



# Lucindale Area School

## Boarder Parent Handbook

SARSAP

South Australian Rural Student Accommodation Program

## **MAILING ADDRESS**

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### **Lucindale Boarding House**

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## **PHONE NUMBERS**

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## **BOARDING PHILOSOPHY**

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Lucindale Area School Boarding House aims to establish a home away from home for students. We cater for those participating in a course of study that achieves the educational outcomes for their future pathways.

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

Boarding House practices are based on policies as per Boarding Australia (formerly NARSA).

## **BANKING FACILITIES**

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The local Australia Post accepts banking from most major banks and credit unions.

## **BEDROOMS**

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

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

Clothing is not to be left on beds/floors.

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

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

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

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

Rooms must be tidy at all times as there is limited storage.

## **BICYCLES**

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

## **CARE OF HOUSE**

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

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

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

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

## **CONSENT FOR SCHOOL ACTIVITIES**

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

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

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

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

Parental consent does not automatically override existing Boarding House Rules

## **DAILY ROUTINES**

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7:00 am	Wake up call and breakfast
8.30am	Leave for school
3.10pm	Report home from school and afternoon tea
3:30pm	Compulsory study time or study group in the school Library
4:30pm	Report home from study group
6.00 – 6.30pm	Dinner
7.30pm	Visitors leave and quiet time
10:30pm	Bed

## **DINNER ROSTER**

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Boarders are expected to complete clean-up duties after meals.

It is the boarder's responsibility to wash and put away any dishes used between meals.

## **ELECTRONIC DEVICES**

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

A house phone is available for incoming calls and emergency 000 calls.

Wireless internet is available for all boarders, who are expected to use it responsibly.

Computers and a printer are also available for student use.

## **TRANSPORT**

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

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

Cars are allowed in negotiation with parents and the House Parent. Use of cars also needs to meet school policy requirements.

All car keys need to be handed to the House Parent upon arrival. There will be no use of these vehicles during the week unless a note from parents is supplied or fax note sent to the school approving the use of a vehicle.

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

## **TV / DVDs**

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Boarders are able to view any videos that are age appropriate. The House Parent will deal with any concerns about types of DVD's.

DVD's can be hired from the Lucindale Area School Community Library.

## **VISITORS**

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- Visitors are accepted, but must leave by 7.30 pm unless otherwise negotiated.
- All visitors are required to report to the Boarding House Parent on arrival. Visitors are welcome to use communal areas of the Boarding House.
- Visitors are not allowed in bedrooms.
- Students may not leave with a visitor unless permission is granted.

## **ENROLMENT**

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

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

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

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

## **SELECTION OF BOARDERS**

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The Boarding House Sub-committee will be responsible for selecting prospective boarders.

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

- Continuing boarders
- Senior students
- School report
- Character references
- Outcome of interview

## **BOARD AND FEES**

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- Contact the school for boarding fees.
- Payments are to be made in advance on a weekly, fortnightly or monthly basis.
- Payments can be made:
  - o In cash
  - o By cheque - payable to Lucindale Area School
  - o By electronic funds transfer to: BSB: 105-043                      A/C: 049 444 240

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

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



## **MANAGEMENT STRUCTURE**

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The Boarding House Manager is in charge of the day to day processes and procedures in caring for our Boarding students. They are supported by a Boarding House Coordinator and a Sub Committee of Governing Council consisting of a student, parent and staff representative. Additional support for the running of the boarding program also includes our School Chaplin, Wellbeing Coordinator and Business Manager.

## **HOURS**

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The Boarding House parent is available from 5:00 p.m. on Sunday to 9:30 a.m. on Friday during term time.

## **HOUSE MEETINGS**

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

## **LAUNDRY & CLOTHING**

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

Adequate clothing must be provided for all weather conditions.

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

Clothing should be put away in cupboards and wardrobes.

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

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

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

The dryer is not to be used after 10pm.

## **LEISURE & RECREATION**

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Many sports are available in Lucindale and students are encouraged to participate.

The community offers football, netball, volleyball, tennis, basketball, cricket, golf, and bowls. Arrangements for attendance at these sports, their practices or coaching are to be made by students or parents.

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

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

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

## **LOCAL LEAVE DURING SCHOOL WEEK**

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Students report home after school and inform House Parent if going out (study session, sports, shopping etc.). Any extended leave (overnight etc.) must be negotiated with parents and House Parent.

## **MEDICAL / SICKNESS**

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

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

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

Boarders who have sustained an injury requiring care and supervision will be expected to return to their Parents/Caregivers.

Boarders Parents/Caregivers will be informed by the House Parent of all injuries – contagious diseases, illnesses and exclusion from school due to ill health that their child is experiencing.

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

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

The Doctor comes to Lucindale on Monday and Thursday afternoon at the Community Health Centre.

The South Australian Ambulance Service Centre is located in the town opposite the Post Office.

## **PERSONAL REQUIREMENTS**

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Students are required to bring the following items:

Quilt	Clothing
Sheet	Toothbrush
Pillows	Headphones
Bath Towels x 2	Coat Hangers
Overnight Bag	Washing Bag
Toiletries (shampoo, toothpaste, deodorant etc)	

Students may bring with them minor electrical appliances as they wish. The school takes no responsibility for these items – parents should insure these items.

No pets allowed unless negotiated with the Housing Trust.

## **POSTERS**

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

## **SCHOOL UNIFORM**

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

## STUDENT RIGHTS & RESPONSIBILITIES

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1. I have the **right** to be myself and to be treated as an individual.

I have the **responsibility** to respect others as individuals; not to pick on them, tease them, try to hurt their feelings or persecute them for being different if their gender, race, customs, language, religion or appearance is different from mine.

2. I have the **right** to be treated with respect and politeness.

I have the **responsibility** to treat others politely and with respect. I have the responsibility to respect the authority of supervisors, who are responsible for me in place of my parents. If necessary I can disagree without being offensive.

3. I have the **right** to expect that schooling will be of benefit to me; that I will obtain maximum benefit from all lessons and study periods; that other students will not deprive me of this right by their behaviour.

I have the **responsibility** to co-operate with teachers, supervisors and other students to make sure that study time is conducive to work and that I keep up to date with assignments. I will not behave so as to interfere with other students' right to learn. I also have the responsibility to be on time for school, to be on time for study, to attend school regularly and to take part in activities.

4. I have the **right** to expect my property to be safe.

I have the **responsibility** not to steal, damage, destroy or interfere with the property of other students or the property of the boarding house itself.

5. I have the **right** to be safe and not feel threatened by danger to my person.

I have the **responsibility** to help make other people feel safe by not bullying, threatening, hitting or hurting anyone in any way. I have no right to take the law into my own hands, to swear, use offensive language or verbally abuse anyone.

6. I have the **right** to belong to a boarding house with a healthy environment and in which I can keep good health.

I have the **responsibility** not to smoke, take alcoholic drinks or drugs or encourage other students to do so. I have the responsibility to eat sensibly. I have the responsibility to be hygienic.

7. I have the **right** to enjoy a clean and attractive boarding house environment and take pleasure in the surroundings.

It is my **responsibility** to care for the house environment, not to litter the premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. Therefore, I am prepared to keep the house environment neat and clean, to remove litter and rubbish and assist the House Parent when asked.

8. I have the **right** to be informed of what is happening in the boarding house.

I have the **responsibility** to listen attentively at house meetings, to bring newsletters and notes home from school. I will make it my business to find out what I need to know and ask for what I need.

9. I have the **right** to expect justice and fair treatment.

While I can expect praise and recognition for who I am and what I do; I have the

responsibility that I am open to penalties if I do act inappropriately. I have the responsibility to respect the rights of others.

10. I have the **right** to be seen as a useful and worthwhile member of the community.

I have the **responsibility** of demonstrating this to the community by my conduct. This applies to travel to and from the boarding house, work experience and excursions etc.

## Conclusion

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

## GRIEVANCE PROCEDURE

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### Step 1

If you have a problem, talk to your House Parent or the person concerned.

### Step 2

If you feel you cannot talk to the House Parent, relate your problem to a School

Liaison Person:

- Lucinda Smith
- Tom Mildren

### Step 3

If you do not wish to speak to one of these people, you could address your problem to any of your teachers.

### Step 4

If these people cannot help you, relate your problem to the Principal, Adrian Maywald on 8766 2084.



Adrian Maywald  
Principal



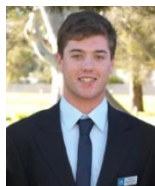
Tom Mildren  
Boarding House Staff Contact



Barbara Woolard  
Business Manager



Lucinda Smith  
Wellbeing Coordinator



Daniel Ryan  
Boarding House Parent



Rangi Miller  
Pastoral Care Worker

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

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- Permission from House Parent for friends to come to the Boarding House. All visitors to remain in communal areas.
- Rooms tidy at all times. Leave Bathroom tidy. Hang up towels.
- Respect other people's need for privacy and private study times.
- Quiet time or silent study time after dinner (tea) every evening during the week.
- No music to be heard outside rooms. Everyone is encouraged to use headphones.
- All students must return to the Boarding House by a negotiated time with the house parent (Only exceptions with prior permission to go to sport/work).
- Parents' permission is needed to leave the Boarding House after dinner (tea) during the week.
- Fax notes acceptable.
- Showers 5 minutes maximum.
- Boarding House closes at 9.30 pm. If students have parents' permission to be out later, they must make other arrangements for supervision with parents' and house parents' permission.
- The consequences of occasional breaches of the house rules include loss of privileges and community service within the grounds.
- The Boarding House staff in their course of duty has the right to conduct a room search, without the student/s present. This could follow articles that have gone missing or students being in possession of inappropriate items or content in some form. If a search is to be undertaken, the Boarding House staff member will always be accompanied by an independent body.
- The Boarding House is a drug, alcohol and smoking free zone.

## **COMMUNICATION OF DISCIPLINARY ACTION**

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

Any student who seriously or continuously misbehaves will have a file established and the Principal or Deputy will be contacted by the House Parent for appropriate action. Any action taken or counsel given will be recorded on file. Communication with Parents outlining the problems and the matter will be referred to the Boarding House Committee.

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

It is expected that the over-riding emphasis throughout the Behaviour Management process will be the agreed positive expectations of the 6C's.

## **BEHAVIOUR MANAGEMENT POLICY**

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

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

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

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

- Cooperation
- Courtesy
- Caring
- Communication
- Consideration
- Compliance

All students must follow the Code of Conduct, and maintain satisfactory behavioural standards.