

# Cleve Area School



## Boarding Program Information Handbook

*SARSAP*

*South Australian Rural Student Accommodation Program*



### **CLEVE AREA SCHOOL**

*Eyre Peninsula, South Australia*

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Boarding House Parent  
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Cleve Area School (08) 86282 104

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## MAILING ADDRESSES

Cleve Boarding House

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Second Street,

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<http://www.cleveas.sa.edu.au/>

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## BOARDING PHILOSOPHY

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

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

Boarding House practices are based on policies as per Boarding Australia.

## BANKING FACILITIES

Local Banks are :

- \* Bank SA (at Post Office)
- \* ANZ
- \* NAB (at Post Office)

## BEDROOMS

- \* The bedrooms are places of privacy, rest, study and quiet relaxation.
- \* No student may enter another's bedroom without first seeking permission.
- \* Clothing is not to be left on beds/floors.
- \* Before leaving for school, students are to tidy rooms, check windows and switch off lights.
- \* There is to be strict quiet after 10.15 pm.
- \* Rooms will be allocated by House Parents.
- \* At the end of the final term, students must remove all of their belongings from their rooms. There are limited facilities to store gear during vacations.
- \* It is in the students' best interests not to have too many clothes or personal items.
- \* Rooms must be tidy at all times as there is limited storage. Too much gear makes it more difficult to be tidy.

## BED CHECKS

The committee has instructed that the house parent is to carry out random bed checks.

## BICYCLES

Students are permitted to have bikes. It is advisable that bikes are not lent or borrowed.

## CARE OF HOUSE

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

Any damage to the building or furniture is to be reported to those in charge as soon as possible to the House Parent. The person responsible for the damage is to make payment where wilful intent is apparent.

## COMMUNICATION OF DISCIPLINARY ACTION

In the first instances students will receive a warning and possible withdrawal of minor privileges, ie grounding.

Any student who seriously or continuously misbehaves will have a file opened and the Committee will be contacted by the House Parent for appropriate action. Any action taken or counsel given will be recorded on file. Also a letter will be sent home to Parents outlining the problems and the matter will be referred to the Committee.

If no improvement is noted within a definite time frame, an interview with parents would take place where suspension would be discussed if the student did not take positive steps to rectify behaviour.

Finally expulsion would occur and the student's position at the boarding house declared vacant. In this event there would be no refund of fees already paid.

## CONSENT FOR SCHOOL ACTIVITIES

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

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

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

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

Parental consent does not automatically override existing Boarding House Rules .

## DAILY ROUTINES

- \* School bell 3.10 pm
- \* 3.30 pm Report home from school
- \* Return for tea 5.45 pm
- \* 6.00 pm Tea
- \* 6.30 - 9.30 pm Study time negotiated with House Parents
- \* 9.00 pm Visitors leave
- \* 9.30 pm Curfew
- \* 10.00 pm Lights Out

Students are not to be at the boarding House during school hours unless due to illness or permission is given by Boarding House Parent or Principal.

## ENROLMENT/SELECTION

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

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

All parents will be asked to indicate at the end of term 3 whether they wish to renew their application for the forthcoming year.

## FEES

Year 12 - \$6800 (7 day) \$6120 (5 day) based on 34 weeks

Year 11 - \$7400 (7 day) \$6660 (5 day) based on 37 weeks

Year 10 - \$8000 (7 day) \$7200 (5 day) based on 40 weeks

(Fee review Term 4)

A payment plan is available, please contact the school for more information.

Payments can be made:

- \* In cash
- \* By cheque - payable to Cleve Area School
- \* By direct debit: contact the School Finance Officer for account details

Any resident experiencing difficulties with board payments must contact the Principal to review their situation.

A holding fee will be applied in place of board when the resident is away from the Boarding House for school vacations, except the December/January holidays.

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

## HOURS

The Boarding House parent is available from 3:15 p.m. on Monday to 9:30 a.m. on Friday during term time.

Some exceptions include: Sunday preceding commencement of term where the Boarding House parent will be available from 3:15 p.m.; public holidays and when the school require extended hours.

## INTERNET

Wireless internet is available at a cost of \$88 per year.

## HOUSE MEETINGS

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

## KEYS

Keys must be replaced if lost, and must also be handed in when a resident is away for any length of time.

## LAUNDRY AND CLOTHING

All clothing must be clearly marked with the student's name. Adequate clothing must be provided for all weather conditions.

Boarders are expected to put dirty clothes in the laundry basket in the Laundry. The House Parent will wash, dry, iron and sort clothing and return it to individual students. Laundry will not be done on weekends. Clothing should be put away in cupboards and wardrobes.

House Parent will organise the bed linen and towels to be washed weekly.

## LEISURE AND RECREATION

Many sports are available in Cleve and students are encouraged to participate. The community offers football, netball, tennis, table tennis, basketball, hunt club, cricket, golf, softball, bowls, sailing (Arno Bay), dirt circuit, bowls, squash and swimming. Arrangements for attendance at

these sports, their practices or coaching are to be made by students or parents. Students are expected to attend the school's extra curricula/social events such as drama productions, socials, sports days, interschool events. If a school social activity is organised or deemed worthy of attending, all students are expected to attend. Parents will need to make suitable alternatives arrangements with House Parent if a student is not attending. Music can only be played at a noise level that is acceptable to the House Parent.

#### LOCAL LEAVE DURING SCHOOL WEEK

Students report home after school and inform House Parent if going out (sports, shopping etc). They are required to be back at 5.45 pm for tea. Any extended leave (overnight etc) must be negotiated verbally with parents and House Parent, well beforehand and at least 24 hours in advance.

#### MEAL ROSTER

Boarders are expected to complete clean-up duties on a rostered basis after tea. It is the boarder's responsibility to wash and put away any crockery they use at non-meal times.

#### MEALS

##### Weekdays

##### Breakfast

Toast, cereal, tea, coffee, milk

##### Lunch

Rolls, sandwiches, cake, fruit

##### Dinner

Main meal, dessert

##### Weekends

##### Breakfast

Toast, cereal, eggs, tea, coffee, milk

##### Lunch

Pies, sausage rolls, pasties, toasted sandwiches, noodles, soup

##### Dinner

Main meal, dessert

All snacks are to be provided by students. Fruit is available at all times.

#### MEDICAL SICKNESS & MEDICATION

Residents who are ill for more than 24 consecutive hours and require additional care will be requested to return home for the duration of their illness. Residents that are experiencing health problems and require medical attention and/or adult care, will be required to return home until such time as their condition has improved and no-longer require adult supervision. Residents who have sustained an injury requiring care and supervision will be expected to return to their parents/care-providers.

Residents parents/care-providers will be informed by the House Parent of all injuries - contagious diseases, illnesses and exclusion from school due to ill health that their child is experiencing. Parent/care-providers will be contacted by the House Parent or the Co-ordinator, to ensure that the necessary arrangements have been made to escort the ill/injured resident to their family home.

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

The boarder and/or parent/s must inform the Boarding House Parent if the boarder is required to take regular prescribed medication/s. All medication should be given to the Boarding House parent to hold. The Boarding House parent is to record the date and time and type of medication given to each boarder.

#### MOBILE PHONES AND CYBERBULLYING

Mobile phones will be taken off students at 10pm and returned from 7am. Emergency only contact after 10pm on Boarding House phone (86282627). No incoming or outgoing calls between 6pm and 6.30pm (tea time).

Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. Students are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Mobile phones or other mobile devices must not be used to take photos/video of any other student or staff without their consent. It is also prohibited to upload photos/videos of other students/staff to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video.

#### MOVING IN AT THE START OF THE YEAR

Students may move in to the Boarding House after 2.30 pm on the day before school starts. This time should be verified by the Friday prior to the first day of school. Arrangements can be made however to drop off belongings at the Boarding House in the week prior to the start of the school year.

## PERSONAL REQUIREMENTS

All clothing, personal belongings etc must be clearly NAME TAGGED. Students are required to bring the following items :

Sheets (King size single)	Quilt
Pillow(s)	2 towels
Beach towel	Face Washers
Overnight bag	Toiletries (including hair shampoo, powder etc)
Toothbrush & paste etc.	Handkerchiefs
Tissues	Coat hangers
Headphones	

Students may bring with them electrical appliances as they wish. All electrical items are required to be tagged and tested by the school Groundsperson. No pets allowed.

## POSTERS

It is an expectation that boarders will only blue tack posters in their rooms that are not offensive to House Parent.

## STUDENT COUNSELLOR

A Student Counsellor, Trevor McDonough is available at the school and after hours the Principal—Ray Marino is available on 0427900136.

## SELECTION OF BOARDERS

The Boarding House sub-committee will be responsible for selecting prospective boarders. Successful applicants for the forthcoming year will be informed by the end of term 3. The following criteria will be observed by the selection committee when assessing applicants for entry :

- \* Continuing boarders
- \* Timing of receipt of Application
- \* Senior students
- \* School reports -to be provided with application
- \* Character references - to be provided with application
- \* Parents' ability to honour financial commitment to the facility.

## SCHOOL REPORTS

Boarders are encouraged to show their school reports each term to the House Parent.

## SCHOOL UNIFORM

The requirement is that all students will wear the school uniform. If this is not possible for some unforeseen reason, a note from Parents/House Parent is requested. A copy of the Cleve Area School Uniform Policy is included in this handbook.

## STUDENT RIGHTS AND RESPONSIBILITIES

1. I have the right to be myself and to be treated as an individual.  
I have the responsibility to respect others as individuals; not to pick on them, tease them, try to hurt their feelings or persecute them for being different if their, sex, race, customs, language, religion or appearance is different from mine.
2. I have the right to be treated with respect and politeness.  
I have the responsibility to treat others politely and with respect. I have the responsibility to respect the authority of supervisors, who are responsible for me in place of my parents. If necessary I can disagree without being offensive.
3. I have the right to expect that schooling will be of benefit to me; that I will obtain maximum benefit from all lessons and study periods; that other students will not deprive me of this right by their behaviour.  
I have the responsibility to co-operate with teachers, supervisors and other students to make sure that study time is conducive to work and that I keep up-to-date with assignments. I will not behave so as to interfere with other students' right to learn. I also have the responsibility to be on time for school, to be on time for study, to attend school regularly and to take part in activities.
4. I have the right to be safe and not feel threatened by danger to my person.  
I have the responsibility to help make other people feel safe by not bullying, threatening, hitting or hurting anyone in any way. I have no right to take the law into my own hands, to swear, use offensive language or verbally abuse anyone.
5. I have the right to expect my property to be safe. I have the responsibility not to steal, damage, destroy or interfere with the property of other students or the property of the boarding house itself.



6. I have the right to belong to a boarding house with a healthy environment and in which I can keep good health.  
I have the responsibility not to smoke, take alcoholic drinks or drugs or encourage other students to do so. I have the responsibility to eat sensibly. I have the responsibility to be hygienic.
7. I have the right to enjoy a clean and attractive boarding house environment and take pleasure in the surroundings.  
It is my responsibility to care for the house environment, not to litter the premises, deface or damage furniture or rooms, or in any way make the environment offensive to others. Therefore I am prepared to keep the house environment neat and clean and to remove litter and rubbish.
8. I have the right to be informed of what is happening in the boarding house.  
I have the responsibility to listen attentively at house meetings, to bring newsletters and notes home from school. I will make it my business to find out what I need to know and ask for what I need.
9. I have the right to expect justice and fair treatment.  
While I can expect praise and recognition for who I am and what I do, I have the responsibility that I am open to penalties if I do the wrong thing. I have the responsibility to respect the rights of others.
10. I have the right to be seen as a useful and worthwhile member of the community. I have the responsibility of demonstrating to the community by my conduct. This applies to travel to and from the boarding house, work experience and excursions etc.

#### CONCLUSION

I have these rights while I am a student at the boarding house.

I have the responsibility to protect these rights and those of others living up to my responsibilities at all times.

#### TELEPHONE

A phone is available and will receive all calls. STD is available and students are required to pay for all calls as soon as a phone bill is received.

#### TRANSPORT

Use of cars needs to meet school policy requirements. Students are required to complete the attached vehicle consent to drive to and from school. Students must obtain parental permission to transport other students in their car or to be a passenger in a student car. Rides with student drivers are definitely not permitted without permission in writing from Parents. Students are not to accept rides in cars unless previously arranged with House Parent and Parents.

#### TV/DVDS

Boarders are able to view any DVD's other than those classified R. Any concerns about types of movies will be dealt with by the House Parent. DVDs can be hired from the Birdseye Roadhouse or borrowed from the Cleve School Community Library.

#### VISITORS

All visitors are asked to report to the House Parent in charge on arrival. Visitors are welcome to use the student lounge room and are not to enter student's rooms (male or female) with exception of immediate family. Students may not leave with a visitor unless permission is granted. Visitors are accepted to leave by 7:30pm unless otherwise negotiated.

#### WEEKEND LEAVE AND TERM HOLIDAYS

Weekend leave, other than exeat weekends is to be approved by the parents and direct verbal contact made to House Parent by Thursday which states:

- \* Destination
- \* Contact phone number
- \* Departure / arrival

Students must return before 9.00pm on Sunday. Any student who wishes to return later must make alternative arrangements. Please let House Parent know about tea arrangements.

Students are required to leave the boarding house on school holidays and two exeat weekends per term. Students are asked to leave the Boarding House half an hour after the finish of school and may return after 5.00pm on the day before school restarts. No meals will be provided for students on Sundays after exeat weekends or start of term 2, 3 and 4.

#### WEEKENDS

Parents are welcome to take students out on any weekend. Some prior notification is appreciated if this is to occur.



## BOARDING HOUSE RULES - SUMMARY

- \* Permission from House Parent for friends to come to the Boarding House.
- \* Rooms tidy at all times. Leave Bathroom tidy. Hang up towels.
- \* Computer use - school work and educational games only.
- \* Respect other people's need for privacy and private study times.
- \* One to one and a half hours silent study time after tea every evening during the week.
- \* No music to be heard outside rooms. Everyone is encouraged to use headphones.
- \* Everyone must report to Boarding House after school by 3.30 pm. Students may leave after gaining permission. All must return to Boarding House by 5.45 pm to prepare for tea. (Only exceptions with prior permission to go to sport/work).
- \* If away for weekend advise House Parent of time of return.
- \* Parents' permission needed to leave Boarding House after tea during week/weekends.
- \* Showers 5 minutes maximum.
- \* Visitors to use student lounge only and to vacate the boarding house by 7.30 pm.
- \* Boarding House closes at 9.30 pm. If students have parents' permission to be out later, they must make other arrangements for supervision with parents' and house parents' permission.

The consequences of occasional breaches of the house rules include loss of privileges

ie       grounding  
          community service within the House.

## BEHAVIOUR MANAGEMENT POLICY

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

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

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

The 6 C's

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

All students must accept this code of conduct, and to maintain satisfactory behavioural standards there need to be consequences for breaches of the rules and behavioural expectations.

Step 1

In the event of a breach of expectations, the student will be grounded for 2 days and parents notified.

Grounding means

- that students are confined to the Boarding House property.
- that students do not participate in Boarding House excursions or such activities, nor in sports practices.
- that students may have added roster duties.

Step 2

A further offence will result in a Behaviour Card and a grounding for 5 days.

The Behaviour Card will be signed each hour, on the hour, from 4pm until 9pm for each of the 5 days, and is designed to provide close monitoring of the student's behaviour and attitude.

Parents will be informed and will need to sign at the completion of the 5 days. The student will then take the card to the Principal, or his representative, who will also sign it.

Step 3

A further breach will result in a conference involving the student, parents, Boarding House parent and the Principal or delegate. This conference will outline expected student behaviour required to avoid suspension from the Boarding House.

Step 4

A subsequent breach will involve suspension of the student from the Boarding House for a period of 2 to 5 days depending on the severity of the incident.

The student will return to the Boarding House only after a further conference with the parents, and the student will be issued with a Behaviour Card and grounding restrictions for the next 5 days.

Step 5

Another offence will result in the exclusion of the student from the Boarding House.

Offences of a more serious nature will incur a different entry point into the behaviour management process.

Step 2 Entry Point

Offences such as smoking, mixed genders in rooms, etc.

Step 4 Entry Point

Offences such as violent behaviour, drug and alcohol use, significant property damage, etc.

It is expected that the over-riding emphasis throughout the Behaviour Management process will be the agreed positive expectations of the 6C's and that the consequences outlined above are for non-compliance with these expectations.

The 5 steps of 'discipline consequences' is structured to ensure fairness and consistency in the Boarding House behavioural standards, and to encourage boarders to grow in accepting responsibility for their actions.

## GRIEVANCE PROCEDURE

Step 1

If you have a problem, relate it to your House Parent or the person you have the concern with.

Step 2

If you feel you cannot take it to your House Parent, relate your problem to a School Liaison Person:

Marg Honan - Boarding House Committee Member

Aleks Suljagic - Ag Co-ordinator

Step 3

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

teachers that you feel comfortable in discussing issues with.

#### Step 4

If these people cannot help you, relate your problem to the Principal, Ray Marino on 86 282104.

### MOTOR VEHICLE POLICY

school's policy, based on advice from the Education Department's Legal Officer, on students who travel to and from school in motor vehicles

Listed below are three categories of travel to which we refer, and the action required:

1. A student driving a motor vehicle to and from school  
The parent/guardian is asked to provide written consent for this to occur.
2. A student transporting another student to and from school  
The parent/guardian of the driver is asked to provide written consent for these specific arrangements i.e. the name or names of passengers should be stated.
3. A student being transported to and from school in a vehicle driven by another student

The parent/guardian of the passenger is asked to provide written consent for these specific arrangements i.e. the name of the driver should be stated.

It is the responsibility of parents to ensure student vehicles comply with the law in terms of roadworthiness, provision of seat-belts, insurance and the like. Students are NOT to access vehicles during lesson or break times, lockers are provided for the storage of student gear.

South Australia has introduced new laws on 28th July 2014 to help prepare and protect young people for a lifetime of safe driving.

The first year of driving unsupervised is the riskiest in a person's driving life. Young drivers are still developing their ability to detect, identify and quickly respond to risks or hazards. Lack of experience, night-time driving and the presence of peer-aged passengers all contribute to younger drivers having an increased risk of being involved in a crash. The major change will be the introduction of a night driving and passenger restriction for all P1 drivers under the age of 25.

#### Night Driving Restriction

From 28th July 2014, holders of a P1 licence aged under 25 must not drive between midnight and 5am, unless they have a qualified supervising driver seated beside them or they meet one of the exemption criteria below:

Driving to and from work or driving in the course of employment;

Driving to and from education/training or driving in the course of education/training with a school, university, TAFE, apprenticeship or other formal training provider;

Driving to and from formal volunteer work, or driving in the course of performing formal volunteer work;

Driving to participate in sports, artistic, charitable, religious or scientific activities;

A police or emergency services officer on duty.

Learner motorcyclists under the age of 25 without a P2 or full licence for a car will also be subject to the night driving restriction.

In the school environment, these exemptions will cater for young people who may need to drive to an early morning training session (eg sport) or to drive home after participating in a late night drama production, sport, Sims Farm activities and travelling to and from home and the boarding house.

#### Passenger Restriction

From 28th July 2014, holders of a P1 licence aged under 25 years must not carry more than one passenger aged between 16 and 20 (excluding immediate family members) unless they have a qualified supervising driver seated beside them or they meet one of the exemption criteria below:

Driving in the course of employment; or

A police or emergency services officer on duty.

An exemption from the passenger restriction will not be available for any other purpose, including education and training.

I understand that the passenger restriction may impact upon students who currently travel together, for instance where a young P1 driver currently drives with more than one passenger aged 16 to 20 between school campuses. Under the new laws, this practice may continue but only if the P1 driver has a qualified supervising driver in the front seat beside them. Where a qualified supervising driver is present, the passenger restriction does not apply and additional passengers aged between 16 and 20 may travel in the vehicle. Immediate family members are also exempt, which means that P1 drivers will still be able to take their brothers and sisters to school, regardless of their age.

P1 licence holders are responsible for complying with these new laws and will be informed of the changes. They do not need to apply for and exemption from the night driving restriction for education and training purposes but may need to provide evidence that they meet the exemption criteria if requested by police.

Further information about the new laws and the exemption scheme can be found at [www.mylicence.sa.gov.au](http://www.mylicence.sa.gov.au).

### SCHOOL UNIFORM POLICY

This is determined by the Uniform Committee in consultation with the Governing Council, staff and Student Representative Council. It is strongly endorsed by the parent community. New clothing is available for purchase from Cleve Area School.

#### Girls

Fabric check pleated skirt or navy skirt  
Check dress  
Navy school shorts  
Plain navy school pants  
Navy or light blue shirt/skivvy with Cleve Area School logo (or generic brand)  
Navy or white school socks, navy tights  
Navy school windcheater or ½ zip polar fleece jumper

#### Boys

Plain navy school pants  
Navy or light blue shirt/skivvy with Cleve Area School logo (or generic brand)  
Plain navy school shorts with pockets  
Navy or white school socks  
Navy school windcheater or ½ zip polar fleece jumper

#### Footwear

Leather shoes, boots, school sandals– black, navy or brown, sneakers, joggers (white)  
Thongs or beach/backless sandals are NOT acceptable.

#### General

The only acceptable jewellery is studs or sleepers and a watch.  
Make-up is not to be worn  
A supply of new uniforms is available from the school.  
Year 12 special navy school windcheater and polo top.

#### Certificate in Agriculture Uniforms

As per stated above  
Extras available with Certificate in Agriculture logo include :  
School certificate in Agriculture Rugby top.

#### Farm work clothes available from school

Navy overalls with action back  
Steel cap boots

#### Additional shirts or jumpers for Special Events

All special events shirts/jumpers i.e. Year 12 jumpers, etc to be approved by the Uniform committee. Shirts to be in navy or sky only.

#### Special Regulations

Students working in Science, Technical Studies, Home Economics or Agriculture MUST wear covered in shoes and restrictions on jewellery worn will also apply to meet with safety regulations.

#### Special Recommendation

(Term 1 & Term 4) School sun smart policy will be adhered to. When outdoors, it is policy that each student wears a school hat, plain navy bucket or broad brim hats .

APPLICATION: CLEVE AREA SCHOOL STUDENT ACCOMMODATION PROGRAM

STUDENT'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PARENT 1/CAREGIVERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Parent 1 Phone: \_\_\_\_\_ (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_

Parent 1 Mobile: \_\_\_\_\_

PARENT 2/CAREGIVERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Parent 2 Phone: \_\_\_\_\_ (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_

Parent 2 Mobile: \_\_\_\_\_ Student's Mobile: \_\_\_\_\_

MEDICARE NUMBER: \_\_\_\_\_

AMBULANCE COVER: YES/NO PRIVATE COVER : YES/NO

MEDICAL DETAILS AND MEDICATION: List those that may affect your education or safety (eg asthma, hearing, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

ALLERGIES: List any allergies including food types.  
\_\_\_\_\_  
\_\_\_\_\_

FAMILY DOCTOR  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

OTHER CONTACT IN CASE OF EMERGENCY:

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

NAME OF LAST SCHOOL ATTENDED: \_\_\_\_\_

WHERE DO YOU CURRENTLY LIVE? \_\_\_\_\_

HAVE YOU LIVED AWAY FROM HOME BEFORE: YES/NO

I AM APPLYING FOR 5 DAY / 7 DAY BOARD. (Please tick)

REASONS FOR SEEKING STUDENT ACCOMMODATION:

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DO YOU HAVE A MOTOR VEHICLE/MOTORBIKE: YES/NO BICYCLE: YES/NO

WHAT ARE YOUR USUAL FORMS OF SPORT/HOBBIES:

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LIST ANY FORM OF GOVERNMENT ASSISTANCE: (eg. Isolated Children's Allowance).

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I \_\_\_\_\_ the parent/caregiver

of \_\_\_\_\_

agree that they may reside at the CLEVE AREA SCHOOL BOARDING HOUSE.

I understand that the House Parent takes no responsibility for my daughter/son's possessions whilst they reside there, and give authority for the House Parent to act on my behalf in case of emergency.

SIGNED : \_\_\_\_\_ DATE : \_\_\_\_\_

# VEHICLE CONSENT

STUDENT'S NAME: .....

I consent to my son/daughter driving a motor vehicle to and from school.

Car Registration No .....

Signed: ..... Date ....../...../.....  
Parent/Guardian

I consent to my son/daughter driving a motor vehicle to and from school. I approve of  
..... travelling as a passenger in the vehicle.

Signed: ..... Date ....../...../.....  
Parent/Guardian

I consent to my son/daughter travelling to and from school in a motor vehicle driven by  
.....

Signed: ..... Date ....../...../.....  
Parent/Guardian

I consent to my son/daughter driving their own vehicle from school to Sims Farm and return for Agricultural purposes. On each occasion this must be approved by the relevant teacher.

Signed: ..... Date ....../...../.....  
Parent/Guardian

I acknowledge receipt of the information regarding student drivers and wish to inform you that the situation will not concern my child.

Signed: ..... Date ....../...../.....  
Parent/Guardian

\*Please sign each relevant section and delete any section of the consent notice which is not applicable to you.



# Cleve Area School Boarding House Student Agreement

Cleve Area School has a strong and clear expectation of all senior students.

As a student of this school, I will uphold its expectations and comply with the rules of the boarding house.

I understand that non-compliance will lead to serious consequences including suspension or removal from the boarding facility.

In general: Students will

- Work with boarding House Parent and school staff members and other students in a positive, respectful, caring and cooperative manner.
- Keep the House Parent fully informed regarding leaving and arriving at the boarding house.
- Students are to return home immediately after school unless prior arrangements are made with the House Parent.
- Keep any part time employment or other out of school activities, such as sport, in balance—they should not be undertaken at the expense of school work and will not be accepted as an excuse for lateness, absence or failure to meet work deadlines.
- Will be responsible for any wilful damage, accounts for repairs will be sent to parents.
- Ensure friends or student peers only visit in the main house. The annex will be classed as “out of bounds” for meeting during the week and week-ends. Students living in the annex will need to meet with friends in the main house.
- Keep noise levels to an acceptable level as requested by House Parent.
- Attend and eat meals at the main house unless otherwise negotiated.
- Hand in phones at 10 pm Sunday—Thursday.
- Under no circumstances leave the annex after 10pm and before 7 am without house parent special permission.
- Use the annex only for sleeping, study and showering. No parties or consumption of illegal substances will be permitted.
- Turn off , for safety reasons the cooling and heating at 10 pm or before all students are in bed.
- Be expected to attend all programmed tutoring/work catch-up sessions.

## Illegal Substances

- The possession, use, sale, or being under the influence of illegal substances including drugs, cigarettes and alcohol, creates both safety and legal issues. Student involvement will result in immediate suspension, plus contact with parents and police.

Students need to be aware that exclusion from Cleve AS is also a potential outcome.

Car Travel: Students will

- Drive responsibly to and from school.
- Obtain permission to drive to school by completing a school form.
- Obtain parental permission to transport other students before and after school in their car or to be a passenger in a student car and register this approval with the school. They will display the permit issued by the Senior School Coordinator with the names of the passengers given approval to travel in the car.
- Not use their car during lunch or during other occasions in the school day without the specific permission of the Principal or nominee.
- Not leave the school grounds without permission between 8.45am and 3.10pm.

I .....as a student of Cleve Area School, living in the boarding house during the term, have read all the above expectations and conditions.

I will comply with all the expectations and understand that there will be consequences should I not adhere to the above expectations.

Signature of Student..... Date.....

As a parent I have read this document and agree to support my child in adhering to the expectations.

Name of parent..... Signature..... Date.....

# Consent Form – Child/Student

## Permission to use image, video, voice, and/or creative work of students and children

The Department for Education and Child Development (DECD) develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites). Students also publish their own materials on websites (eg school website, DECD website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for DECD to create/use:

- photographs, video or audio recordings of my child
- samples of my child's work
- my child's first name and DECD school/preschool/service name

and to distribute them in the following locations:

- printed publications (eg newsletters, promo material)
- secure intranet websites
- publically accessible websites
- social media accounts

The permission will continue until I revoke permission in writing to the Principal of the school, Director of the preschool or manager of the service.

Any material placed on publically accessible websites under a CC-BY-NC licence will be available to download and use. This licence is perpetual (forever), irrevocable, free, worldwide, non-exclusive and allows for the replication, distribution, display, performance and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

### Additional optional permissions

In addition, I also grant permission for my child to be photographed/recorded and the child's full name to be used:

- by external media organisations for publication/broadcast
- for the yearly school photographs, both individually and in a group
- in the publication of the annual school yearbook/magazine.

### Notes

- Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

### Signatures

Name of child/student: \_\_\_\_\_  
(Full name - please print)

Name of school/service : \_\_\_\_\_

Parent/guardian's signatures: \_\_\_\_\_  
(Parent/guardian to sign) (Parent/guardian to sign)

Full name of parent(s)/guardian(s): \_\_\_\_\_  
(please print) (please print)

Date: \_\_\_\_\_

Please provide signatures of both parents and/or guardians where possible.

*This form must be filed in a central location at the school*