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HELLYER COLLEGE STUDENT RESIDENCE GUIDELINES

WELCOME

"A HOME AWAY FROM HOME"

Alana and Barry Lawes welcome both students and parents/guardians to the Hellyer College Student Residence. Having both lived, worked and raised families in isolated areas, we have a very good understanding of the needs and the expectations of isolated students living away from home for the first time. Residents form a special part of Hellyer College's community and our aim is to promote a sense of belonging at the accommodation as it will be a home away from home during College terms.

The Student Residence was developed in the early 80s and has operated continuously since that time with many traditions, though we are also aware of the need to embrace change and welcome any input and feedback from students and parents.

We strongly encourage parents to maintain close links with the Residence Staff in whose care you have entrusted your son or daughter. Our door is always open should you wish to discuss any matters relating to your child's wellbeing.

We wish to provide a unique experience to residents and assist them to develop many important life skills such as independence, respect and tolerance, as well as developing lifelong friendships.

This handbook is a guide to living at the Hellyer College Student Residence, and we trust it provides you with an understanding of routines, procedures and expectations.

ETHOS

The Hellyer Student Residence exists to support Hellyer College students who choose to relocate from the rural and isolated areas of King Island, Circular Head and the West Coast to complete year 11 and 12.

The Student Residence provides a home away from home for young adults at this important stage of their education. Life at the Student Residence is guided by the College's values of high expectations, relationships, respect, integrity, resilience, learning and creativity.

The Managers and staff of the Residence work collaboratively with parents/guardians, and Hellyer College staff, to ensure that all residents are supported to create their future in a caring and respectful environment.

We aim to ensure that all student residents enjoy high levels of attendance and achieve their TCE, along with other VET qualifications, and if desired, a competitive ATAR. Together, these achievements will allow our student residents to succeed as connected, resilient, creative and curious thinkers who are ready to embrace the next step in their future, be that in work, vocational or university study.

RIGHTS AND RESPONSIBILITIES

The Hellyer Student Residence is a home away from home, and as such, all students have rights and responsibilities in order for everyone to be able to live comfortably and to feel supported. This is a two way process, so for example, while it is a right to be treated respectfully, it is also a responsibility to treat others in a similar way.

IT IS YOUR RIGHT	IT IS YOUR RESPONSIBILITY
<ul style="list-style-type: none">• To be treated with courtesy and respect by everyone	<ul style="list-style-type: none">• To treat others fairly and with respect, being honest at all times
<ul style="list-style-type: none">• To be listened to and given a fair go	<ul style="list-style-type: none">• To listen to others respectfully and consider their viewpoint
<ul style="list-style-type: none">• To feel safe, emotionally and physically and to be free from fear of bullying or harassment	<ul style="list-style-type: none">• To assist others to feel safe and supported, and to call out harassment or bullying
<ul style="list-style-type: none">• To be in an environment which supports your learning	<ul style="list-style-type: none">• To facilitate the study and learning of yourself and others
<ul style="list-style-type: none">• To have your personal belongings and space respected	<ul style="list-style-type: none">• To respect the belongings and personal space of others
<ul style="list-style-type: none">• To have a clean, tidy and pleasant environment in which to live	<ul style="list-style-type: none">• To keep your environment clean and tidy (make your bed, keep your unit clean, support others in the maintenance of shared spaces)
<ul style="list-style-type: none">• To have access to adequate ICT and learning support	<ul style="list-style-type: none">• Use technology and the internet respectfully and with integrity
<ul style="list-style-type: none">• To be considered as an individual whose opinion is valued	<ul style="list-style-type: none">• Treat others as individuals, respecting difference



HELLYER STUDENT RESIDENCE

EXPECTATIONS

To be able to live as a friendly, supportive community, the Residence expects all students to live the values of Hellyer College:

- Relationships
- Aspiration
- Growth
- Respect
- Courage

Each morning before leaving for College, the following is expected:

- Beds are made
- Rooms are tidy
- Kitchen and bathroom are clean
- Curtains are open

Personal hygiene:

- Living in a close knit community, it is essential that all residents take responsibility for their personal hygiene at all times. It is important to shower daily and be well groomed and presented
- Residents are expected to change bed linen weekly

Students are expected to:

- Take responsibility for their actions
- Show courtesy and respect in relationships with staff and other students
- Use respectful language
- Be drug and alcohol free at all times
- Observe the protocols of Quiet Time and consider the detrimental effects of excessive noise, social interaction and inappropriate phone use
- Observe the arrangements about signing in and out and communicating with staff about whereabouts
- Attend all scheduled classes
- Respect property and common shared areas
- Follow the College dress code, neat and appropriate clothing at all times



STUDENT LEARNING AND SUCCESS

The Residence, while offering a friendly family living environment, also seriously considers its role in supporting student learning.

Students are expected to attend all classes, unless otherwise explained by a parent/guardian. If unexplained absences result in less than 90% attendance, the Board of Management reserves the right to reassess eligibility for ongoing accommodation.

Students are expected to satisfy the requirements of all course work. Study is encouraged in student rooms and quiet time is provided at 9pm every evening so that students may conclude homework or study.

Students are expected to support the learning of others by not making excessive noise or providing interruptions for students who wish to study.

A DAY IN THE LIFE OF A RESIDENT

7.30am	Alarms deactivated, buildings unlocked.
7.30am - 8.45am	Students to be out of bed, have breakfast and prepare in readiness for start of classes.
10.30am - 11.00am	Students may return to Residence for morning tea (not provided).
12.30pm - 1.30pm	Students may return to Residence to prepare and eat lunch (not provided).
3.00pm	College finishes and students return to Residence.
3.00pm - 5.00pm	Free time to unwind, visit local shops, play sport or study.
5.00pm - 6.00pm	Dinner is served in Dining area.
6.00pm - 9.00pm	<ul style="list-style-type: none">☞ Relax, study, socialise.☞ Parental permission required to leave Residence after 6.00pm, may be by phone call or text.
9.00pm - 10.00pm	<ul style="list-style-type: none">☞ Quiet time.☞ Students are expected to take this time to study quietly in their own rooms.
10.00pm - 10.30pm	Students are to prepare for bed.
10.30pm	Building locked, alarms activated.

STUDENT LEADERSHIP

Life in any community requires leadership on many levels, informal and formal. The Student Residence offers opportunities for students to improve and build leadership skills by becoming involved in the *Student Leadership Group*. This is a student led representative group aiming to improve the life of all members of the residence. The collective organises both social and academic events, such as quiz nights, pool tournaments and teacher led study sessions. Involvement in the collective will enable students to have a voice and help in creating an environment where students feel at home on campus.





GENERAL INFORMATION

1. ACCOMMODATION

There are two student residence buildings (Alex Muir Hall and Charles McFarlane Hall) situated in the grounds of the Hellyer College complex on Mooreville Road, Burnie. Together they have the capacity to accommodate up to 82 students from isolated areas such as Circular Head, West Coast and King Island. There are 82 beds throughout 22 units, 11 units in each building. Most units consist of three or four individual lockable bedrooms. They all contain a lounge, mini kitchen, bathroom and toilet. Each unit has adequate furniture for student comfort. Bedrooms consist of a bed, mattress, table, lamp and a chair.



GENERAL INFORMATION...CONT

2. PERSONALISING YOUR ROOM

Students are permitted to personalise their room. Pictures are allowed with Blu-tack only. All room decorations must be respectful and appropriate and not damage existing structures.

3. WHAT TO BRING

ESSENTIALS

BED LINEN
FOR SINGLE BED

DOONA, DOONA
COVER, PILLOW,
PILLOW COVERS,
SHEETS, MATTRESS
PROTECTOR

CLOTHES BASKET,
CLOTHES AIRER,
PEGS

TOWELS

TOILETRIES



ADDITIONAL ITEMS
AS REQUIRED

ELECTRIC BLANKET

SMALL FAN

LAUNDRY POWDER
OR LIQUID

ALARM CLOCK

SMALL SOUND
DEVICE

**PORTABLE
HEATERS NOT
PERMITTED**
AS ROOMS ARE
CENTRALLY HEATED



GENERAL INFORMATION...CONT

4. HOURS OF OPERATION

- Student arrival - Sunday 3.30pm - Student departure - Friday 3.30pm
- The accommodation operates outside of these hours for 7 day students (long week) only
- The accommodation is closed on school holidays and long weekends for all students

5. MEALS - SPECIAL DIETARY REQUIREMENTS

- Meals are available at set times during the day
- Breakfast: 7.30am - 9.30am - consisting of toast and spreads, juice and hot drinks. Facilities are available in both residence buildings
- Evening Meal: 5.00pm - 6.00pm - consisting of a choice of two main courses and one dessert
- Evening meals are served in the dining area of the Alex Muir building. Residents have the option of eating in the dining room or taking their meals to their own rooms
- Special dietary requirements are catered for upon consultation
- Seven day residents are provided with meals on weekends
- If students wish, they may prepare basic snacks/meals using the kitchenette in their unit



GENERAL INFORMATION...CONT

6. RECREATIONAL FACILITIES

TV, eight ball table, table tennis and board games are available in common rooms for the use of all students. The College gymnasium may be available at negotiated times and other entertainment options, such as Cinema evenings will be organised.



7. FINANCIAL COSTS

Short week: Arriving on Sunday night and leaving on Friday afternoon - five breakfasts and five evening meals included - **COST: \$255.00.**

Long Week: King Island students staying full time with seven breakfasts & seven evening meals included - **COST: \$295.00.**

Payment options

- **Quarterly Instalment** - Paid directly to Hellyer Student Accommodation at the commencement of each Term.
- **Fortnightly Instalment** – Paid directly to Hellyer Student Accommodation. Payments to be in advance at all times.
- **Centrelink Assistance for Isolated Student (AIS)** – Paid directly to Hellyer Student Accommodation.

Note: For **AIS payments** paid directly to the Accommodation, it is the parent's responsibility to ensure that Centrelink claims are made in a timely manner so that payments are received at commencement of each Term. Should the Centrelink direct payment not be received at the commencement of School Term, **Fortnightly Instalments** may be required. (To be discussed with Accommodation Management).



GENERAL INFORMATION...CONT

8. KEYS

Keys must be left on the board at the entrance of the building when leaving and collected when returning. This alerts staff to your presence in the building and, in the unlikely event of an emergency, allows staff to account for all students.

9. VISITORS

Visitors are required to sign in with staff on arrival to the building and sign out upon leaving. Visiting hours are between 3pm and 5pm, and between 6pm and 9pm. Parents are welcome at any time by arrangement. While in the building, the student being visited is responsible for all behaviour and should be in the company of the visitor at all times.

10. DAYTIME ACCESS TO THE RESIDENCE

When not required in class it is possible for students to return to the Residence but commitment to their College program is encouraged. The College Library is available during the day for study. Signing in and out is mandatory.

11. SIGNING IN AND OUT

When leaving the immediate area of the Residence, sign out in the book at entrance of building before leaving the premises and sign back in on return. This is not required for daily classes.

12. SUPERVISION

There are live-in managers/supervisors residing in each building. There is at least one person supervising in each building at all times during school terms.

13. SCHOOL HOLIDAYS

The Student Residence is closed during school holidays.

14. HOME LIAISON

The Residence Managers will, if required, stay in contact with parents on a regular basis during first term to support parents and students with the transition phase, and to address any issues or concerns as they arise.

15. PERSONAL PROPERTY

Students are responsible for their own personal property and should keep their rooms locked when unattended. Students are not permitted into other units unless invited.

16. TRANSPORT, MOTOR VEHICLES AND BICYCLES

- Private transport will be provided at no cost to students, to and from the airport, for King Island students travelling home for the holiday period
- Student vehicles must be registered roadworthy, tidy and parked in the appropriate spaces provided. The car park is a public space and should be used safely.

17. LAUNDRY AND CLOTHING

Washing machines and coin operated dryers are available in both buildings. The expectation is that students keep clothing and bed linen regularly laundered.

18. DRUGS, ALCOHOL, SMOKING AND ILLICIT SUBSTANCES

The Residence is a drug and alcohol free zone. In circumstances where a student is suspected of breaching this responsibility, parents will be notified. Hellyer College staff will be involved in any case involving illegal substances and College disciplinary measures will apply. This may include referral to Tasmania Police for further follow up.

The student's position at the Residence may be forfeited.

19. MEETINGS

At some times during the year, students may be required to attend Residence meetings as required by Management and staff.

20. ROOM INSPECTIONS AND CLEANING

Units are cleaned daily but students are responsible for the hygiene of their own bedrooms. Twice weekly inspections occur to ensure the overall maintenance of rooms.

21. ROOM ALLOCATION

Room allocation will be at the discretion of the Managers according to requirements. Allocations may be changed if deemed to be necessary by the Residence Managers.

22. TECHNOLOGY AND COMPUTER USE

Students sign an agreement with the College that they will use the internet and social media sites appropriately. This is an expectation of the Student Residence. Phones and devices should not be used to the detriment of student health or learning responsibilities.

23. QUIET TIME AND CURFEW

Between 9.00pm - 10.00pm every evening the Residence expects Quiet Time for study. No movement between rooms is allowed and mobile phone use is discouraged at this time. Students are expected to be in their rooms without visitors. Studying together is permitted at the discretion of staff and occurs in the public dining area.

A curfew of 10.30pm applies unless prior arrangements have been made with parental consent and negotiation with the staff.

24. EMERGENCY PROCEDURES

In the unlikely event of an emergency (fire, lockdown or other), students are required to follow instructions of management and staff, as per the documented Emergency Management Procedures. Posters displaying appropriate actions are placed around both buildings. This will be actioned during student induction.

OUTSIDE DOORS to units are **EMERGENCY EXITS ONLY** and are alarmed at all times. These doors are not to be used for any other purpose and must be kept clear at all times.

FIRE ALARMS. All bedrooms are fitted with smoke alarms. All kitchen/lounge areas in units are fitted with heat alarms. Any act by a student that causes a fire alarm to activate, and the Fire Brigade to attend, may be at the expense of the student.

GENERAL INFORMATION...CONT

25. HEALTH & MEDICAL

- Any student with a reported medical condition must alert Residence staff on the provided medical forms and complete a Medical Action Plan if required.
- Staff must be alerted to any medication which needs to be taken. Where students have been given permission to self-medicate, all medication must be locked away and stored safely. On no account should medication be passed from one student to another.
- Any illness or accident must be reported to Residence staff who can administer appropriate treatment or refer for appropriate medical assistance.
- The Hellyer College Student Support Team has a strong relationship with medical practices in the area who are able to provide medical services billed directly to Medicare. Appointments can normally be booked for students when required and transport arranged either by the staff of the Hellyer Student Residence, by the Hellyer Health Nurse or another member of the Student Support Team. Students can also be accompanied to appointments, if required, by Residence staff, the Hellyer Health Nurse or another member of the Student Support Team.
- The Managers/Supervisors of the Hellyer Student Residence all have current Provide First Aid qualifications and do a Provide First Aid Refresher annually with staff from Hellyer College.
- Unwell students will be cared for by staff of the Hellyer Student Residence, however, if they are unable to attend classes for more than two days due to illness, parents will be contacted to collect them from the Residence (the only exception is students who stay 7 days & are unable to be collected). Parents will also be contacted to collect students who have a suspected or confirmed contagious illness to minimise the risk to other residents.
- It is vital that parents update the Residence staff regarding student's medical conditions or new medications. If required, a *Medical Action Plan* must be supplied to staff to enable appropriate supervision and safe provision of duty of care.
- In the event of an emergency, parents will be notified immediately by Residence staff and the student transported to North West Regional Hospital either by a Residence staff member or by Ambulance.

26. INDUCTION

At the commencement of the year, students must undergo an induction to become familiar with Residence expectations and procedures, including emergency management.

At the end of this time, students will be required to acknowledge their understanding and acceptance of such by signing an induction checklist.

27. TERM AND END OF YEAR DATES

Term 1 Starts: Wednesday 7 February (students commence) **Term 1 Finishes:** Thursday 11 April

Easter break: Friday 29 March - Tuesday 2 April

Term 2 Starts: Monday 29 April

Term 2 Finishes: Friday 5 July

Term 3 Starts: Tuesday 23 July

Term 3 Finishes: Friday 27 September

Term 4 Starts: Monday 14 October

Term 4 Classes Finish: Friday 1 November

Tuesday 5 - Friday 15 November (To be confirmed)

TASC Exams (level 3 & 4 subjects)

Tuesday 5- Wednesday 13 November (To be confirmed)

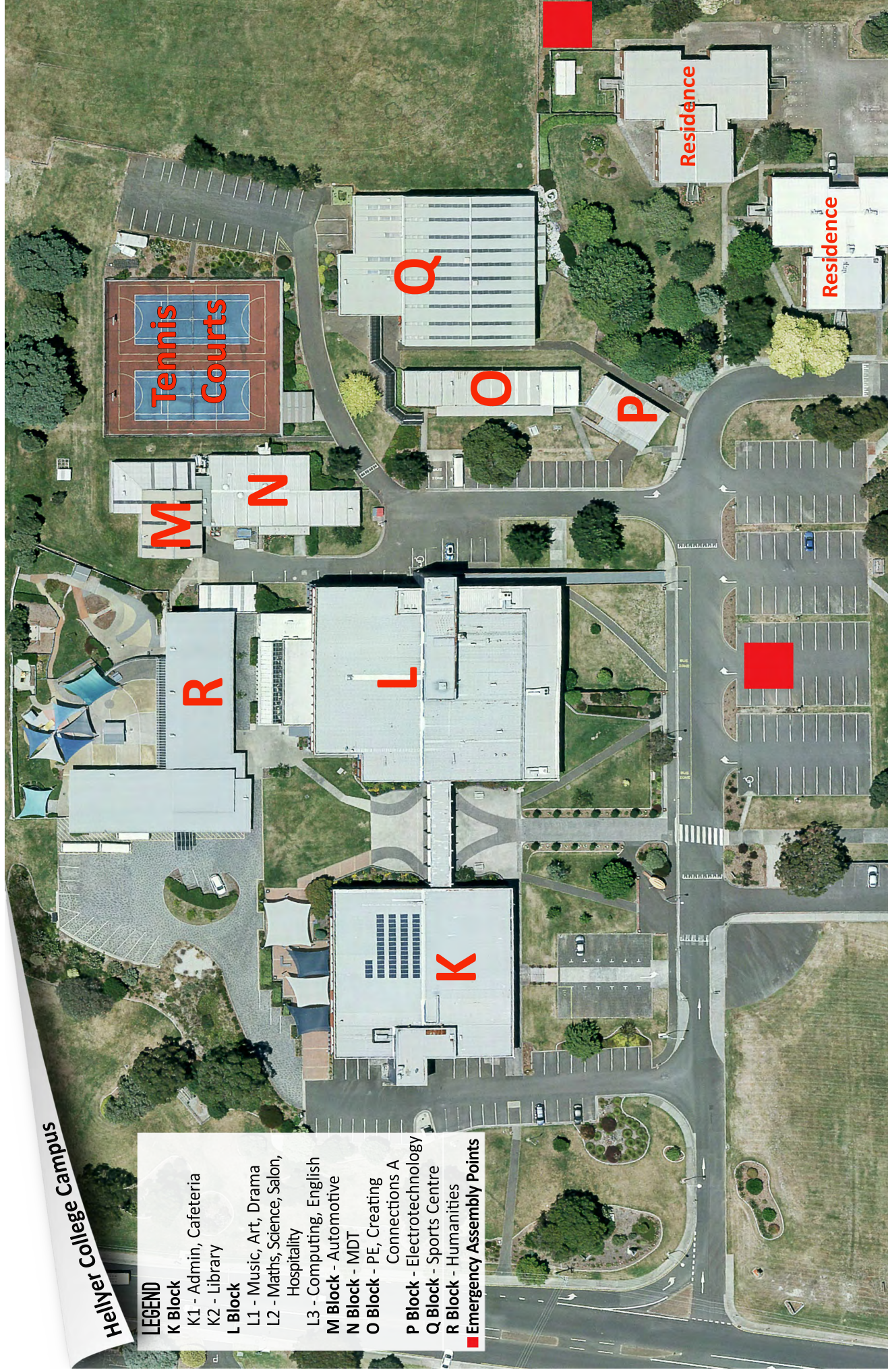
Level 2 & VET finalise assessments

Note: These dates are correct at the time of printing - August 2023

HELLYER COLLEGE MAP

Hellyer College Campus

LEGEND	
K Block	
K1 - Admin, Cafeteria	
K2 - Library	
L Block	
L1 - Music, Art, Drama	
L2 - Maths, Science, Salon, Hospitality	
L3 - Computing, English	
M Block - Automotive	
N Block - MDT	
O Block - PE, Creating Connections A	
P Block - Electrotechnology	
Q Block - Sports Centre	
R Block - Humanities	
■ Emergency Assembly Points	





CONTACT DETAILS

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