

2021

Leichhardt House: Boarding Handbook



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TABLE OF CONTENTS

1 ORGANISATIONAL CONTEXT

1.1	CHINCHILLA STUDENT ACCOMMODATION ASSOC. INC. & LEICHHARDT HOUSE STUDENT HOSTEL	1
1.2	GOVERNANCE & MANAGEMENT	1
1.3	CSAA COMMITTEE MEMBERSHIP	2
1.4	DUTY OF CARE (ACTING IN LOCO PARENTIS)	2

2 ACADEMIC OBLIGATIONS

2.1	ACADEMIC OBLIGATIONS	3
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3 ENROLMENT

3.1	OPEN ENROLMENT POLICY STATEMENT	4
3.2	APPLICATION FOR ENROLMENT (PROCESS)	4
3.3	RESIDENTIAL AGREEMENT (RESPONSIBILITIES OF BOARDER & PARENTS)	5
3.4	FEEES	5
3.5	WITHDRAWAL OF BOARDER	5

4 COMMUNICATION & POLICY

4.1	SUPERVISION OF BOARDERS (HOSTEL OPENING TIMES/DROP-OFF & PICK-UP TIMES)	6
4.2	LEAVE ARRANGEMENTS & VISITORS	6
4.3	COMMUNICATION & WEEKLY PLANNING	7
4.4	CONTACTING BOARDERS BY PHONE	7

5 EXPECTATIONS OF BOARDERS

5.1	SIGN-IN/SIGN-OUT	8
5.2	BOARDER/BOARDER RELATIONSHIPS	8
5.3	SECURITY OF PERSONAL BELONGINGS	9
5.4	BORROWING/LENDING OF VALUABLES	
5.5	DAMAGES/GRAFFITI/VANDALISM	
5.6	BANNED ITEMS	

BOARDING LIFE

GENERAL SAFETY/PERSONAL SECURITY
LIVING AWAY FROM HOME
HOMESICKNESS
WHAT BOARDERS NEED TO BRING TO THE HOSTEL
DAILY SCHEDULE
BOARDERS ACCOMMODATION
 BEDROOMS
 BATHROOMS & TOILETS
 LAUNDRY
 CLEANING OF ACCOMMODATION
DINING ROOM/FOOD
SCHOOL EXTRA-CURRICULAR ACTIVITIES
EXTERNAL ACTIVITIES
SCHOOL BASED TRAINEESHIP
BOARDER EMPLOYMENT
APPOINTMENTS (OTHER)

HEALTH & WELL-BEING

HEALTH CARE
CONSENT FOR ADMINISTRATION OF: MEDICATION, MEDICAL CARE & FIRST AID
GUIDANCE, COUNSELLING & PASTORAL CARE
FIRST AID
INDIVIDUAL HEALTH RECORDS & PLANS
MANAGEMENT OF SIGNIFICANT HEALTH INCIDENTS
RECORDS OF ADMINISTRATION OF: MEDICATION, MEDICAL CARE & FIRST AID
IMMUNISATION
INFECTIOUS DISEASES
MEDICARE CARDS
HOSTEL CONTACT WITH PARENTS IF BOARDER IS SICK/INJURED
PHARMACEUTICAL/OTHER MEDICAL BILLS
APPOINTMENTS (MEDICAL)

COMPLAINTS

REVIEW PROCESS

APPENDICES

APPENDIX 1: WHAT BOARDERS NEED TO BRING TO THE HOSTEL
APPENDIX 2: DAILY SCHEDULE

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: www.hostel.net.au

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

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 Southern 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. 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 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 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;
- 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.

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 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, whilst in the care of the organisation. It is a term that applies when Parents allow an organisation [in this case, CSAA trading as Leichhardt House Student Hostel] to act in the best interests of their child [Parent], in the Parents' absence, as the organisation best sees fit. In this case the Hostel Staff act in loco parentis for all Boarders whilst resident at the Hostel.

By enrolling their children at the Hostel, Parents agree for CSAA to act in loco parentis whilst their children are Boarders. Central to this relationship being successful is effective two-way communication between Parents and the Hostel. Only by communicating all [relevant] information, can any foreseeable risk to boarder safety be mitigated; student records be maintained, and all 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.

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; work from other subjects quickly accumulates which often results in work being rushed or incomplete, marks that do not reflect the student's ability, stress, 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.

Our expectation is that all boarders who attend the Hostel, do so with the intention of attending a mainstream school, to this end, 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.

In addition to the Hostel 'in-house' study sessions; Chinchilla State High School provides study sessions in Maths, English and Science on Monday, Wednesday, and Thursday afternoons between 3.15 p.m. and 4.00 p.m. All boarders are advised to make use of this support in order to achieve their personal best.

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 complete this enrolment form;
- 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. where three Year 7 boys boarded, an application from an older boy (Years 11/12) would be denied (pending the availability of an appropriate room);
- The availability of a place at the time of the proposed date of entry into the Hostel (projected forward). EXAMPLE: Although there may be a place available for a Year 10 girl for the proposed date of entry into the Hostel; places for Years 11 and 12 for the following year may be fully booked. In this case the applicant would be advised that we could offer the room for Year 10 only (pending the cancellation of an existing Year 11 or 12 booking for the following year);
- Hostel Managers 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 Management Committee: Chinchilla Student Accommodation Association Inc.

3.2 APPLICATION FOR ENROLMENT (PROCESS)

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

1. Complete and submit the online 'Application for Enrolment' form*
2. Hostel staff will be in contact to arrange an enrolment interview for the prospective Boarder and Parent/Carer at the Hostel (sometime in Term 3 of the year prior to the proposed date of entry into the Hostel);
3. Attend the enrolment interview and if the arrangement to board is suitable to all parties, the [non-refundable] \$100.00 booking fee must be deposited in to the CSAA bank account to confirm the booking.

3.3 RESIDENTIAL AGREEMENTS (RESPONSIBILITIES OF BOARDER & PARENT)

* www.hostel.net.au

After the enrolment interview the Hostel Staff will guide the Boarder and Parent, clearly, through behavioural expectations and academic obligations detailed in relevant sections of 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. Boarder and Parent 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 will be provided with a copy of the signed Residential Agreement and Parental 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' whose children qualify for AIC are not required to pay any out-of-pocket charges.

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 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 & POLICY

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

RATIO

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 8.30 am and when the school bell is sounded at the start of the school day.

Supervision of boarders RATIO

Bedrooms

- Recreation/Common Rooms
- Outside Areas
- Dining Room
- Bathroom/Toilet

Friday (or last day of the school week): Boarders are picked up, by Parents, from school at 3:00 p.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.

4.3 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].

*Please see Section 6: Communication & Weekly Planning

4.4 COMMUNICATION & WEEKLY PLANNING

Effective, written, communication will ensure the management of any foreseeable risk to boarder safety as well as Hostel legislative obligations and management of student 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 (either by email or SMS message).

At the Hostel, we endeavour to keep communication channels open and transparent and encourage feedback from all stakeholders, particularly Boarders and Parents. Hostel Staff actively seek, through surveys and informal information sharing, Boarder feedback in areas such as food and in regard to the development of [relevant] policy.

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 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 Section 2.1.1, 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.

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

WEEKLY PLANNING

CONTACTING BOARDERS BY PHONE

Parents are asked to consider the following before calling the Hostel landline:

- Boarders are, generally, eating breakfast/getting ready for school before 7.30 a.m. and leave for school around 8.15-8.30 a.m. (Please call between 7.30 am and 8.30 am);
- Boarders generally return from school around 3.15 pm and have afternoon tea; study begins at 5.00 pm (Please call between 3.30 pm and 4.50 pm)
- Study ends around 6.15 pm and Boarders have dinner not long afterwards; bedtime is at 9.00 pm for Juniors [Years 7-10] and 10.00 pm for Seniors [Years 11-12] (Please call between 7.30 pm and 8.50 pm)
- Year 12 Boarders, have their mobile phones at all times (apart from when handed in for study sessions)
- Year 11 and Junior Boarders have their mobile phones from 7.30 am until 8.50 pm (Juniors) and 7.30 am until 9.50 pm (Year 11), apart from when handed in for study sessions.

As directed by Queensland Fire Service: Due to the risk of fire from [some] phone chargers: Charging of mobile phones is only to take place during the daytime, in the main building, using the power boards provided by the Hostel.

EXPECTATIONS OF BOARDERS

SIGN-IN/SIGN-OUT

Being out of bounds is strictly forbidden. Boarders are deemed to be out of bounds in the

BOARDER-BOARDER RELATIONSHIPS

SDF

SECURITY OF PERSONAL BELONGINGS

Cash should be handed over to the Hostel Staff for safe keeping upon arrival at the Hostel. CSAA takes no responsibility for sums of money left in the accommodation.

Every care is taken to protect valuable items. Parents and Boarders are expected to do their part by labelling all items of value, including phones. Expensive items such as watches, jewelry, etc. are to be left at home or, if inadvertently brought to the Hostel, handed in to the Hostel Staff.

BORROWING/LENDING OF VALUABLES

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

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.

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; however, misuse of any kind will result in individuals being denied the use of aerosols of any description.

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

- electric fans; electric blankets/heaters;
- energy/caffeine-based drinks and chewing gum.

BOARDING LIFE

GENERAL SAFETY & PERSONAL SECURITY

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 have not had to do before, live with people they might not necessarily associate with and accept instructions from people other than their Parents.

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.

Induction Program

Any type of boarding in the initial stages is a huge step for children and their Parents, particularly for younger children and those who may have not spent time away from home and family. Parents 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.

Good hygiene - personal – clothing – bedding = essential

HOMESICKNESS

It is normal for children to feel homesick at times. We recognize 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 of their [the Boarder] 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 (Please see Section 6: Communication & Weekly Planning and Section 7: Use of Hostel Bus).

WHAT BOARDERS NEED TO BRING FROM HOME

DAILY SCHEDULE

BOARDERS ACCOMMODATION ¹

ACCOMMODATION ²

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 call out to the Boarder.

BATHROOMS & TOILETS ³

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 bathroom, they will knock on the bathroom door and call out to the Boarder.

Bedrooms

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;

¹ code

² code

³ code

- 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.

Supervision of accomm

BATHROOMS & TOILETS ⁴

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Supervision of accom

Hostel Staff must not enter bathrooms whilst Boarders are inside; if Hostel Staff need to communicate with a Boarder who is in the bathroom, they will knock on the hallway door and call out to the Boarder.

Underwear, socks, casual clothing, and bed linen/doona covers etc. (on sheet day/end of term) are to be taken home for laundering each weekend.

HYGEINE

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 taken home for laundering every second week.

Laundry hygiene critical

CLEANING OF ACCOMMODATION

[3.5.5 Cleaning of Accommodation](#) [Process for Checking Cleanliness Of Boarder Living Areas](#)

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.

⁴ code

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).

[Food Provision & Review Nutritional Value, Quantity, Variety, Choice, Food Handling](#)

*Please see Section 6: Communication & Weekly Planning

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.

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 would not normally have the opportunity to do.

*Please see Section 6: Communication & Weekly Planning and Section 7: Use of Hostel Bus

EXTERNAL ACTIVITIES

Weekly boarding at the Hostel enables Boarders to take part in a broad range of sporting and arts and programs in the community that, as a day student (travelling home on school bus etc.), they would not normally have the opportunity to do.

*Please see Section 6: Communication & Weekly Planning and Section 7: Use of Hostel Bus

SCHOOL BASED TRAINEESHIPS

Any Year 11 - 12 Boarder who wishes to undertake a School Based Traineeship must speak with Hostel Staff prior to making any firm commitment with school/employer.

See 6.7

*Please see Section 6: Communication & Weekly Planning and Section 7: Use of Hostel Bus

BOARDER EMPLOYMENT

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 see Section 6: Communication & Weekly Planning and Section 7: Use of Hostel Bus

APPOINTMENTS (OTHER)

Please communicate ALL appointment details directly with Hostel Staff.

*Please see Section 6: Communication & Weekly Planning and Section 7: Use of Hostel Bus

The Hostel Staff are responsible for all catering, cleaning, and laundry operations at the Hostel. Emphasis is placed on the hygiene and cleanliness of the Hostel with dormitories/amenities/communal areas serviced daily. Ongoing, routine inspections are undertaken by the Hostel Staff to ensure that the desired minimum standards are maintained. Each Boarder is expected to play a helpful role in maintaining a clean, hygienic, and tidy community by taking responsibility for their own living space and communal areas after use.

APPOINTMENTS

MON

Wed

Thurs Tues 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.

HEALTH & WELL-BEING

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 medical items such as generic brand band-aids and paracetamol/ibuprofen products for Boarders for one-off requirements. However, if you require specific items such as Johnson & Johnson band-aids/premium brand Panadol and Nurofen etc. products, 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 are encouraged to contact the Hostel Staff about all matters and concerns pertaining to their sons'/daughters' health, so that appropriate treatment/support can be given. All medical and dental appointments made by Parents must be brought to the attention of the Hostel Staff to ensure that the appointments are scheduled into the weekly planning schedule.

Parents'/Carers' are asked not to make appointments during school hours unless they are able to arrange transport/supervision themselves.

*Please see Section 6: Communication & Weekly Planning

CONSENT FOR ADMINISTRATION OF MEDICATION, MEDICAL CARE & FIRST AID ⁵

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.

Add about manage info

GUIDANCE, COUNSELLING & PASTORAL CARE

FIRST AID ⁶

- See, Leichhardt House Student Hostel: First Aid (Guideline)

INDIVIDUAL HEALTH PLANS & RECORDS⁷

Add about manage info

MANAGEMENT OF SIGNIFICANT HEALTH INCIDENTS

⁵ Code confide of info

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⁷ code

RECORDS OF ADMINISTRATION OF MEDICATION, MEDICAL CARE & FIRST AID⁸

Add about manage info

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.

INFECTIOUS DISEASES

There are a number of infectious diseases that are common in situations where groups of people live together (head-lice . 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.

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.

HOSTEL CONTACT WITH PARENTS IF BOARDER IS SICK/INJURED

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

Please advise Hostel Staff as soon as you are aware that your son/daughter will not be arriving at 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:

- the Boarder returns to school;
- the Parent/Emergency Person is contacted, the Boarder rests at the Hostel/condition is reviewed at a later time;
- the Parent/Emergency Person is contacted, and pick-up time is arranged, the Boarder returns home.

In short, if a boarder is too sick to attend school, it goes without saying 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 Code config info

9.13 PHARMACEUTICAL/OTHER MEDICAL BILLS

Where Boarders are required to visit one of the Chinchilla medical centres for treatment, payment of the account is the responsibility of the Parent.

No arrangements are in place for medical centre/GP accounts to be paid by the Hostel.

We recommend that Parents open an account with one of the pharmacies in Chinchilla in order to have access to pharmaceutical items as required by their child.

No arrangements are in place for pharmacy accounts to be paid by the Hostel.

APPOINTMENTS (MEDICAL)

Please communicate ALL appointment details directly with Hostel Staff.

1 11 COMMUNICATING THIS POLICY

Chinchilla Student Accommodation Association Inc. (CSAA) T/A Leichhardt House Student Hostel (the hostel) makes available our full set of policies and procedures online so that parents/carers/boarders and hostel staff have continuous access to the most recent versions of all the individual documents. This system will deal with any outdated issues with hostel policies that are amended during the school year.

Hard copies of any policy/procedure is available upon request.

2 12 COMPLAINTS

If anyone has a complaint in relation to the content of this document or any other matter related to the content of this document, 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.⁹

⁹ www.hostel.net.au

13 REVIEW

This policy 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 2010
 This policy was last updated on: January 23rd, 2021.
 Next review: End of 2021 or if/when breach of policy occurs.

1. APPENDIX 1: WHAT BOARDERS NEED TO BRING TO LEICHHARDT HOUSE

Bedding & Linen

- Fitted Sheets (PREFERABLE)
- (King Single OR Single: Please check with Hostel Staff)
- Pillow/Pillowcase
- Doona/Doona cover

School Uniform

- Two (MINIMUM) school shirts (CLEARLY NAMED)
- Two (MINIMUM) school shorts (CLEARLY NAMED)
- Five (MINIMUM) school socks
- Black, covered, school shoes

All uniform items must be clearly marked with name tags or permanent/laundry marker
 HYGEINE

School Miscellaneous

- All stationary/pencil case, USB, calculator etc.

Casual Clothing

- Casual clothes/footwear;
- Underwear/socks (ADEQUATE FOR ONE WEEK);
- Thongs/Slides (ESSENTIAL).

Underwear, socks, casual clothing and bed linen/doona covers etc. (on sheet day/end of term) are to be taken home for laundering each weekend.
HYGEINE

Toiletries

- Soap/Shower Gel
- Shampoo/Conditioner
- Deodorant
- Toothbrush/Toothpaste
- Toiletry Bag
- 2 x Towels (CLEARLY NAMED)

Underwear, socks, casual clothing and bed linen/doona covers etc. (on sheet day/end of term) are to be taken home for laundering each weekend.
HYGEINE

- ; Togs;
- Sunscreen/insect repellent, tissues etc.;
- Minor medical items: i.e. Panadol; vitamins/minerals.

Please see Section ** RE: Medication

2. 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	Dining Room Closed
8.15 am	earliest to school
8.30 am	to school
3.00 pm	school ends
3.10 pm	arrive back at Hostel/Afternoon Tea
3.30 pm	Downtown Girls mon & Wed Boys Tues & Thurs
5.00 pm	Study Time
6.15 pm	end of study time
6.30 pm	Dinner Time

This document will be reviewed at the end of each school year. Any breaches of policy, strategy, guideline etc. that occurs during the year will require immediate review of the pertinent policy, strategy, guideline etc. and all stakeholders advised via email.

Last updated: December 11, 2020 (Communicated to Parents: 11/12/2020)