

# Cleve Area School



## Boarding Program

Information Handbook 2024

*SARSAP*

*South Australian Rural Student Accommodation  
Program*



CLEVE AREA SCHOOL  
Eyre Peninsula, South Australia  
Second Street, Cleve SA: 5640  
Phone: (08) 86282104; Fax: 08 86282511  
Email: [dl.0753.info@schools.sa.edu.au](mailto:dl.0753.info@schools.sa.edu.au)

## PHONE NUMBERS

Boarding House	08 86282 627
Boarding House Supervisor	0413 323 354
Cleve Area School	08 86282 104
Cleve Area School Fax	08 86282 511

## MAILING ADDRESSES

Cleve Boarding House 2 South Tce CLEVE SA 5640	Cleve Area School Second Street CLEVE SA 5640
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## EMAIL ADDRESS

Boarding House Supervisor

[dl.0753.boardinghouse@schools.sa.edu.au](mailto:dl.0753.boardinghouse@schools.sa.edu.au)

## WEBSITE

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

## COMMITTEE MEMBERS

Trevor McDonough	0447 163017
Julie Wetherall	0427 075 712
John Solly	08 86282104
Meagan Llewelyn	08 86282104

## STUDENT LIASON PERSON

Emma Jordan	08 86282104
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## WELLBEING TEAM

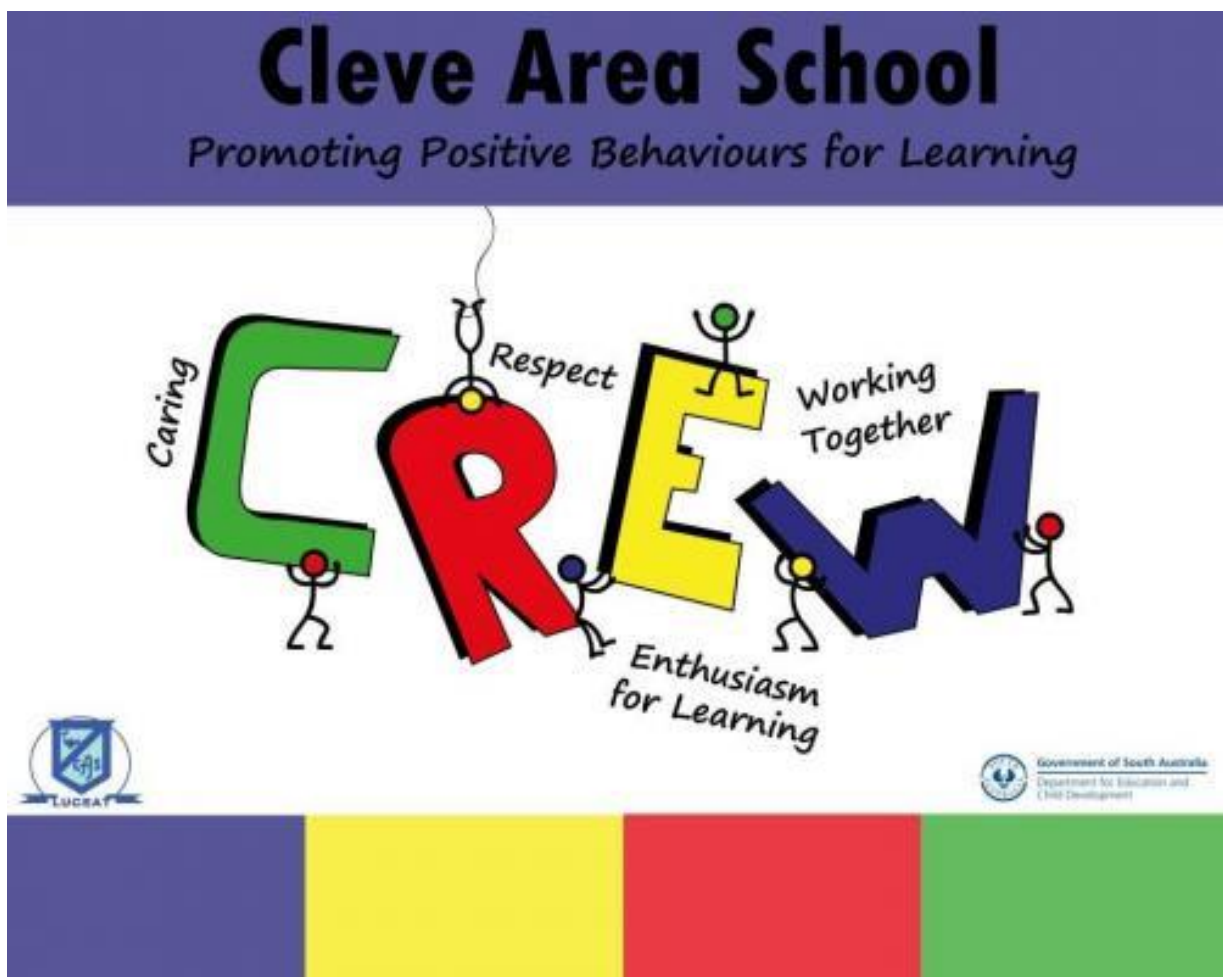
Emma Jordan	08 86282104
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## PHILOSOPHY

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 to 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.

## VALUES



## Getting started...

### MOVING IN AT THE START OF THE YEAR

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Students may move in to the Boarding House from **1.00pm** the day before school is to start. This time will be verified the Friday prior to the first day of school.

### PERSONAL REQUIREMENTS

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**Students are required to bring the following items:**

Sheets (King size single)	Quilt
Pillow(s)	2 towels
Beach towel /bathers	Face Washers
Overnight bag	Toothbrush & paste etc.
Tissues	Coat hangers
Headphones	Hair dryer
Toiletries (including hair shampoo, powder etc)	
Bedside / Study Lamp	Shoe polish

It is a Department requirement that all electrical items are to be tagged and tested by the school grounds person before use in the boarding house.

### POSTERS

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It is an expectation that boarders will only use blue tack to attach posters to the wall in their rooms. Posters are to be non-offensive to the Boarding House supervisor.

### ADDITIONAL ITEMS

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Students may have their own devices for music provided they have ear phones/earbuds etc. Materials and equipment to pursue interests, hobbies and sport, hairdryers and/or posters.

## RECOMMENDATION

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We recommend that valuable / expensive items are not brought to the Boarding House. We do not take responsibility for any lost or damaged items. Our insurance policy does not cover boarders' personal belongings and these will need to be covered by parents' insurance if students choose to bring them to the Boarding House.

## DAILY ROUTINES

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### Weekdays

7.30am	<i>Rise, shower, dress, tidy rooms, etc.</i>
8.00am	<i>Breakfast and make lunch</i>
8.30am	<i>Leave for school</i>
8.40am	<i>Boarding house locked</i>
3.30pm	<i>Report back to Boarding House, afternoon tea, recreation etc.</i>
5.45pm	<i>Everyone must be back ready for tea</i>
6.00pm	<i>Tea</i>
6.30pm- 9.30pm	<i>Study Time (negotiated with House Supervisor)</i>
9.30pm	<i>Curfew (Friday night 11pm)</i>
10.00pm	<i>Lights Out (Friday night 11.15pm)</i>

## DAILY ROUTINES

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### Weekends

8.00am – 10am	<i>Breakfast (prepare your own, ingredients supplied)</i>
12noon – 2.00pm	<i>Lunch (prepare your own, ingredients supplied)</i>
5.45pm	<i>Return to Boarding House in readiness for tea(unless negotiated)</i>
6.00pm	<i>Tea (unless negotiated)</i>
11.00pm	<i>Curfew (Sunday night is 9.30pm)</i>
11.15pm	<i>Lights Out (Sunday night is 10pm)</i>

## TERM DATES 2024

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Term 1	29 January 2024 – 12 April 2024
Term 2	29 April 2024 – 5 July 2024
Term 3	22 July 2024 – 27 September 2024
Term 4	14 October 2024 – 13 December 2024

## EXEAT DATES 2024

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Exeat weekends are weeks 3 and 7 of each term. If a pupil free day or a long weekend falls on the weekend before or after, then this will renegotiated and parents will be informed.

## RIGHTS AND RESPONSIBILITIES OF THE BOARDING HOUSE

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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.

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.

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 attend school regularly and to take part in activities.

I have the right to be safe and not feel threatened.

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.

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.

I have the right to enjoy a clean and inclusive 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, and assist the house supervisor if asked.

I have the responsibility not to smoke, take alcoholic drinks, partake in drugs or other risky behaviour or encourage other students to do so.

## SARSAP – INFORMATION HANDBOOK

I have the responsibility to listen attentively at house meetings, and to bring correspondence home from school. I will make it my responsibility to find out what I need to know and ask for what I need.

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.

I have the right to be seen as a useful and worthwhile member of the community. I have the responsibility of demonstrating this to the community by my conduct. This applies to travel to and from the boarding house, work experience and excursions etc.

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.

**RESPECT** - **self**  
- **others**  
- **property**  
- **environment**

## TELEPHONE

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A landline is available to use and receive calls, if used by the students to make outgoing calls the students are expected to pay for calls as soon as the phone bill comes available.



## MOBILE PHONES AND CYBERBULLYING

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Student mobile phones need to be handed in to the Boarding House Supervisor at 10pm and will be returned from 7.00am. Emergency only contact after 10.00pm on Boarding House phone (86282627). No incoming or outgoing calls between 6.00pm and 6.30pm (tea time).

Using mobile devices to bully (also known as cyber bullying) 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/videos 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.

## BEDROOMS

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The bedrooms are places of privacy, rest, study and quiet relaxation. No student may enter another's bedroom without first seeking permission.

Each student is responsible for cleaning his/her own area and rooms will be checked by Supervisors daily. Bins are to be emptied regularly. Clothing etc. is not to be left on beds/floors. No eating or drinking (other than water) is permitted in the bedrooms.

Before leaving for school, students are to tidy rooms, check windows and switch off lights, heating and cooling systems, open blinds/curtains. There is to be **STRICT** quiet after **10.15 pm**. Curtains/blinds must be drawn when lights are on in the bedrooms.

**THE USE OF ELECTRIC BLANKETS, HOT WATERBOTTLES AND HOT WHEAT BAGS IS NOT PERMITTED**

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 personal belongings during holidays. It is in the students' best interests not to have too many clothes or personal items.

## **BICYCLES**

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Students are permitted to have bicycles (not motorized). It is advisable that bicycles are not lent or borrowed.

## **BOARDING HOUSE SUPERVISORS RESPONSIBILITIES**

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- Manage a boarding house, with significant responsibility for the welfare of students, which includes the maintenance of effective communication with the parents of students.
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures.
- Report on a monthly basis (or as required) to the SARSAP Committee on the needs of students and other issues.
- Exercise appropriate duty of care of students in residence and supervise students to ensure responsible behaviour.
- Encourage good study skills by working with/supporting students.
- Meet on a weekly basis with students as a group to identify and document issues and resolve conflicts as necessary.
- Regularly inspect and supervise as necessary the cleaning of rooms occupied by students to maintain a high standard of tidiness and hygiene.
- Treat all students equitably.
- Prepare student meals whilst students are in residence.
- Maintain and clean the kitchen, dining room, lounge and bathrooms as required.
- Student laundry to be done on a weekly basis.

## **CARE OF HOUSE**

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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 as soon as possible to the House Supervisor. The person responsible for the damage is to make payment where wilful intent is apparent. A bond of \$500 will be charged on top of boarding fees and will be refunded at the end of boarding term if student was not involved in any damage to the boarding house.

## COMMUNICATION OF DISCIPLINARY ACTION

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All communication and disciplinary action will be dealt with through the Boarding House COMMITTEE not via the house supervisor. The committee will follow Cleve Area School's Behaviour Management Policy.

In the first instances students will receive a warning and possible withdrawal of minor privileges. Any student who seriously or continuously misbehaves or becomes argumentative and breaks curfew etc. their parents will be contacted by the Committee outlining the issues. In the case of illicit drugs, police will be contacted immediately.

If no improvement is noted within a specified time frame, then an interview with parents will take place where suspension can occur. If the student does not take positive steps to rectify Behaviour, a meeting with the parents will take place and suspension WILL occur. There will be no refund of fees.

## CONSENT FOR SCHOOL ACTIVITIES

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Parents are required to provide annual written consent to the boarding supervisor 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.**

## ENROLMENT/SELECTION

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Students are placed on a 6 week trial period after taking up residence. All enrolments are for one year only and re-admission is not automatic. All parents will be asked to indicate at the mid of term 3 whether they wish to renew their application for the forthcoming year. If student **does not perform at their academic level then the student will not necessary be accepted into the boarding house the following year.**

## FEES

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**7 Day Boarding Fee:** \$11,000 per annum + \$500 bond

**5 Day Boarding Fee** \$10,000 per annum + \$500 bond

Boarding Fees will be reviewed on a yearly basis.

If your child is accepted into the boarding house a deposit of \$2,500 plus \$500 bond is required by 15th of January 2024.

### Payment Schedule

\$2,500 + \$500 bond	due 15/1/2024
\$3,000	due 31/3/2024
\$3,000	due 26/6/2024
Remainder	due 22/9/2024

Wi-fi is available at the Boarding house and is included in the fees above.

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 credit using bank details on the invoice

## HOURS

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The Boarding House Supervisor is available from 7.30am – 8.30am; 3.00pm – 10.00 p.m. on Monday on Friday. Saturday and Sunday 10.00am 10.00pm.

## HOUSE MEETINGS

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

## KEYS

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Keys must be replaced if lost, and must also be handed in when a student is away for any length of time. If for some reason, a key is locked in a room and we are unable to gain entry without causing damage, then a locksmith will be called. The standard call out fee is \$700 (this includes travel and 1 hours labour, it is then charged at \$150 per hour after this). If this cost is incurred it will be the responsibility of the parent.

## LAUNDRY AND CLOTHING

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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 Supervisor 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.

Please ensure students have sufficient uniforms to avoid laundering between wash days.

## LEISURE AND RECREATION

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Many sports are available in the Cleve District and students are encouraged to participate. The community offers football, netball, tennis, table tennis, basketball, hunt club, cricket, golf,

## SARSAP – INFORMATION HANDBOOK

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 and 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 alternative arrangements with House Supervisor if a student is not attending.

**Music can only be played at a noise level that is acceptable to the House Supervisor.**

### LEAVE - DURING SCHOOL WEEK

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Students report to the Boarding House before **3.30pm** and inform House Supervisor if going out (sports, shopping etc). They are required to be back at **5.45pm** for tea. Any extended leave (overnight etc) must be negotiated with the House Supervisor, at least **24 hours** in advance, and written consent from must be obtained from parents.

### LEAVE - WEEKEND AND TERM HOLIDAYS

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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 Boarding House Supervisor 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 from 1.00pm on the day before school restarts. Parents are to inform Boarding House Supervisor if tea is required.

## MEDCIATION AND ILLNESS

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Students 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.

Students 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 requires adult supervision.

Students who have sustained an injury requiring care and supervision will be expected to return to their parents/care-providers.

Parents/care-providers will be informed by the House Supervisor 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 Supervisor 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 House Supervisor before the resident is permitted to return to the boarding facilities.

The parent/caregiver of a boarder must inform the Boarding House Supervisor if he/she is required to take regular prescribed medication/s and to complete the required form.

Medication is not to be kept in the students bedrooms or to be taken without the knowledge of the House Supervisor - this includes Panadol.

All medication is to be given to the Boarding House Supervisor to hold.

The Boarding House Supervisor is to record the date and time and type of medication given to each boarder. Students who become ill at school must remain in the school sick room until arrangements have been made for them to return to the Boarding House.

## MEALS

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### 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.  
It is boarder's responsibility to wash and put away any crockery they use at non-meal times.

## STUDENT WELLBEING

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Student Wellbeing Leader, Emma Jordan, is available at the school.

## SELECTION OF BOARDERS

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The Boarding House 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 UNIFORM

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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.

## STUDY SUPPORT

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Afterschool study support with an SSO is held every Wednesday 3.10pm – 4.30pm in the computer room. Snacks are supplied.

## TRANSPORT

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There will be no use of cars during the week unless written permission from the parents is received via fax ,text,email.

Use of cars needs to meet school policy requirements. Students are required to complete the 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. Students are not to accept rides in cars unless previously arranged with House Supervisor and Parents/Caregivers.

Boarders are allowed only 1 vehicle at the boarding house. Please respect our neighbours in terms of noise from vehicles.

**VEHICLES ONLY- STRICTLY NO MOTORBIKES - THIS IS NOT NEGOTIABLE**

## TV/DVDS

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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 Boarding House Supervisor. DVDs can be hired from the Birdseye Roadhouse or borrowed from the Cleve School Community Library.

## VISITORS

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All visitors must report to the Boarding House Supervisor on arrival. Visitors are welcome to use the student lounge room but 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 need to leave by **5.45pm** unless otherwise negotiated.

## WEEKENDS

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

Parents of 5 day a week boarders requiring occasional weekend board must request approval (more than 24 hours notice) from the house supervisor and email the committee via the

Boarding House email address. Parents will be charged \$100 per weekend for the extra boarding.

## BOARDING HOUSE RULES – SUMMARY

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Permission from Boarding House Supervisor for friends to visit the Boarding House.  
Rooms tidy at all times. Leave bathroom tidy. Hang up towels. Computer use – schools work and educational games only.

Respect other people's need for privacy and private study times. One to three hours silent study time after tea every evening during the week depending on your year level.  
No music to be heard outside rooms. Everyone is encouraged to wear headphones.

**Everyone** must report to the Boarding House after school by **3.30pm**. Students may leave after gaining permission. All must return to the Boarding House by **5.45pm** to prepare for tea. (Only exception with prior permission to go to work/sport).

If away for the weekend parents must advise the House Supervisor by way of text/email or phone call. Parents' permission is needed to leave the Boarding House after tea during the week and weekends.

Showers 5 minutes maximum.

Visitors to use the student lounge only and to vacate the Boarding House by **5.45pm** unless prior approval by House Supervisor.

All students must be back at the Boarding House by **9.30pm**.

**Students will not be allowed to go back to the boarding house for home study during school hours.**

Consequences of occasional breaches of the house rules include loss of privileges, rounding and or community service within the house.

## **BEHAVIOUR MANAGEMENT POLICY**

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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 continued 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. Except attendance at school.

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**

## SARSAP – INFORMATION HANDBOOK

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

### **Step 3**

A subsequent breach can involve suspension of the student from the Boarding House for a period of 2 to 5 days depending on the severity of the incident. (Parents will need to arrange alternative accommodation).

### **Step 4**

Another offence can 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.

Offences such as violent behaviour, drug and alcohol use, significant property damage, etc. May result in police intervention.

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 4 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

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### **Step 1**

If you have a problem, communicate it to your Boarding House Supervisor or the person you have the concern with.

### **Step 2**

If you feel you cannot take it to your Boarding House Supervisor, communicate your problem to the School Liaison Person or a member of the Wellbeing Team.

### **Step 3**

If you do not wish to speak to one of these people, you could communicate your problem to any of your teachers that you feel comfortable in discussing issues with.

### **Step 4**

## SARSAP – INFORMATION HANDBOOK

If these people cannot help you, relate your problem to the Chairperson, Trev McDonough , or one of the committee members as listed in the front of this booklet.

### MOTOR VEHICLE POLICY

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The school's policy, based on advice from Department for Education'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:

- A student driving a motor vehicle to and from school  
The parent/guardian is asked to provide written consent for this to occur.
- A student transporting another student to and from school

The parent/guardian of the driver is asked to request written consent for these specific arrangements i.e. the name or names of passengers should be stated.

- 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 should be aware of the current SA driving and regulations and laws.

Students are NOT to access vehicles during lesson or break times, lockers are provided for the storage of student gear.

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

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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 website <https://www.australianess.com.au>

#### **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 special order at start of year.

### **Agriculture Uniforms**

As per stated above

Farm work clothes

Navy overalls with action back

Steel cap boots

## **SPECIAL REGULATIONS**

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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**

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School sun smart policy will be adhered to all year round. When outdoors, it is policy that each student wears a school hat, plain navy bucket or a broad brim hats.

CLEVE AREA SCHOOL STUDENT ACCOMMODATION PROGRAM APPLICATION

Student's Name: .....Date of Birth: .....

Female / Male / Other (please identity): .....

FAMILY INFORMATION

Parent 1 / Caregivers Name: .....

Address: .....

Email Address: .....

Phone:.....home.....mobile..... work .....

Parent 2 / Caregivers Name: .....

Address: .....

Email Address: .....

Phone:.....home.....mobile..... work .....

MEDICAL INFORMATION

Medicare Number ..... Position on Card: .....

Ambulance Cover: Yes / No

Private Ambulance Cover Yes / No



MEDICAL INFORMATION CONT....

Medical Details and Medication: List those that may affect your education and safety (eg. Asthma, hearing etc.)

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Allergies: Please list any allergies:

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Family Doctor: .....

Address of Doctor: .....

Phone: .....

EMERGENCY CONTACT OTHER THAN PARENT

Name: ..... Relationship: .....

Address: .....

Phone: ..... (home) ..... (mobile)..... (work)

GENERAL INFORMATION

Name of last school: .....

Contact Person from last school: ..... Phone: .....

Where do you currently live: .....

Have you lived away from home before: YES / NO (please circle)

Are you applying for 5 Day / 7 Day per week board (please circle) Year/s required: .....

School Year level ..... when commencing boarding

Will you be enrolling in the Agricultural program at Cleve Area School: YES / NO (please circle)

Means of transport: Vehicle / bicycle / walk. MOTORBIKES ARE PROHIBITED

If a vehicle is to be used and housed at the Boarding House please supply the following details:

Vehicle Model / Make: ..... Vehicle Registration No: .....

Insurance Coverage details: Comprehensive / Third Party Provider Name: .....

**A copy of the driver's license of the student is to be included..**

List any form of Government Assistance eg Isolated Children's allowance:

.....

Please list the student's interests:

.....

.....

Name of Parent: ..... Signature :.....

Date.....

You will be notified if your application is successful or unsuccessful.



**VEHICLE CONSENT / NON CONSENT FORMS**

Please sign only the relevant sections that apply:

**A. Permission for my child to drive a motor vehicle to and from Cleve Area School and Sim’s Farm.**

Student’s Name:.....

I consent to my son daughter driving a motor vehicle to and from **Cleve Area School**

Car Registration No: .....

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

Student’s Name:.....

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

Car Registration No: .....

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

**B. Permission for my child to travel in a Student’s vehicle (2 permissions given below).**

Student’s Name whom is driving:.....

Student’s Vehicle Registration No: .....

I approve ..... (*my child’s name*) travelling as a passenger in the above named student’s vehicle.

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

Student's Name whom is driving .....

Student's Vehicle Registration No: .....

I approve ..... (*my child's name*) travelling as a passenger in the above named student's vehicle.

Signed:..... Date: .....

**C. Permission declined for my child to travel in a student's vehicle.**

I do not consent to ..... (child's name) travelling in a student's vehicle for any purpose.

Signed:..... Date: .....

Parent/Guardian

## SARSAP – Information Handbook

### 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 Area School is also a potential outcome.

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.....