

Parent Handbook

2023

Spinifex State College Mount Isa - Residential Campus



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A Message from the Head of Campus

Thank you for considering Spinifex State College Mount Isa Residential Campus for your child's boarding facility whilst attending Spinifex Junior or Senior Campus. The Residential Campus is an Education Queensland initiative that provides a living away from home opportunity for rural and remote area secondary students from Queensland.

The Residential Campus was established in January 2003 and has the capacity for up to 44 students. Students in years 7, 8 and 9 attend Spinifex State College Junior Campus and students in years 10, 11 and 12 attend Spinifex State College Senior Campus.

There are many positive aspects to life in a boarding community that brings together young people from so many different backgrounds. They form friendships with students from a diverse range of communities which last well beyond their school years and build family ties unique to boarding school students. In addition, they enjoy the company and support of staff and students whilst they participate in a range of sporting, cultural and other recreational opportunities.

There are many new experiences such as sharing rooms, building life skills by doing personal laundry, making beds and learning to make healthy lunches to name a few. Students build personal resiliency under the care and support of staff at "The Res" and key personnel at school.

The Res has its own basketball team well supported by all members of our "family." Being a part of these teams helps to unite the students and their sense of identity in a positive way. We ensure we support all our students by going to watch them as they participate in activities such as the School Musical, local football and netball teams, cross country and the swimming carnival as examples.

Like a large family, we celebrate each student's successes as they arise. Supported by our staff and students at The Res, our newcomers quickly settle into the routine and develop positive relationships which last many years after students have finished their formal schooling.

We look forward to working together with you and your family as we support our students, celebrate their success and encourage them to be the best they can be on their journey through their high school years.

Spinifex State College, Residential Campus

THE RES WAY

Spinifex Residential College is a unique place. We come from different communities and families but while we are here we strive to live and work together in harmony. We choose to celebrate our differences and remember what we all have in common. We are all here to obtain a face to face education and take advantage of the many opportunities provided by staff at both the school and the residential campus. We promote **tolerance, respect, compassion and understanding** as we come together under one roof as one large family.

VISION

Our vision is to provide support in obtaining a face to face education for all students

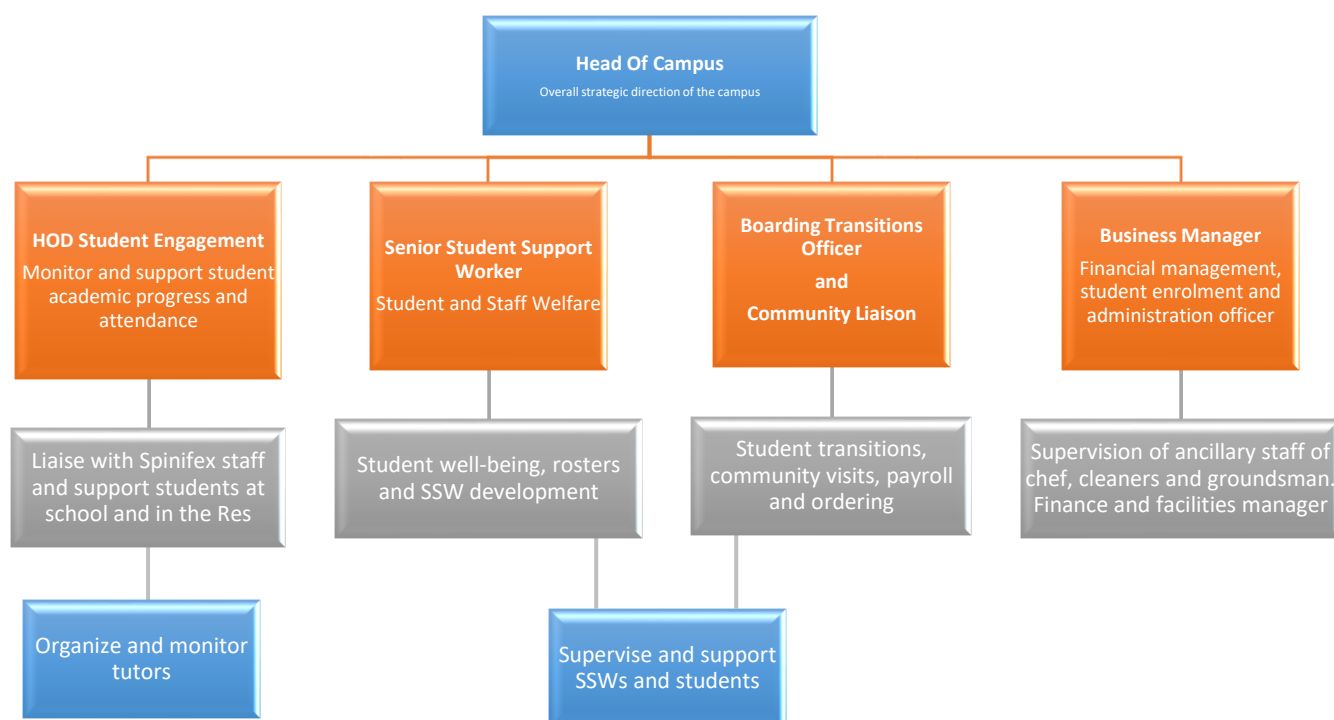
MISSION

We will:

- Provide a safe and supportive environment where students have the opportunity for social, emotional, cultural and educational growth.
- Provide challenging opportunities for students to increase their tolerance, resiliency, respect and participation in community service.
- Develop student's decision-making skills to help prepare him/her for the future and to achieve his/her potential.

OUR VALUES AND TRADEMARK BEHAVIOURS	
<p>RESPECT</p> <p>Self-respect</p> <p>Respect for other students and staff</p> <p>Respect for the environment</p> <p>Respect for protocols</p>	<p>COMPASSION</p> <p>Understanding</p> <p>Caring</p> <p>Sincere</p> <p>Proactive</p>
<p>INTEGRITY</p> <p>Honesty</p> <p>Transparency</p> <p>Modelling appropriate behaviour</p>	<p>ETHICAL BEHAVIOUR</p> <p>Adhering to policies, procedures and protocols</p> <p>Making ethical decisions</p> <p>Valuing equality</p>

Structure of the residential boarding facility



Residential boarding facility contact details

Key officers from the residential boarding facility	Operating hours	Phone number
Head of Campus Cath Jeffrey cmcgr53@eq.edu.au	Monday – Friday 9.00am – 4.30pm	47454333
Business Manager Brenda Henricks bhenr75@eq.edu.au	Monday – Friday 8.00am - 5.00pm	47454333
HOD Student Engagement Cody Grubb cigru0@eq.edu.au	Monday – Friday 9.00am - 5.00pm	47454333
Senior Student Support Worker Deb Burke dburk54@eq.edu.au	Friday – Tuesday 12.00pm - 9.00pm	47454333
Senior Student Support Worker Chely Burke cburk86@eq.edu.au	Sunday -Thursday 7.00am - 4.00pm	47454333

Contact details of other key areas or agencies

Agency/service	Operating hours	Phone number
Assistance for Isolated Children https://www.education.gov.au/assistance-isolated-children-scheme	Mon – Fri 8:00 am – 4:30 pm	132318
New Medicare card https://www.humanservices.gov.au/customer/forms/ms011	Mon – Fri 8:00 am – 4:30 pm Online any time	
Tax File Number Application Form https://www.humanservices.gov.au/customer/enablers/claiming-abstudy	Online any time	
Claiming for Abstudy https://www.humanservices.gov.au/customer/enablers/claiming-abstudy -	Mon – Fri 8:00 am – 4:30 pm Online any time	1800 132 317

Residential boarding facility registration process

Information for parents/carers and students

1. submit an [Application for student enrolment form](#) (if your child is not currently enrolled at the state school operating the residential boarding facility) and
2. submit an [Application to register – student in a state school operated residential boarding facility](#)
 - Note: Enrolment and registration of a student may occur at the same time. The application to register a student at the boarding facility does not guarantee approval of the application. The school or the residential boarding facility will provide you with relevant information in relation to the residential boarding facility's policies and procedures including the Registration Agreement and the Residential Handbook. Please ensure that you have read and understood the relevant policies, procedures, the Registration Agreement and the Residential Handbook before completing an Application to register - student in a state school operated residential boarding facility.
3. The school principal or delegate will inform you of your offer of registration at the residential boarding facility.
4. follow advice in the [Administration of medications in schools procedure](#) if your child requires Medication
5. sign a registration agreement if the student's application to register at the residential boarding facility is accepted by the principal.
6. If you wish to accept this offer of registration at the residential boarding facility, you are required to:
 - a) sign the Registration Agreement. The Head of Campus will also sign the agreement;
 - b) complete and sign the Residential Fees Payment Plan Agreement (see appendix 1 of the Residential Handbook);
 - c) pay the full amount of the deposit (see Fees section of the Residential Handbook); and
 - d) pay the full amount of the bond (see Fees section of the Residential Handbook).
 - e) complete the mobile phone policy and permission form
 - f) sign medical forms for administering Panadol and ibuprofen
 - g) agree and sign the Responsible Behaviour Management Policy

- h) provide details of Health Care Card, Medicare Card and Customer Reference Number if you have been issued with one
- i) complete a visitors List
- j) sign the Runaway Policy
- k) provide a copy of the student's Birth Certificate

All of the completed forms are to be returned and payments made, by the due date in the offer letter.

1. If you or your child requires any [reasonable adjustments](#), please discuss this with the school principal or delegate.
2. Upon commencement, all students will participate in induction, provided by the residential boarding facility. This includes explanation of the mandatory components of residential care services available at the residential boarding facility.

Student induction

Upon commencement at the residential boarding facility, an induction will be provided to all students to ensure that they are familiar with the amenities and key expectations of the residential boarding facility.

A guided tour of the residential boarding facility will provide:

- Location of offices and reception
- Location of all student areas including bedrooms in dormitories, toilets, common rooms, fire exits and recreation rooms
- Location of student kitchens, explanation of when and how meals may occur
- Location of dining room, main kitchen, laundry room and operation times
- Explanation of telephone use and times available to make calls
- Explanation of everyday rules regarding tidiness of rooms, respecting your own and others property
- Explanation of rules regarding leaving the residential boarding facility grounds. Students are not allowed to leave the residential boarding facility grounds unsupervised
- Explanation of expectations regarding friendships between boys and girls - they will be permitted on a purely platonic basis during residential boarding facility care.
- Explanation of expectations regarding violence, bullying and aggressive behaviours. These expectations are further outlined in the Residential Responsible Behaviour Plan, Student Handbook and in this Residential Handbook.
- Homework expectations
- Compulsory and non-compulsory activities
- Visitor guidelines
- Daily routines for weekdays and weekends
- Dress standards in the dorms and public areas
- Kitchen duties
- Shower times and expectations
- Contraband
- Travelling in Res vehicles in a safe and responsible manner
- School lunches policy including access to the tuckshop
- Expectations with extra-curricular activities and part time employment
- Shopping guidelines and boundaries
- Positive Behaviour
- Evacuation procedures: Fire and Lockdown
- Complaints process

Fees

Fees payable

Parents/carers are required to pay all:

- Residential fees in the amount of \$24 500 per annum or \$6125 per term;
- School uniform: 2022 prices: Summer Uniform: \$85 and Winter Uniform \$120
- Bond in the amount of \$200 and
- Student contribution fee of \$445 or another invoiced amount

Residential Fees

The residential fees are payable through Abstudy and Assistance for Isolated Children Scheme. The deposit, bond and student contribution fees must be paid or payment agreed upon by the time the student has their first day in the boarding school. Payments must be made in accordance with the Residential Fees payment plan agreement (see Appendix 1 of the Residential Handbook) signed by the parents/carers of the student and the school principal or delegate.

The residential fees are for accommodation, meals, drinks, transport to and from school and the residential boarding facility gas, electricity, hygiene, bed linen and sheets and laundry services for uniforms and bedding on campus.

It also includes a tuition fee which pays for the Residential teacher, tutors, access to iPads, lap tops, Res library collection, textbooks, digital texts, diary, student ID, photocopying, curriculum related excursions, subject fees, software licences and fees associated with TAFE courses at school and any other educational tuition fees.

Bond

The bond is payable on the date of signing the Registration Agreement.

The bond is used by the residential boarding facility to pay for, any costs of repair or replacement for any damage, caused as a result of the student's actions. Parents/carers will be invoiced to restore the bond to the original value. Any unused bond money will be refunded when a student leaves the residential boarding facility.

Additional Costs

The additional costs payable by the parents/carers include:

- Additional fees or costs for the student's schooling, accommodation or extra-curricular activities that are not covered by the Residential Fees including, but not limited to, school camps or excursions, uniforms, recreational and sporting activities, private tuition or lessons and accommodation services outside of the accommodation arrangements during school term;
- Costs associated with the student participating in any routine activities arranged or approved by the residential boarding facility or the school that students may participate in during their residence as part of their usual routine (including outings and recreational and sporting activities);
- Reimbursement to the residential boarding facility for all medical expenses incurred by the residential boarding facility in respect of the student after the pharmacy fee of \$60.00 has been reached; and
- Reimbursement to the residential boarding facility for all costs (in excess of any Bond amount paid to the residential boarding facility) of repair or replacement for any damage, caused as a result of the student's action

Invoice

The residential boarding facility will send you an invoice for the Residential Fees and any other amounts due. The amounts invoiced must be paid by the date specified in the invoice.

Failure to pay

If a parent fails to pay any fees when due, the residential boarding facility may cancel the student's registration at the residential boarding facility. Any refunds will be calculated and made in accordance with the refund policy set out in the Registration Agreement.

Refund policy

The refund policy is set out in the Registration Agreement. Parents/carers should ensure they read and understand the refund policy and process.

Boarding Fee Assistance and Tuition Fee Waiver

Spinifex State College may provide a number of Tuition fee waivers and Boarding Fees Assistance each year. Applications will be considered by the Principal where a demonstrated need exists due to financial circumstances. An Application for a Tuition Fee Waiver and/or Boarding Fee Assistance must then be completed. All applications will be treated with the strictest of confidence and only the Principal has the discretion to grant financial hardship concessions.

Parents/carers

- actively participate in regular discussions with staff of the residential boarding facility regarding the education and wellbeing of their child
- provide the residential boarding facility with updated personal information in relation to their contact details and their child's health and wellbeing to ensure their child receives appropriate support
- inform the principal (or delegate) in writing of any changes to their child's health support needs
- comply with the responsibilities set out by the residential boarding facility in the registration agreement
- if requested, provide feedback to the principal (or delegate) on the operating policies and procedures of the residential boarding facility.

Students

- comply with the responsibilities set out by the residential boarding facility in the registration agreement
- comply with all rules and requirements in the residential handbook and any other policies and procedures notified to the parents/carers and student by the residential boarding facility
- immediately notify the staff at the residential boarding facility if feeling ill or in the event of any injury
- comply with all reasonable requests and instructions made by staff of the residential boarding facility
- if requested, provide feedback to principal (or delegate) on the operating policies and procedures of the residential boarding facility

Residential Code of Conduct

In order to maintain consistency across all three campuses, The Residential Code of Conduct mirrors that of both the Junior and Senior Campus. It is founded on the Positive Behaviour for Learning model promoted and widely supported by the Department of Education.

At Spinifex State College - Mount Isa, we are committed to providing a supportive school environment where:

- all members are focused on providing a quality education to students;
- all members feel safe and are valued;
- social and educational learning outcomes are maximized for all through quality curriculum, interpersonal relationships, positive home/school relationships and school organisation;
- school practices of early intervention/support avoid the need for corrective action;
- appropriate and respectful language and behaviours are defined, modelled and reinforced by all members of our school community; and all students learn to take responsibility for their actions.

The following values are the foundations of the Student Code of Conduct at the Res. At the Residential facility

- We are Safe
- We are Respectful
- We are Responsible

These values have been agreed upon and endorsed by all staff and the school's Parents and Citizens Association (P&C). They are aligned with the values, principles and expected standards outlined in the Department of Education's Code of School Behaviour.

The Values

As a boarder, you are expected to adhere to the following responsibilities at all times. These standards are inclusive of all three Spinifex Campuses.

Be safe.

- Respect other student's privacy and keep out of their rooms.
- Stay within the premises.
- Follow staff members' instructions: "Follow directions without debate"
- Talk calmly about issues; there is no need for aggression.
- Avoid moving furniture unless you have permission or have been instructed to do so.

Be respectful.

- use your manners.
- be aware of people's personal space.
- use respectful and appropriate language towards all students and staff.
- be kind and helpful to everyone.
- respect other people's opinions: develop tolerance
- wear the correct uniform and follow the dress code as expected in each campus.

Be responsible.

- keep a clean and tidy room.
- avoid bringing contraband onto the premises for example: food, aerosols, inappropriate games or movies, illegal drugs, alcohol, weapons or anything that could harm self or others
- make sure games, computers TV, DVD players and so on are kept in the condition it was in when you used it and report any faults or breakages.
- practice responsible use of technology
- complete study group and assignments.

- it's not ok to be away! Go to school: Every day counts
- arrive at residential boarding facility from school on time and take part in required residential boarding facility activities such as homework from Monday to Thursday between 3pm and 5pm unless otherwise notified.
- abide by rules of the residential boarding facility as outlined in the Residential Responsible Behaviour Plan

Students' rights

Students have the right to:

- participate in decisions affecting them and be taken seriously
- be treated with equity and respect
- be supported in relation to their needs
- ask questions and seek help.

See Appendix 2 Spinifex State College Residential Campus, Student Handbook

Residential Student Code of Conduct

Spinifex State College's Student Code of Conduct is how we ensure that this supportive school environment is established and maintained. This document details the conduct expected of all students while at school, while travelling to and from school and while attending and participating in school activities.

The student Code of Conduct has been developed through consultations with students (via the Student Council), parents (via the Parents and Citizens) and staff (through staff meetings and newsletters). It has been reviewed and revised by the Residential Head of Campus to meet the needs of their site.

Students at The Res will follow the same learning values and the standards which are expected will be explicitly taught for the settings associated with The Res.

LEARNING VALUES		
I AM SAFE	I AM RESPECTFUL	I AM RESPONSIBLE
"It is better to be safe than sorry"	" Respect-Give it to Get it"	"Follow direction without debate-it's about time and place
I strive to choose safe behaviour	I respect who I am	I am responsible for my own behaviour
I show concern for the safety of others and the environment I live in	I value other people, property and the environment	I uphold the reputation, the values and the rules of The Res
		

POSITIVE BEHAVIOUR MATRIX							
SPINIFEX STATE COLLEGE MOUNT ISA – RESIDENTIAL CAMPUS							
	ALL SETTINGS	HOMEWORK ROOM	TO AND FROM THE RES	RES GROUNDS	ACTIVITIES	BATHROOMS /LAUNDRY	USE OF TECHNOLOGY
WE ARE SAFE	<ul style="list-style-type: none"> We follow instructions promptly and completely We use resources appropriately We keep our hands and feet to ourselves We report any concerns about safety. We look out for others We are sun-safe 	<ul style="list-style-type: none"> We enter the room with teacher's permission in an orderly fashion We sit in chairs correctly We ask permission to leave a room We ask permission to leave our seat We leave the room neat and tidy 	<ul style="list-style-type: none"> We follow road safety rules We wear our seat belts and stay seated in the bus We cross at designated crossings We make sure we watch cars before crossing the road 	<ul style="list-style-type: none"> We wear shoes outside We walk around The Res calmly We keep paths clear for others We play non-contact sports only We play ball games in designated areas 	<ul style="list-style-type: none"> We follow all expectations & participate We follow the venue's rules & expectations We remain in designated areas We travel safely We follow instructions from SSW 	<ul style="list-style-type: none"> We maintain a clean environment We use toilets appropriately We observe hygienic practices We need to hang our towels up Wash & hang out our clothes Wash our uniforms everyday 	<ul style="list-style-type: none"> We protect our online identity We report cyber bullying We use social media in a positive and appropriate manner We keep our passwords private We keep our devices in a safe location We hand in our phones on time

POSITIVE BEHAVIOUR MATRIX							
SPINIFEX STATE COLLEGE MOUNT ISA – RESIDENTIAL CAMPUS							
WE ARE RESPECTFUL	ALL SETTINGS	HOMEWORK ROOM	TO AND FROM THE RES	RES GROUNDS	ACTIVITIES	BATHROOMS /LAUNDRY	USE OF TECHNOLOGY
		<ul style="list-style-type: none"> We remove our hats inside buildings We respect the rights of others to learn We respect other people’s property We speak using respectful and polite language We are tolerant of others We are respectful to all staff and students We encourage and support others We keep The Res clean and tidy We respect personal space We respect The Res equipment 	<ul style="list-style-type: none"> We bring h/w to every session We speak respectfully to everyone even if we disagree with their opinion We look after and return all borrowed equipment We ensure all electronic equipment is turned off and away 	<ul style="list-style-type: none"> We respect community members and their property We represent The Res with pride We use good manners when travelling to and from The Res 	<ul style="list-style-type: none"> We follow directions from all staff We stay out of gardens We show patience and courtesy in food lines We use good manners with all staff 	<ul style="list-style-type: none"> We follow rules when doing activities We encourage fair play in activities We participate in as many activities as we can and help pack up at the end 	<ul style="list-style-type: none"> We respect people’s privacy We avoid loitering in bathroom areas We wash our clothes & and take dry clothes in We use the washing resources carefully

POSITIVE BEHAVIOUR MATRIX							
SPINIFEX STATE COLLEGE MOUNT ISA – RESIDENTIAL CAMPUS							
	ALL SETTINGS	HOMEWORK ROOM	TO AND FROM THE RES	RES GROUNDS	ACTIVITIES	BATHROOMS /LAUNDRY	USE OF TECHNOLOGY
WE ARE RESPONSIBLE	<ul style="list-style-type: none"> We arrive on time We actively engage in our learning We take responsibility for all our language and actions We take responsibility for our health We keep all areas clean We look after our books & resources We go to school prepared to learn 	<ul style="list-style-type: none"> We turn off and put away all electronic devices before we enter h/w room We come to h/w prepared to learn We have all required equipment We are on time We attend our allotted h/w session We have our school diary in the h/w room We are responsible for completing all h/w assessment tasks to the best of our ability 	<ul style="list-style-type: none"> We are ready for the bus in our uniforms each day We follow school rules to and from school We report inappropriate behaviour to The Res staff We follow school rules whilst in school uniforms 	<ul style="list-style-type: none"> We move promptly between activities at The Res We follow directions without debate from all staff 	<ul style="list-style-type: none"> We turn up on time for check ins when we are at activities We try to be actively involved in activities We return our permission forms We take necessary equipment on activities 	<ul style="list-style-type: none"> We conserve water and paper We turn lights off when we are not in the room We hang up wet clothing items We report damages or breakages as soon as they occur We keep the area as clean as possible 	<ul style="list-style-type: none"> We use electronic devices responsibly We keep personal electronic devices switched off and away in h/w We adhere to the Responsible Use of Technology Policy We back up work regularly

Minor and Major behaviours

When responding to behaviour incidents, the staff member determines if the problem behaviour is minor or major, with the following agreed understanding:

Minor behaviour incidents are handled by staff members at the time it happens;

and

Major behaviour incidents are referred directly to The Res HOC

Minor problem behaviours are those that:

- are minor breaches of the Res rules;
- do not seriously harm others or cause you to suspect that the student may be harmed;
- do not violate the rights of others in any other serious way;
- are not part of a pattern of inappropriate behaviours; and
- do not require involvement of specialist support staff or Senior SSW or HOC team members.

Minor problem behaviours may result in the following consequences:

- A minor consequence logically connected to the inappropriate behaviour, such as complete removal from an activity or event for a specified period of time, individual meeting with the student, apology, restitution or additional duties.
- A re-direction process where a staff member takes the student aside and:
 - restates the expectation to be followed;
 - re-teaches/explained expected Res behaviour if necessary;
 - provides student with a choice; and
 - provides positive verbal acknowledgement for following expected behaviour.

Major behaviours are those that:

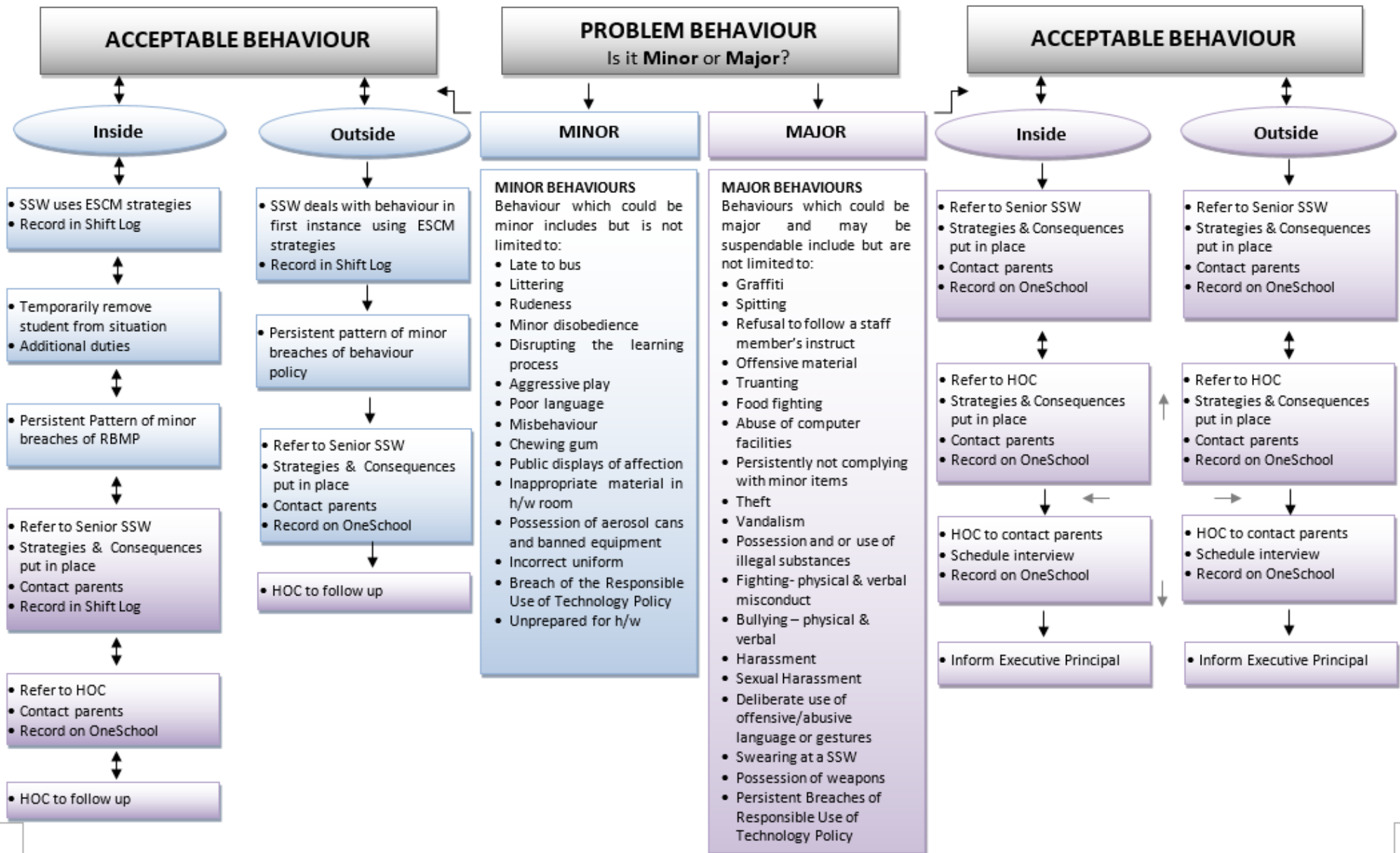
- Significantly violate the rights of others, including their right to learn;
- Put others/self at risk of harm;
- Require the involvement of the HOC.

Major behaviours result in an immediate referral to the HOC because of their seriousness. When major unacceptable behaviour occurs, staff members calmly state the behaviour and remind the student of expected school behaviour. A report of the student's behaviour is recorded on an incident sheet and in the shift log. If possible, send the student to see the HOC for further investigation

Major unacceptable behaviours may result in the following consequences:

- **Level One:** loss of privilege, restitution, warning regarding future consequence for repeated or persistent inappropriate behaviour, referral to Senior SSW
- **Level Two:** Parent contact, referral to Senior SSW Welfare, Level 2 consequences as per Res Way staff document
- **Level Three:** Students who engage in serious unacceptable behaviours such as ongoing Level One and Two behaviours, inappropriate use of multi-media devices, being in the opposite sex dorms or rooms, major violent physical assault, the use/supply or possession of weapons (including knives) or drugs may receive a School Disciplinary Absence (suspension or proposal for exclusion) as a consequence of unacceptable behaviour.

THE RES EXPECTATIONS FLOWCHART



Reinforcing expected school behaviour

At Spinifex State College – Mount Isa – The Residential Campus, communication of our key messages about behaviour is supported through a focus on recognising appropriate behaviour and consequences for students who do not meet appropriate expectations.

Name and Description	Resources
<p>Positive Reinforcement Acknowledge students following the 3 Learning Values through verbal encouragement Smile Say Good morning, Good afternoon, Good night Use the student's name Make eye contact Thank students when they help or volunteer.</p> <p>Distribute PBs Staff have a minimum of 5 PB tokens to distribute each shift. Students need to put them in the PB box held in SSW room. PBs are tallied at the end of each week and kept on a spreadsheet. One Junior and one Senior PB is randomly drawn each Wednesday before shopping. Prizes will be distributed at the end of each term for the individual with the most PBs or most improved student.</p> <p>Postcards Home Sent once per semester and noted on OneSchool. SSW Mentor to provide a short yet positive note to parents/carer regarding student welfare.</p> <p>Senior and Junior Leader</p> <p>Grade 12 students will begin the year as Senior Leaders Students who follow the learning values of being safe, respectful and responsible learners may apply to become leaders. This means they can have a later bedtime, Seniors can sign out for additional outings with parental consent, have access to other leader's rooms and are allocated additional tuckshop on a Wednesday.</p> <p>New applications will be accepted in week 6 in terms 1-3 and Week 2 of Term 4.</p>	<p>All Staff</p> <p>PB vouchers PB Box Junior and Senior Spread sheet with ongoing tally Weekly prizes</p> <p>Picture of students Postcard and instructions</p> <p>Application for Junior and Senior Leader</p>

Responding to Behaviour

Students come to live at The Res so they can attend face to face teaching to improve their learning opportunities. Behaviour support represents an important opportunity for learning how to get along with others and follow both school and The Res rules and Behaviour Expectations.

Re-directing low-level and infrequent problem behaviour

When a student exhibits inappropriate behaviour the first response is to restate the expectation to be followed, then redirect the student to change their behaviour so it aligns with The Res expectations. If necessary the SSW may need to consider reteaching the behaviour and/or conference with the student. If the behaviour persists the SSW will deliver appropriate consequences for the behaviour.

1. Identify the behaviour	What are you doing? Is it Safe, Respectful or Responsible?
2. Identify the expectation	What should you be doing to be Safe, Respectful or Responsible?
3. Restate the expectation	At The Res, to be Safe, Respectful or Responsible you need to...
4. Positive or negative consequence with positive language	Thank you for being If you continue Then

Try some of the Essential Skills for Classroom Management which can be applied to The Res:

Strategy	Description
Restate the Learning Values & use them in conversation with the student	Safe Responsible and Respectful Learners
Provide clear and concise instructions	Give 1 instruction at a time: say "Thanks" instead of "Please"
Wait and Scan	Use body language and "Vaseline Eyes" to scan the room
Cue with Parallel Acknowledgement	Make reference to the students following direction. "Good to see this group has started work."
Use Positive Feedback	Give it individually, to groups or the whole class with verbal or non-verbal responses: Thumbs Up
Descriptively encourage to ensure effectiveness of instructions	Give an instruction, wait and scan the group. If someone is not on task refer to those who are
Selective or Tactical Attending	Pay minimal attention to off task behaviour as long as it is not distracting the group from the set activity.
Verbal and Non-verbal Redirecting	Eye contact, proximity, hand gestures, smiling, pause when speaking.
Provide the opportunity for making a choice	In a calm manner, provide a choice for the student. Walk away and allow up to 15 seconds take up time.
Following through	Carry out fair and just consequences if student/s do not respond to behaviour expectations.

Consequences

Ultimately, the severity of disciplinary outcomes is determined by the school Principal based on an assessment of the totality of the alleged misbehaviour, the consequences of the said misbehaviour and the student's personal circumstances (including their behaviour history).

Behaviour	Maximum Consequence *
<ul style="list-style-type: none"> • Behaviour that poses an unacceptable risk to the safety or wellbeing of other students, staff or other members of The Res community, (including but not limited to bullying, fighting, violence, threats, harassment, sexual harassment, intimidation or facilitation thereof by others, encouraging persons to trespass onto school premises or to interfere with school activities, use of internet or electronic media/devices to abuse or denigrate) • Behaviour that interferes with the property of The Res or others of The Res (including but not limited to vandalism, graffiti, wilful damage, theft etc.) • Possession of certain inappropriate things or weapons (including but not limited to knives of any type, sharp objects, knuckle dusters, sling shots, firearms or replicas thereof, fire crackers [explosives] etc.) • Inappropriate use, possession, supply of intoxicating substances and/or utensils (including but not limited to illegal drugs or illegal drug implements, alcohol, paint, glue, prescription medicine etc.) • Serious behaviour or action in a private capacity that is prejudicial to the good order and management of The Res • Habitual misconduct/disobedience or other conduct prejudicial to the good order and management of The Res (includes repeated breaches of the Responsible Behaviour Plan) 	<p>Permanent Exclusion</p> <p>(While this outcome may not be given in all cases, it is the likely outcome for the behaviours indicated left).</p> <p>* Maximum consequence means the most severe disciplinary outcome that may result from an identified misbehaviour. The term does not mean that the most severe disciplinary outcome will result in all cases.</p>

The Head of Campus reserves the right to determine consequences based on each individual case.

THE RES LEVEL SYSTEM

When a student persists with inappropriate or unacceptable behaviour and has been redirected and reminded of the Learning Values, they can be placed on a level which brings with it a variety of consequences.

Level 1

- Parents/Carers must be informed.
- Students have their electronic devices removed immediately and stored safely in the SSW staffroom. They are returned when the duration of the level is complete.
- The consequence of the level will be applied immediately.
- Students will not be able to leave The Res on outings, except for pre-arranged activities. This includes shopping, sporting events or training and non-mandatory events.
- Phone contact may be made between students and their families from 7.30pm-8.00pm.
- Students may be contacted at all times through the dorm phones.
- Additional kitchen duties for the duration of the level
- Early bed time during the week of 8.30pm and 9.30pm on the weekends.

The initial Level 1 consequence is applied for 3 days.

Should the student continue to display inappropriate behaviours whilst on Level 1, it will be extended to 5 days.

If the 5 days of level 1 consequences are not having any positive impact on a student's behaviour, they will be moved to Level 2.

Level 2

- The HOC, the Teacher or a Senior SSW are the only people who can authorise placing a student on Level 2.
- Parents/Carers must be informed
- Students placed on Level 2 are moved to a dedicated room near the SSW staffroom or they can complete the Level 2 in their room
- Level 1 restrictions apply.
- Students only leave this room to go to school or to mop the floor when other students have completed kitchen duties. They must also attend homework sessions.
- Level 2 allows a student time to reflect on their behaviour and what they can do to make better behaviour choices.
- An orange hat will be placed in the room. If the student wants to speak to any member of staff they need to place the hat outside the door.
- Staff must check on the students at 15 minute intervals after initial placement on the level and then at 30 minute intervals as per policy. Students may need to be checked on more regularly and this will be at the discretion of the Senior SSW or HOC.
- The length of time a student is on Level 2 will be at the discretion of the HOC or Senior SSW but should not exceed 3 days.

Level 3 Suspension

A student who displays a major breach of the Behaviour Management Policy, may be suspended from The Res. Whilst under The Res suspension the student can still attend school if they have a safe place to stay in town. Suspension from The Res will be dealt with in accordance with Part C, Registration Matters of the Residential Agreement.

A student who is suspended from Spinifex Junior or Senior College may remain on The Res campus under supervision if they cannot be collected by a parent or carer unless it is an extended suspension of greater than 5 days. The student/s will need to go home for supervision.

Targeted Behaviour Support:

Each year a small number of students at Spinifex State College – Mount Isa – Residential Campus are identified through our referral processes as needing extra support to meet our expectations. In most cases the problem behaviours of these students may not be immediately regarded as severe, but the frequency of their behaviours may put these students' learning and the learning of others at risk if not addressed in a timely manner.

At The Res this behaviour support is managed by the Senior SSW and the HOC. This support may involve specialised programs and intervention strategies for students with at-risk behaviour. It may also involve increased opportunities to receive positive contact with adults and additional support from school staff. This intervention may include:

- Attendance Expectations Cards
- Classroom Behaviour Expectations Cards
- Referral to Support Team Members

Students whose behaviour does not improve after participation in Secondary support, or whose previous behaviour indicates a need for specialised intervention, are provided with intensive behaviour support

Intensive behaviour support:

Spinifex State College – Mount Isa Residential Campus is committed to educating all students, including those with the highest behavioural support needs. We recognise that students with highly complex and challenging behaviours need specialised support systems developed in consultation with parents/caregivers and other relevant specialised personnel. Students who require intensive support are case-managed by a variety of school staff including Heads of Campus and members of the Student Support team. The Student Support Team includes: Guidance Officer; School-Based Youth Health Nurse, Community Education Counsellor; School-Based Police Officer; Youth Support Coordinator and School Chaplain. The Head of Special Education Services advises this team if the student requiring support is a student with disabilities.

The school-based Student Support Team:

- Works with The Res staff members to develop appropriate behaviour expectations and strategies
- Communicates strategies to all staff to ensure consistency of approach
- Develops networks with community agencies to access intensive support programs required to address specific issues.

Emergency responses or critical incidents:

- It is important that all staff have a consistent understanding of how to respond to emergency situations or critical incidents involving severe unacceptable behaviour. This consistency ensures that actions taken are responsive to the safety and well-being of students and staff.
- An emergency situation or critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action.
- Severe unacceptable behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety and well-being of the student or others is likely to be placed at serious risk.

Immediate Strategies:

- Avoid escalating the unacceptable behaviour
- Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.
- Maintain calmness, respect and detachment
- Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.
- Approach the student in a non-threatening manner
- Move slowly and deliberately toward the situation or incident – preferable from a side angle which is less confrontational-speak privately to the student/s where possible, speak calmly and

respectfully using the school expectations to frame the discussion, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation.

- Withdraw if the situation escalates.

Reinforcement and Correction Strategies

- If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity.
- If the student continues with the unacceptable behaviour then remind them of the expected behaviour and identify consequences of continued unacceptable behaviour.

Follow Up Strategies

- Restore normal operations as soon as possible.
- Provide post incident opportunities that include:
- Assisting any distressed student/s to access appropriate support, e.g. Senior SSW.
- Assisting the individual student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.
- Recording a reflection or individual behaviour plan to assist the student to develop a personal framework of expectations and appropriate actions.

Physical Intervention

Staff may make legitimate use of physical intervention if all non-physical interventions have been exhausted and a student is:

- Physically assaulting another student or staff member.
- Posing an immediate danger to him/herself or to others.
- Appropriate physical intervention may be used to ensure that Spinifex State College – Mount Isa's staff demonstrate a duty of care to protect students and staff from foreseeable risks of injury.
- The use of physical intervention is only considered appropriate where the immediate safety of the student or others is threatened and the strategy is used to prevent injury.
- Physical intervention can involve coming between students, blocking a student's path, leading a student by the hand/arm, shepherding a student by placing a hand in the centre of the upper back or removing potentially dangerous objects.

Record keeping

- Each instance involving the use of physical intervention must be formally documented. The following records must be maintained:
- School Incident Report is recorded in OneSchool.
- Student Record of Incident.
- Health and Safety Incident Report (if required).

BULLYING POLICY

The Res has a “zero tolerance” approach to bullying and utilises a range of proactive and responsive strategies to reduce the incidence of bullying. The Res endorses each person’s right to do their job, each student’s right to learn, and the right to safety of all members of The Res community. Bullying is not acceptable behaviour at The Res. However, bullying occurs in most schools and it is important that every member of a school community plays an active role in dealing with this issue.

Recognising bullying and harassment:

Education Queensland defines bullying as “the abuse of power with the intention of causing distress to the other person(s) or for personal gain or gratification. Behaviours may include repeated behaviour that can be covert and subtle, and be social, psychological, verbal, physical and/or sexual in nature.”

Stop bullies with these 5 steps

1. **Ignore it** Try not to show you are upset – that is how bullies get their power.
2. **Move away** don’t get drawn into the bully’s behaviour – they are after a reaction.
3. **Say politely, “Leave me alone”** Try to be assertive – look them in the eye and sound confident.
4. **Say firmly, “Stop annoying me”** Stay calm – remember the bully is the person with the problem.
5. **Ask a staff member for help** Seek out a staff member immediately and report the bullying.

Depending on the situation and how it makes you feel, you may not be able to start at Step 1. If something makes you feel uncomfortable, **report it!**

Procedure for dealing with bullying

Report it: There are many people in The Res who will help you if they are aware that you are being bullied. You can tell any of the following people: SSW Mentor, SSW, Senior SSW, Residential Teacher, HOC, another student who will help, a teacher or the teacher aide or any of the external services who visit to provide programs such as Headspace or the School based Youth Nurse for example. You may also talk to your parents/carers and ask them to contact The Res to discuss the problem. The matter will be investigated.

In the first instance the Senior SSW will:

- Instruct alleged bully to immediately cease and desist in engaging in offending behaviour.
- The victim instructed to speak to Senior SSW if the behaviour is repeated by alleged bully or friend/peer or bully.
- If, in the judgement of the Senior SSW that the victim has contributed to the emergence of the bullying incident, advise victim to show greater awareness of how their behaviour may need to be adjusted, and to also immediately cease and desist such behaviour.
- Provide further immediate consequence for alleged bully where appropriate, e.g. extra duties and warning of more serious consequences for repeated behaviour.
- Senior SSW contacts parents of both victim and alleged bully to outline issue, allegations and steps taken by school to resolve issue. Record of contact entered in OneSchool.
- If the bullying has been deemed serious or physical a suspension may be issued.

Repeated Bullying:

- Repeated incidents of bullying will result in a suspension and mediation between the parties upon return to The Res.
- If the bullying is physical and severe, the HOC may invoke a serious consequence such as a suspension and a visit to the Senior SSW Welfare will be mandatory upon return to The Res.
- The target of the bullying will also be offered support to improve and increase their resiliency and coping skills and strategies.

RESPONSIBLE USE OF TECHNOLOGY POLICY

As the revolution in technology continues to grow at a rapid rate, The Res has endeavoured to embrace the global phenomenon. With the increase in functionality and access to the world of technology comes added responsibility to use these devices appropriately. As such The Res encourages the ethically responsible use of technology and electronic devices.

Definition: Personal Technology Devices includes but are not limited to game devices such as PSP's, laptop computers, cameras and/or voice recording devices (whether or not integrated with a mobile phone or iPods), mobile telephones, iPods®, iPads and devices of a similar nature. Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.

The Res accepts no responsibility for theft, loss or damage of electronic devices brought to the campus.

HOMEWORK GUIDELINES

No phones

At The Res we are safe, respectful and responsible learners.

Being Safe means students:

- Line up in two lines with girls in one line and boys in the other.
- Sit on the chairs with all 4 legs on the floor.
- Only sit on the chairs or the floor if directed.
- Keep their hands and feet to themselves.
- Language is positive towards one another and the staff.

Being Respectful means students:

- Follow directions without debate.
- Use their manners: Excuse me, Please and Thank you are examples.
- Raise their hand and wait quietly for the teacher or SSW to assist them.

Being Responsible means students:

- Bring all of the equipment they need for the homework session.
- Use their diaries and glue homework trackers into them.
- Bring work to do.
- Music is permitted if no one else can hear it and a playlist is made so they do not have to touch devices during h/w
- Actively engage in the learning activities for the entire session.

Consequences

- Warning and reminder of the learning values: Safe, Respectful and Responsible.
- Extra homework time.
- Extra homework activity sheets to complete in your free time.
- Allocated seating.
- Extra research projects.
- Parent Contact.
- Level 1 then Level 2.
- Suspension.

PB GUIDELINES

PBs or Positive Behaviours are tokens which are given to students when they have demonstrated Positive Behaviours aligned with Spinifex State College Learning Values of being Safe, Respectful and Responsible Learners.

All staff are encouraged to distribute a minimum of 5 PBs each shift to the students at The Res.

The staff member distributes the tokens to students by putting their name, staff member, the Mentor Group, the date and ticking the appropriate box for the students' positive behaviour.


Students should then place the PB tokens in the respective Junior and Senior boxes which will be held in the SSW staffroom between the dorms.

There will be a weekly draw on a Wednesday at the end of the homework session and before the Shopping Activity.

All tokens will be removed and tallied to a spreadsheet which will look at individual tallies at the end of the second term, there will be a prize for the most improved individual student.

If a student does not put his/her token in the PB box for the week it was handed out, it becomes invalid for the next week draw but will count towards the overall tallies.

Student:	_____
Staff:	_____
SSW Mentor:	_____
Date:	_____
<i>i am SAFE</i>	<input type="checkbox"/>
<i>i am RESPECTFUL</i>	<input type="checkbox"/>
<i>i am RESPONSIBLE</i>	<input type="checkbox"/>



WHAT TO BRING

- Students will be required to bring the following personal items when they arrive at the residential boarding facility.
- All personal belongings must be clearly named and the residential boarding facility takes no responsibility for any personal belongings that may get lost.
- Parents and carers need to purchase a winter uniform *prior* to Term 2.
- Students undertaking TAFE courses must have PPEs which include steel cap boots, safety glasses, high vis shirts and pants

The following list is provided as a guide to the minimum number of items required by students.

- School uniforms x 2 (1 summer and 1 winter)
- School bag and school hat
- Closed in shoes for school, Res activities and kitchen duties
- Thongs
- Sunscreen - please consider the departmental sun safety guidelines
- Head Lice shampoo
- Regular medication, labelled by Pharmacy (this includes Panadol etc.) with Dr name and student name to be handed to staff
- Pillow
- Bath towels x 2
- Swimming towel x 1
- Hat for after school is compulsory. Wide brimmed hat is recommended.
- Raincoat/umbrella
- Jumpers, beanie
- Casual shoes
- Sleepwear (compulsory)
- Swimwear (no bikinis)
- Insect repellent
- Minimum 5 sets of day clothes (include winter clothes in the 2nd and 3rd terms)
- Include 1 set of good clothes for outings.
- Minimum 7 sets of underwear
- Minimum 7 pairs of socks
- Toiletries (eg Soap, deodorant (no aerosol cans), sunscreen, toothbrush, toothpaste, shampoo/conditioner, brush/comb, other personal hygiene items)
- Box of tissues
- Personal sporting equipment, if applicable for example football boots, hockey stick etc
- Personal items for room (iPod, books, photos etc.)
- Washing powder for personal washing

Health, safety and wellbeing of students

Students who are enrolled at The Res are the responsibility of Staff, unless they are signed out for the weekend. This means that employees have a responsibility to the students.

Staff are entrusted with the responsibility of giving the students the best care possible. The Res is responsible for, but not limited to, the following:

Physical Health

- Physical health is an extremely important aspect of our student's daily life at The Res. We will be responsible for organising activities that foster a positive attitude toward physical health.
- We transport students whose physical health might be an issue. They may have to go to the hospital, dentist or doctor.
- We collaborate and work with team members from organisations such as Gidgee Healing to provide programs for students such as the Healthy Choices program
- The School Based Youth Nurse also attends to address specific issues with all students such as hygiene and diet.

Mental Health

- Students in boarding facilities are away from their natural family support networks. Students' mental health is monitored by staff through observations and speaking with students.
- Changes in behaviour are documented in the shift log and reported to Senior staff.
- A dedicated staff member is responsible for the health, welfare and well-being of students and liaises with parents and agencies in town if support is required.
- Students can be transported to appointments if necessary and fees are paid.
- Students are encouraged to speak with their family often using social media or the landline if they have no access to a mobile phone. This helps students to maintain the bond with their family and discuss what is happening in their lives during the term.
- Student progress is monitored by all staff and they report to the Seniors or the HOC if they are concerned about a student's mental health.
- Parents/carers are contacted if staff believe the student is at risk or not coping as a boarder.

Administration of medication and other medical matters

Parents must:

- Keep the Residential boarding facility regularly and accurately informed in writing, in relation to the Student's health and welfare, including immediately notifying and providing appropriate medical documentation to the Residential boarding facility if the Student suffers or is diagnosed with any additional medical or mental health conditions or changes to Pre-existing Medical Conditions;
- "Over the Counter" medications such as Panadol, Nurofen, Cold and Flu tablets and so on, require authority for the Residential staff to administer "Over the Counter" medications to their child. These OTC medications need a pharmacy label;.

Administration of medication

Parents must:

- Complete the Administration of medication at a residential boarding facility record sheet for any medication, and provide the residential boarding facility with a copy of medical authorisation from a prescribing health practitioner.
- Keep the Residential boarding facility regularly and accurately informed in writing, in relation to the Student's health and welfare, including immediately notifying and providing appropriate medical documentation to the Residential boarding facility if the Student suffers or is diagnosed with any additional medical or mental health conditions or changes to Pre-existing Medical Conditions;
- If administration of medication of a student is required, provide a copy of medical authorisation from a prescribing health practitioner for any medication including "Over the Counter" medications such as Panadol, Nurofen, Cold and Flu tablets and so on.

Administration of medication

All medication will be administered in accordance with the copy of medical authorisation, administration of medication at a residential boarding facility record sheet and the original pharmaceutical label.

- Before administering the medication, residential boarding facility staff will check the student name and details.
- Residential boarding facility staff will read the label on the medicine and administer the medication as per the administration of medication at a residential boarding facility record sheet.
- After the student has taken the medication, the residential boarding facility staff will:
 - return the medication to the correct file
 - document medication when it is administered on the required form
 - ensure medication cabinet is locked.

Storage and Disposal of Medication

All medications are stored in the locked drawer in the SSW office and no student is to enter the office at any time.

- The drawer is locked at all times except when staff are accessing student medication to be dispensed.
- Medication will be removed and returned one student at a time to ensure the medication is returned to the correct file for each student.
- Staff will check if the original pharmaceutical label is attached to the medication. This label must have the doctor's name, name of the medication, the student's name and must have the dosage and times to be administered.
- Please Note: at the end of each term, left over medication goes to the main office for disposal.
- After a course of antibiotics has been completed, the empty packets go to the office for disposal. Students need to complete the antibiotics courses prescribed by the doctor unless otherwise directed

Dispensing medication

- Check the expiry date on the medication
- Read the label on the medicine and make sure the name matches the file it is in
- Ensure the medicine you are about to dispense is for the student in front of you
- Take the correct dosage from the packet/bottle
- Ensure the student takes the medicine in front of you
- Return the medication to the correct file
- Document medication when it is administered on the required form
- Ensure medication cabinet is locked.

Medical appointments made by parents/carers

- Parents/carers have a responsibility to notify The Res if a boarder has a medical appointment.
- This information must include date, time and venue
- If the parent or carer cannot attend the appointment, the Res staff may be able to accompany the student.
- Transport needs to be organised by the parent/carers at their cost. If Res staff are available, they may accompany the student to the appointment with parental consent.

Emergency appointments

- If a student becomes ill and requires medical assistance, the staff at the Res will contact the parents/carers and take the student for treatment either at the ER Department or as a "walk in" at medical centres. Alternatively, staff will make an appointment at the required medical centre and the student will be taken to the appointment if it is not an emergency
- If the student has an accident and requires immediate treatment, an ambulance will be called and parents/carers will be notified. The Head of Campus will also be notified immediately.
- Staff will keep the parents/carers informed about the treatment prescribed by the doctor
- Consent will be obtained when possible for emergency treatment

Security of the facility

- Student safety is our number one priority.
- This facility is monitored at all times by CCTV. The building is also fitted with alarms for the outside doors and the interconnecting doors between the dorms.
- During night and morning shifts, staff are required to set and disarm specified alarms.
- The front door is locked after hours and the doorbell is located outside on a panel.
- A security monitor is located in the staff kitchen next to the fridge.
- Staff use this monitor when on night shift if someone comes to the door after hours.
- External lighting comes on automatically as dusk approaches and remains on until the sun rises the following day.
- There are also CCTV cameras around the outside of the building and sensor lights which are activated by movement at the front door and all the way down the side of the building facing the oval.
- The building is alarmed at night time and night duty staff must undertake an "awake shift" during the night. This includes physical head checks on students every half an hour.

- All staff must have read and acknowledged all emergency procedures, such as the evacuation and lockdown procedures.
- In the event of potential intruders, staff are directed to contact the police on 000 and the police will come to The Res and undertake a number of patrols during the night

Keys

- Only permanent employees are provided with a key to the building.
- Students do not need a key to enter the building
- Students enter through “Door 19” which is the student entrance or through the front office door where a bell is attached to the exterior of the building with a security camera so staff can see the student.

Visitors Policy

- As student security and privacy are a priority, staff are expected to enforce the visitor's policy.
- Visitors to The Res, including parents are required to sign in and remain in the foyer area of the office.
- Parents/carers cannot go to the dorms without staff accompanying them.
- Whilst parents/carers are entitled to be on the premises, we must be mindful of the privacy to which our students are entitled. On the occasions that a student is moving in or out of the building, parents are permitted to attend their child's dorm room to assist them with their belongings, however, they are not to be left unsupervised. Announce “Male/Female on the dorm.”
- All other visitors including friends and ex-students are required to remain within the glass doors at the front foyer.
- Other visitors are permitted on the premises past the glass doors if they have signed in and have a valid Blue Card (unless exemption applies) or current Queensland Teacher registration.

Personal property of students

- Students may bring personal property onto the residential boarding facility premises, provided that students, their parents/carers or visitors do not bring any illegal, dangerous, harmful or banned items onto the residential boarding facility premises.
- Students are responsible for their personal property and for the care, maintenance, repair and safekeeping of their personal property.
- Insurance held by the school and the residential boarding facility does not cover any loss or damage to a student's personal property, and in particular computers and other electronic devices. Students and parents/carers are responsible for taking out insurance coverage for student's property (including watches, phones and electronic devices).
- The school and residential boarding facility will not be responsible for any loss, damage or theft of a student's personal property.
- Students may not loan or borrow any personal property belonging to another student
- All personal property must be clearly labelled
- Any item that is damaged, lost or stolen must be reported to residential boarding facility staff.

Searching Property

To ensure the safety of students and staff at all times, in the event that residential boarding facility staff have a reasonable suspicion that illegal, dangerous, harmful or banned items are located within dorm rooms or within other areas of the residential boarding facility or student property, the staff may:

- search property belonging to the residential boarding facility (including the dorm room, drawers, cupboards and fridges) and the student's property; and
- remove suspicious items (whether the student's property or otherwise) where appropriate; and
- remove and dispose of any food items that may become spoiled or unfit for use or be spoiled or dangerous.

Other than the circumstances described above, property belonging to the residential boarding facility (including the dorm room, drawers, cupboards and fridges) and the student's property will not be searched without the consent of the student or parent. If consent is not provided in the abovementioned case, the matter may be referred to police for investigation and lawful search.

Supervision of students

Our Duty of Care to the students is paramount. There are mechanisms in place to ensure we know where the students are and what they are doing within reason. Head counts are undertaken every thirty minutes and reported to a staff member who has the responsibility of being the Fire Warden each shift.

- Staff are rostered on 24/7 with an “awake” night shift. During this time, Student Support Workers undertake a head check every half hour during the evening.
- Rolls are marked every time students undertake activities and when they leave the building they are updated to reflect student whereabouts.

Every second Wednesday afternoon and Saturday morning eligible students go shopping and the following procedures are followed:

- Students must wear The Res shirt
- Students need to be in pairs or small groups for the entire shopping time
- Students must demonstrate respectful, safe and responsible behaviour
- Students who do not check in will not be permitted to go shopping on the next round. Students who do not comply a second time will be ineligible to go shopping for a week. Parents/Carers will be contacted.
- If a third breach of check in policy occurs, the student will forfeit their rights to go shopping for the remainder of the term and their parents will be contacted
- The student boundaries are: McDonalds, Hungry Jacks, Dollars and Cents on the corner of Camooweal Street and Rodeo Drive and the Optometrist shop before the driveway to The Buffs.
- Two staff will be allocated to shopping when possible. One staff member remains at the check in point whilst the other may go into the shops or walk around outside the building to ensure students are behaving. Both staff on duty must be at the check in point five minutes before the check in time. They may then swap duties if they wish: one stays and the other may go to the shops.
- Check in needs to be done every 30 minutes prior to the departure time, however, staff are required to remain at the check in point in case any student needs assistance. For example, SSWs must attend 4.00pm, 4.30pm, 5.00pm and 5.30pm or on a Saturday at 9.30am, 10.00am 10.30am and 12.00pm.
- Students must check in with the SSW every 30 minutes. Late students will not be permitted to go on the next shopping activity and it needs to be logged in the Shift Log upon return and written in the evaluation of the activity.
- Students need to wait inside the building at the last check in before the entire group goes to the bus to make its way back to The Res.

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Leave process

- No student can leave The Res without permission or an adult.
- Parents/carers provide a list of people students may leave The Res with.
- Students are not permitted to leave The Res with anyone not on the list unless they have made a special request by email or telephone. In these cases, the person collecting the student must be over 18 years old and provide proof of identification before the student is released.
- Parents/carers need to provide advance notice of leave by midday of the Thursday before the weekend they plan to go out at the latest.
- In times of emergency or last-minute situations, parents/ carers may request leave for the student
- Students who go out for the weekend must return by 5.00pm on Sunday
- If a student cannot return to the campus by Sunday at 5.00pm, the parent/carer must notify The Res and explain when the student will return
- Weekend leave is preferred because students are expected to attend school all day every day of each term. There are however times when family come to town and with advance notice request to take the student out for dinner. Junior students need to return to The Res by 8.30pm and Senior students by 9.30pm to prepare for bed during weekdays.
- When a student has to attend Sorry Business, the parent/carer must seek an exemption for the student for that period of time by contacting the Administration team at the relevant campus.

Support services available for students

Students' health and welfare are monitored by staff and if it is deemed necessary, there are a variety of support workers which can be accessed by students. These include but are not limited to:

- Senior Student Support Workers
- School Guidance Officer
- Chaplain
- Community Education Officer
- Referral through Gidgee Healing
- Save the Children
- Centacare
- Child Youth Mental Health
- School Based Police Officer
- School Based Youth Nurse
- Young People Ahead
- Public Guardian for students in Care
- Family Planning
- Headspace

The Head of Boarding Transitions is responsible for Health and Welfare of the students and makes appointments or application for support to these agencies depending on the students' needs.

Emergency process

- There are evacuation plans situated throughout the campus and in every bedroom.
- These signs are designed to help students and staff evacuate the building in the quickest and safest way possible.
- The emergency evacuation area is situated on the top of the oval near the emergency vehicle parking bay
- There is an evacuation plan situated in the SSW Fire Warden Shift folder. Also, inside this folder are the dorm plans which are to be handed to the fire engine crew upon arrival so they can easily locate and retrieve any missing staff or students.
- This folder, along with the staff sign in book, visitor's register, contractor's register and student leave register are to be taken to the evacuation point.
- The SSW allocated to Fire Warden duties will organise these documents and assign a member of staff to this task.
- As part of the emergency evacuation plan, we will hold fire drills once every term.

Lockdown procedure

- In the event that the lockdown statement is made "We are having candy apples for dinner tonight" and students are awake, students are to move from their rooms into the hallway of each dorm, closing all doors and locking where possible. If nearer to the kitchen or study group wing, students should be moved into the movie room with all doors locked. Alternatively, move into the Senior Boys Rec Room in the Boys Dorm.
- In the event that the lockdown alarm activates when students are asleep and there is no risk to students in rooms, don't wake them. Close and lock hallway doors. If students in rooms are at risk, wake individually and move students into hallways and then to the Senior Boys Rec Room through the alarmed door as per above plan.

Communications

- Parents/carers and students are encouraged to be in regular contact
- Most students have mobile phones and call after homework and in between dinner time or after 7.00pm at night.
- Students without access to mobile phones can have their parents ring into the Boys Dorm phone 47454305 or the Girls Dorm phone 47454304
- Email is also used to access some families but this is not always an option in North Queensland

- Local State schools in the communities are often used to communicate important documents to families for signing when there is no fax or email available
- The address for The Residential Campus is:

Spinifex State College Mount Isa - Residential Campus
 83-85 Transmission Street
 PO Box 1842
 MOUNT ISA QLD 4825
 Phone: (07) 4745 4333
 Fax: (07) 4745 4399

Email: resadmin@spinifexsc.eq.edu.au

Confidentiality and Privacy

Every effort will be made to maintain the confidentiality of students and parents/carers information. All residential boarding facility staff are bound by the *Education (General Provisions) Act 2006*, *Information Privacy Act 2009 (Qld)*, the Department of Education's Code of Conduct and relevant student protection legislation.

Personal Accident Insurance

The Department of Education, the school and the residential boarding facility do not have personal accident insurance cover for students. If the student is injured as a result of any accident or incident, which occurs at any time or at any place (whether or not at the residential boarding facility) and for any reason and in respect of any activity, then all costs associated with the injury, including medical costs are the responsibility of the parent.

It is the parent's responsibility to decide what types and what level of accident insurance (if any) they wish to arrange to cover the student and to pay all fees and costs associated with such accident insurance for the student.

Electronic Devices

Students may bring their own electronic devices to The Res. Students may use their electronic devices primarily to support learning, checking e-mails and some recreational use.

- They will not be able to access the Wi-Fi at The Res.
- Students cannot loan their electronic equipment to any other student in The Res
- Junior students must hand in all devices before going to bed
- Students are responsible for their personal property and for the care, maintenance, repair and security of their electronic devices.
- Insurance held by the school and the residential boarding facility does not cover any loss or damage to a student's electronic devices. Students and parents/carers are responsible for taking out insurance coverage for student's electronic devices.
- The school and residential boarding facility will not be responsible for any loss, damage or theft of a student's electronic devices.

Students are responsible for their personal property and for the care, maintenance, repair and security of their electronic devices.

Students must comply with The Res Mobile Phone policy.

Student Mobile Phone Policy

- Mobile phones are part of life. We need to promote the responsible use of technology and follow the protocols set out below consistently. Students are responsible for their phones. The Residential facility takes no responsibility for student mobile phones.
- All students must sign a mobile phone contract before they can use their phones in The Res.
- Sim card numbers and serial numbers must be provided on this contract.

- Junior students may take their phones as they depart for school every school day between 7.30am-7.40am if they have complied with the morning routine: lights off, blinds up, fans off, bed made, nothing on the floor and windows open in winter.
- Phones will only be given to the student who owns the phone and has completed their morning duties and is ready for school.
- If students do not take their phones at this time, they will not be given access to their phones until they return from school in the afternoon
- Junior Students (Grades 7, 8 & 9) must hand their phones in between 8.30-8.45pm every school night and 15 minutes prior to bed times on the weekend or public holidays.
- Students must not use their phones during the following times:
 - Residential meeting/Study Group,
 - Residential meal times and
 - Residential school day activity times.
- If students are caught using a mobile phone during times when they should not, the phone will be confiscated overnight. They will be able to access the phone between 7.30 and 8.00pm to contact parents. The phone must be returned by the student at 8.00pm.
- If students have a phone confiscated for breaking the rules and that student is found using another student's mobile phone during that period, then that phone will also be immediately confiscated for a week. This includes any phone students may be using that belongs to another student. They will be able to access the phone between 7.30 and 8.00pm to contact parents. The phone must be returned at 8.00pm
- Students are not permitted to "hotspot" their phones to anyone else in the Res. If this occurs, both phones will be confiscated for 24 hours, the hotspot turned off and randomly checked by SSW. If it occurs again, the phones will be confiscated for 1 week. A third offence will be determined by the HOC and may be sent home for the remainder of the term or longer if necessary. Other consequences will be determined as necessary
- Level 1 and Level 2 students do not have phone access except between 7.30-8.00pm to speak with family for the duration of the level.
- Weekend mobile phone policy is as follows: phones will be given to students after they are finished their morning duties by 9.00am. Junior students will hand their phones in 15 minutes before bedtime.
- Students are expected to abide by the school rules in regards to the appropriate use of mobile phones.

Dress Standards

- The school uniform policy will apply whilst students are attending school.
- Students may wear singlets in their dorms but must wear appropriate attire in all other parts of the building. This includes appropriate length shorts and skirts and thin spaghetti straps.
- Offensive slogan t-shirts or hats are not acceptable anywhere in the dorms. No alcohol or cigarette advertising is permitted as slogans on any clothing.
- As a sign of respect, students cannot wear hoodies, hats or beanies inside.
- Closed-in shoes are to be worn in the kitchen at all times.
- Footwear must be worn when not in the dorms
- Hats need to be worn during outdoor activities
- Closed in shoes must be worn during sports activities and kitchen duties.
- The Res polo shirt must be worn at shopping, during activities which are promoting the Res or during outings as a group.

Safety

Electrical equipment such as personal electric blankets, heaters, fans, toasters and kettles and dangerous materials such firearms, knives, drugs, matches, lighters, candles and alcohol are not allowed in rooms or on residential boarding facility premises.

Duties

All students are expected to undertake allocated duties whilst a resident at the residential boarding facility.

Kitchen duties

- Check the kitchen duties roster each Sunday.
- Kitchen duties include but are not limited to: washing plates, cups and cutlery, correctly wrapping and storing of leftover food, sweeping and mopping the floor.

Rooms

Students are expected to keep their rooms neat and tidy. This includes:

- Stripping beds for sheet washing on allocated days. Students may have their bedding washed for them once a week. Students place sheets in the laundry trolley on the morning of their allocated washing day. A staff member will wash them and give them back that afternoon.
- Putting clothing away in drawers and wardrobes
- Leaving food in allocated fridges in the SSW office: students are not permitted to keep food in their rooms

Buses and car

- Students are allocated to sweeping and mopping the bus on a daily basis whilst under supervision
- On occasion a group of students under supervision of a staff member will wash the outside of the buses and car

Laundry

- Students need to do their own personal washing on allocated days and hang it out and bring it in on the same day
- Personal items need to be clearly labelled

Banking

- Students are encouraged to have their own bank debit card to pay for any personal expenses or recreational expenses prior to an event.
- Staff can assist students to activate key cards if they are delivered to The Res campus

Transport

The Res has three company vehicles which consist of two buses and one car

- Under no circumstances are students to be left in a running vehicle
- Students should line up outside the bus
- Boys sit at the back of the bus in the morning and the front of the bus in the afternoon. This is the opposite for the girls. Seat belts must be worn and the bus should not depart until all students have their seat belts on.
- Everyone must remain seated with their seat belts on for the duration of the journey
- When the bus stops and the engine is turned off, students may release seat belts
- An allocated student holds the door open and girls get off first followed by the boys
- No food or drinks are permitted on the bus unless it is a long journey (i.e. leaving Mount Isa) and students have permission from SSW
- Students must remove wet clothing before getting into Res vehicles

Bicycles

- Should a student bring their bicycle to The Res, it can be stored in the sports room.
- Students need parent permission to ride the bike to school however, there has to be at least two students riding to the same campus for this to be approved by The Res
- It is compulsory to own a helmet and wear it done up
- Students riding to school must follow a set route for safety reasons and stay in at least a pair
- They must also follow the road rules

Private motor vehicles

- Students require pre-approval by the HOC to bring a car to the Res
- Student bringing a private vehicle to The Res can only drive it to part time work or when leaving the campus for approved recreational leave
- Students must take the bus to school as it is provided for this purpose
- No other students are permitted to ride in the vehicle without consent from both sets of parents/carers
- Student vehicles cannot be parked in the staff carpark

Routine activities - Recreation and Sport

The Res will arrange routine recreation activities that students may participate in during their residence at the residential boarding facility. These routine recreation activities are different to school excursions organised by the school and a separate parental consent will be sought by the school for school excursions.

Some routine recreation activities may require travel to and from the residential boarding facility and/or may incur additional costs that will be payable by the student (for example, attending the cinema).

For example:

- outings to the local shops, Ten Pin Bowling and the cinema
- sporting activities such as swimming, football, soccer, camp draft
- recreational activities such as fetes, The Cloncurry Show, Lake Moondarra and the Fun Park
- cultural activities such as ANZAC Day, Multicultural Festival or Rodeo street activities
- It is the parent's responsibility to advise the residential boarding facility if the student has any condition, special needs or pre-existing injuries that will impact on the student's participation in the routine activities.
- Risk assessments are undertaken before activities begin

Routine at residential boarding facility

At Spinifex Residential Campus we encourage and respect individuality. However, it is essential to follow a routine in boarding. A routine is an advantage because everyone is treated equally and there is a sense of predictability in decision-making that aids security and safety.

Arrival at the beginning of term or school year:

- Boarders are required to return to the residential boarding facility on the first day of the school term, to commence school the following day on the first available flight or form of transport available.
- Spinifex Residential rosters staff on the day before term begins so that students can access their education from day 1 of the academic term.
- Arrival time will be provided to parents/carers before the end of each term and for the beginning of the school year.
- A parent/carer meeting will be held for all new students and their parent/carer to ensure all forms are signed and completed, fees paid and any other tasks finalised.

Departure at the end of term:

- It is an expectation for students to be at the residential boarding facility until the end of each term. Early departure must be approved by the School Principal and is also dependent upon flights and availability of transport such as buses
- Students must depart no later than 4:00 pm on the final day of term. There will not be any staff or security arrangements in place after this time.
- Students are to take all their belongings home at the end of each term (unless prior arrangement is made with the Head of residential boarding facility).

Please find below an outline of students' routine at the residential boarding facility:

Daily routine			
Weekdays		Weekends	
6:00am	Rise, shower and breakfast	8:00am	Breakfast
7:00am	Prepare for school day	9:00am	Shopping
7:15am	Laundry: sheets on allocated days Placed in yellow trolleys	11.00am	Return to Res
7:15am	Seniors line up, collect lunch and prepare for roll mark for bus	12.00pm	Lunch
7.45am	Juniors depart for school	1.00pm	Organised sport, activities or outings
8.15am	Commencement of school program	3.00pm	afternoon tea
2:20pm	School program finishes	4:00pm	Recreation time (organised sport, activities or outings)
2:35pm	Return to residential boarding facility	5.00pm	Showers
3:00pm	Finish Afternoon Tea, line up for h/w or compulsory activity	6.00pm	Dinner
4:00pm	Swap activity for h/w group	7:00pm	Recreation time
5.00pm	Showers	8.00pm	Tea and Toast/Fruit
6.00pm	Dinner	9.30pm	Juniors hand in technology
7.00pm	Activity offered	10.00pm	Junior in bed and lights out
8.00pm	Tea and Toast/Fruit	11.00pm	Seniors in bed and lights out
8.30pm	Juniors hand in technology		Friday and Saturday bed times are 1 hour later
9.00pm	Junior in bed and lights out		Note: residential routine may change from time to time.
10.00pm	Seniors in bed and lights out		

Complaints Management

If a parent or carer has a complaint about the residential boarding facility or its staff, they may notify the Head of Campus at the residential boarding facility and the HOC will try to resolve the complaint in accordance with the Department of Education's "*Making a Customer Complaint – Information for parents and carers.*" This can be accessed following this link: [Making a customer complaint—Information for parents and carers](#)

If students would like to make a complaint, they can call 13 74 68 or access a departmental complaint form through the following link: [Child friendly complaint form](#) which can be handed to a teacher, the principal or other adult

Appendix 1
Spinifex State College – Residential Campus
2023 Payment Plan Agreement

Student Name: _____

Year: _____

Parent/Carer Name: _____

I agree to make the following payments towards Boarding and Tuition Fees for 2023.

Note: Students who commence part-way through the year, will be subject to a pro-rata rate for fees and, if applicable, fee waivers.

- Annual fee of \$24 500 paid through Abstudy or AIC, Direct Debit or BPoint. This is broken down into the following:
- Term 1 fees \$6125.00 in full payable by Abstudy and AIC time lines
 - Term 2 fees \$6125.00 in full payable by Abstudy and AIC time lines
 - Term 3 fees \$6125.00 in full payable by Abstudy and AIC time lines
 - Term 4 fees \$6125.00 in full payable by Abstudy and AIC time lines

Parents and Carers of Abstudy and AIC Students who do not receive full benefits, may apply for the following:

- Application for Rural and Remote Tuition Fee Waiver
 Application for Rural and Remote Boarding Fee Assistance

I understand that the following Student Contribution Fees are not covered by Abstudy or AIC funding and need to be paid by the student's parents /carers. Centrepay can be used to make regular payments for these fees or discussions can be made to arrange a Payment Plan.

- Bond \$200 (applicable to new students)
 Student contribution fees \$445 (or as discussed at enrolment interview)

I have discussed a payment plan with the Head of Campus. Following are the details mutually agreed upon:

I acknowledge that I have read and understand the Department of Education's Debt Management Procedure (see attached document). Schools are required to follow the Department of Education's Debt Collection process. This process will occur should I not meet my financial commitments to Spinifex State College – Residential Campus

It is my responsibility to ensure that my student's fees (Boarding Fee, Tuition Fee and Student Contributions) are up-to-date and that the late or non-payment of monies, subsidies or allowances from government and external sources must be made up by the parent/carer.

I understand that if I am unable to meet a payment obligation, I need to consult the Business Manager on 47454333 to discuss the possibility of alternate arrangements. If suitable arrangements cannot be made, I understand that I may be requested to withdraw my student from the residential boarding facility.

Parent/Carer Full Name_____
Parent/Carer's Signature_____
Date_____
School Principal/Delegate Name_____
School Principal/Delegate's Signature_____
Date

