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## **KEEP Handbook**

*For parents and students of the Kimberley  
Education Excellence Program*

This resource is designed to provide important information to students and families participating in the program.

**Effective: Jan 2025**

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## Overview / Welcome

Boarding with the Kimberley Education Excellence Program (KEEP) is a unique opportunity for students, opening up a whole new range of life experiences and opportunities. The success of Boarding is very much dependent upon the establishment of a strong sense of community for both students and their families.

It is important that all students are encouraged to become involved in all Boarding activities - a 'get in and have a go' attitude will accelerate this integration into Boarding and the wider community.

Boarding life places a number of demands on the students involved. They must assume greater personal responsibility for their own academic, sporting and cultural wellbeing. Each student will be required to be more responsible for their personal hygiene, cleanliness and punctuality as well as responsibilities to all fellow Boarders – which will contribute to the peace and harmony of the Boarding House. This is best achieved by following the rules and regulations of the Boarding House.

The success of the Boarding experience for both students and their families will very much reflect the effectiveness of communication between all the parties involved. Please contact the House Parent in the first instance should there be any matters that are causing you concern.

The Kimberley Education Excellence Program is a unique opportunity for young people from the East Kimberley to access an education option that focuses on a high level of academic achievement within a supported and familiar environment. While the program opens the doors to a wide range of opportunities, it is the responsibility of the students to seize them, and make the most of everything on offer.

My warmest congratulations to all students selected to participate in the program. I wish you all the best with everything that is to come, and I know you will make the most of this wonderful opportunity.



Ian Trust  
Executive Chair  
Wunan Foundation

## Tips for parents and families

How you approach your child leaving home will influence how they adjust. Your calm and confident attitude can help ease their transition. Here are some tips:

- **Show Confidence:** Reassure your child about their ability to thrive and trust in the school.
- **Be Positive:** Frame the experience as an exciting step toward independence and growth.
- **Acknowledge Homesickness:** Remind your child that homesickness is normal and will fade over time.
- **Stay Connected:** Keep in regular contact with both your child and the House Parents, maintaining a positive tone.
- **Address Concerns Early:** If issues arise, reach out to the House Parent, who will be most familiar with your child's situation.

## Supervision of students

Students are well supervised at all times at the Boarding House in line with child protection and safety guidelines. House Parents will maintain a 'Sign-In Book', which will show where each student is at all times of the day. Students are signed out in the morning when they leave the Boarding House and a time of return is recorded.

All leave details, whether local, extended or weekend are also recorded in the Sign-In book, depending on the particular routines of the students. When there is a need to leave the house early or return later than usual, it is the responsibility of the student to discuss this with their House Parent beforehand. This will ensure that the House Parent knows where the student is at all times.

House Parents will take all reasonable care to ensure that no student is exposed to any unnecessary risk of injury. At no time will students be left alone in the Boarding House. House Parents are always on duty to ensure safety and well-being.

## Communication and support services

- House Parents will hold regular meetings with students to ensure the smooth and safe operation of the Boarding House. In addition to these meetings, House Parents maintain an open-door policy and are always available for students who wish to discuss matters, ask questions, or provide feedback.
- Each House Parent will carry a mobile phone at all times, to enable direct contact with parents and students.

## General information

### Clothing

Wunan will cover the cost of one school uniform. Students will need to bring with them all other clothes (e.g., casual clothes, pyjamas, sporting clothes, etc.) Casual clothing is acceptable for wear by students and staff while in the Boarding House. We encourage a sun safety approach to all outdoor activities, and students are encouraged to use sunscreen, hats, and sun safety clothing.

### Personal items

Students are responsible for their own belongings, including mobile phones, tablets, and similar devices. All items should be clearly labeled with the student's name. The Boarding House cannot accept responsibility for any lost or damaged property.

### Mobile phones

Students are permitted to have mobile phones, but they must be handed in by 9:00 PM on weekdays. Phones should not be used during group times (such as meals), homework sessions, or after lights out, in order to minimise distractions and ensure a restful night's sleep. Phones will be stored securely overnight and returned to students each morning.

### Pocket Money

Parents are encouraged to provide a small amount of pocket money for their child. All excursions and school activities are included. However, the House Parent may take the students out on weekend activities, which may require a small fee or some spending money. An amount of \$30 per week is a suggestion for parents.

### Internet

Internet access is provided at the Boarding House. It is turned off at 9:00 PM on weeknights.

### Sport and after school activities

Students are encouraged to actively participate in the full range of sport and co-curricular activities offered by the school, including school carnivals such as swimming, cross country, and athletics. Participation in these activities is an important part of the overall student experience. To ensure that House Parents can effectively support all students in their pursuits, students may need to balance their after-school/weekend sporting commitments accordingly.

### Attendance at school functions

There will be certain school functions that will be compulsory for students to attend. Attendance at these will be supported by the House Parents, to enable students to become actively involved in their school. Permission from the House Parent will be required if a student is unable to attend a designated school function.

### Homework

A compulsory homework program is run by Follow The Dream at Belmont City College every Monday, Tuesday, and Thursday from 3:00 PM to 4:00 PM. During this time, students will receive 1:1 tutoring and academic support in a supervised environment. After-school snacks will also be provided by the school. We encourage all students to take full advantage of this program to help with their studies and academic progress.

*Reminder: Mobile phones are not permitted during the homework program.*

### Returning from leave or holidays

The House Parent requires an accurate arrival time for students returning from weekend leave or holidays to ensure proper meal catering and supervision. If students plan to return outside of the scheduled times for school holidays, the House Parents or Program Coordinator must be notified at least two weeks in advance. This allows time to make the necessary arrangements through ABSTUDY.

### Security and visitors

KEEP takes security very seriously and provides a safe environment for students. The Boarding House is supervised by staff at all times whenever students are present in order to ensure their safety. In the event that staff leave the premises to conduct necessary activities while the students are at school, the building is secured at all times.

While our Boarding House may occasionally have day visitors, guests are not permitted to stay overnight at the premises. This includes family members. This is not permissible from a safety perspective, but also because of limited space.

For the safety and security of all residents, cameras are installed in communal areas and at the front entrance. These cameras help maintain a secure and positive living environment for everyone.

### What to bring

Students are encouraged to bring a few personal items to help make their room feel comfortable, familiar, and homelike. However, because students will be sharing rooms, it is not advisable to bring too much.

<b>Clothing:</b> <ul style="list-style-type: none"><li>- Underwear</li><li>- T-shirts</li><li>- Jeans</li><li>- Shirts</li><li>- Shorts</li><li>- Warm jumpers</li><li>- Tracksuit pants</li><li>- Socks</li><li>- Warm jacket</li><li>- Casual shoes</li><li>- Swimming costume</li><li>- Beach towel</li><li>- Toiletries</li><li>- Raincoat &amp; umbrella</li></ul>	<b>Other items:</b> <ul style="list-style-type: none"><li>- Photographs and personal mementos</li><li>- Mobile phone</li><li>- Sporting equipment</li><li>- iPad/computer</li></ul> <p><i>Note: If students forget to bring specific items from home, or feel they need to purchase an item once they have arrived, this can be arranged with their House Parent.</i></p>
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## Daily Schedule

Time	Activity
Monday – Friday	
6:45am	Wakeup call
6:45am – 8:20am	Get prepared for school (shower, get dressed, breakfast, teeth, make beds)
8:20am	Leave for school
8:35am	School starts
2:56pm	School Ends
3:00pm – 4:00pm Monday, Tuesday, Thursday	After school tutoring - FTD
5:00pm	Home time
6:00pm	Dinner
9:30pm	Phones handed in
10:00pm	Sleep
Weekends	
9:30am	Wake up call
9:30am – 11:00am	Get prepared for the day (shower, get dressed, breakfast, teeth, make beds)
11am	Leave for weekend activities 11:00am – 5:45pm Every second Saturday with Tasman
5:00pm	Home time
6:00pm	Dinner
<i>Students can go out earlier or stay out later with permission from house parents</i>	

## ABSTUDY Travel and Accommodation Guidelines

- Parents must notify the House Parent or Program Coordinator at least 14 days in advance of any changes to travel plans for ABSTUDY arrangements.
- A \$100 fine applies if a student misses a flight without a valid reason. For compassionate travel (e.g., funerals or critical illness), proof (e.g., funeral notices, doctor's notes) is required.
- ABSTUDY does not book flights for weekends.
- Parent flights are only approved for specific purposes, such as Orientation, supervisor travel, or attending major events (e.g., sports carnivals, graduations).
- Parents staying in ABSTUDY accommodation must pay a security deposit, this will be refunded upon checkout if no damage occurs.
- ABSTUDY will approve flights for travel due to funerals or critical illness of a family member.

## Student rights and responsibilities

RIGHTS	RESPONSIBILITIES	EXAMPLES
Students have the right to feel happy, supported, and valued in the Boarding House.	Students have the responsibility to respect the rights of others and to treat them with understanding	Bullying, verbal abuse, etc.
Students have a right to feel safe and secure.	Students have a responsibility not to do anything that may threaten or cause danger to themselves or others and to report any dangerous situation.	Fighting, daring, some practical jokes, leaving Boarding House without permission, etc.
Students have a right to be treated with respect and fairness.	Students have a responsibility to treat all staff and fellow boarders with respect and honesty.	Lack of courtesy, lying, etc.
Students have a right to learn.	Students have a responsibility to behave appropriately and to keep up to date academically.	Disruptive behaviour, being unprepared, etc.
Students have the right to expect their personal belongings are safe and respected by others.	Students have a responsibility not to steal, damage or destroy the property of others and to take proper care of the school's property, and to return all found property.	Vandalism, stealing or interfering with others' property, keeping items that have been found, etc.
Students have a right to be protected against threats to their health.	Students have a responsibility not to smoke, drink alcohol or take drugs, or encourage any other student to do so.	Smoking, drinking alcohol, taking drugs, etc.
Students have a right to have a clean, pleasant, well-maintained Boarding House.	Students have a responsibility to care for the Boarding House environment, to keep it neat and clean and free of litter.	Littering, not cleaning rooms, leaving bathrooms untidy, etc.

*Note: Students are expected to uphold their responsibilities. If there are any issues, the House Parent will address them, and necessary action will be taken.*



## Standards expected in the KEEP Boarding House

To maintain a clean and pleasant environment for everyone, students are expected to perform the following tasks each morning before leaving for school:

- Beds neatly made.
- Nothing to be left on the bedroom floor.
- Shoes/clothes/personal belongings put away.
- Towels hung up to dry.
- Bathrooms neat and tidy.
- Personal possessions packed away.

## Underlying principles

This program is based on three important principles:

- All individuals are valued, and respect for each person is fundamental.
- Everyone deserves a second chance, and we offer support to help students grow and learn from their mistakes.
- Discipline is based on fairness, transparency, and consistency, ensuring that consequences are logical and related to the behaviour.

There is a logical consequence for each action. That is, a student should experience the consequences of their behaviour. By linking the consequences with the misbehaviour, and by explaining this to the student, he or she is helped to take personal responsibility for his or her own actions.

## Our goals

Our goals are to:

- Acknowledge and reinforce positive behavior through recognition and support.
- Create a safe, supportive, and inclusive environment where students can develop academically, emotionally, and socially.
- Equip students with tools for self-discipline, responsibility, and resilience, preparing them for success in all areas of life."

## Disciplinary guidelines

The disciplinary guidelines are in place to promote learning and help build positive relationships within the Boarding House. These guidelines are premised on the right of all students to learn effectively and feel safe. This policy is designed to develop self-discipline and a sense of responsibility so that these rights may be enjoyed by all students.

We have behaviour management guidelines so that:

- All members of the program know how we encourage appropriate behaviour in the students
- All who work with our students do so in a firm and fair manner

## Disciplinary procedures

All parties involved in KEEP encourage a culture of open reporting of all incidents by all members of the House communities, including staff, students and parents.

The below procedures are to be followed in the event of an incident arising:

1. **Gather Information:** Collect details from all available sources, maintaining confidentiality to foster a 'community watch' culture. Statements are obtained from involved parties and witnesses as soon as possible and recorded in the house diary.
2. **Contact Parents/Guardians:** If the incident is serious, parents/guardians are immediately contacted and informed that the school is aware of the situation and will keep them updated.
3. **Incident Summary:** A documented summary of the incident is created, outlining the information gathered and any actions taken.
4. **Determine and Outline Consequences:** Consequences are based on procedural fairness, ensuring they are:
  - o Evidence-based
  - o Proportional to the issue's seriousness
  - o Considerate of extenuating circumstances
  - o Consistent with similar cases.
5. **Communicate Consequences:** Consequences are communicated to the student and, if serious, to their parents. Students are given the opportunity to appeal, with a discussion involving all parties.
6. **Monitor Progress:** The House Parent monitors the student's progress, offering informal or formal support to help the student address and move away from inappropriate behaviour.

**Consequences will never include physical punishment or verbal abuse. We focus on restorative practices that help students learn from their actions and grow as individuals.**

In some cases, Wunan, in consultation with the House Parent, may take the following actions against a student in the Boarding House:

### Suspension

This is a temporary removal of a student from the Boarding House as deemed necessary by Wunan, in consultation with the House Parent and the student's parents/guardians. A suspension from the program may also occur if a student fails to board booked flights to or from school without a legitimate reason and without Wunan being advised about this by a responsible adult. Depending on the circumstances, this behaviour may result in the student exiting from the program.

### Expulsion

In extreme cases expulsion from the program may occur. Expulsion is the permanent removal of a student from the Boarding House and the school. Expulsion will be discussed thoroughly by the House Parent, school representatives, and Wunan prior to any action being taken. Only when all parties agree will this be an option. Expulsion is a last resort and is only considered after all other reasonable steps have been taken.

## Complaints procedures

Complaints about any aspect of the Boarding House will be handled promptly and openly, with the aim to resolve the issue while maintaining confidentiality. Complaints are seen as constructive feedback that can be used to improve the standards of the program and prevent future concerns.

Complaints should be directed to the House Parent initially, and then to the relevant Manager at Wunan. Every effort will be made to acknowledge and resolve complaints as quickly as possible, although timelines will vary depending on the nature of the issue.

To protect privacy, only those who need to know about the complaint will be informed. Wunan believes that open, direct communication can often resolve misunderstandings without the need for further actions.

## Bullying and harassment

The Boarding House operates with a zero-tolerance policy for bullying and harassment. Any complaints regarding bullying or harassment will be addressed using the Disciplinary Guidelines and Incident Procedures.

## Drugs and alcohol

KEEP enforces a strict zero-tolerance policy regarding the use of vapes, drugs and alcohol. Vapes, drugs and alcohol are prohibited in the Boarding House. Any violation of this policy will lead to expulsion from the program, as outlined in the Disciplinary Guidelines and Incident Procedures.

## Privacy

The KEEP Boarding House complies with the National Privacy Principles. Should you require further information regarding privacy at the Boarding House, please contact the House Parent.

## Medical information

### Healthcare

KEEP acknowledges the importance of monitoring students' physical health. If a student is injured or unwell, the House Parent should be notified. Medical and nursing care can be arranged at the Boarding House, although in serious cases, the House Parent will try to contact parents before a doctor's visit.

Parents must provide a completed Medical Form when enrolling their child, which includes the student's Medicare number and any private health insurance details. If there are changes to a student's medical status, parents should inform the House Parent when the student returns to the Boarding House after holidays. A first aid kit is available at the KEEP house, and all House Parents hold current First Aid certifications.

### Medical appointments

All medical appointments are to be organised through the House Parent.

Parents/guardians or students should give the House Parent as much notice as possible to allow an appointment to be made. Where possible, non-urgent appointments should be scheduled outside school hours and avoid any clashes with assessment tasks, exams or school events. Parents should ensure that their child receives appropriate medical/dental

checks during the school holidays, in order to decrease the likelihood of appointments being needed during school term.

### **Medication**

Parents are asked to inform their child's House Parent about any medications being taken by students, as well as information regarding any allergies or ongoing medical conditions (e.g. asthma). This can be done through the KEEP Medical Form. Students should be responsible in regard to their health needs and immediately advise their House Parent when they need assistance.

All medications (including prescription medication) are to be stored by the House Parent and provided to the student when needed. Medication is not to be stored in students' rooms. All medicines must comply with the Australian Department of Health Regulations (Pharmaceutical Branch). Parents will sign the KEEP Medical Form to authorise the House Parent to provide medicine as prescribed by a medical practitioner.

### **Medical emergencies**

KEEP ensures that students are able to access emergency medical care, 24 hours a day. If a student needs urgent medical care, every effort will be made to contact parents/guardians. In the event that an urgent medical procedure is required, official consent by a parent or guardian is provided as part of the KEEP Medical Form. This consent will allow your child's House Parent to consent to the procedure in case you cannot be contacted in an emergency.

## **Emergency drills**

House Parents will conduct necessary emergency drills and ensure that students are aware of the procedures for an emergency.

The Boarding House complies with fire safety requirements, and the use of candles, oil burners, and incense is prohibited to reduce fire risks.

## **Boarding costs and other fees**

All KEEP students are eligible for ABSTUDY, which will cover your child's boarding fees. However, this is subject to a means test through Centrelink. Parents are responsible for communicating with Centrelink and registering their child for ABSTUDY.

Families do not make any payments directly to the school, except in circumstances where the student may take up additional school-based activities, such as trips overseas.

### **School Fees**

The standard school fees do not apply, as Wunan and ABSTUDY will cover most education-related expenses for all students accepted into the KEEP program.

## **Food and nutrition**

KEEP Boarding Houses encourage all students to eat a healthy diet in line with the Australian Dietary Guidelines. A wide variety of healthy food is available for students. If your child has any food allergies or dietary requirements, please ensure this is noted in their Medical Form and inform the House Parent.

## Leave policy

### Signing in/out

The safety of all KEEP students is paramount and comprehensive procedures are in place to ensure that House Parents know the whereabouts of students. If a student wants to take any of the leave outlined below, they must be signed in/out by their House Parent.

There are three types of leave that students can apply for:

1. **Local leave** – this is leave to allow students to go to local community shopping areas and other areas of interest. Local leave must be approved by the House Parent. Students must clearly communicate the time they will return.
2. **Weekend leave** – students may request to stay at a friend's house on a weekend. Parent/guardian permission must be obtained via text or email for weekend leave. The House Parent will approve this leave only if the student has completed all homework and does not have any sporting or co-curricular commitments. The student will need to inform the House Parent of the name and contact details of the family they will be staying with, and the House Parent will contact the parents to confirm. Weekend leave is granted at the discretion of the House Parent.
3. **Special leave** - this leave is granted only for special occasions, e.g. of a family nature, with the permission of the House Parent. This leave may be longer in nature and the House Parent will discuss this with the student's family.
4. **Funeral Leave:** A request to leave for the purpose of attending a funeral must be made by the student's parent/guardian. In order for leave to be granted, a funeral notice must be supplied and a written request supplied to Wunan. This is to ensure compliance with ABSTUDY policies and procedures on these matters. Wunan prefers that students do not return for funerals where possible as this has a significant impact on their learning.

## Exiting KEEP

If a student decides to exit KEEP for reasons not covered above, re-entry into the program is not automatic. Re-admittance will only be considered if the student demonstrates a consistent attendance rate of at least ninety percent at their home-town high school for one or more terms. This policy is non-negotiable.