

Secondary Education Hostel Rules

Responsibilities

Expectations of students

1. Respect other students, staff at the hostel/school and members of the wider community.
2. Follow daily and weekend routines as outlined in the hostel timetable.
3. Ensure they carry out rostered hostel duties.
4. Keep their bedrooms clean and tidy at all times.
5. Attend homework/study sessions at the school and hostel.
6. Be punctual at meal times.
7. Be responsible for washing their clothes over the weekend.

Studying

Requirements of stay

8. The student must attend school, unless they have a genuine reason and the appropriate permission not to.
9. Homework is compulsory, it is the student's responsibility to prepare for the hostel's study period and to use the time allocated effectively.

Visitors

Visitors and guests to the hostel

10. Must inform staff upon their arrival and sign in and out in the visitors register.
11. Are to respect the property of others and are not permitted to enter student's bedrooms.

Hygiene

Student requirements

12. Brushes their teeth morning and evening after meals.
13. Showers before bedtime and encouraged to do so again in the morning.
14. Use pump or roll on deodorant every day and again after exercise.
15. Washes their hair on a regular basis.
16. Supply their own feminine products.

Clothing and Uniforms

Student dress standards

17. Students are to wear full uniform to school and maintain it in a neat and tidy manner.
18. Be fully dressed before entering the dining room for meals – weekdays in full uniform and weekends dressed in suitable clothing for the day's activities.
19. Appropriate shoes must be worn at all times inside and outside of the hostel.

Property and Equipment

Student and hostel property

20. Students must take care of their own property, AHL will not take responsibility for loss, damage or theft of student's personal belongings.
21. Misused or abused equipment of the hostel or other students will be replaced or repaired at the cost of the student's parents or guardians.
22. Any personal electrical equipment or appliances in bedrooms or bathrooms must be approved by hostel staff prior to use.
23. Electronic devices are not to be used at meal times, study times, taken to school (except for those approved by the school) or after 'lights out'.
24. Television viewing times are limited. Generally on weekdays TV can be viewed for 1.5 hours after school and 1 hour before bedtime, on weekends for 2 hours in the morning and 3 hours in the evening.

Mobile phones

Student mobile phones

25. Phones will need to be handed in at 'lights out' during week days.
26. Phones are not to be used at the dinner table, during home study, house meetings and other places that it would be considered disrespectful to use a phone.
27. Only appropriate websites are to be viewed on the student's mobile phone.
28. Students are responsible for the care and appropriate use of their mobile phones.
29. Ringtones should always be on low or vibrate (if available) so they don't disturb other students.
30. Phones may be confiscated by AHL staff if the guidelines and rules are not followed.

Environment

Student and hostel safety

31. The drinking of alcohol or the use of illegal drugs are not permitted and students will be evicted if the presence of these substances are detected by AHL staff.
32. Smoking by students or staff on hostel grounds is forbidden
33. Aerosol cans are not permitted
34. Materials and items that are considered fire hazards are not to be brought onto hostel grounds e.g. matches, lighters, candles and incense.

Behaviour

Expectation of students

35. Students must follow reasonable directions of staff at all times.
36. Intimate relationships between students are not permitted.
37. Violence, including deliberately injuring another person, bullying, or harassment will not be tolerated and can result in the eviction of students
38. Bullying in any form will not be accepted inside or outside the hostel.
39. No offensive language to be used, including name calling or verbal abuse.

Acting within the Law

Illegal activity

40. Theft by students will not be tolerated and will result in eviction.
41. Student who break the law will be referred to the relevant authorities (e.g. Police) for appropriate action.

Leave and Absences

Weekend leave and absences

42. A leave request form, for weekend leave must be received by AHL staff, from the host (parent or guardian) of a student, before 4:00pm on the Wednesday prior to the weekend of leave.
43. With approved weekend leave, the host must come into the hostel and sign the student out. Students will only be allowed to be collected from the hostel by the host specified on the leave request form.
44. Weekend leave is available from 4pm Friday, with students required to return to the hostel by 5pm Sunday of that weekend.
45. AHL will not approve unsupervised travel for students.
46. Weekend leave will not be approved if a student's behaviour has been unacceptable at the hostel.
47. Hostel staff will advise the school of any students not attending school on days due to illness or other circumstances.
48. Absences are recorded by the school and are reported back to hostel staff.

Unsupervised Day Leave

Day leave

49. Students are allowed to request unsupervised day leave only between the hours of 10am and 5pm, Saturdays and Sundays.
50. Written approval must be obtained by parents or guardians authorising AHL to release students for the day.
51. Students must sign themselves out when leaving the hostel and back in when returning to the hostel.

Unauthorised Leave

Student whereabouts

52. Unauthorised leave is not allowed at any time.
53. If a student leaves the hostel without permission they will immediately receive a formal warning. Repeat offences may result in eviction from the hostel.
54. If a student is away for more than 24 hours they will only be allowed to return to the hostel with approval from the Regional Manager. The student will also be placed on a management plan.

Disciplinary Action

Impact of not following the rules

55. If a student is suspended from school more than twice in one year their ongoing stay in the hostel will be reviewed by AHL staff and may result in eviction.
56. Parents or guardians will be responsible for all travel costs associated with students who are sent home as a result of disciplinary action.