

2023

Leichhardt House: Boarding Handbook



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A. STATEMENT OF COMMITMENT TO THE SAFETY AND WELLBEING OF BOARDERS AND THE PROTECTION OF BOARDERS FROM HARM

Chinchilla Student Accommodation Association Inc. (T/A Leichhardt House Student Hostel [the Hostel]) is committed to the safety, welfare and wellbeing of all Boarders enrolled at the Hostel. This commitment includes the provision of safe and supportive living and learning environments for all Boarders and requires all Hostel staff, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of all Boarders from harm and respond to allegations of Boarder harm resulting from the conduct or actions of any person including that of Hostel staff. In support of this commitment, Chinchilla Student Accommodation Association Inc. (T/A Leichhardt House Student Hostel [the Hostel]) is dedicated to our Child & Youth Risk Management Strategy which includes having relevant policies, procedures, and training in place to effectively address the safety and wellbeing of all children in our care.

- Please refer to the stand-alone document Leichhardt House: Child & Youth Risk Management Strategy

B. POLICY STATEMENT

This policy applies in this instance to Leichhardt House Student Hostel (the Hostel). In accordance with, and beyond the requirements of, these regulations the Hostel makes all of its policies available to parents/carers/Boarders and prospective parents/carers/Boarders on the public area of the Hostel's website. ¹

The Hostel will undertake to ensure compliance with the relevant legislation and guidelines with regard to this policy for its Boarders and Hostel staff and to extend this undertaking to visitors to the Hostel as far as is practicably possible.

¹ www.hostel.net.au

1 ORGANISATIONAL CONTEXT

1.1 CHINCHILLA STUDENT ACCOMMODATION ASSOCIATION INC. & LEICHHARDT HOUSE STUDENT HOSTEL

Leichhardt House Student Hostel (the Hostel) is governed by Chinchilla Student Accommodation Association Inc. (CSAA); the primary function of CSAA is to take responsibility for the business issues associated with the Hostel. The CSAA Management Committee is responsible for defining and realising benefits for all Hostel stakeholders, monitoring risks, quality, and timeliness, approving budgetary strategy, and helping balance the ongoing conflict between needs, priorities, and resources.

At the Hostel, our core role in education is to support isolated families from across the Western Downs region of Queensland, through enabling their children to attend school. Only by providing high quality physical infrastructure and employing qualified and experienced, professional, staff, can we encourage our community to move away from the trend towards urban schooling and ensure the existence of the farmers, graziers, professionals and tradespersons of the future by 'Keeping Kids in the Country'.

We strive to make residential life a positive experience for all Boarders by providing systems of care that recognise the individual and provides a nurturing, supportive environment based on trust, co-operation, and open communication. We endeavour to ensure that all Boarders are treated equally and try our best to establish a sense of community amongst Boarders who may come from a variety of backgrounds, cultures, and family situations We believe that every member of the boarding community has a role to play in the creation of a caring 'boarding family' where we all look after each other and our environment: Autonomy, Resilience, Honesty, and Integrity are important life skills for all Boarders to learn and apply both as a Boarder at the Hostel and throughout later life.

1.2 GOVERNANCE & MANAGEMENT

It is the responsibility of CSAA to ensure management procedures are in place to underpin and encourage a safe and nurturing environment for children and young people. CSAA management processes must be consistent, fair, and supportive. To assist CSAA to provide the highest quality of care to children and young people, it is important to continually promote and demonstrate respect for the rights and expectations of children and young people and parents/carers. CSAA must ensure that their daily operations reflect the active engagement and inclusive participation of children and young people as described within CSAA policies and procedures. Parents/carers should be able not only to access all CSAA's policies and procedures, but also to ensure that CSAA is living up to the expectations within the policies and procedures, and that they are reflected in the daily operations within the Hostel environment.

CSAA is a 'not-for-profit' organisation, primarily financed by the quarterly fees paid by Boarders. These funds provide payment for the Hostel staff as well as food supply costs and operational expenditure such as power and other utilities; insurances; vehicle costs; maintenance of the property and security. Additional expenses incurred, primarily improvements and upgrades etc., are fulfilled by successful grant applications, donations, and 'in-kind' gifts and services.

1.3 CSAA COMMITTEE MEMBERSHIP

Upon enrolment, the parents/carers of Boarders become member[s] of CSAA and as such can attend general meetings to offer feedback in a structured manner and contribute to relevant Hostel decision making processes. CSAA members can opt for positions on the CSAA Management Committee at the Annual General Meeting (AGM). CSAA Management Committee is comprised of:

- President.
- Vice President.
- Treasurer.
- Secretary.
- Education Queensland Representative.
- Western Downs Regional Council Representative.
- General Committee Members.

CSAA General Meetings are held once per term; in addition, CSAA Management Committee hold management meetings as and when the need arises to address important/critical incidents or significant economic decisions/ strategy.

Very occasionally an issue will arise that is not brought to the attention of the Hostel Staff or the CSAA Management Committee. On such, rare, occasions, it is greatly appreciated if the parent/carer can advise the Hostel, as soon as possible. Only if the Hostel is made aware of any issues that are related to the Hostel, no matter how significant, can the issue be appropriately investigated and resolved. Misinformation and idle gossip can cause a great deal of harm to the Hostel, Hostel Staff, Boarders and their families, reputations.

As outlined in this section, upon enrolment, the parent/carer of Boarders can become member of CSAA, and as such can attend general meetings in order to offer feedback in a structured manner and to contribute to relevant Hostel decision making processes.

*Due to being involved in making decisions about the welfare of children, all CSAA Committee members must hold a Queensland Department of Justice & Attorney General Blue Card.

1.4 DUTY OF CARE (ACTING 'IN LOCO PARENTIS')

The term 'in loco parentis' (Latin for 'in place of the parent'), refers to the legal responsibility of a person or organisation to take on some of the functions and responsibilities of the child's parent/guardian, whilst in the care of the organisation. It is a term that applies when a parent/guardian allows an organisation, in this case the Hostel, to act in the best interests of their child (in the parents/guardian's absence), as the organisation best sees fit. In this case the Hostel Staff act 'in loco parentis' for all Boarders whilst the Boarder is resident at the Hostel.

By enrolling their children at the Hostel, parents/guardians agree for CSAA to act 'in loco parentis' at all times whilst the child is resident at the Hostel. Central to this relationship being successful is effective two-way communication between parents/guardians and the Hostel staff. Only by communicating all relevant information, can any foreseeable risk to Boarder safety be mitigated; Boarder records be maintained, and all other legal obligations be met.

2 ACADEMIC OBLIGATIONS

2.1 ACADEMIC OBLIGATIONS

The primary function of Leichhardt House Student Hostel is to enable isolated children from the Western Downs Region of Queensland to attend mainstream schools. Therefore, our expectation is that all isolated children who attend the Hostel do so with the intention of attending a mainstream school to further their education.

The Hostel's role is a support role that involves guiding and motivating Boarders towards achieving positive academic outcomes. In addition, the Hostel staff encourage Boarders to accept responsibility for their own education through organising and managing their work and time effectively and reporting to teachers if they are encountering problems. Where issues are not discussed with teachers the Boarder can get behind with their work and their workload quickly accumulates. Often, this situation leads to work being rushed or incomplete and results in marks that do not reflect the Boarder's ability, stress/anxiety, and ill health.

One commitment, and a way of staying ahead with the schoolwork, as a Boarder at the Hostel, is to make use of the compulsory in-house study sessions. Study sessions are supervised by qualified teachers and are in place to, primarily, re-enforce and build on, work undertaken at school. Formal study sessions are taken seriously. Boarders are expected to be prepared before study, in order for minimal walking around/disturbance of others during study time. We insist that study is undertaken in an atmosphere conducive to study and Boarders will, under no circumstances, be permitted to disrupt the learning of others.

Senior Boarders (Years 11-12) are trusted to work autonomously. Special permission to study after lights out must be sought and will be considered by the Hostel staff in terms of the diligence of individual Boarders. Senior Boarders who use compulsory study time inappropriately will not be permitted to study late at night.

3 ENROLMENT

3.1 OPEN ENROLMENT POLICY STATEMENT

Our open enrolment policy means that qualifying Boarders (Years 7-12) will be accepted into the Hostel regardless of race, religion, disability, educational needs, or the school they attend.

There are, however, a number of variables that will impact on the application, meaning that no enrolment can ever be guaranteed although in some cases may be modified pending future openings. For example:

- Failure to adequately/accurately complete enrolment documentation.
- The availability of an appropriate space at the time of the proposed date of entry into the Hostel. EXAMPLE: Although there may be one boys' place remaining, if that place was in a dorm. Occupied by three Year 7 boys, an application from an older boy (Years 11/12) would be denied/suspended pending the availability of an appropriate space.
- Hostel staff reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the Hostel community. Application is, in the first instance, then referred to the CSAA Management Committee.

3.2 APPLICATION FOR ENROLMENT (PROCESS)

As numbers are limited, prospective Boarders are asked, at their earliest convenience, to:

- Complete and submit the online Application for Enrolment form.²
- Undertake an enrolment interview for both the prospective Boarder and parent/carer at the Hostel (ideally, sometime in Term 3 of the year prior to the proposed date of entry into the Hostel).

3.3 RESIDENTIAL AGREEMENTS

After the enrolment interview the Hostel Staff will guide the Boarder and parent/carer, clearly, through behavioural expectations and academic obligations detailed in relevant sections of

² www.hostel.net.au

the Leichhardt House: Boarding Handbook. Written commitment to abide by Hostel guidelines, regardless of the source of the relevant guideline, is expected of all Boarders. The Boarder and parent/carer will be expected to sign off on their understanding of what is expected at the Hostel as well as their understanding of how breaches of guidelines will be dealt with in accordance with behaviour management policy. Boarder and parent/carer will be provided with a copy of the signed Boarder Agreement and Parent Agreement.

Upon enrolment, all Boarders are required to have on file the details of a [contactable] emergency contact person in case of sickness/other unforeseen circumstance.

3.4 FEES

Hostel fees are based on the allowance prescribed by Centrelink Assistance for Isolated Children (AIC); our system ensures that parents/carers whose children qualify for AIC are not required to pay any out-of-pocket costs.

It is a condition of enrolment that Centrelink Assistance for Isolated Children (AIC) funding is paid directly to the Hostel.

3.5 WITHDRAWAL OF BOARDER

Where boarding is no longer required at the Hostel, four (4) weeks' notice is required in all cases. CSAA requests that parents/carers notify the Hostel as soon as possible to assist with future planning.

Under no circumstances are CSAA able to process a refund of Centrelink AIC funding to families for 'unused' boarding fees. Strict Centrelink AIC guidelines require us to notify Centrelink when a Boarder leaves the Hostel and (at our discretion, after the four weeks' notice period [if applicable] has been deducted), to return any remaining fees to Centrelink.

4 COMMUNICATION

4.1 COMMUNICATION & WEEKLY PLANNING

Effective, written, communication will ensure the management of any foreseeable risk to Boarder safety as well as meeting any Hostel legislative obligations and management of Boarder records.

Please remember that due to the strict guidelines that Hostel staff are bound by in terms of 'duty of care' and acting 'in loco parentis' to Boarders in their care, written permission is required in ALL cases where Boarders, for example, are wanting to take leave from the Hostel or have Hostel staff sign a school permission form on behalf of a parent/carer. Voice messages or passing on information through your own children/other children is unacceptable; the permission MUST be in written form – email or SMS.

- Communicating the movements of your child to Hostel staff also assists in planning bus pick-ups and drop-offs and early/late dinners.
- Hostel staff WILL NOT facilitate arrangements for Boarders that have not been pre-authorised by parents/carers and/or without any prior notice.

Very occasionally an issue will arise that is not brought to the attention of the Hostel Staff or the CSAA Management Committee. On such rare occasions, it is greatly appreciated if the parent/carer can advise the Hostel, as soon as possible. Only if the Hostel is made aware of any issues that are related to the Hostel, no matter how significant, can the issue be appropriately investigated and resolved. Misinformation and idle gossip can cause a great deal of harm to the Hostel, Hostel Staff, Boarders and their families, reputations.

- As outlined in this section, upon enrolment, the parent/carer of Boarders can become member of CSAA, and as such can attend general meetings in order to offer feedback in a structured manner and to contribute to relevant Hostel decision making processes.

4.2 APPOINTMENTS (MEDICAL)

- Please confirm in writing, – email or SMS to Hostel staff, full details of your child's medical/dental appointment. Hostel staff can then schedule the appointment time into the weekly plan.
- Parents/carers are asked not to make any appointments during school hours unless they are able to arrange transport/supervision themselves.

4.3 APPOINTMENTS (OTHER)

Transporting Boarders to appointments OTHER THAN medical, dental, or other specialist medical appointments (physiotherapy, chiropractor etc.) IS NOT the responsibility of the Hostel or Hostel staff. Where, for example, hairdressing or other self-care/beauty appointments need to be made during the school week, please make sure that appointment times are scheduled to allow time for Boarders to walk to/from the location.

- Where possible, please try to schedule any appointment on your child's relevant downtime day (Girls: Monday and Wednesday and Boys: Tuesday and Thursday).

4.4 LEAVE ARRANGEMENTS & VISITORS

Boarders are welcome to take leave from the Hostel with family/friends at any convenient [pre-arranged] time.

In all instances, fully detailed, written permission is required from the Boarder's parent/carer giving permission for the leave and, thereby, approving the relevant person[s].

4.5 CONTACTING BOARDER/HOSTEL STAFF BY PHONE

Parents/carers are asked to consider the following before calling:

- Study time is between 5.00pm and 6.00pm.
- Dinner time is between 6.30pm and 7.15pm.
- Lights-out for Juniors (Years 7-10) is 9.00pm.
- Lights-out for Seniors (Year 11) is 10.00pm.

- Year 12 Boarders (with written approval from parent/carer) have their mobile phones at all times (please do not call at study time/dinner time).

5. EXPECTATIONS OF BOARDERS

5.1 SIGNING IN AND OUT

Boarders are expected to behave in an appropriate manner at all times both at the Hostel and when signing out of the Hostel for trips downtown etc. When signing out of the Hostel, Boarders must:

- Seek permission from Hostel staff before departure.
 - Provide relevant, easy to read, information on the sign-out sheet.
 - Adhere to their level of independence (i.e., Year 7 Boarders are not permitted downtown by themselves).
 - Return at the time stated on the sign-out sheet.
 - Take a charged and functioning mobile phone.
 - Sign-in upon return.
-
- Signing IN/OUT is compulsory and must be completed by all Boarders when entering and leaving the Hostel.
 - Correct recording of Boarder attendance at the Hostel is a legal requirement of Hostel staff; documents must be kept for five years.

5.2 SECURITY OF PERSONAL BELONGINGS

Excessive amounts of cash/expensive personal items should not be brought into the Hostel by Boarders. Where this is unavoidable (for example, cash for a school camp) cash/expensive items must be handed over to the Hostel staff for safe keeping immediately upon arrival at the Hostel.

CSAA takes no responsibility for sums of money/expensive items left in the accommodation.

5.3 BORROWING/LENDING OF ITEMS/MONEY

CSAA does not condone the borrowing/lending of items or money or the buying/selling of personal items between Boarders, and we take no responsibility in this area.

5.4 DAMAGE/GRAFFITI/VANDALISM

Boarders are personally responsible for their immediate personal space including wall and floor space, bed, wardrobe, desk, and chair amongst other things. All areas, particularly rooms/dorms are thoroughly inspected on a weekly basis, so it is important that each area is well kept, and that Hostel staff remain informed of any maintenance requirements.

Boarders are responsible for their actions and are expected to use reasonable care when using any Hostel equipment; all breakages and damages must be reported immediately to Hostel staff. Naturally, we expect a certain amount of wear and tear, however Boarders' may be required to pay for damage which is not accidental or is the result of foolish, deliberate, or careless action or could have reasonably been anticipated and prevented.

If the damage is deliberate then, in addition to costs, the incident will be considered individually and be referred to the Leichhardt House Behaviour Management Plan from which a relevant consequence will be applied. Damage found in rooms, for which no one claims responsibility, will be charged equally to the occupants of that room.

In more serious cases of deliberate damage, boarders will not be permitted to return to the Hostel until the damage bill is paid in full.

Boarders should not attempt repairs or modification of furniture/fittings themselves.

5.5 BANNED ITEMS

The possession of dangerous materials is strictly forbidden at the Hostel. Possession of any of the following, substances/items in any form, may have serious consequences for those involved:

- Alcohol, tobacco, and illicit drugs.
- Weapons of any description (including knives).
- Inappropriate material (i.e., content that promotes self-harm or is sexual, violent, or cruel in nature) in any format (i.e., printed material/digital material).
- Matches, lighters etc.
- Accelerants of any type.

Aerosol cans are permitted for appropriate use; however, misuse of any kind will result in individuals being denied the future use of aerosols of any description.

The following items are not to be bought into the Hostel:

- Electric fans, electric blankets, or heaters.
- Energy/caffeine-based drinks.
- Bubble Gum/Chewing gum.
- Please contact Hostel staff if you have any questions regarding banned items.

6. BOARDING LIFE

6.1 LIVING AWAY FROM HOME

Hostel staff will endeavour to make the environment at the Hostel as comfortable for all Boarders as possible. However, for many Boarders this may mean living in an environment quite different from their own home. For example, Boarders need to quickly adapt to a structured regime which requires them to be at pre-determined places at specified times (i.e., mealtimes), to do their homework effectively and to go to bed according to the Hostel schedule. Boarders also need to undertake tasks, on a daily basis, that they may not have had to do before, live with people they might not necessarily associate with and accept instructions from people other than their parents/carers.

The nature of boarding life requires that Boarders be compliant and considerate. A positive attitude and a willingness to 'give it a go' should ensure that Boarders get the most out of the boarding experience. Boarders with a sense of responsibility and who take pride in themselves, and their environment will find the transition easier.

Any type of boarding in the initial stages is a huge step for children and their parents/carers, particularly for younger children and those who may have not spent time away from home and family. Parents/carers can best assist their children (and Hostel staff) in making the transition easier if they are already familiar with fundamental life-skills. For example, Boarders need to be able to make their own bed, tidy up effectively after themselves, be able to use a school diary and organise their study as well as their leisure time. A well-developed personal hygiene regime will also go a long way to making the transition easier.

6.2 HOMESICKNESS

It is normal for children to feel homesick at times. We recognise and understand these feelings and we (as a team) work together to get Boarders through these difficult periods. In the initial stages, difficulty with new/different learning expectations may also contribute to homesickness. It is important that the Boarder knows it is quite normal to feel homesick and it is nothing of which to be ashamed or embarrassed. It is our experience that homesick children will often ring home when they are feeling their lowest and the worst features of boarding may be exaggerated in

an effort to convince parents/carers of their unhappy state. Please encourage your child to limit his/her phone calls in the initial stages.

Boarders who involve themselves in the various activities on offer in the community generally settle into boarding life more readily. Please encourage your child to take advantage of the many opportunities on offer such as extra-curricular school activities and community team sports and arts activities.

6.3 SUPERVISION OF BOARDERS (HOSTEL OPENING HOURS & DROP-OFF & PICK UP TIMES)

Monday (or first day of the school week): Boarders' bags can be dropped off at the Hostel between 8.00 am and 9.00 am. For Boarders being dropped off at school in private vehicles, or arriving by school bus, the Hostel bus will be waiting in the school bus zone to pick up bags between 8.30am and when the school bell is sounded at 8.50am.

Friday (or last day of the school week): Boarders are picked up, by parents/carers, from school at 3:00p.m., the Hostel bus will be waiting in the school bus zone with all bags etc.

The Hostel is closed between 3.00 pm on Friday (or the last day of the school week) until 8.00 am on Monday (or the first day of the next school week). To leave a message for Hostel staff between these times please call 07 4668 9571.

6.4 WHAT TO BRING

See Appendix 1: What to Bring

6.5 DAILY SCHEDULE

See Appendix 2: Daily Schedule

6.6 BOARDERS ACCOMMODATION

All Boarders are allocated rooms based on year level; where possible other variables such as friendship group are able to be considered. Single rooms are available and are generally allocated to Year 12 Boarders considering the following criteria:

- Ongoing commitment to school academic program/Hostel study sessions.
- Ability to live with a high degree of autonomy (self-motivated re: study, own personal hygiene regime etc.).
- Time spent at the Hostel (Record of successfully being responsible for personal organisation, time management, maintaining personal space, respect for Hostel guidelines/others/Hostel property etc.).

Single rooms are not to be assumed as a 'given' at any time. Boarders may be asked to vacate a single room for a number of reasons including inappropriate behaviour, failing to appropriately maintain their own living space or simply to rotate the privilege to Boarders of similar status.

Hostel Staff must not enter bedrooms whilst Boarders are inside; if Hostel Staff need to communicate with a Boarder who is in a bedroom, they will knock on the bedroom door and clearly announce their presence to the Boarder.

BATHROOMS

The Hostel provides sufficient shower facilities to service all Boarders in residence (1:4). Female and male bathrooms are in separate buildings, and both have separate Junior (Years 7-10) and Senior (Years 11-12) facilities. Due to local conditions, all showers are on timers. Younger Boarders are offered direction/guidance re: shower times etc. Senior Boarders (Years 11-12) must take responsibility for their own day-to-day personal hygiene regime.

Hostel Staff must not enter bathrooms whilst Boarders are inside; if Hostel Staff need to communicate with a Boarder who is in a bedroom, they will knock on the bedroom door and clearly announce their presence to the Boarder.

LAUNDRY

- School uniforms and towels are laundered daily by Hostel staff. Boarders need to keep their uniform and towels organised/rotated by placing them in the laundry baskets provided by the appropriate time each evening.
- All non-uniform clothing (underwear, socks, casual clothing etc.) MUST be taken home and laundered every week.
- Sheets/pillowcases etc. MUST be laundered at home every second week (sheet week).

6.7 DINING ROOM & FOOD

- We are committed to providing quality meals to meet the nutritional needs of Boarders with variety/balance/nutrition being the focus of the menu planning.
- Boarders are provided with afternoon tea (Mon-Thurs), dinner (Mon-Thurs) and breakfast (Tues-Thurs) at the Hostel. School lunches and morning tea (Tues-Fri) are prepared fresh to order by Hostel Staff every school day morning.
- Meals are taken in the Hostel's dining room and attendance is compulsory (arrangement for early/late meals and absence from meals due to other commitments etc. must be made in advance with the Hostel Staff).
- Boarder's personal food and ingredients for school hospitality/cookery classes is permitted on-site but must be stored in the student fridge in an airtight container that is clearly named.
- Food of any kind is only to be consumed in the dining room and outside areas; food in all other internal areas, particularly bedrooms, is strictly forbidden.

7. AFTER SCHOOL/RECREATION ETC.

7.1 SCHOOL EXTRA-CURRICULAR ACTIVITIES

Weekly boarding at the Hostel enables Boarders to take part in before and after school activities that, as a day student (travelling home on school bus etc.), they may not normally have the opportunity to do.

- Please discuss, with Hostel staff, your child's interest in any extra-curricular activity prior to making any arrangements with the organiser. Hostel staff can then confirm whether transport (if required) to/from the activity is possible and also to schedule the activity times into the weekly plan.
- Please confirm, in writing – email or SMS, full details of your child's enrolment in any extra-curricular activity.
- We are unable to transport Boarders to/from activities that commences prior to 7.00am or finishes after 8.45pm.

7.2 EXTERNAL/COMMUNITY ACTIVITIES

Weekly boarding at the Hostel enables Boarders to take part in external/community activities such as sporting clubs or music/dance groups that as a day student (travelling home on school bus etc.), they may not normally have the opportunity to do.

- Please discuss, with Hostel staff, your child's interest in any external/community activity prior to making any arrangements with the organiser. Hostel staff can then confirm whether transport (if required) to/from the activity is possible and also to schedule the activity times into the weekly plan.
- Please confirm, in writing – email or SMS, full details of your child's enrolment in any external/community activity.
- We are unable to transport Boarders to/from activities that commences prior to 7.00am or finishes after 8.45pm.

7.3 SCHOOL-BASED TRAINEESHIPS

Weekly boarding at the Hostel enables Boarders in Years 11 and 12 to take part in school-based traineeships, an opportunity that as a day student (travelling home on school bus etc.), they may not normally have the opportunity to do.

- Please discuss, with Hostel staff, your child's interest in any school-based traineeship *prior* to making any arrangements with the school/workplace. Hostel staff can then confirm whether transport (if required) to/from the traineeship is possible and also to schedule the traineeship times into the weekly plan.
- Please confirm, in writing – email or SMS, full details of your child's enrolment in any school-based traineeship.
- We are unable to transport Boarders to/from a traineeship that commences prior to 7.00am or finishes after 8.45pm.

7.4 BOARDER EMPLOYMENT

Weekly boarding at the Hostel enables Boarders in Years 10-12 to undertake part-time employment, an opportunity that as a day student (travelling home on school bus etc.), they may not normally have the opportunity to do.

The Child Employment Act 2006 states that "... a school-aged person can work a maximum of 12 hours during a school week (starting on Sunday), with a maximum of four (4) hours work permitted per school day". Any Year 11 - 12 Boarder who wishes to find casual employment must speak with Hostel Staff prior to making any firm commitments with school/employer.

- Please discuss, with Hostel staff, your child's interest in any part-time employment prior to making any arrangements with the employer. Hostel staff can then confirm whether transport (if required) to/from the workplace is possible and also schedule the employment times into the weekly plan.
- Please confirm, in writing – email or SMS, full details of your child's arrangements re: any part-time employment.
- We are unable to transport Boarders to/from employment that commences prior to 7.00am or finishes after 8.45pm.

8. HEALTH & WELL-BEING

- Please refer also to 'Leichhardt House Student Hostel: Medical & First-Aid Policy'.

8.1 HEALTH CARE

We require full medical information for all Boarders at the Hostel. It is critical that any allergy/known ongoing medical condition is brought to the attention of the Hostel staff so that relevant details can be discussed/clarified and planned for.

The Hostel does provide basic first-aid items such as generic brand band-aids and paracetamol/ibuprofen products for Boarders for one-off requirements. However, if you require specific branded items, these must be individually purchased.

ALL medication, including over-the-counter painkillers, must be clearly named, and handed in to the Hostel staff immediately on entering the Hostel. Under no circumstances are Boarders permitted to keep medication and administer it themselves. Prescribed medication must be administered by the Hostel staff as prescribed/required and a record kept.

Parents/carers are encouraged to contact the Hostel staff in regard to all matters and concerns pertaining to their child's health and well-being, so that appropriate treatment/support can be given.

8.2 APPOINTMENTS (MEDICAL)

- Please confirm in writing, – email or SMS to Hostel staff, full details of your child's medical/dental appointment. Hostel staff can then schedule the appointment time into the weekly plan.
- Parents/carers are asked not to make any appointments during school hours unless they are able to arrange transport/supervision themselves.

8.3 IMMUNISATION

It is requested that all Boarders be fully immunised to the schedule of the Queensland Health Immunisation Program (QHIP), before arriving at the Hostel. Please consult your GP/School Nurse if you require further information.

8.4 INFECTIOUS DISEASES

There are a number of infectious diseases that are common in situations where groups of people live together. If your son/daughter contracts any type of infectious disease the timeframe and signs/stages of recovery need to be discussed with the Hostel Staff before the Boarder is permitted to return to the Hostel. As a general guideline, Boarders will not be permitted to return to the Hostel until fully recovered as advised by your GP/health professional.³

8.5 MEDICARE CARDS

It is important for medical, optical, and pharmaceutical purposes, that Boarders have their own Medicare Card. The minimum requirement is that the Boarder's Medicare card number is kept on file at the Hostel.

8.6 HOSTEL CONTACT WITH PARENTS/CARERS IF BOARDER IS SICK/INJURED

Please keep in mind that it is not practical to contact parents/carers about every minor ailment or injury that occurs whilst a Boarder is at the Hostel. Parents/carers will, of course, be notified, immediately, of any significant sickness or injury.

Please advise Hostel Staff as soon as you are aware that your child will not be entering the Hostel at the beginning of the week due to sickness. Boarders must not return to the Hostel unless they have recovered fully from any illness/injury.

If a Boarder is sent home from school due to 'sickness/injury', the Hostel staff will assess the Boarders condition and decide whether:

- Parent/carer is contacted. After assessment, the Boarder is either considered to be feeling well and returns to school OR is considered to be unwell and requires picking up ASAP from the Hostel by parent/carer or emergency person.
- Parent/carer is contacted. After assessment, the Boarder rests at the Hostel and is reassessed at a later stage. The Boarder is either then, considered to be feeling well and

³ See Queensland Health: 'Time Out' poster:

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

remains at the Hostel and returns to school the next day OR is considered to be unwell and requires picking up ASAP from the Hostel by parent/carer or emergency person.

- In short, if a Boarder is too sick to attend school, it must be understood that they are too sick to be living in a close-knit, communal, boarding environment.
- Boarders must not return to the Hostel unless they have recovered fully from any illness/injury.

8.7 PHARMACEUTICAL/OTHER MEDICAL BILLS

- Where Boarders are required to visit one of the Chinchilla medical centres for treatment, any payment required is the responsibility of the parent/carer.
- We recommend that parents/carers open an account with one of the pharmacies in Chinchilla in order to have access to pharmaceutical items as required by their child. Any payment required is the responsibility of the parent/carer.
- No arrangements are in place for medical centre/pharmacy accounts to be paid for by the Hostel.

9. COMMUNICATING THIS POLICY TO THE HOSTEL COMMUNITY

The Hostel community will be advised [via email] that the Leichhardt House Student Hostel: Boarding Handbook and all other Hostel policy documents are available at the Hostel website.⁴ An outline of the different sections of the website and the content of each section will be included.

The Leichhardt House: Boarding Handbook is available in hard copy if requested.

10. COMPLAINTS

If anyone has a complaint in relation to the content or any other matter related to the Leichhardt House Student Hostel: Boarding Handbook, they should, in the first instance, follow the Hostel's Complaint Management Process; the first step being to submit a complaint form via the Hostel website.⁵

11. REVIEW

The Leichhardt House Student Hostel: Boarding Handbook will be reviewed at the end of each school year; stakeholders will be notified of any amendments via email. Any changes in pertinent Commonwealth/Qld State legislation or Education Qld/other regulatory body directive, or policy breaches that occur before the next scheduled review, will initiate immediate review and amendment; stakeholders will be notified via email.

This policy was adopted by the Hostel on: January 27th, 2010.

This policy was last updated on: March 1st, 2023.

Next review: End of 2023 or if/when breach of policy occurs.

⁴ www.hostel.net.au

⁵ www.hostel.net.au

APPENDIX 1: WHAT TO BRING TO BOARDING

BEDDING/LINEN

- Sheets (Preferably 'fitted', King Single OR Single: Please check with Hostel Staff)
- Pillow/Pillowcase
- Doona/Doona Cover
- Towel[s]

TOILETRIES

- Soap/Shower Gel
- Shampoo/Conditioner
- Deodorant
- Toothbrush/Toothpaste
- Toiletry Bag

SCHOOL UNIFORM (RE: CHINCHILLA STATE HIGH SCHOOL)

**Uniform items must be clearly marked with name tags or permanent/laundry marker.*

- Minimum of 2 x school polo shirts
- Minimum of 2 x pairs school shorts
- Minimum of 5 x pairs school socks
- Minimum of 1 x school formal shirt
- Minimum of 1 x pair school formal shorts
- Minimum of 1 x pair school formal socks
- BLACK School Shoes
- Stationary items/pencil case/USB calculator etc. etc.

OTHER

- Casual clothes/Footwear
- Underwear/socks (Enough for one week)
- Thongs/Slides

APPENDIX 2: LEICHHARDT HOUSE: DAILY SCHEDULE

6.45 am	Dining Room open for Breakfast.
7.15 am	First call.
7.30 am	Second call.
7.45 am	Breakfast closed.
8.15 am	Earliest permitted to leave for school *SIGN OUT.
8.30 am	Leave for school *SIGN OUT.
3.00 pm	School finishes.
3.10 pm 'ish	Boarders arrive at Hostel *SIGN IN.
	Afternoon tea.
3.30 pm	Downtown (Girls Mon. & Wed./Boys Tues. & Thurs.) *SIGN OUT.
4.45 pm	Latest permitted to return from Downtown *SIGN IN.
5.00 pm	Study time.
6.00 pm 'ish	Study time finishes.
	Free time/showers etc.
6.30 pm	Dinner time.
7.15 pm 'ish	Dinner time finishes.
	Free time/showers etc.
8.50 pm	Juniors prepare for bed/hand in phones.
9.00 pm	Junior's 'lights-out'.
	Bed Check Juniors
9.50 pm	Year 11's prepare for bed/hand in phones.
10.00 pm	Year 11's 'lights-out'.
	Bed Check Seniors

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	Bed Check Juniors
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10.00 pm	Year 11's 'lights-out'.
	Bed Check Seniors