



# Broome Residential College

## Boarding Agreement

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Thank you for accepting the offer of a residential place at Broome Residential College. The place is offered on the understanding that the information you provided in your application was accurate and complete. Please keep all information about your child up to date while they are boarding at the college.

The Residential College Boarding Agreement is between a student's parent/s and the College Manager. The signed Boarding Agreement confirms:

- a residential place is available for the student;
- the conditions under which the residential place is offered and accepted;
- the care and welfare arrangements while the student is at the residential college; and
- the grounds for suspending or terminating the Boarding Agreement.

### Student, Parent and Emergency Contact Information

By accepting the place and signing the Boarding Agreement the parent/s agree to:

- provide the name, address and contact details of the person/s, in addition to the parent/s, who can be easily contacted in an emergency;
- inform the residential college, in writing, within 14 days of any change to student, parent or emergency contact information;
- provide and maintain up to date information regarding the student's needs and particular provisions for their day to day care, welfare and development;
- allow staff from the college to attend to the student's medical, physical or mental health needs as required, including taking the student to appointments with nominated health professionals;
- the College Manager seeking emergency care for the student without obtaining prior consent if this is not practical in the circumstances; and
- provide the name, address and contact details of the person/s who can make decisions and perform the functions of a 'parent' when they are not residing in Western Australia.

### Code of Conduct and Personal Responsibility

By accepting the place and signing the Boarding Agreement the parent/s agree:

- the student will comply with the Residential College Code of Conduct;
- the student is responsible for their personal property and for loss or damage to that property unless it was maliciously caused by other students or negligence of staff from the college; and
- to make arrangements for a student who is suspended from the residential college to leave the college grounds when requested by the College Manager.

## **Payment for Accommodation and Individual Services**

By accepting the place and signing the Boarding Agreement the parent/s agree to:

- assign to the residential college any subsidies or payments received to offset the charge for accommodation each year;
- pay the invoiced amount for accommodation each year;
- pay the invoiced amount for individual services each year;
- complete required payments prior to the first day of term unless a prior arrangement or payment plan has been approved by the College Manager; and
- pay any outstanding amounts if the Boarding Agreement is terminated.

## **Responsibilities and Functions of the College Manager**

By offering the place and signing the Boarding Agreement the College Manager will:

- provide the student with accommodation and individual services each year;
- be responsible for the student's safety, care and welfare while the student is under the care and control of staff from the college;
- request parent consent prior to attending to the student's medical needs or health condition;
- seek emergency care for the student without obtaining prior consent from the parent/s if this is not practical in the circumstances;
- accept either payment of charges in full or by instalments before the agreed due date; and
- refund amounts paid in advance where the parent/s give 14 days' written advice that the student will leave the college and the Boarding Agreement will terminate.

## **Suspending the Student or Terminating the Boarding Agreement**

The College Manager may suspend the student or terminate the Boarding Agreement if:

- the student does not enrol at the school specified in the Residential College Application;
- the student ceases to be enrolled at the school specified in the Application;
- the student breaches the Residential College Code of Conduct;
- the information in the Residential College Application is false or misleading; or
- the parent/s breach this Boarding Agreement.

### **Suspending the student from the residential college**

If the student is suspended from the residential college, they are unable to reside at the residential college for the duration of the suspension.

The College Manager may suspend the student for up to 21 days if the student breaches the Residential College Code of Conduct. The student and the parent/s are unable to appeal the college manager's decision to suspend the student.

The College Manager will provide the student and the parent/s with written advice:

- that the student is suspended from the college and must leave the college grounds;
- of the reason for the suspension;

- of the date on which the suspension commences;
- of the date on which the suspension ends and the student can return to the college; and
- if applicable, that the Boarding Agreement may be terminated while the student is suspended.

### **Terminating the Boarding Agreement**

To terminate the Boarding Agreement, the College Manager will provide the student and the parent/s with written advice:

- that the Boarding Agreement is terminated meaning a residential place will no longer be provided for the student;
- of the reason for the termination;
- of the date on which the termination becomes effective; and
- about how to request a review if they are not satisfied with the College Manager's decision to terminate the Boarding Agreement.

### **\$300 Bond for a Residential Place**

Signing the Boarding Agreement means:

- the parent/s pay the bond to secure the residential place for the student;
- the College Manager retains the bond for duration of the Boarding Agreement;
- the bond may be used to compensate the residential college for any outstanding costs or repairing damage the student causes to college property; and
- the College Manager refunds the remaining bond if the Boarding Agreement is terminated.

## Acceptance of the residential college boarding agreement

<b>Student name:</b>
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<b>Parent 1 name:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Parent 2 name:</b>			
<b>Signature:</b>		<b>Date:</b>	

<b>College Manager name:</b>			
<b>Signature:</b>		<b>Date:</b>	

## Term of the residential college boarding agreement

<b>Start Date:</b>		<b>End Date:</b>	
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## Student agreement

I \_\_\_\_\_ have read and understood the Residential College Code of Conduct.

I agree to follow the Residential College Code of Conduct.

I understand that a breach of the Residential College Code of Conduct could result in:

- staff imposing a consequence at the college;
- suspension from the college; and/or
- losing my place at the college if the Boarding Agreement is terminated.

<b>Student signature:</b>		<b>Date:</b>	
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## RESIDENTIAL COLLEGE CODE OF CONDUCT

### 1. AUTHORITY

The Code of Conduct (the Code) is issued and published pursuant to section 213J of the *School Education Act 1999*.

### 2. PURPOSE

The Boarding Agreement provides that the student must obey the Code.

The purpose of the Code is to set out the required standard of conduct to be observed by a student while boarding at a residential college.

Students who breach the Code may be subject to disciplinary action. The college manager can suspend or terminate a boarding agreement for substantial breaches of the Code.

### 3. SCOPE

This Code applies to all students who board at a residential college.

### 4. CONDUCT IN RESPECT TO SELF

Students will:

- act with proper regard for their safety, education, welfare and health (mental and physical);
- conduct themselves in a respectful, responsible and lawful manner;
- behave in a way that upholds the values, integrity and reputation of the residential college; and
- accept responsibility for their actions.

### 5. CONDUCT IN RESPECT TO OTHER STUDENTS

Students will:

- treat other students with respect, dignity, courtesy, honesty and fairness and with proper regard for others' rights, safety and welfare;
- live in harmony with other students and respect others' views and opinions;
- respect the privacy of others; and
- report a breach of the Code to appropriate staff.

### 6. CONDUCT IN RESPECT TO STAFF

Students will:

- treat staff with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- respect their property, views and opinions; and
- comply with any reasonable request of a staff member.

### 7. CONDUCT IN RESPECT TO PROPERTY

Students will:

- treat residential college property and facilities with respect; and
- treat staff and fellow students' property with respect.