



Edmund Rice College
Stronger Together



**Ready
Set Grow**

Boarding Handbook 2024

Parent & Student Information

Edmund Rice College Bindoon is a year 7 to 12 Co-ed College in the Chittering Valley.
Visit our website to learn more. erc.wa.edu.au

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"Being a boarder is a rewarding experience. It provides you with life long skills and friendships."



We welcome all families to the Edmund Rice College boarding community. We are delighted that you have chosen here as your second home whilst attending school. Our facility has a long and proud history of residential care and has been a major influence in the lives of many young men and women.

Our College is guided by Edmund Rice traditional values which are lived out on a daily basis and enable our students to effectively engage in both boarding and schooling programs. We are committed in our efforts to successfully teach and guide our students through the most important stage of their young lives.

Being a boarder is a rewarding experience. It provides you with life long skills and friendships. We encourage you to make the most of the opportunities that are available during your time at the College.

Our experienced staff play a caring and supportive role during your sons and daughters stay. Regular communication with parents has enabled our staff to respond respectfully to the day-to-day issues within boarding, with the wellbeing of each student a priority.

We encourage parents and family members to visit from time to time – this association with our College community is most welcome.

Our Handbook is provided to assist your child in making a successful transition to boarding life. We look forward to working in partnership with parents and carers to provide a positive and worthwhile experience for all boarding students.

Sam Jenner
Head of Boarding

A Warm Welcome From The Head of Boarding

Ms Sam Jenner, Head of Boarding sam.jenner@erc.wa.edu.au	Mobile 0457 518 155
Residential Care Office-Phone Residential Care Office-Fax Residential Care Email	9576 5543 9576 1146 8157.resicare@erc.wa.edu.au
Mary Rice House	9576 5563 (Lounge) 9576 5569 (Office) 0457 518 154 (Mobile)
Joseph House	9576 5554 (Office) 0467 720 944 (Mobile)
Mary MacKillop House	9576 5570 (Lounge) 9576 5571 (Office) 0458 640 285 (Mobile)
Musk House	9576 5566 (Office) 0457 518 152 (Mobile)

House Parents
Sam Jenner
Liz Drummond
Lea Latimer
Candice Van Herk
Helen Edwards
Alice Ntakarutiman
Josh Drummond
Tashia Lewis-Skelly
Emma Wallace

Please address any letters for post as in the below example:

John Smith (Boarder)
Edmund Rice College
Locked Bag 1
BINDOON WA 6502

Contact Us



Vision Statement

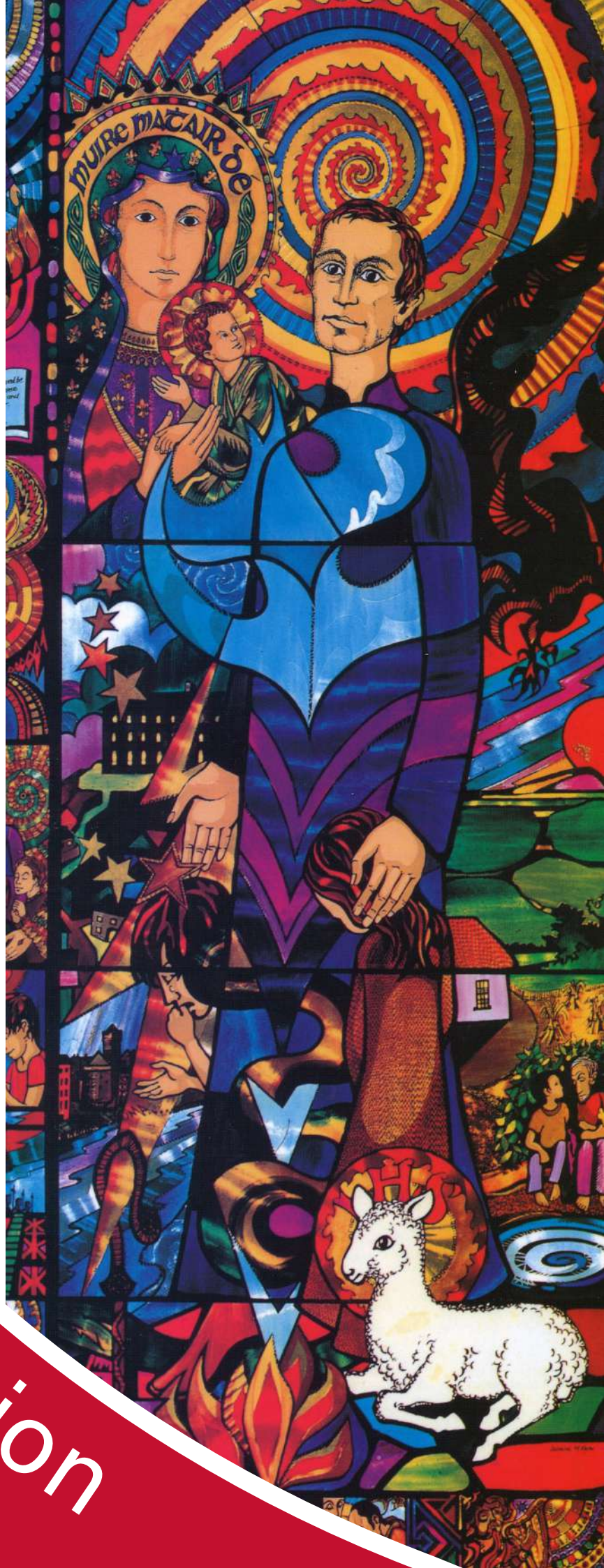
Faithful to the gospel of Jesus and the tradition of Blessed Edmund Rice, Edmund Rice College seeks to inspire the holistic development of each person in a healthy, country environment, for the benefit of rural and wider communities.

Mission Statement

Edmund Rice College is an educational, agricultural and vocational community, strong in faith, compassion and empathy. The College strives to be part of the local community, building quality relationships and partnerships, sharing a common direction and working together to achieve our goals.

To enable students to raise their voices and become responsible contributors to their communities, the College aims to nurture their faith and spiritualities throughout their learning journeys, supporting them in their development of knowledge, skills, understanding and wellbeing.

Edmund Rice College is committed to engaging students in safe, innovative and practical experiences which motivate and inspire them to personal excellence.



Vision & Mission

The core values held by the Edmund Rice College community are based in the Gospel values where Jesus Christ is the cornerstone of a full Christian life and where quality relationships underpin our way of life.

The core values at Edmund Rice College are:

Excellence

Our community responds to the dignity of each person and actively promotes our people to strive to be the best they can be in both aspiration and achievement through the provision of extraordinary opportunity for our students and staff.

Tolerance

Our community strives to serve its families and members and the broader community through reaching out to others through the spirit of tolerance and hospitality with generosity of spirit. We endeavour to celebrate diversity and liberate those at the margins through nurture and a sense of belonging to our small community.

Core Values

Respect

Our community strives to be inclusive and recognises the faith tradition, diversity and rights and responsibilities of each person. We aim to act responsibly to care for the beauty of our unique, rural environment and endeavour to act justly in stewardship of our resources.

Honesty

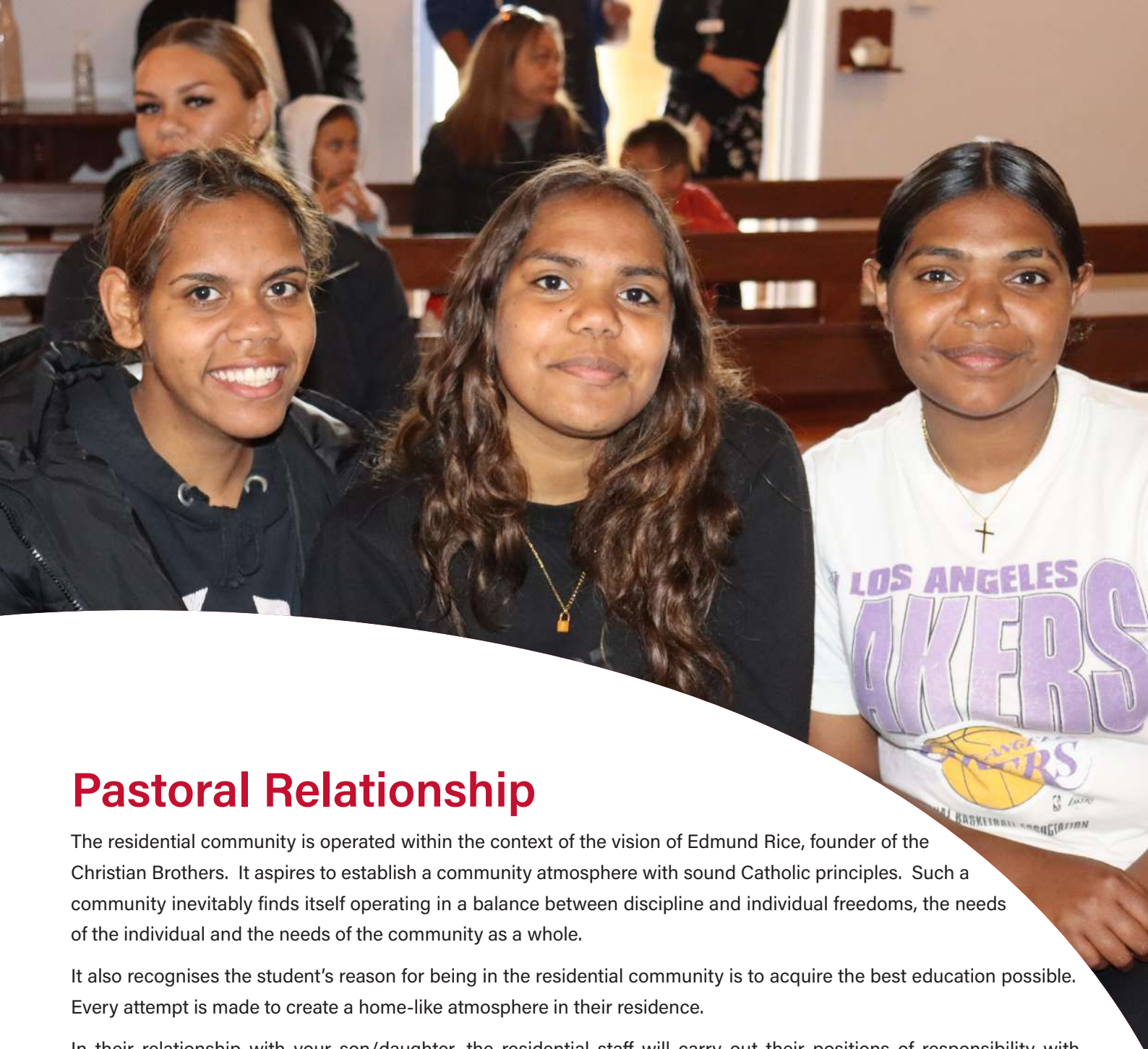
Our community strives to promote and allow for the free expression of people to develop a wholesome lifestyle, free of prejudice and of peaceful and authentic consequence. We promote self-growth and healthy relationships through honest feedback and restorative practice.

Our College Motto
"Stronger Together"

Core Values

A photograph of a group of students, primarily of African descent, sitting in rows in what appears to be a church or chapel. They are wearing dark school uniforms with red collared shirts underneath. The students are looking towards the right side of the frame. The background shows a window with light coming through. A large red curved banner is overlaid on the bottom left corner.

Pastoral



Pastoral Relationship

The residential community is operated within the context of the vision of Edmund Rice, founder of the Christian Brothers. It aspires to establish a community atmosphere with sound Catholic principles. Such a community inevitably finds itself operating in a balance between discipline and individual freedoms, the needs of the individual and the needs of the community as a whole.

It also recognises the student's reason for being in the residential community is to acquire the best education possible. Every attempt is made to create a home-like atmosphere in their residence.

In their relationship with your son/daughter, the residential staff will carry out their positions of responsibility with understanding. The relationship is seen primarily as a pastoral relationship reflecting care and concern, balanced by the clear boundaries and mutual respect.

Liturgy

In accordance with the Catholic values upon which the College is based, boarders must attend Mass. Mass is held each Saturday evening at 6.30 pm.

Students are reminded that Mass is a sacred time of respect and reflection, active participation is encouraged and attendance is compulsory. Appropriate behaviour is also expected during our Mass.

The College also invites community members and families to join our Mass.

All students are expected to take an active role in the day-to-day upkeep and care of our residential facilities.

A good positive approach to life within the houses will make the transition to boarding life a comfortable one. Students need to work together within the boarding environment and support each other on a daily basis.

It is up to the individual to make the most of the opportunities that are presented to them. This is the essence of the notion of responsibility and subsequent consequences.

The boarding community runs on trust. Once that trust is broken by an individual, he/she forfeits the basic freedoms that he/she is normally allowed until they can show that they are indeed trustworthy and responsible enough to use their freedoms appropriately.

Although the relationship between staff and boarders is one of caring and supervision and not primarily of power, staff do have authority over boarders and therefore, boarders must take direction and discipline from staff in a respectful manner.

Smoking is definitely **NOT** permitted in the boarding community. Boarders are absolutely forbidden to have in their possession, bring on to the premises, consume or use any alcoholic beverage, non-prescribed drug or associated implements. This also applies to leave situations.

Meals are important family occasions. In the boarding house they are important community occasions. Not only is it essential that the students eat regular well-balanced meals but they also need to participate fully in the life of the community.

All students are to present themselves in the dining room for all meals, except Saturday and Sunday breakfast that are served in the boarding houses. Good behaviour and manners are expected in the dining room at all times. No personal electronic devices are to be brought into or used in the dining room or kitchen. All students are to be suitably attired: singlets, hats, football jumpers and bare feet are unacceptable.

Students are rostered for dining room and meal duties. If a student is unable to complete their rostered duty, it is their responsibility to find a replacement. If a student has sport training, Cadets, Equine or another valid commitment, that will prevent them from being at dinner, they must communicate this to the staff member on duty so that a meal can be saved for them.

Parents are most welcome to join us for any meal, but we ask you to phone ahead to notify us.

Responsibilities



Developing Skills

There are a number of independently motivated life skills in which a new boarder must be proficient, if they are to make a speedy and pleasant transition to boarding.

- The ability to make a bed in a neat and tidy manner;
- Picking up and putting away, as well as the organisation and caring of one's belongings;
- Organising study times and achieving set study goals;
- Appropriate socialising and mixing skills with peers;
- The structuring of leisure time in such a way as to avoid getting bored or having little to do;
- Management of your own Key Card account.

Guidance is given by the boarding staff, however, it would be much easier for your child during the settling in period if some basic preparation has been given at home prior to arriving.

Homesickness

It is perfectly normal for young people living in completely new surroundings, out of their own comfort zone to feel strange and want to come home from time-to-time. This is something they should not hide from, but face up to. It is important for you as a parent to support us in keeping your child in a positive frame of mind.

Communication with home is encouraged, however, constant calls may complicate their progress and make the situation more difficult.





Leave Procedures

When residential students leave the property they must have permission from their parent/guardian. Leave Forms need to be completed and either faxed or emailed to the Residential Care Office. Leave forms can be downloaded from the Edmund Rice College website or picked up from the Residential Care Office.

As we need to plan ahead for activities and numbers of students for staffing and meals, the College requires that Leave Forms be received a minimum of 2 days before the student is to leave.

Students are to have their rooms tidy prior to leaving the College. Their permission to go on leave may be cancelled or their departure delayed if this condition is not met.

Communication with the Boarding House is essential for late returns. Late returns are defined as "any time AFTER the period of approved leave". Students or the hosts must phone the Boarding House and discuss with a supervising staff member the changed details.

NOTE: The Head of Boarding or supervisors do not have the authority to give permission for a student to be absent from school during school days. Such permission is only given by the Principal.

Many students go out on weekends with family, friends of family or friends from school. Leave Forms for weekend leave must be received by Residential Care by 6pm Wednesday night. We ask in the case of emergencies that parents contact Residential Care as soon as possible.

Drivers under the age of 25 years are at a higher risk of accidents, therefore, the College requires that parents complete a Permission to Travel With Another Student Form if they are being driven in a car with a fellow student.

Students are to be signed out by parents at the respective houses after school hours or during school hours at College Reception. Students are to be returned to the College before 6pm on Sunday. Please ring us if your child is not going to make that deadline for any reason. Please note that Residential Care staff may ask for ID when signing students out.

School holiday drop offs and pick ups are only on the travel day in the school calendar.

Some students make use of the Day School bus services that leave the College on Fridays after school and return on Monday mornings before school. This service is provided by School Bus Services. Please contact College Administration to discuss seat availability before submitting leave forms to Residential Care. Please ensure that students have full school uniform and school shoes to wear back to school on the Monday morning as they will not be able to access the Houses in the morning.

Occasionally things arise during the term and students need to have time off during the school week. *Leave Forms* must still be sent to the Residential Care Office. These *Leave Forms* are then given to the Head of Boarding for approval.

Parties, particularly for Years 11/12, present their own unique and difficult problems in terms of management. All students will be required to apply for leave and be collected by an adult host. It is essential that parents contact the host parents to satisfy themselves of the arrangements. The Head of Boarding will also endeavour to make contact and if contact cannot be made with the host parents the Boarding House will refuse the leave. While parents must give final permission in all cases, the Head of Boarding or supervisors must be able to state any concerns, as they can have background knowledge or specific information which can be valuable in assisting parents in their decision. It is obviously important that students do not find themselves in situations where they become involved in behaviours that are contrary to the College rules.

There is a TransWA bus service that we use to transport students north for holidays. Please be aware that a staff member has to leave the College to put your child on these buses, therefore, we need as much notice as possible to ensure that there is adequate staffing in the Houses at these times. Please supply us with the seat or ticket number and times of arrival and departure on the *Leave Form*. For most bus services the preferred pickup and drop off point is the College turnoff.

Leave Forms are to be faxed to 9576 1146 or emailed to 8125.resicare@cewa.edu.au.

Travel

ABSTUDY will not approve changes to booked travel unless there are exceptional circumstances. Exceptional circumstances may include when the student:

- cannot travel due to an illness or injury, or due to the death or funeral of an immediate family member
- needs to participate in a significant cultural event
- needs to change their travel destination because their parents have recently moved
- is selected for extra curricular activities such as a sporting or religious event after their travel was booked
- you will need proof of the student's situation before we can change their travel

We need at least 24 hours notice to cancel travel arrangements.

If you need us to cancel a student's travel arrangements, call us immediately. ABSTUDY will not rebook the travel. The parent or guardian will need to book and pay for the student's travel and, if eligible, seek reimbursement from ABSTUDY.

ABSTUDY will normally only approve travel from the student's study location to their permanent home and back. Travel to other locations will not be approved.

Penalties for missed travel

Travel penalties exist for students who miss travel we have booked in advance.

No travel penalty will apply if a secondary school student misses travel we booked for the first time in a calendar year. We can rebook the travel. If they miss travel again, ABSTUDY will not rebook nor pay for the same trip. The parent or guardian will need to book and pay for the travel and, if eligible, seek reimbursement of fares from ABSTUDY. The student or parent or guardian may have to pay back the amount ABSTUDY were charged for the trip they missed. If they missed travel due to an exceptional circumstance, ABSTUDY may not apply a penalty.

It is important students travel on the date organised by us. Parents and students need to be fully aware of their travel arrangements and that missed travel can have serious consequences for them and their family. Arranging for a supervisor to travel with a student reduces the risk of the student missing their booked travel.

Suspended students will not have access to ABSTUDY Fares Allowance to travel from the school to their permanent home.

(For information about ABSTUDY Fares Allowance - Expelled ABSTUDY Students - please see appendix I at back of handbook.)

Personal Appearance

Students must be neat and tidy at all times. Some modes of clothing and hairstyles may be considered inappropriate for a student of this College. The College Welcome Pack states what is acceptable and the boarding community adheres to the same policy. Offending articles of clothing will be confiscated and, in the case of haircuts, students will be asked to rectify the matter immediately and may be sent home or taken to the local hairdresser at the parent's expense.

Body piercings are not allowed with school uniform and, together with jewellery, are not encouraged among boarders.

ALSO MOST IMPORTANT - Please do not send any clothing e.g. motifs t/shirts or sweatshirts that may be affected by commercial laundering. Hand washing is not possible and responsibility cannot be accepted for clothing not suitable for commercial clothes dryers. Clothing that is made from materials known to shrink in commercial dryers should not be sent to the laundry.

Personal hygiene, room tidiness and general cleanliness is of high priority in our boarding community.



Life in Boarding

Shoes & Jewellery

It is compulsory for students to wear black, leather, lace-up school shoes. School shoes are not available at the College Uniform shop. The requirements are:

Both boys and girls - shoes are to be all black, must have black laces and black leather uppers which are able to be polished. No coloured trim or metal parts, other than eyelets. Very thick soles are also unacceptable. Leather work boots may be worn.

Uniforms are checked before leaving the boarding houses. Jewellery is not acceptable at school, other than one plain stud or sleeper in each ear lobe and one necklace with a religious symbol.

Facial Hair

Only Year 12 students are permitted to wear facial hair and all other year groups must shave. Boarding students will be asked to shave on weekends.

Study Times

Study is held from Sunday to Thursday nights. Mary MacKillop and Musk House students study in common areas as do the students in Mary Rice House. Joseph House girls' study is held in house. Students are encouraged to bring their own laptops for personal study. Phones are not to be used at study.

Weekend Excursions

Most weekends boarders will leave the property, for example we have trips to the movies, shopping, AFL football, Supa Golf, the Maze, festivals/fun days. Participation in these excursions is dependant on behaviour. It is preferable that students have access to pocket money to use on excursions.

Emergencies

To be able to best help and support your child, please contact Residential Care staff before discussing issues with your child such as a death of a family member or family pet. Without this prior warning we may not be able to support your child in the most appropriate way.

Security of Personal Property

Each student is responsible for the care and safety of their personal property. Learning to look after personal property is an important life skill.

Students should not leave valuable items lying around on their beds and shelves or left in unlocked drawers. It is important that they look after the money and electronic devices that parents have provided for them. All electronic devices should be clearly engraved. All clothing should be clearly named (by sewn on labels or laundry marker).

It is recommended that parents get insurance on electrical devices and other personal belongings.

Money and other valuables are to be locked in the filing cabinet located in the boarding office, in a lockable toolbox provided by the boarder or where provided, in their lockable cupboard. The toolbox must be of a suitable height to fit under the bed or in the cupboard (maximum height - 26 cm, length 76cm to fit under the bed). Boarders are required to provide their own padlocks and leave a spare key in their office file and also ensure that they keep the original key with them or somewhere secure at all times.

The school will not accept any responsibility for valuables or money kept in these boxes or other parts of the dormitories.

Some students find looking after money a challenging responsibility and are encouraged to seek advice from the House Parents and Head of Boarding on how best to organise their money and other valuables. Parents are also welcome to contact the Head of Boarding or supervisors for advice. However, the Boarding staff provides no control of student use of money and the College accepts no responsibility for their money or valuables.

No student should borrow another student's property without permission.

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Mobile phones give opportunity for greater ease of communication. Boarders may have their own mobile phones but certain conditions apply:

Boarders are permitted to have only **one** mobile phone and **one** SIM card. Any student found to have multiples of these will have them confiscated.

The security of mobile phones is the responsibility of the student. The College accepts no responsibility for the loss, theft, unauthorised use or damage of any mobile phone.

Phone numbers must be registered with the Boarding Office.

Mobile Usage:

Monday - Friday:

- After school until 8.45 pm. All phones must be handed in by 9.15 pm.

Saturday - Sunday:

- After breakfast and charges are completed until 9.00 pm

All boarders who have a mobile phone will be asked to sign an agreement. The understanding will be that the mobile phone will be confiscated for a period of time if there is a breach of any of the conditions listed below:

- Using your mobile phone during Chapel
- Using your mobile phone during meals
- Using your mobile phone during study
- Using your mobile phone to breach the privacy of another person
- Keeping your mobile phone after hand in time
- Taking a mobile phone to school
- Keeping more than one mobile phone inappropriately

When a new phone is purchased, boarders are required to complete a new Mobile Phone Consent Form and submit this to the supervisor in the boarding house they reside.

If phones are used inappropriately the following consequences apply:

- 1st occasion - phone confiscated for one day (24 hours);
- 2nd occasion - phone confiscated for 3 days; and
- 3rd occasion - phone confiscated and posted back to parents

Mobile Phones





A mobile phone will be confiscated for one term if it is used to bully another person. A confiscated mobile phone may be used to contact and retrieve numbers for family in the presence of a staff member in the dorm office only.

It is a concern that mobile phones may enable students to eliminate boarding staff from important matters relating to their welfare. Spontaneous emotional reactions are often natural and boarding staff would like to be supportive of such situations.

Parents/guardians are encouraged to maintain regular contact with staff and although it may be felt that some information is too personal and sensitive to share, it must be remembered that when staff members are unaware of a situation they may not be able to take the action needed to best help the student through a difficult time.

Electronic Devices

Parents are asked to consider carefully what electronic equipment they provide for their students. The Boarding House does not want its students to have access to inappropriate material and websites. We recommend that any student who has equipment that can access the internet should have the connectivity blocked, this includes mobile phones. As the electronic revolution continues and devices become increasingly sophisticated it is vital that students are not provided with electronic equipment that leaves them unprotected and open to making poor choices.

The Head of Boarding and House Parents reserve the right to confiscate any equipment that is misused or has inappropriate content. The Head of Boarding House Parents reserve the right to check any device at any time for the presence of inappropriate content. No electronic equipment can be used after lights out. Parents are asked to check the contents of their child's electronic equipment regularly.

Fire Alarms

Each boarding house is fitted with a fire alarm system. A false alarm can happen at any time and can be triggered by a number of causes, including:

- Steam from the shower
- Burnt toast
- Appliances such as hairdryers

Apart from the shower steam, all other causes are avoidable.

Extinguishers are in place in the boarding houses. It is an offence to tamper with fire safety equipment. If such equipment is misused the boarder will be liable for costs.

Medications

The College Nurse, Psychologist and Boarding House staff, work together to ensure the health and wellbeing of your child during term time.

Parents need to complete the medical information form received in the Welcome Package, so that important information can be collated and passed on to the House Parents.

All medications should be handed into the College Nurse on arrival at the College. This includes over the counter medications such as Panadol and hay fever tablets.

Students are not permitted to have medications in their own possession.

The College Nurse keeps a record of the medications handed in and each student has medication cards drawn up for the dispensing of these at suitable times.

Trained staff at the College then dispense medication as directed.

Ambulance cover is strongly recommended, in order to prevent a charge in excess of \$800.

For any further information, please contact Sr Celia on 9576 5518.

Signing In

All visitors must sign in with the boarding staff on duty at the entrance to the boarding house. Visitors will be restricted to public areas of the boarding house. Visiting times will be at the discretion of the boarding staff. Access to the boarding house is a matter involving the safety of all of the boarders and visitors are asked to co-operate fully with duty staff.

Pocket Money

We recommend parents set up bank accounts and key cards prior to starting at the College. We go on regular trips during boarding times and for banking purposes, students need to access EFTPOS facilities while they are out. If parents need to send money to the College for their child, this must be done by Wednesday lunch time, and must be followed by a phone call or email to College Administration. Any money transferred after that will not be given to students until the following week. The College banks with Bendigo Bank, therefore, electronic transfers from banks other than Bendigo will take 3 days to show up in our accounts.

Mental Health Issues

On occasion a boarder may present with a mental health issue. If this is the case, the parent will be contacted, as soon as possible, by either the Head of Boarding, College Nurse, College Social Worker, Chaplain or Pastoral Care coordinator to discuss the sequence of events. The Boarding House may also seek assistance from the College Psychologist to assist with decision-making and management. If the Boarding House does not have the resources to manage the issue, the boarder involved may be asked to seek alternative accommodation, until such time as they are assessed as ready to return.

Breakage & Damage

Students are expected to exercise reasonable care when using College equipment and furniture. All breakages and damage are to be reported immediately. Students will be held responsible for intentional or unintentional damage caused by unauthorised activity. Any student causing damage to school property, whether intentionally or not, or as a result of breaking a school rule or misbehaviour, will be asked to pay for the cost of the repairs. This is particularly relevant in the case of windows.

Dorm & Locker Searches

Respect for individual privacy is maintained as a right of each boarder at the College, however, occasionally it may become necessary for boarding staff to conduct a search of bedrooms, cupboards, bags and/or lockers in the interest of duty of care, when there is evidence that a student or students have prohibited items or substances in their possession or when a significant theft has occurred. This information is provided to ensure that parents and students are aware of procedures which may be implemented, and to reinforce statements made regarding the possession of substances, literature, DVDs and other associated paraphernalia which are not in keeping with the aims and objectives of Edmund Rice College.





Sun Smart School

Edmund Rice College is a Sun Smart School and all students are encouraged to wear sunscreen and a hat when outside. During school hours, students have a school hat or can wear their Akubra. During the summer, boarders go swimming in free time. Girls must wear shirts or singlets over bikinis and boys must wear board shorts and a shirt or singlet.

Water Wise

Boarders are reminded to help with our water supply. It is important that they have short showers, checking and reporting taps and not wasting water.

Skateboards, Scooters, Rollerblades

These are banned from the Boarding Houses. The College grounds and steep hills around the College are considered too dangerous for the use of skateboards, scooters and rollerblades.

Caffeinated Drinks

In the interests of student health, cool drinks and caffeinated drinks are not allowed in the Boarding House. If a boarder brings these drinks into the Boarding House, they will be confiscated.

Dangerous Items

Items that could cause harm to person or property are banned. If found they will be confiscated and given to parents. Disciplinary action will be taken which may involve serious penalties.

Prohibited Items

The following are prohibited on school grounds:

- Weapons of any kind (including replicas)
- Prohibited substances (e.g. illegal drugs and prescribed medications, unless given to medical staff or the prescribed medicine is an asthma inhaler)
- Implements or instruments for the use of illegal drugs
- Alcohol
- Cigarettes/tobacco
- Pornographic or offensive material (the College determines what is offensive by its Christian values/teachings)
- Chewing gum
- Any form of liquid paper and marking pens

Should students require art knives, marking pens or white out, due to their subject choice, they will be supplied by that subject department.

Without condoning the possession of the above items, the College accepts no responsibility for the loss, theft or damage of any of the above items. The College may destroy any of the above items that it seizes from students.

Disrespect & Disobedience

Disrespect and disobedience toward any College staff member is totally unacceptable.

General

- Bath towels (2)
- A mug, bowl & cutlery (fork and spoon for dorm only)
- Toiletries
- 7 day pill box for medication
- Shoe cleaning kit
- Locked box
- Personal items e.g. photos
- Coat hangers (8 minimum)
- Single sheet set (2)
- Mattress protector
- Doona and doona cover
- Pillow and pillow cases
- 2 x padlocks and keys
- **School uniform and black lace up school shoes**

Winter

- Inside slippers or ugg boots
- Outside sneakers/closed in shoes/boots
- Driza-bone or rain proof jacket
- Electric blanket
- Extra doona/blanket
- Winter PJ's
- Casual warm clothes (jumpers, jeans, shirts) to wear on weekends and after school
- Shoe cleaning kit

Summer

- Thongs
- Beach towel
- Summer PJ's
- Casual clothes (t-shirts, shorts, jeans) to wear on weekends and after school
- Joggers/sneakers
- Bathers
- Sun safe swimming shirts (rashy)
- Sun cream
- Fan
- Hat

What To Pack



What's Not Permitted

- Laser pens
- Personal television sets
- Amplifiers & large sound systems
 - Caffeine/energy drinks & cool drinks
- Chewing gum
- Unsuitable posters or pictures
- Roller skates/Skateboards/Scooters
- Pocket knives
- Medications kept in their room
- Electric heaters and other electrical items such as kettles, candles, matches and oil lamps
- Aerosols e.g. deodorant
- Cigarettes, alcohol and drugs
- Pets



Security

Personal items such as DVD's (G, PG, or M rated), CD's (without coarse language) ipads, ipods, laptops and mobile phones are allowed but should be clearly named or engraved for identification purposes. These items and others like jewellery and money should be stored in a locked box.

SAMPLE BOARDERS' ROUTINE

(This may vary during the year)

6.30 - 7.00 am	Students wake up
7.00 - 7.30 am	Organise room e.g. bed tidy/clothes neatly away
7.30 - 7.50 am	Attend breakfast in the dining room
8.00 - 8.20 am	Prepare for school, put items for your day in lockers
3.10 pm	Make your way up to your boarding house for afternoon tea. Pick up phones and get ticked off roll
3.10 pm	Dorms open for students to return - piece in Dorm
4.30 - 5.00 pm	Showers are taken
5.00 - 5.45 pm	Free time
5.45 - 6.30 pm	Dinner: Girls: 5-30 - 5-50, Boys: 5-50 - 6-10
6.30 pm	Return to Dorm
7.00 - 8.00 pm	Study time for all students
8.00 pm	Share time - supper etc
9.00 pm	Lights out - hand in phones
Senior students may attend to additional studies if required.	

Students are requested to participate willingly in all aspects of our College routine. Please be punctual and considerate of others during this time.

Weekdays



SAMPLE BOARDERS' ROUTINE

(This may vary during the year)

Sat 8.00 am Sun 8.30 am	Breakfast	In House
8.45 - 10.00 am	Charges	House/Dorm
10.00 - 11.30 am	Trip into town	Bindoon
12.30 - 1.00 pm	Lunch time	Dining room
1.15 - 3.15 pm	Activities time with Residential staff	Sports/Music/etc
3.30 - 4.30 pm	Free recreational time or weekend study	On-site
4.30 pm	Shower time	In House
5.30 - 6.00 pm	Evening meal	Dining room
Sat 6.30 pm	Attend Mass	College Chapel
Sunday 7.00 - 8.00 pm	Study	House
7.30 - 9.00/9.30 pm	Free recreational time Movies/ Games etc	House/Dorm



BOARDERS LEAVE REQUEST FORM

Facsimile: (08) 9576 1146
Head of Residential Care mobile: 0457 518155

Email: 8125.resicare@erc.wa.edu.au



PLEASE NOTE:

- This leave form must be returned to the Head of Residential Care by mail, fax or email, **48 hours before** the day of the leave requested.
- A request for leave may be refused if a disciplinary matter exists.

I request that _____

(Residential Student's Name)

be given permission to leave the College on:

(Day) _____ (Date) _____ (Time) _____

and return to the College on:

(Day) _____ (Date) _____ (Time) _____

(return time is 6.30pm)

During this time he/she will be staying with:

Name: _____

Address: _____

_____ Phone No: _____

Reason for request for leave:

How and with whom is your student travelling? (Detail travel arrangements):

From College: _____

To College: _____

PARENT/GUARDIAN SIGNATURE _____

OFFICE USE ONLY

Head of Residential Care _____

Bus Driver to be notified _____

CONGRATULATIONS

NAME _____

YOU GOT GROUNDED!!!!

To get ungrounded you must earn _____ points
Offense: _____

	Write an apology letter = 50 points
	Write a letter to someone in your family = 50 points
	Put out supper and clean up supper = 50 points
	Clean 1 wall = 20 Points
	Clean 1 whole window = 50 points
	Clean and vacuum living room and wipe edges = 30 points
	Empty whole house bedroom bins = 50 points
	Weed garden beds (fill 1 shopping bag) = 50 points
	Dust common room = 25 points
	Take out rubbish bin in kitchen and also clean it out = 25 points
	Pickup couch cushions, clear out rubbish and vacuum = 50 points
	Steps sweep, mop, vacuum = 50 points
	Clean verandahs = 50 points
	Wipe skirting boards = 25 points
	Clean microwave = 20 points
	Wash bus = 200 points
	Clean inside of bus = 200 points
	Help someone with homework = 20 points
	Wipe over the chairs = 20 points
	Clean kitchen cupboards = 20 points
	1hour quiet time in your room (no visitors, no noise, no coming out) = 100 points
	½ hour litter pick up (1 shopping bag full) =50 points
	Sweep school verandahs = 55 points
	Collect phones and electronics = 100 points
	Fold own clothes (tidy cupboard) = 100 points
	Polish shoes = 10 points
	Sweep Keaney court = 50 points
	Sweep basketball courts (1/4) = 100 points
	Sweep kitchen car park = 100 points
	Staff member giving points _____
	Staff member check off work completed _____

EMERGENCY PROCEDURES

(Earthquake, Fire, Gas Leak etc)

Residential Carers

Remember: Safety of students is paramount at all times

1. Rouse students and instruct to evacuate via normal or emergency exits. Check all rooms, under beds, in toilets etc. Proceed in a controlled manner.
2. Collect student lists from office or notice board and first aid kit if practical.
3. Inform Head of Residential Care who will in turn inform the necessary authority and the Principal.
4. Students should move to assembly area....
 - a) Main Kitchen Car Park
 - b) Bothe Oval in the lit up area
 - c) Musk House assembly point is on the path under the light and second assembly point is the main Kitchen Car Park
5. Rouse other staff living on the premises (Staff, Visitors)
6. Mark the roll for your house
7. Treat injuries, shock etc
8. Wait for instructions from emergency services personnel or administrative staff.

In case of earthquake, take shelter under beds/desks or stand in the corner of the room until shaking has ceased. Take care as balconies and stairs may have been weakened.

In case of smoke and fire remind students to get “down low”



Information about ABSTUDY Fares Allowance Expelled ABSTUDY Students

ABSTUDY Fares Allowance is an entitlement that covers the cost of specific travel for students who need to live away from home to study. It allows a student to participate in an approved course while maintaining contact with their home community.

ABSTUDY Fares Allowance for excluded students is restricted. The Department of Social Services recognises excluded students, who access ABSTUDY Fares Allowance to travel to school, may be left without the means to return to their permanent home. The ABSTUDY policy allows excluded ABSTUDY student's access to ABSTUDY Fares Allowance in specific circumstances and when all alternative solutions have been exhausted. ABSTUDY can provide financial assistance in these cases, but the overall duty of care for young students rests with the parent/guardian and school.

Suspended ABSTUDY students have no access to ABSTUDY Fares Allowance and schools should comply with the State requirements for managing suspended students and discuss the situation with the parent/guardian. Depending on the circumstances, the situation may meet the provisions for ABSTUDY Special Purpose Visit Travel which enables a parent/guardian to travel from the community to the school. The Department of Human Services can organise such travel in consultation with the school or hostel and the parent/guardian. It is important that schools discuss suspension and exclusion procedures at initial enrolment interviews with parent/guardians.

If a final decision has been made to return an excluded student to their permanent home, these arrangements need to be discussed and organised in the first instance between the parent/guardian and the school. If all alternative solutions have been exhausted and the student requires ABSTUDY Fares Assistance to return to their permanent home, then the checklist attached should be completed and returned to us. The checklist requires the Principal/Head of School signature and comments outlining the action taken to resolve the issue. It needs to include the name and contact number of the parent/guardian contacted and a brief outline of discussions and outcome.

Schools should email the checklist to the ABSTUDY Team at ABSTUDY.TRAVEL@humanservices.gov.au along with the travel request.

If you require any further information or assistance, please call ABSTUDY on **131 158**.

Regards,

ABSTUDY Smart Centre
Department of Human Services – Centrelink



ADDRESS: 3398 Bindoon-Dewars Pool Road,
Bindoon WA 6502

POSTAL: Locked Bag 1 Bindoon WA 6502

TELEPHONE: (08) 9576 5500

FACSIMILE: (08) 9576 1146

EMAIL: admin@erc.wa.edu.au

WEB: erc.wa.edu.au

**Ready
Set Grow**



Edmund Rice College
Stronger Together