in negotiation with parents/caregivers and the House Parent. Use of personal vehicles will also need 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/caregivers is supplied or an email sent to the school approving the use of a car to and from school only.
- Rides with student drivers (P/L) are not permitted unless consent has been received prior from parents/caregivers.

Visitors

All visitors are required to report to the House Parent upon arrival. They are to sign in to accurately document their visit. Visitors are welcome to use communal areas of the boarding house and are not allowed in bedrooms under any circumstances. The following guidelines also apply:

- Students may not leave with a visitor unless permission is granted by the House Parent and/or parent/caregiver.
- Visitors must leave the facility no later than 9:00pm unless otherwise negotiated, and at the House Parent's discretion.
- Any overnight/weekend leave with approved friends or relatives must be arranged prior, as per required processes.
- *Goyder House* is facility for enrolled students and the House Parent is employed to care and supervise boarding students only. Therefore, we do not allow friends (students not enrolled in the boarding house) to have long visits or sleepovers.

Boarding House **Rules**

The *Boarding House Rules* are formulated to guide positive behaviour, relationships and interactions. Developed upon the 6 C's:

✓ Cooperation ✓ Courtesy ✓ Caring ✓ Communication
✓ Caring ✓ Consideration ✓ Compliance

the rules must be read in conjunction with Burra Community School values and behaviour expectations, and the attached, *Rights and Responsibilities - Students.* Together, these provide a comprehensive guide to expected behaviour and participation in boarding life - the Code of Conduct.

A summary of the House Rules are provided here for your convenience:

- Rooms must be tidy at all times, including the bathroom (towels hung), bedrooms and communal areas.
- Respect other people's need for privacy and private study times.
- Personal music is not to be heard outside own bedroom - headphones are encouraged.
- In appreciating drought, showers are to be 5 minutes (maximum).
- Everyone must report to *Goyder House* after school by 4:00 pm. Students may then leave for approved after-school activities or visits after gaining permission from the House Parent.
- All students must return to *Goyder House* by 5.45pm to prepare for tea (unless prior permission is granted for sport or work; or leave approved by parent/caregiver).
- Study time after tea (every evening during the week) must be silent.
- Permission must be sought from House Parent for friends to visit *Goyder House*. All visitors are to remain in communal areas.
- *Goyder House* closes at 9.30 pm. If students have parent/caregiver permission to be out later, prior arrangements must be made for late return with the House Parent.
- *Goyder House* is a drug, alcohol and smoke/vape free zone.

Behaviour **Management**

Goyder House boarding facility should be a place where students feel at home; safe, free of bullying and harassment, comfortable. Underpinned by a culture of trust and care, the development of positive relationships with others in the house is paramount to the health and wellbeing of all boarders.

The House Parent and students are therefore expected to individually and collectively uphold a standard of conduct that enables this to occur. Such standards of behaviour and participation in boarding life - the Code of Conduct - are guided by the *Boarding House Rules,* in conjunction with Burra Community School values and behaviour expectations, and the *Rights and Responsibilities - Students* in this Handbook. Written acceptance and agreement to abide by this code is required by all boarders and their parents/caregivers upon enrolment (*Refer, Code of Conduct Agreement,* attached).

To maintain standards, the boarding house staff in conjunction with the School utilise a restorative justice process to inform management and responses to breaches of the rules and behavioural expectations. A 5-step process is employed with tailored approaches and response required, as appropriate. *For example, Boarding House staff in their duty of care have the right to request a room search. This request might be deemed a necessary action if articles have gone missing or students have been found in possession of inappropriate items or content. If a search is to be undertaken, the staff member will always be accompanied by an independent body.*

Behaviour Management

Continued

Step 1
In the event of a breach of expectations, the student will be restricted to the boarding house ("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 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 their representative, who will also sign it.

Step 3
A further breach will result in a conference involving the student, parents/caregivers, House Parent and the Principal or delegate. This conference will outline expected student behaviour required to avoid suspension from the *Goyder House*.

Step 4
A subsequent breach will involve suspension of the student from the *Goyder House* for a period of 2 to 5 days depending on the severity of the incident (at the House Parent and Principal's discretion). The student will return to the boarding house only after a further conference with the parents/caregivers. The student will be issued with a Behaviour Card and grounding restrictions for the next 5 days.

Behaviour Management

Continued

Step 5
Another offence will result in the exclusion of the student from *Goyder House*.

Please note, offences of a more serious or persistent nature may result in immediate use of an elevated step of the management process, for example:
Step 2 entry - offences such as smoking, mixed genders in rooms, etc.
Step 4 entry - 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 restoration of behaviour in line with the agreed positive expectations of the 6C's. The consequences outlined above are for non-compliance with these expectations; the 5-step process structured to ensure fairness and consistency and providing opportunity for boarding students to take responsibility for, and ownership of their actions.

Communication of Disciplinary Action

- In the first instance, students will receive a warning and possible withdrawal of minor privileges. Parents/caregivers will be contacted, as necessary.
- Any student who seriously or persistently misbehaves will have a file established and the Principal will be contacted by the House Parent for appropriate action, in line with the process above. Any action taken or counsel given will be recorded on file. A letter will be sent home to parents/caregivers outlining the incident details and concerns.
- In the case of illicit drugs, parents/caregivers and the local police will be contacted immediately.
- If no improvement is noted within a defined time frame, an interview with parents/caregivers will take place, as per process above.
- In the event of exclusion, expulsion will result in the student's position at the boarding house declared vacant. In this event there would be no refund of fees already paid.

Rights and **Responsibilities**

Students

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. lf 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 far 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.*

Rights and responsibilities

Students (continued)

6. I have the right to belong to a 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 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.*

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

Rights and **Responsibilities**

Supervisors ("House Parents")

- Provide a stable, caring environment.
- Ensure that a responsible, certified 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/caregiver requirements in relation to 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.
- Reporting any anti-social or behaviour problems to a management representative as well as parents/caregivers.
- Encourage an atmosphere of mutual respect, caring and warmth, which enhances the living and learning of the young people in our care.

My child is boarding...
10 Dos & Don'ts!

Parents/Carers

1. **DO** get to know, trust and like your house parent. They 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. lf you believe in them it creates a comfort zone for them and your child. They can function so much better if they know you have faith in them. They 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. lf 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. lf this starts, try saying something like, "Well, I know *House Parent* would have a very good reason, 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. lt 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. lf 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 handbook together. Several times. Make sure they and you know the rules before they take up residence. lt'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. lf they ring, **DO** listen to what they say. They will make suggestions or ask special questions they need answers for to best help your child. Always remember they are 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. lf a decision has been made, believe there has been a very good reason for it. lt 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? lt'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!

Grievance **Procedure**

The use of a Restorative Justice approach is the preferred option for dealing with concerns to ensure respectful, solution-focussed management.

Step 1
If you have a problem, relay it to the House Parent or the person you have the concern with.

Step 2
If you feel you cannot take it to the House Person, contact a relevant school staff member (Homegroup or class teacher, Wellbeing Leader, other known/trusted staff member).

Step 3
If the matter is still unable to be resolved adequately, please contact the Principal at the School - 08 8892 2007.

Application for Enrolment

I wish to apply for admission of my child as a boarder at the Burra Community School Boarding Facility, *Goyder House*.

Student's Surname ..... Christian Name/s.....

Date of Birth: .....

Current school and grade: .....
** Please attach a copy of your child's latest school report.*

Parents/Caregivers full name: 1. .....

2. .....

Residential Address: .....

Telephone/Mobile: 1. ..... 2. .....

Email address: 1. ..... 2. .....

Occupation: 1. ..... 2. .....

Religion: .....

Character Reference: Name: .....

Address: .....

Has this child been enrolled in or attended another boarding school previously? Y/N

If so, please provide details - when, where, reason for move/change: .....

.....

.....

I have read, understand and agree to adhere to the requirements of entry.

Signed: ..... Date:

Parent/Caregiver

Contract

This is a contract between The Burra Community School AND

.....

for the provision of accommodation for

.....

The agreement is such that ..... is granted a 6-week probation ("trial period").

Subject to satisfactory participation and behaviour in the boarding house and school, board will then be provided for the remainder of the school year; and reviewed at the end of each academic year for renewal.

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

As part of this Contract, parents/caregivers give authority to the House Parent and other supervisory or relief staff to sign any consent forms for school camps, excursions and other extra- or co-curricular events, as directed.

Signed: ..... Date:

Parent/Caregiver

Signed: ..... Date:

House Parent

Medical Permissions

I/We, ...,
give permission for the House Parent of the Burra Community School Boarding Facility - *Goyder House* - to take any action that is necessary for the maintenance of my child's good health, including, should it be necessary, to sign medical consent for my child,

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

Medicare Number: ..... *Allocation #*: .....

Private Health Provider: ..... *Membership #*: .....

In the case of an extreme emergency when you cannot be contacted, do you give permission for the House Parent to sign a consent for medical professionals to administer anesthetic?

YES / NO

Please note, parents/caregivers are always notified as soon as possible should their child be kept home/away from school on account of illness, and/or require a visit to a Doctor or the Hospital. The above consent will only be actioned in the case of extreme emergency when, upon the advice of medical professionals, time is of critical importance and parents cannot be contacted.

Signed: ..... *Date*:

Parent/Caregiver

Code of Conduct Agreement

I/We, the undersigned parents/caregivers of the child named below, agree that in all matters regarding discipline and observance of House Rules, the House Parent in consultation with the Burra Community School Principal, will be the authority whilst our child is residing at the Burra Community School Boarding Facility, *Goyder House.*

Any serious breach of the Code of Conduct, or persistent behaviour contrary to expectations detailed in *House Rules* and other documentation above, will be reported immediately to the parent/caregiver in order to discuss appropriate and required action, as necessary.

On behalf of the boarding student: .....

Child

Signed: ..... Date:

Parent/Caregiver

Approved visitors & hosts

As parents/caregivers, I/We, ..., give consent for my/our child to visit during the day, overnight or for a weekend, any of the hosts below.

I/We, on behalf of our approved visitors and hosts, agree to abide by the rulings stated in the *Goyder House Boarding Facility Parent and Student Handbook* (with particular reference to the *Visitors* information) with regard to such visits.

Signed: ..... Date:
Parent/Caregiver

DAY VISITS

Name:

Address:

Phone:

Name:

Address:

Phone:

OVERNIGHT STAYS

Name:

Address:

Phone:

Name:

Address:

Phone:

**Additional contacts can be included on a separate piece of paper and attached herewith, if required. This list can be amended, as necessary, with written notice.*