

# DALBY STATE HIGH SCHOOL BUNYA CAMPUS

Residential Handbook  
State school operated residential  
boarding facility



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### **FROM THE PRINCIPAL**

Dalby State High School which opened in 1954 is a large and highly regarded dual Campus state secondary school in the Darling Downs region of Queensland. Currently the student population is 1041 students and growing.

Dalby State High School has an established reputation built on traditional values including high standards of discipline and pride in appearance. Outstanding achievements across academic, cultural, citizenship and sporting areas can be directly attributed to a committed, experienced and well qualified staff. Our staff make a significant contribution to the lives of our students. We believe high quality teaching is vital for high quality learning. Students are also encouraged to develop the values they are exposed to at home to ensure they leave Dalby State High School as responsible citizens.

The student population reflects all aspects of this diverse local community. Students join us from neighbouring feeder schools to complete their secondary education. Orientation and transition programs are in place to assist students to settle quickly into life at Dalby High.

From the start of 2011 Dalby State High School acquired management of the former Australian Agricultural College Corporation (AACC) site as a second Campus. This has provided students at Dalby State High School access to all resources and facilities at the site, including agricultural training, sporting venues, 25 metre swimming pool and other educational facilities.

Another highlight is the management of the existing 116 bed residential facility, making Dalby State High School a provider of a safe and enriching boarding experience. This transformation of Dalby State High School into a dual Campus school with boarding students marks one of the most exciting times in the school's history.

In recent years the school has undergone significant facilities renewal, including a new junior secondary precinct, classroom upgrades and the development of specialist teaching facilities including a Trade Training Centre and a Languages Centre. More refurbishment and new construction is currently underway, including a Visual Arts Precinct and support spaces to facilitate programs conducted by the school and community organisations. At the Bunya Campus, significant facilities renewal has included a half a million-dollar upgrade to the pool and other recreation areas along with improvements to the teaching area for specialist programs in the Agricultural field.

We look forward to you retaining the fine tradition and high standards which have been established by past and present students. We will do our best to make you feel at home and have outlined in this handbook some of the more important things you will need to know.

Dr Dean Russell

## **DALBY STATE HIGH SCHOOL VALUES**

The staff of Dalby State High School is committed to providing the best educational opportunity for our students, essential for life in the twenty-first century.

Vision: Creating the future; every student, every day.

Values:

- **Positive Relationships**
- **Student Diversity**
- **Multiple Pathways**
- **Teacher Excellence**

These values underpin all our undertakings with our students and parents, including our responses to the management of student behaviour. The school's responsible behaviour plan is supported through the unique structures of this school site and reflects our core values of "**Respect**", "**Safety**" and "**Learning**".

## **WELCOME STATEMENT**

Dear Parents/Carers and Boarders

Welcome to the Bunya Campus, a coeducational residential Campus catering to the diverse needs of our students. Ours is not a 'traditional' boarding structure given the history of the Campus having been in its previous life an Agricultural College. As such, our unique dorm and residential structure requires students to very quickly learn to follow routines and independent living.

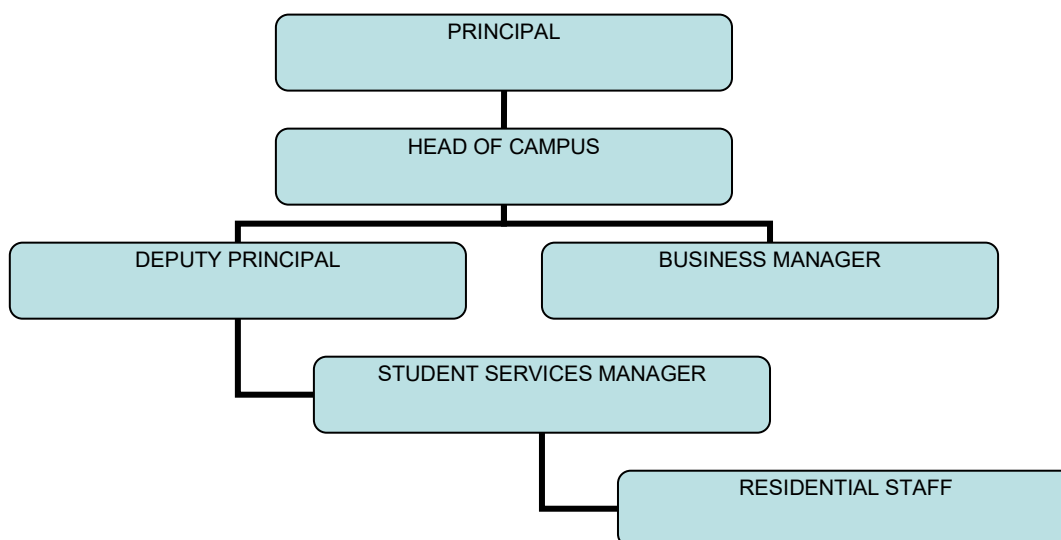
At Bunya Campus, we provide a caring and supportive 'home away from home' for our boarders. Likewise, students get access to a wide range of academic, vocational and extra-curricular programs. As a Campus, we understand that many of our students come from rural or remote locations. Our amazing agricultural backdrop helps students to settle in more quickly.

By choosing to board with us, your child will learn to grow and develop lifelong friendships. As a Campus, we know that we can never replace 'home' but we do provide the support and a structured environment with clear expectations that allows for growth and learning. We provide opportunities for students to be self-directed, creative thinkers and responsive to the needs of others.

For some of our students, weekly Monday morning to Friday afternoon boarding is available but for many, Campus is home for the term. To support this, a structured and varied program of weekday and weekend activities is planned to accommodate all students.

It is my pleasure to welcome you to the Bunya Campus where we "Create the future; every student, every day".

Anne Rathmell  
Head of Campus

**ORGANISATIONAL STRUCTURE OF BUNYA CAMPUS****RESIDENTIAL BOARDING CONTACT DETAILS**

Key Officers	Operating hours	Phone number
Front Office Administration: <a href="mailto:admin@dalbysbunya.eq.edu.au">admin@dalbysbunya.eq.edu.au</a>	8:00am - 3:30pm	07 4660 0333
Administration Officer Megan Carmichael - <a href="mailto:mcarm35@eq.edu.au">mcarm35@eq.edu.au</a>		07 4660 0333
Head of Campus Anne Rathmell - <a href="mailto:arath1@eq.edu.au">arath1@eq.edu.au</a>	8:00am - 3:30pm	07 466 0033
Deputy Principal Brad Pharaoh - <a href="mailto:bphar1@eq.edu.au">bphar1@eq.edu.au</a>	8:00am - 3:30pm	07 466 0033
Business Manager Delia Stephens - <a href="mailto:dstep32@eq.edu.au">dstep32@eq.edu.au</a>	8:00am - 3:30pm	07 466 0033
Student Services Manager Sue Burrowes - <a href="mailto:sburr70@eq.edu.au">sburr70@eq.edu.au</a>	8.30am – 2.30pm	07 4660 033 0467 707 345
Residential Staff – on duty mobile numbers	2.30pm – 8.30am	(1) 0467 711 384 (2) 0467 708 081 (3) 0467 709 112 (4) 0467 800 994 (5) 0477 891 604

**CONTACT DETAILS OF OTHER AGENCIES**

Agency/Service	Operating hours	Phone number
Assistance for Isolated Children <a href="https://www.humanservices.gov.au/individuals/services/centrelink/assistance-for-isolated-children-scheme">https://www.humanservices.gov.au/individuals/services/centrelink/assistance-for-isolated-children-scheme</a>	Mon – Fri 8:00am – 4:30pm	132 318
ABSTUDY <a href="https://www.humanservices.gov.au/individuals/services/centrelink/abstudy">https://www.humanservices.gov.au/individuals/services/centrelink/abstudy</a>	Mon – Fri 8:30am – 4:00pm	132 490 1800 132 317

## **BUNYA RESIDENTIAL CAMPUS REGISTRATION PROCESS**

Information for parents/carers and students:

1. If you or your child is not currently enrolled at the school, complete and lodge an [Application for student enrolment](#) at the school. This can be obtained from the school or the residential boarding facility.
2. Complete the [Application to register - student in a state school operated residential boarding facility](#). This can be obtained from the school or the residential boarding facility.

**Note:** Enrolment of a student at the school and registration of a student at the residential boarding facility may occur at the same time.

3. 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 and procedures, the Registration Agreement and the Residential Handbook before completing an [Application to register - student in a state school operated residential boarding facility](#).
4. The school or the residential boarding facility will provide you with relevant information and forms to complete in relation to any medication that you wish the facility to administer.
5. The school Principal or delegate will inform you of your offer of registration at the residential boarding facility.
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 school Principal or delegate will also sign the agreement;
  - b) complete and sign the Residential Fees Payment Plan Agreement (see appendix 1 of the Residential Handbook); and
  - c) pay the full amount of the bond (see Fees section of the Residential Handbook).

All of the completed forms are to be returned and payments made before your student commences at Bunya Campus as a boarder.

7. If you or your child requires any reasonable adjustments, please discuss this with the school principal or delegate.
8. 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 of an academic year an induction will be provided to all students to ensure they are familiar with the amenities and key expectations of the residential boarding facility. At the commencement of each subsequent term (and if the need arises) a review of Induction materials will occur.

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 the Sick Bay.
- Location of student kitchens, explanation of when and how meals may occur.
- Location of Dining Room, main kitchen, laundry room, gym.
- Explanation of telephone use and times available to make calls and mail processes.
- Explanation of everyday rules regarding tidiness of rooms, respecting your own and other's property.
- Explanation of rules regarding leaving the residential boarding facility grounds. Not allowed to leave the residential boarding facility grounds unsupervised.
- Explanation of expectations regarding friendships between students - 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 Code of Conduct and Student Code of Conduct in this Residential Handbook.
- Explanation of Emergency Responses – Evacuation and Duress.

## FEES

### Fees payable

Parents/carers are required to pay all:

- Residential Fees (2024) in the amount of \$16,236.00 per annum or \$4,059.00 per term;
- Weekly Boarding Fees (2024) \$13,530.00 per annum or \$ 3,382.50 per term;
- Room Bond in the amount of \$300; and
- additional costs.

### As per the Residential Fees Payment Plan Agreement

#### Residential Fees

The Residential Fees are payable in advance and payments must be made in accordance with the Residential Fees Acceptance & Payment Plan Agreement (this Agreement is included with Enrolment Package). Residential Fees cover all costs associated with accommodation, meals, transport and laundry. Our preferred method for invoice payment is BPoint [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete)

An annual discount applies to families who have more than one residential student at the Campus. A 5% discount applies to the second sibling and a 10% discount applies for the third or subsequent sibling.

#### Bond

The Room Bond is payable on the date of signing the Registration Agreement and must be **paid in full before** boarder starts boarding at DSHS Bunya Campus.

The Room 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, text book or other resource hire, school camps or excursions, uniforms, recreational and sporting activities, vocational courses, private tuition or lessons and accommodation services outside of the accommodation arrangements during school term and replacement keys and/or replacement swipe cards;
- 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; and
- Reimbursement to the residential boarding facility for all costs (in excess of any Room Bond amount paid to the residential boarding facility) of repair or replacement for any damage, caused as a result of the student's actions.



### **Assistance for Isolated Children's Allowance and ABSTUDY**

All forms must be completed and lodged by the time of registration. In the case of ABSTUDY both the form *SYO19 Form B* and '*Authorising a person or organisation to enquire or act on your behalf*' must be completed.

On both ABSTUDY and the Assistance for Isolated Children's Allowance forms Dalby State High School must be the nominated payee. A copy of these forms will be requested at the time of registration.

### **Invoice**

The residential boarding facility will send you an invoice (via the nominated email address) for the Residential Fees and any other amounts due. The amounts invoiced must be paid by the date specified on the invoice.

### **Failure to pay**

If a parent fails to pay fees when due, the residential boarding facility may defer, suspend or cancel the student's registration at the residential boarding facility *as per Registration Agreement 8.1 b (as follows)*.

## **Part C: REGISTRATION MATTERS**

### **Deferral, Suspension or Cancellation of registration**

- 8.1 The Residential boarding facility may in its absolute discretion defer, suspend or cancel the Student's registration, subject to any applicable laws, if the:
- a) Residential boarding facility receives a written request, from the Parents, for the Student's registration to be deferred, suspended or cancelled on compassionate or compelling grounds;
  - b) Parents fail to pay all fees or costs in accordance with this 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.

## **RESIDENTIAL CONDUCT EXPECTATIONS**

The staff of Dalby State High School Bunya Campus are committed to providing the best educational and residential opportunity for our students, essential to becoming life-long learners. The Bunya Campus is a unique learning environment in which staff and students are able to utilise facilities that both cater for a traditional academic education and an agricultural education. It is this blend of learning environments that further enhances the school's vision for excellence in teaching and learning and sets us apart from other state schools.

The school's values of Respect, Safety and Learning are heavily cemented into all undertakings of campus life and must be maintained at all times.

Dalby State High School Bunya Campus prides itself on offering a harmonious and supportive learning environment where the school values are of utmost importance. Responsibility for maintaining such an environment rests with all members of the school community.

Residents at the Bunya Campus will experience a unique learning environment coupled with a lifestyle that reflects the school's vision for excellence in boarding through:

- providing a safe, secure, educational environment for each student so that he/she may function as a confident individual and develop to his/her maximum potential.
- encouraging students to take responsibility for their own actions.
- building resilience and determination in school life and beyond.
- providing the best possible education (both academic and vocational).
- developing leadership skills.
- promoting sound personal and social values within a cohesive and caring community.
- adopting a set of rules and policies to promote a happy and healthy community.

These values underpin all our undertakings with our students and parents, including our responses to the management of student behaviour. The school's is supported through the unique structures of this school site and reflects our core rules of "Respect", "Safety" and "Learning".

### **STUDENTS' RIGHTS & RESPONSIBILITIES**

#### **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.

#### **Students have the following responsibilities:**

- arrive at residential boarding facility from school on time and take part in required residential boarding facility activities such as Meetings and the Study Roster.
- act at all times with respect and show tolerance towards other students and staff in line with the Residential Code of Conduct.
- work hard and comply with requests and or directions from the residential boarding facility staff.
- abide by rules of the residential boarding facility as outlined in the Residential Code of Conduct, including not bringing items to the residential boarding facility which could be considered as weapons (eg knives) and or items considered as drugs (eg non-prescribed drugs, alcohol and cigarettes/vapes).
- abide by day to day rules of Campus (eg no phones in dining hall, etc).
- abide by rules when using the facilities (eg swimming pool, tennis court, etc).
- make their bed each day, keep their room tidy, maintain personal hygiene, perform rostered duties (eg laundry days and kitchen cleaning roster).
- respect the residential boarding facility's property at all times.

Bunya Campus staff believe that students' rights are of paramount importance. Students can participate in regular 'Student Voice' sessions – these meetings allow students to ask questions, voice concerns or make suggestions, all with the view to improving students' welfare and general day to day living while on campus. See sections below for further details on general behaviour expectations.

## GENERAL BEHAVIOUR

It is expected that at all times students will display sound personal behaviour and demonstrate a positive respect for themselves, other students and campus staff. All students should aspire for their behaviour to reflect the values of Dalby State High School, being Respect, Safety and Learning.

Students are responsible for their own actions and must strive to demonstrate pride in being a member of Dalby State High School. Behaviour prejudicial to proper conduct and in contrast to school values may result in consequences and punishments in line with the school's Student Code of Conduct.

The Principal or Head of Campus may defer, suspend or cancel student's registration at Dalby SHS Bunya Campus as per *Registration Agreement*.

This policy should be read in conjunction with this Residential Handbook. All components, policies and procedures of the handbook must be complied with at all times.

Below are a set of examples outlining general behaviours under each school value.

### **Respect**

As a mark of respect for other residents in the community, students are to be mindful of considering other's views, beliefs and values; this may include the way a student expresses themselves in terms of clothing, use of language and their behaviour. This can vary from the situation and environment.

- To ensure the safety of all students and to respect each other's personal space, the residential campus observes a "hands-off" policy. This includes both aggressive and consensual behaviours excepting supervised curriculum-based activities (i.e. dance, drama, sport etc).
- Bottled water is the only food or drink item permitted in classrooms. The exception to this is supervised curriculum-based activities.
- Litter is to be placed in bins provided.
- Examples of behaviours that are considered socially unacceptable and contrary to the core values of the school: assault (physical or verbal), harassment (verbal and physical), bullying and intimidation of others; threats, discrimination, fighting, throwing any object/projectile at another person, obscene, offensive and abusive actions (verbal, written, gesture) towards another person, swearing, vandalism, water-bombing, graffiti, spitting and destruction of personal property.
- As a mark of **respect** for self and others, safe clothing or jewellery with appropriate logos and themes are the only permitted items to be worn at school, at residence or during school functions.
- Mobile phones are to be turned off/on silent as per the Residential Handbook and/or upon request (refer to the detailed Electronic Device Policy).

All students have a limited right to privacy within their own dorm rooms and whilst in areas of study/learning. Campus residents will respect the privacy of staff and student's belongings, personal space, personal being and right to autonomy. There are some limitations on privacy in particular circumstances – see "Searching Student Dorms". [Students are not permitted in other resident's dorms at any time].

### **Safety**

The theme of the safety policy of the Bunya Campus is that all members of the Campus have a right to feel safe and secure at all times.

- In order to foster a sense of pride and to ensure safety within the residential campus, students are to wear appropriate footwear and clothes as outlined in the school uniform policy and the Residential Handbook.
- For the safety of the whole residential community, students should stay clear of fence lines; car parks; bike racks and out-of-bounds areas except where approved access is permitted (i.e. signing out and driving home).
- To ensure the hygiene and safety of the residential community, students are to depart from toilet areas immediately after use.
- For student safety, the oval, farm and classroom areas are to be used only where approved access is permitted from the Head of Campus (HOC) or the Student Services Manager.
- Students are to enter staffrooms only when directed to by staff or supervised by staff.
- On bitumen; concrete; walkways and in or around buildings, student safety is paramount. For this reason, students are to walk in a calm and controlled manner in these areas.
- Sports and activities are permitted only when supervised by teacher or other authorised person.
- Students are to conduct themselves with good order and common sense when travelling in a vehicle. This includes travel to and from school excursions, camps, sporting events and campuses.
- For the safety of the whole school community, students must avoid contact with and report any unregistered visitors in the school/residential grounds or along fence lines. No unauthorised persons are permitted within the residential precinct. All visitors or personnel must sign in through administration.
- The following items are considered inappropriate for maintaining a safe school/residential environment. This would include cigarettes, cigarette lighters, matches, any drug (except prescription medication), illegal and potentially harmful substances, alcohol, pornographic material, knives, firearms, ammunition, laser pointers, oil-based pens, correction fluids, zappers, chewing gum and other dangerous or illegal items. Possession of these items will be dealt with in accordance with school's Responsible Behaviour Plan for Students and departmental policies. Staff may refer matters of a possible criminal nature to the Police.
- For the **safety** of the school community, bicycles, scooters or skateboards are not permitted on Campus.
- Students who drive vehicles to school/campus do so with the express permission of their parents and caregivers. **All vehicles parked are at the risk of owner.** Students travelling with other students may do so only with express permission from their parent/caregivers. Appropriate paperwork must be lodged.
- Students are not to engage in conduct that undermines the safety and security of staff and students; this may include tampering or inappropriate conduct with any safety or security related equipment that is fire hoses, intercoms.

### Learning

Students are encouraged to experience campus life to their fullest, embracing all appropriate campus and off campus opportunities.

- Students and staff are to be punctual at all times to ensure that the campus operates efficiently and participation is maximised.
- Whilst in a public place, students are to conduct themselves in a manner which reflects well upon themselves, their families and the school.
- Students have the responsibility to bring all texts and other required equipment

- to study/class each day.
- To ensure full participation and respect for others, students are to follow teacher direction, give their name on request and accept responsibility for their actions by attending consequential arrangements set down by school staff.
- The school grounds are to be utilised after school, during weekends and during holidays only after permission is granted by the Principal or HOC.

Whilst the list is comprehensive, it is not exhaustive and the Principal/HOC may reserve the right to add or alter the outcomes of these behaviours at their discretion.

### **RESIDENTIAL BEHAVIOUR EXPECTATIONS**

Dalby SHS Bunya Campus emphasises behaviours that demonstrate the school's three core expectations of **Respect, Safety and Learning**. The actions, reactions, allocation and responsive strategies are determined through the application of these core expectations. Residential students will endeavour to uphold the core expectations of the school whilst striving to achieve the values of Dalby High through **Positive Relationships, Student Diversity, Multiple Pathways and Teacher Excellence**.

Students at Bunya Campus adhere to the Student Code of Conduct prescribed at Nicholson Campus. Whilst each campus is unique, expectations around student behaviour and code of conduct remain the same. Residential students may experience consequences that reflect more of a boarding situation as compared to a school setting. These consequences are in line with the school's Behaviour Matrix.

For further information please consult the school's Student Code of Conduct via the hyperlink below:

<https://dalbyshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Student%20Code%20of%20Conduct%20V2.pdf#search=code%20of%20conduct>

Dalby SHS Bunya Campus utilises the framework of Positive Behaviour for Learning (PBL) in order to maximise the learning potential for all students which in turn allows for a supportive and safe residential environment. This structure was developed to ensure quality student/staff relationships are built upon a foundation of mutual respect and trust. Constructive and supportive relationships lead to improved behaviours, which will occur when students and staff know and relate to one another more positively. A caring and nurturing relationship between staff and students allows for improved self-esteems, increased confidence and open communication. Staff at Dalby SHS Bunya Campus are passionate about supporting students in a residential setting and will actively engage with students to ensure individual student's needs are met.

Staff will manage student conflict and negative behaviour with the PBL framework in mind and will refer to the school's Student Code of Conduct and the Behaviour Matrix for clarification around consequences and outcomes. Being a residential setting, consequences for poor behaviour are often in line with a student's 'home' consequences. Listed below are examples of consequences students will expect for demonstration of minor negative behaviours:

- Loss of privileges including:
  - loss of mobile phone use
  - removal from sporting teams / Show Teams
  - banning of Rec room use
- Increased study times
- Loss of 'down town' time
- Dorm Room 'time out'

Decisions about student consequences are in **consultation between Residential Staff and Administration**. More serious behaviours that significantly breach the school's Student Code of Conduct will result in more significant consequences such as school suspensions and will be clearly communicated to the individual student's parents/guardians.

Conversely, students who demonstrate exemplary behaviour and consistently uphold the school's expectations will have improved privileges. This is used to demonstrate to other students that 'doing the right thing' has its rewards.

### **+ 18 YEAR OLD STUDENTS**

Students who are over the age of 18 years are not exempt from any policy or procedure documented by Dalby State High School. On their 18 birthday (or closest practical date) students will be asked to re-register at the Bunya Campus. This re-registration process will ensure that as a new legal signatory, the student understands the contractual nature of registration and they accept all conditions set out in relevant policies.

### **HEALTH, SAFETY AND WELLBEING OF STUDENTS**

**Expectations:** Boarders arriving from other schools, especially smaller schools, may at first find the bigger school challenging and demanding. It helps if both you and your child have discussed expectations and goals, but please seek advice and support from the Administration team and Residential staff.

**Homesickness:** A number of points can be made about homesickness, which may help new residents to keep it in perspective:

- It is perfectly normal for young people living in completely new surroundings and in a necessarily regimented environment to feel uncomfortable, and to want to go home.
- It is very important that all students realise that they will feel homesick from time to time, that it is quite normal and that it is something they need to accept as part of becoming a boarder for the first time. Parents and family members will also usually experience grieving/a sense of loss at this time.
- It is important that new students give themselves the chance to adjust to boarding life. It is taken for granted that new residents will miss home but ***daily phone calls should not be encouraged***. Parents may need to allow for an "adjustment" period. Contact with a Residential Staff member is advisable.
- It is most important that new residents are encouraged to be involved both in and out of the classroom. Involvement in sport, games, music or any kind of activity is essential and must be encouraged.
- Most new residents will settle down after a short time at school however, homesickness can occur at a later stage. In this case, it is usually very quickly overcome. Exercise and interaction with other students are proven ways to combat homesickness. Students who are actively involved in school life are less likely to suffer from homesickness.

In order to provide appropriate, effective and safe care to your child it is a requirement that a **Request to Administer Medication Form** be completed at the commencement of **each school year**.

The Residential Staff in the Residential Campus are all accredited to provide first aid. Students' parents/carers will be contacted if students require more than basic treatment.

**Illness from school:** In the event that your child is sick, Campus staff will ring and excuse them from school for the appropriate period of time. Your child will be regularly monitored in the campus sick bay by staff. If the absence is expected to be prolonged, the Student Services Manager or Head of Campus will liaise with parents regarding the length of absence and discuss any alternate arrangements.

In the event of student becoming ill during a school day, the student will be collected by Campus staff from school and taken for medical attention if deemed necessary. They will return to the Campus sick bay and will be monitored by Campus staff.

It is the responsibility of the Parent/Carers to advise both the Bunya Campus and the Nicholson Campus if a student will be absent after being on leave.

**Declared public health emergency operations (e.g. pandemic):**

The safe operation of this boarding facility during a public health emergency (e.g. COVID-19 pandemic) will be managed in accordance with current Department of Education protocols. The facility will work closely with our local Public Health Unit and Department of Education Region to maintain the facility's specific risk assessment, analysis and mitigation process to manage the risk posed by a public health emergency. Students and parents will be communicated to regularly and will be kept up to date with the most current information.

**Medications: Administration of Medications in Schools Procedure** must be followed. Parents/Carers are to complete a **Request to Administer Medication Form** to students with chronic (long term) medical conditions who require routine or emergency medications. This should be discussed with Campus staff at the commencement of boarding or when circumstances change. It is the parents' responsibility to ensure that the Campus is provided with adequate medication and to maintain communication with Campus staff.

[Communicating with parents/carers about the administration of medications](#)

**Residential staff are only permitted to administer prescribed medication from a pharmacy labelled WEBSTER pack.** All over the counter and prescription medication will be stored in a secure location by staff, who will administer it as per directions.

Medication required for medical emergencies, such as for anaphylaxis, diabetes, epilepsy or asthma are to be accessible at all times by school staff and not stored in a locked cabinet.

The management of chronic health conditions encourages students to recognise the signs and symptoms of their condition, administer their own medication or perform a health procedure, and participate in the full range of activities offered by the school. In the event of an emergency situation, it may be necessary for a student to be assisted with the administration of medication (e.g. when using an adrenaline auto-injector such as EpiPen® or Anapen® to treat anaphylaxis or a blue reliever such as Ventolin® to manage asthma). Self-administration of medication or health procedure may include but is not limited to:

- adrenaline auto-injector (eg. EpiPen® or Anapen®);
- monitoring blood glucose levels and the injection of insulin;
- inhaling reliever medication such as Ventolin® for asthma;
- orally administering anti-convulsant medication for epilepsy;
- orally administering enzyme replacements for cystic fibrosis;
- clean Intermittent Self-Catheterisation; and
- contraceptive pill.

Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of sharps equipment. This will be under the supervision of staff.

**Off-site Medical care:** Doctors from the local area are available to provide medical care for all students. Unless a specific GP is identified on the Medical Form, students will be taken to the most practicable local GP/hospital for medical treatment. Transport to and from prearranged local medical appointments is arranged by the Student Services Manager/Residential Staff. Most clinics in Dalby **do not** bulk bill children 16 years and over so please ensure that your child has an appropriate method of payment. It is recommended that all residents have their own copy of the family **Medicare Card**.

**Specialist Appointments (including optical and dental):** Any appointments other than with our local GPs are to be organised by the student's parent/guardian. The parent/guardian is to arrange own travel and accompany the student to these appointments. It is strongly recommended that these appointments occur during holidays if possible.

**Immunisations:** are administered to all students at Dalby State High School, according to a schedule provided by Community Health. It is strongly recommended that **all** residential students be immunised for Hepatitis B, Tetanus, Influenza and COVID. A current QFever injection is also recommended for students working with livestock. Immunisations are also available through your GP or local council/health service.

**On-going health issues:** Should a health professional diagnose an ongoing health condition that requires one on one care (or similar) the student must return to the care of the parent/guardian. The student may return to the boarding facility once the condition is manageable within the normal staff to student ratio and has been cleared to do so by a health professional. A formal, written risk-management plan may be necessary for the ongoing support of the student.

### SUPPORT SERVICES

There are many avenues of support for our students. While on Campus, students always are in direct contact with our Residential Staff. Additionally, they can access the Student Services Manager or Head of Campus between 8:00am and 3:30pm any weekday. Furthermore, Campus staff can organise contact with Year Co-ordinators, Guidance Officers, Chaplains, Indigenous Support Workers, School Nurse and Head of Year staff via the Nicholson Campus. The DSHS Chaplain visits the Campus every Wednesday afternoon after school and is available for all students to contact.

### ACADEMIC DEVELOPMENT

Bunya Campus students are expected to participate in three study sessions per week to maintain or improve their academic development. Residential Support Teachers (RST) are here each night (Monday to Thursday) to provide guidance, support, feedback and extra tutoring across all KLAs in order to assist with the overall Grade Point Average (GPA) of each resident. Students are expected to be punctual, arrive with all necessary study requirements, work for the duration of their study session and behave according to the Student Code of Conduct. Students who do not comply with study routines may lose privileges such as down town visits, in addition to cancellation of organised activities in consultation with parents. Persistently disruptive or unproductive students will be given consequences as determined by the Deputy Principal.



Below is a brief outline of what is expected during each study session;

- The study environment must remain uninterrupted to provide students with ample opportunities to succeed.
- Personal electronic devices are not to be used during study unless directly permitted by the RST. All mobile phones brought to study must be handed in.
- Quiet group work is permitted, providing students are productive.
- Only school work is to be done during this time. Such activities include homework, revision, pre-reading, extension work or reading a novel. We allow students to work on Resumes, particularly seniors who are applying for work.
- Computers are available for all students to use during study (Electronic Device Policy applies). Students are able to borrow a computer for additional private study, on application.
- Students are given daily points based on the punctuality, work ethic, effort and behaviour. These points are averaged out at the end of the week and determine privileges for students.

### **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.

Any item that is damaged, lost or stolen must be reported to residential staff.

#### **Searching Property**

To the greatest extent possible, the Campus seeks to provide students with privacy within their own dorm rooms. However, 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.

Staff will contact the Police if items of an illegal nature are involved. Possession of banned items will be dealt with in accordance with school's Student Code of Conduct.

### **SUPERVISION OF STUDENTS**

The following supervision model is used:

#### **Guiding principles:**

- Supervision and student welfare support, between the hours of approximately 3:00 pm and 8:45 am on weekdays and at all times on weekends, is provided by Education Queensland staff (including teachers).
- Dormitory accommodation is allocated according to Junior Secondary, Senior Secondary and gender.
- Supervision and support models are dependent upon the activity and age range of the students.
- During sleeping hours, adult supervision is assisted through the use of the technology listed below:
  - Call buttons
  - Alarmed doors
  - Security lighting
  - CCTV

#### **Overnight supervision:**

- From 11:30pm – 5:30am - two (2) staff tour through the dormitory precinct.
- A contract security guard is patrolling the exterior of the residential precinct during these hours.
- Staff report to the Student Services Manager, Deputy Principal, Head of Campus and Principal on call.

#### **Use of technology to augment supervision:**

- Individual student rooms are fitted with call buttons which relay from security to Student Support Workers for immediate follow up.
- Exterior doors are alarmed at “lights out”, and, if opened, trigger a response from security to staff.
- The security of the residential precinct features swipe card access to dormitory buildings, security and access lighting, sensor lighting, smoke detectors, per-dormitory intercom to control station, call-buttons in each bedroom, and closed-circuit television coverage of entry and exit points and common rooms. Each of these technologies' feeds to a single on-campus control station.
- Emergency lighting is fitted to all dorms.
- A Security Operator monitors the control station and physical surrounds of the precinct. The overnight security is contracted to a local, independent security enterprise by State Government Security.

#### **Student Supervision and Privacy**

Student supervision is our number one priority. For this reason, the following applies to student rooms:

- If students are in a room together they are to leave the door open for staff access. Once there is more than one person in the room it becomes a common area and therefore must be easily accessible by staff.
- If a student is in their own room staff will knock, call out their name and wait for a response. If a response is not given in a reasonable time, a staff member will enter via using the master key.

## **CCTV AND SURVEILLANCE**

Closed Circuit Television (CCTV) cameras are utilised at Dalby State High School's Bunya Campus to provide security for the school's residential students, staff and facilities. The CCTV cameras are one part of a security and supervision model that includes active overnight supervision, contracted overnight security guard, swipe card access, sensor-activated lighting, alarmed doors, motion detectors, emergency assist buttons and flow-detectors fitted to fire hoses.

Cameras are placed in coeducational common areas, thoroughfares and external concealment areas only. Cameras are strategically placed to avoid invading people's privacy. CCTV cameras record internal and external entrances/exits to student residential dorms and concealment areas (commonly known as de-boot areas). Data captured will be stored securely for approximately 30 days.

Video surveillance is only to be utilised for the following purposes:

- Safety of students, visitors and employees.
- Physical security of buildings and assets.
- In conjunction with intruder and duress alarms.
- Access/egress control.
- As an alert mechanism and as a deterrent to unlawful activity and other unacceptable behaviour.
- As a facility for the gathering of video and still image evidence in relation to criminal and/or civil proceedings.
- As a support tool to facilitate effective operations whilst an incident takes place (the monitoring officer is to advise the investigating officer(s) about proceedings).
- Any other purpose that supports the effective operations of the Campus after approval of the Principal or delegate.

## **GROUNDS AND BOUNDARIES**

Students do not have free and total access to the Campus grounds and buildings at any time.

- Students are never allowed to leave the Campus grounds unless they have the direct permission from the staff on duty and all leave requirements fulfilled.
- The teacher residence housing is always out of bounds to students.
- The female student residences and their immediate areas are out of bounds for the male students. The male student residences and their immediate areas are out of bounds for the female students. This rule applies at all times, unless they are in the company of a staff member and have specific permission to be in the area.
- Students are not to loiter around dorms and must not enter any dorm other than their own.

After school and on weekends, the classroom areas are out of bounds for the residents, unless for supervised activities with Residential Staff. Limited after school use of classrooms may be granted.

## LEAVE PROCESS

The Bunya Campus uses the online REACH Student Management System for all student leave. Parent and student email is to be provided to administration for setup of REACH.

Leave and travel arrangements must have parent approval and must be verified via REACH. Details of host, destination, transportation and return date and time must be entered.

- Student weekend leave is to be submitted and approved by **8.00am on Wednesday mornings.**
- All leave requests must be submitted 24 hours in advance.
- Leave may be declined if not submitted on time.

### **Requirements when departing and returning from leave:**

Parents are asked to drive to the ramp at the rear of D Block (recreation block) to complete student departures and returns. **No vehicles are to be driven over to the dorms.**

### **Departure:**

- Students must meet with staff on duty prior to leaving Campus. Keys and swipe card are to be handed in for scanning at the Residential Staff office when departing.
- Parents/Carers/Hosts are required to present at the Residential Staff office when collecting a student(s).
- Students are required to leave their rooms clean & tidy before going on leave with rubbish removed from bins.

### **Returning:**

- Parents/Carers must notify the staff on duty at least one hour prior to returning, if REACH returning times become irrelevant so a contingency plan can be put in place should staff and students be off Campus.

### **Weekend Leave:**

Before students are allowed to leave the Campus for the weekend, the Campus must have received full approval of the leave. This is to be completed by the Wednesday prior to the requested weekend leave.

Boarders are welcome to visit approved families on weekends. It is a requirement to provide full particulars of all families approved by you, to the Student Services Manager.

Residential dorms are strictly out of bounds for all family or visitors. It is a requirement of the leave that the guardian taking responsibility for the student sign them in and out. They may be requested to provide identification.

Should the Principal or his delegate feel that any leave places a student at risk the leave will be denied. Consultation with the parent and/or guardian will occur should this be the case, however the Principal or his delegate reserves the right for the final decision.

**Work Leave:** Students who wish to take on part-time work, out of school hours, may do so if the following conditions are satisfied:

Parents must give written consent.

- Campus staff are aware of the student's desire to get part-time work before they actually look for a job.
- Students will have to liaise with the Student Services Manager, suitably ahead of time to arrange transportation.

- Work leave is to be entered and approved in REACH.
- School work must be kept up-to-date at all times. In no way must part-time work adversely affect academic progress.

There may be times when the Campus is unable to provide transport to and from personal commitment, like sport or work, and the cost of a taxi will be required to be paid by the individual student. This would require Parent/Guardian consent.

Parents and guardians need to be aware that Campus staff do not provide supervision when students are dropped to extra-curricular activities, such as sport training or games, Cadets, Youth Groups etc. Drop-off and pick ups times are conducted as per operational convenience meaning that your child may be early or late to be collected from their chosen activity. It is the responsibility of the parent/carer to ensure that supervision is provided (if required).

**End of Term Leave:** All students must submit leave via REACH for end of term leave to advise of their departure plans. Students are expected to take everything home over the holidays and leave their rooms empty. Rooms left in an unacceptable manner may incur an extra cleaning fee. Campus closes at 4.00pm sharp on the last days of every term.

**Extended Leave from School:** Leave from school must be approved by the school. The Bunya Campus cannot approve absence from school for such things as extended holidays or work.

### EMERGENCY PROCESSES

*Emergency processes fall under two broad categories – Fire Evacuation and Lockdown procedures. Students upon their arrival will be inducted in both of these processes and will routinely (once per term) partake in drills. Should you require a full copy of the Emergency Response Plan (ERP) please contact the school administration.*

### EXPECTATIONS OF PARENTS / CARERS

As the parent/carer of a student who resides at the residential boarding facility, you are expected to:

1. Actively participate in regular discussions with staff of the residential boarding facility regarding the education and wellbeing of your child.
2. Provide the residential boarding facility with updated personal information in relation to your contact details and your child's health and wellbeing to ensure your child receives appropriate support.
3. Inform the Principal (or delegate) in writing of any changes to your child's health and/or support needs.
4. Comply with the responsibilities set out by the residential boarding facility in the Registration Agreement.

### COMMUNICATIONS

The Student Services Manager and Residential Staff are contactable via mobile numbers listed on page 6 or through the Residential Campus Administration Office during office hours 8am—3.30pm weekdays.

**When to contact the residential campus:**

- If your child will be absent from the Residential Campus during term time due to illness, late return or early departure, parents/carers must notify the Residential Campus staff **as well as** contacting the Nicholson Campus Office.
- Please notify the Residential Campus staff in writing or via email immediately of any change of your contact details or medical information. It is important that we are able to make contact at any time including when they are on holiday. If you are not contactable at any stage please provide telephone numbers of a suitable person who can act as guardian for your child during your absence.
- It can be very difficult for a boarder to receive bad news via telephone or letter. We encourage you to contact the Principal, Head of Campus, Deputy Principal or Student Services Manager to ensure that your child has the most appropriate support people nearby.
- If you have had a particularly distressing phone call from your child or suspect something may be affecting them, please contact staff immediately.
- With the increased usage of mobile phones, parents are often aware of concerns or issues their child may have prior to Campus staff being made aware. Please encourage your child to speak to Campus Staff. The Campus requests parents to speak to the Student Services Manager and/or rostered Residential Staff prior to forming any opinions based on their child's account. The Campus may initiate temporary measures to ensure student safety prior to formally investigating a concern.

**Written communication:**

Please address all correspondence for students as shown:

Child's Name  
Dalby SHS Bunya Campus  
463 Bunya Highway  
DALBY QLD 4405

Please Note: It is at the discretion of the HOC to open parcels delivered to Campus before passing on to the student.

**Contacting boarders:**

Parents needing to make urgent contact with students can do so, during office hours, by calling the Bunya Campus Office. Staff can be contacted after hours on the mobile numbers listed in the front of this handbook.

**MOBILE PHONES**

The use of mobile phones is permitted at the Bunya Campus and is governed by the school's *Electronic Device Policy*. We ask parents/carers **not to** contact students during meal times, study and after lights out.

**INTERNET ACCESS**

Residential students are able to bring their own electronic devices to Campus. This will be in line with the Dalby SHS Bring Your Own Laptop (BYOL) agreement. Students can also use the Campus laptops in the study hall. All access to all devices on Campus are bound by the (signed) **Internet Access Agreement**. Students are responsible for maintaining and securing their own electronic devices.

It is recommended that insurance (*covering loss, damage and theft*) be taken out on student electronic devices at the time of purchase. The school does not take responsibility for the loss, damage or theft of a resident's electronic devices.

### **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 (Qld)*, *Information Privacy Act 2009 (Qld)*, *Human Rights Act 2019 (Qld)*, the Department of Education's Code of Conduct and relevant student protection legislation.

### **ROUTINE ACTIVITIES – RECREATION AND SPORT**

The residential boarding facility 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:

- Outings to local shops and cinemas
- Sporting activities (touch, cricket, football)
- Recreational activities (movies, music, dances)

It is the parent/carer'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 or recreational activities.

### **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/carer'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 in accordance with the School's 'Bring Your Own Device' Policy. Students may use their electronic devices primarily to support learning, checking emails and some recreational use. Students must comply with the school's BYOL Agreement which would have been contained within the enrolment pack.

**No** gaming consoles are allowed on Campus.

Electronic device usage is strictly forbidden after 'lights out'. The Campus reserves the right to remove personal electronic devices should the student breach expectations or the schools general '[Electronic Device Policy](#)'.

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.

### **DRESS STANDARDS**

All students are to be of neat and tidy appearance and are encouraged to wear a hat when outdoors. Dress may be casual, but never untidy, dirty, tatty or extreme.

Singlets and singlet tops are not appropriate attire for the dining room. Provocative, small shorty shorts, offensive or culturally inappropriate items of clothing are not acceptable at any time on Campus. Shirts are always to be worn in public areas around the Campus.

School uniform policy applies when residents are attending school. Students will be checked by Staff prior to departing the Campus. Students attending other school programs or engaged in farm work must dress appropriate to the situation, as advised. Students will be asked to remove make up/nail polish before leaving the Campus.

### **DINING ROOM AND DUTIES**

The Campus caters for special dietary needs as required. If continual dietary requirements are necessary, the Campus may require a doctor's or dietician's certificate.

Students are provided with Breakfast, Morning Tea, Lunch, Afternoon Tea and Dinner daily. A packed morning tea to take to school is to be collected from the kitchen at breakfast time or before 8am.

Tuckshop is provided on each weekday.

All students are expected to maintain manners of a high standard when in the Dining Room. Unacceptable behaviours will not be tolerated.

**No** phones, electronic devices, headphones or ear pods allowed in the Dining Room.

#### **Dress standards while in dining room:**

- All clothing and shoes should be clean, neat & tidy.
- Singlets and singlet tops are not allowed.
- No hats, hoodies or sunglasses to be worn in the dining room.
- Students who work, or have been with animals on Campus need to ensure that they have showered & changed before entering the dining room.

#### **Dining room duties**

- Students who display inappropriate behaviour in the dining room will be asked to leave. Consequences will apply under the Campus' Residential Code of Conduct.
- Rostered students will be responsible for clearing, wiping tables down and other duties within the dining hall as allocated by staff on duty.



- Students are to scrape their own plates and stack them.
- All students are expected to maintain manners of a high standard when in the Dining Room.
- No phones, earphones, air pods, headphones, etc to be used in Dining Room.

### **General Campus duties**

Students are expected to undertake allocated duties whilst a resident at the Campus (eg participating in cleaning rosters, keeping their room tidy, taking sheets off to be washed etc). Students are expected to keep their areas neat and tidy at all times. Before going to breakfast, students must complete all cleaning responsibilities as per cleaning roster and guidelines. All areas will be checked by the staff on duty.

### **VISITORS**

Visitors to Campus must present at the Administration office and sign in upon their arrival. Should the visitor want access to a student, arrangements **must** be made prior to the arrival – either in writing or verbally via the telephone. All scheduled visits should be logged into REACH so that all staff are aware of the visit and the conditions pertaining to that visit. Visitors will only be given access to students if they appear as contacts on OneSchool or if the verifiable guardian has pre-arranged a third-party visit. All other persons will be refused contact with students.

### **BANKING**

It is strongly advised that students have a bank account, which is operable by a “key card”, so that large amounts of cash need not be kept in the student residence. The Campus will not be responsible for money lost.

### **TRANSPORT**

The intention of this policy is to ensure compliance with Queensland traffic laws, legislation and existing Department of Education and Training Policies and Procedures relating to use of student vehicles on the premises.

#### **Permission**

- Students with a current Driver’s Licence may apply through the Head of Campus to have a motor vehicle at Dalby State High School Bunya Campus. Approval is at the Principal’s/HOC’s discretion and subject to the conditions set out in the application form. Students who change their motor vehicle will need to re-apply and complete a new application form. Application is on the approved form only and is available from the Student Services Manager.
- Note: Students will not be allowed to travel in their own vehicle to and from school on school days.
- If approval is granted, the student will be allocated an on-site car parking space. Vehicles must be parked in the designated parking area at all times.
- Having a motor vehicle or motorcycle on Campus is a **privilege**. This may be revoked at any stage by the Principal/HOC, if the written agreement is breached. Any abuse of this privilege may result in the requirement to remove the vehicle from the Campus at the owner’s expense.
- Dalby State High School expects students to abide by the Queensland traffic laws surrounding Learner and Provisional licensees specifically the laws relating to

mobile phone usage, display of 'L' and 'P' plates, passengers and high-performance vehicles. For more information on these laws, please go to the Transport and Main Roads website.

- Student vehicle keys (including spare keys) must be kept in the Residential Student office when the vehicle is on Campus.
- Students must provide their own fuel, oil, tools or other maintenance items. Students may only use the Campus wash bay area, if organised and permission is granted by the Facilities Manager.
- Vehicles must not be left derelict on Campus grounds for any reason. All vehicles must be currently registered and in a roadworthy condition.
- All vehicles should be as quiet as possible. Excessively noisy vehicles will not be permitted.

### **Passengers**

- No other student on Campus is permitted to travel in another student's vehicle unless under exceptional circumstances, and provided appropriate permissions are obtained through the Head of Campus.
- Students under the age of 18 must gain written parental permission **before** travelling in a vehicle driven by another student for weekend leave and end of term arrangements. Adult students should seek permission through the Student Services Manager.

### **ALL VEHICLES ON PREMISES**

- All student and visitor vehicles brought onto the Department of Education and Training property must adhere to the designated speed limits and park in allocated areas.
- All students and visitors in charge of a vehicle must comply with all road rules on Education Queensland grounds.

### **LAUNDRY**

The Bunya Campus provides a **full** laundry service.

**Name Labels:** Name labels must be used to mark all clothing. Name labels should be in prominent positions on the clothing. Please **do not** name on the trade labels as they can be easily be removed. We recommend red text on white or black on white. The Campus can provide name labels. Please see the administration office for costs.

**Special Items:** There are some items of clothing which cannot be subjected to INDUSTRIAL washing and drying. The responsibility for these items of clothing remains with the student. The student needs to advise Laundry staff.

**Unmarked Clothing:** Responsibility for all clothing rests with the students. Neither Laundry staff nor the Campus will accept responsibility for any missing clothing or unmarked clothing. All unmarked clothing sent to the Laundry, will be placed in lost property for student collection. All unclaimed items will be passed on to charities at the end of each term.

Each resident has a laundry service twice per week for clothing and once per week for linen. It is necessary for your child to have sufficient casual and school uniform clothing to cope with the weekly laundry cycle and to also have sufficient uniforms to allow for stained, ripped or unacceptable uniforms and clothing to be repaired, washed etc.

**Please Note:** Laundry baskets & coat hangers are supplied by the Campus for student use.

### SWIMMING POOL

Strict health precautions need to be taken. It is the duty of every student to maintain a high standard of personal hygiene. The following points need to be noted by all:

- Students with open wounds (cuts, sores, boils, etc) are not permitted to swim.
- Going to and from the pool, students are to wear suitable garments over their swimmers and to wear at least thongs on their feet.
- Full piece swim suits or a swim shirt must be worn by girls at all times.
- Students are not to run within the confines of the pool area.
- Pushing others into the pool, fighting and horseplay of any kind is prohibited.
- Filtration rooms are out of bounds to all students.
- Food is not permitted around the pool unless it is part of an authorised activity.
- Glassware of any kind is prohibited in the pool area.

**Students shall never enter the pool enclosure unless supervised by a staff member with relevant qualifications.**

### SUSPENSION

In the event of a residential student being suspended for less than 3 days from the Nicholson Campus, the suspension may be served at the Bunya Campus separate from other residents. Head of Campus will seek parental support for students to complete a suspension at the student's place of residence if the suspension is 3 days or more and/or deemed to be in the best interests of the student and residential community. Transport costs are to be met by the parent/guardian.

In the event of a student being suspended from the Bunya Campus, the parent/guardian is responsible for covering the cost of transport. Parents need to be aware that suspension from Bunya Campus infers the student is suspended from Nicholson Campus and any school related activity as well (e.g. work experience, school sports). Students must exit the Campus at the earliest convenience.

### ROUTINE AT RESIDENTIAL BOARDING FACILITY

We encourage individuality at the Bunya Campus, 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.

Term boarding is the preferred boarding arrangement at Dalby SHS Bunya Campus. Weekly boarding (8.00am Monday to 4.00pm Friday) is also an option.

**Arrival at the beginning of term or school year:** Boarders are required to return to the Bunya Campus on the 1st day of the school term, to commence school the following day. Arrival time will be provided to parents before the end of the school year. A Parent/Guardian body meeting will be held on this day with the time to be advised.

**Leaving Campus at the End of Term:** It is an expectation for students to be at Campus until the end of each term. Early departure must be approved by the School Principal after Exemption paperwork has been submitted.

The Campus closes at 4.00pm sharp on the final day of term therefore students must be collected before 4pm on the last day of term. There are no staff/security arrangements in place after this time. Students are to take all their belongings home each term (unless prior arrangements are made). Students need to sweep the floor, empty bins and leave the rooms in a clean and tidy manner. If rooms are left in an unacceptable manner, it may incur an extra cleaning fee. Students also need to check the laundry for clothing as all unclaimed items will be passed on to various charities at the end of every term.

### Week Days

7:00 am	Wake up – Dress for school, tidy room and complete any dorm duties
7:45am	Out of Dorms – Ready to start your school day
7:45am	Laundry open
7:45 am	Breakfast – collect morning tea
	Students on clean up need to be at the dining room at 7.45am
8:20 am	Bus departs Bunya Campus
9:00 am	Commencement of school program at Nicholson Campus
3:05 pm	Nicholson Campus program finishes
3:20 pm	Return to Bunya Campus
3:20 pm	Afternoon Tea
3:30 pm	Monday Meetings (Mondays only)
4:00pm – 6:30pm	Study as per timetable and activities or dorm free time
6:30 pm	Dinner
7:30 pm	Organised activity/ free time / Study
<b>8:00 pm</b>	<b>All students in dorms</b>
8.30 pm	Junior students hand in Electronic Devices
9:00 pm	Juniors lights out
9:30 pm	Seniors lights out

### Weekends

8:30 am	Breakfast (8.30am – 9.30am)
10:00 am	Organised sport, activities or outings
12:00 pm	Lunch
6:30 pm	Dinner
8:30 pm	All students in dorms ( <b>Sunday night, Lights out 9pm</b> )
8.30 pm	Junior students hand in Electronic Devices
9:00 pm	All students in dorms ( <b>Friday and Saturday</b> )
10:00 pm	Lights out ( <b>Friday and Saturday</b> )

*\*Bedtimes may vary depending on supervised weekend activities.*

*\*Residential routine may vary or change at times.*

## FURTHER INFORMATION

Please refer to the Dalby State High School website for subject information, application for enrolment information and student residential handbooks.

[www.dalbyshs.eq.edu.au](http://www.dalbyshs.eq.edu.au)

## 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.

- School Formal, Sports uniforms and Specialised uniforms (if required) - 1 x Formal uniform, 4 x Sports uniforms & 2 x Specialised Uniforms. Summer and Winter Uniforms are required.
- Scripted Medications must be Webster packed and handed to staff.
- Toiletries (non-aerosol).
- Head Lice treatment (recommended).
- Regular medication, labelled by Pharmacy (this includes Panadol etc.) to be handed to staff to store.
- Pillow.
- Comforter set & blanket.
- Fitted bed sheets with pillow cases - to fit a single bed (**2 sets of sheets**).
- Bath Towels x 3.
- Swimming towel x 1.
- Thongs.
- Hat for after school is compulsory. Wide brimmed hat is recommended.
- Casual clothes, underwear and socks.
- Jumpers, beanie, ugg boots.
- Dress clothes (for social activities).
- Casual shoes.
- Sleepwear (compulsory).
- Swimwear (no bikinis).
- Sunscreen (SPF 30+).
- Insect repellent.
- Alarm clock.
- Personal items for room (photos, books etc).
- First aid supplies (eg: Band-Aids).
- Plastic containers for any food items students choose to keep in their rooms.
- Power board with individual switches for use in room. No double adapters.
- Lunch box, ice brick and food thermos (named).
- Drink bottles (2 litre capacity is suggested).
- Campus supplies washing baskets and coat hangers for student use.

NOTE: All electrical items will be visually checked by a staff member on arrival. Any new items brought to the residential boarding facility throughout the year will need to be presented for inspection. Staff of the residential boarding facility will inspect electrical items intermittently throughout the year.

### **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 Head of Campus will try to resolve the complaint in accordance with the Department of Education's "*Making a Customer Complaint – Information for parents and carers,*" which can be accessed at: [http://ppr.det.qld.gov.au/corp/governance/ProcedureAttachments/Customer\\_complaints\\_management/information-for-parents-and-carers.doc](http://ppr.det.qld.gov.au/corp/governance/ProcedureAttachments/Customer_complaints_management/information-for-parents-and-carers.doc)

If students would like to make a complaint, they can call 13 74 68 or access a departmental complaint form, which can be handed to a teacher, the principal or other adult:

<http://ppr.det.qld.gov.au/corp/governance/Procedure%20Attachments/Customer%20complaints%20management/Child-friendly-complaint-form.pdf>.