



STUDENT ACCOMMODATION HANDBOOK

LIFE AT LONGY



TABLE OF CONTENTS

1.	GENERAL INFORMATION FOR RESIDENT STUDENTS	4
2.	ACCOMMODATION	4
3.	MOVING IN	5
3.1.	Access to Dormitory & Units	6
3.2.	Fob & Keys	6
3.3.	Room Inspections & Maintenance	7
3.4.	Care of Room	7
3.5.	Guests	7
3.6.	Food storage	9
3.7.	Plant Collection Assignment	9
3.8.	Electrical Appliances	9
3.9.	Naked Flames	10
3.10.	Pets	10
3.11.	Parking & driving around campus.	10
3.12.	Vacating early	11
4.	FACILITIES AND SERVICES	11
4.1.	Kitchenettes	11
4.2.	Study Centres	12
4.3.	Laundry	12
4.4.	Cleaning	13
4.5.	Transport	13
4.6.	Meals	13
4.7.	Dining room	14
4.8.	Kitchen roster	14
5.	ORDERLY CONDUCT	14
5.1.	Consumption of Alcohol	14
5.2.	Drugs	15
5.3.	Smoking/Vaping	16

5.4.	Noise/music	16
5.5.	Respect for Visitors	16
5.6.	Care of the Facility	16
5.7.	Sporting Equipment and Recreational Facilities	17
6.	HEALTH AND SAFETY	17
7.	PASTORAL CARE/WELFARE ISSUES/RESIDENTIAL SERVICES TEAM	18
7.1.	Student Welfare/Medical Treatment	18
7.2.	Illness, Incident or Trauma	19
8.	RESIDENTIAL SERVICES TEAM	20
9.	SMOKE DOORS, DETECTORS & ELECTRICAL FITTINGS	21
9.1.	Smoke Doors and Detectors:	21
9.2.	Electrical Fittings	22
10.	EMERGENCY AND FIRE PRECAUTIONS	22
11.	EVACUATION PROCEDURES	22
12.	FIRST AID	22
13.	SECURITY	23
14.	END OF YEAR/MOVING OUT	24
14.1.	Exam Week/End of Year	24
14.2.	Moving Out/Key Return	24

RESIDENTIAL TEAM MISSION

To provide accommodation facilities and support to encourage students to strive for their academic goals, to develop independence and social responsibility whilst maintaining a strong sense of community.

1. GENERAL INFORMATION FOR RESIDENT STUDENTS

Living on-campus provides the best possible start to your College experience, fantastic opportunities, invaluable memories, and lifelong friends. It is designed so students can share in social and recreational opportunities of collegiate life. The on-campus accommodation is more than just lectures and study sessions. We provide you with plenty of opportunities to take a well-earned break and enjoy all the on-campus facilities including gymnasium, study and leisure centres, student social centre. This means that whilst you are staying at Longerengong College you'll be able to study, enjoy a social life (including work opportunities) and contribute to the many aspects at Longerengong College for the year/s that you will be a student in our Community.

The Residential Supervisor with the assistance of the Residential Services Team, Longerengong College staff and the Longerengong Student Association (LSA), endeavour to ensure that living on campus is a positive experience and amenities are maintained without unnecessarily inhibiting the social life of students. However, this is only possible when everyone accepts responsibility for care and consideration of others within the College and is respectful to their peers, staff, cleaners, caterers and property.

2. ACCOMMODATION

Student dormitory accommodation includes single rooms with shared facilities i.e. bathrooms, toilets, kitchenettes and lounges.

Dormitory Accommodation has 107 rooms available. Facilities include:

- Bed with draws and mattress with protector
- wardrobe with shelving
- study bench, chair and small waste basket
- mini bar fridge (suggested settings 3 – 4)
- WiFi internet
- split system providing heating and cooling
 - term one (1) and four (4) cooling (to be determined)
 - term two (2) and three (3) heating (to be determined)
 - Please do not touch your air conditioners controls or change the settings, as this will lock out our maintenance.

Student Unit Accommodation consists of 3 x 7-bedroom units facilities available:

- King Single Bed with draws & mattress protector
- Wardrobe with shelving
- Study desk, chair & small rubbish bin
- Mini bar fridge
- Split system air conditioner
- Smart 50" TV
- Internet in all units.

In the common areas are the following:

- Large dining table with 7 chairs
- Oven, hot plates, dishwasher
- Fridge/Freezer
- Air Fryer
- Large Smart TV
- Comfy Leather Lounge
- Split system air conditioner.

2025 Accommodation and Meal Fees

All On Campus Students			CONCESSION (if applicable)	
Dorm Accommodation per wk	\$	300.00		
Meals (4 evening meals and 5 breakfasts per week)	\$	223.50		
Weekly cost	\$	523.50	N/A	
<hr/>				
Unit Accommodation per wk	\$	325.00		
Meals (4 evening meals and 5 breakfasts per week)	\$	223.50		
Weekly cost	\$	548.50	N/A	
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Apprentice Program			CONCESSION (if applicable)	
Dorm Accommodation per wk	\$	240.00		
Meals (4 evening meals and 5 breakfasts per week)	\$	244.00		
Weekly cost	\$	484.00	N/A	
<p>*Annual invoice for meals and accomodation to be split into Semester 1 (Feb 2025) Semester 2 (June 2025)</p> <p>*Payment Plans are available for further information contact our Accounts Dept.</p> <p>*Key & Fob deposit of \$500 is charged per year, and returned at the end of the year once room inspections have been completed.</p> <p>* If ineligible for government funding fee for service tuition rates will apply - please contact for further information</p> <p>*accommodation for trade blocks for apprentices is dependant on room and catering availability. It is priced at 4 consecutive nights.</p> <p>*Lease agreements to be sent out to students once an application is accepted by the College.</p> <p>* Meal costs are indicative and will be confirmed in January 2025</p>				

***Note Apprentice rooms are only available in the dorms**

3. MOVING IN

Upon arrival you will receive your key to your dormitory/unit room from the Residential Supervisor. You will be asked to complete a room inspection form which will be kept on your student file until the end of year when the final room inspection is completed. Emergency and Evacuation Procedures are located inside your wardrobe door. Emergency and Evacuation Procedures training will occur during *O Week*.

What to bring to the college for both Dormitory Rooms and Units:

- Bedding – king single sheets, doona to fit, pillow, pillowcase, and towels
- Personal toiletries
- Lamp
- Coat hangers for clothes
- Crockery – dinner plate, dessert plate, plastic glass & mug (for weekend and meals served by the dining room)
- Cutlery – fork, knife, spoon, and any other cooking utensils
- Induction saucepan and pots and pans.
- Coffee pods - Lavazza Jolie Coffee Machine provided.

Our kitchens in the dorms all have air fryers, induction hot plates, sandwich presses, toasters and kettles. A slow cooker provided on Level 3 Kitchen/Lounge Area.

Under no circumstances are air fryers or any other cooking permitted in your dormitory room, all cooking must be done in one of 5 dormitory kitchens.

3.1. Access to Dormitory & Units

Only Residential students have access to the dormitories and units during school terms. For students wishing to stay outside these periods, please contact the Residential Supervisor to make alternative arrangements. Additional days will incur costs if you are provided permission to stay. If you find local work placement, staying on campus is an option. Please be aware the campus and dormitory rooms are used by outside groups when you are not here.

3.2. Fob & Keys

All students are provided with a fob and key to access the accommodation. External doors in both Dorms and Units are to remain locked at all times, students are required to use their fob to access these buildings.

Any loss of fobs or keys must be reported immediately to the Residential Supervisor. Missing fobs or keys are a breach of security and place other students at risk. Replacement costs for keys and or locks may be charged.

Keys are to be returned at the end of the year or if you vacate during the year. When vacating, your keys need to be handed to the Residential Supervisor. Room keys not returned to College Reception within one week of permanently vacating a room in any given year will be deemed to be lost. This will result in the installation of a new room lock and key and a fee of **\$250.00** being charged to the student for the replacement lock.

Upon departure your fob sticker will be deactivated no later than 4.00 PM

Cost of a replacement Fob is \$25.00.

3.3. Room Inspections & Maintenance

Students are to complete the room inspection form upon arrival and return to the Residential Supervisor before the end of first week *O Week*.

Room inspections by the Residential Supervisor will be carried out at the end of each term.

It may be necessary for a member of the Residential Services Team to access your room. At least 24 hours' notice will be given in most situations, except in the case of an emergency, or if there is reasonable cause to suggest the student is in breach of their tenancy agreement.

The Residential Services Team reserves the right to enter a student's room at any time if damage has occurred. Damage will be photographed and the student will be sent an official letter, photos and an invoice for the cost of the repairs. All wilful damage to College property by a student will be charged to the student.

3.4. Care of Room

Students are responsible for keeping their room clean and tidy and are expected to empty their waste bin and vacuum their room floor regularly. Vacuum Cleaners & Carpet Cleaners are available for use.

- Damages - the individual or group responsible must pay for any damages. Individual students will be held responsible for their room and collectively responsible for their part of the student accommodation facility. All students may be charged for damages incurred in common areas if individuals are unknown.
- End of term - all rooms must be totally emptied and left in a clean and orderly state. All linen to be removed and the College will clean mattress protectors and return to rooms.
- End of year – all rooms must be cleaned and vacuumed upon vacating. Fridges are to be cleaned and emptied. If your freezer becomes frosty, please contact the Residential Supervisor.
- All Cleaning products are available from the cleaning cupboards located near rooms 219 and 319.

3.5. Guests

No guests are allowed in the residential areas during the first 2 weeks of Term 1.

This is to allow new students time to settle into their environment and familiarise themselves with other students.

At the conclusion of the first 2 weeks of Term 1, guests are allowed to stay in a host room. Guests may be invited into the student residential area subject to the following conditions:

- All guests **must be over the age of 18** and details of all guests must be provided to the Residential Supervisor by no later than Thursday prior to arrival.
- Guests can only stay in a host room on a **Friday/Saturday** night, and the maximum number of consecutive nights each individual guest may stay is two.
- Guests must arrive after class (PM) on the Friday and depart before 4 pm on Sunday afternoon.
- No guests are permitted after 11.00pm or before 9.00am, apart from overnight guests.
- The student inviting the guest into the residential area is the host and is responsible for the guests' behaviour at all times. Guests are expected to observe all College policies and guidelines, and the host may need to remind them of this. If other students object to the behaviour of a guest, the host must ask that guest to leave immediately.
- One personal guest is permitted to stay overnight in the host's room, if invited to do so, approval from the Resident Supervisor is required.
- Overnight guests should at no stage be left alone in the residential area and under no circumstances should they be given a key/security token to let themselves in the student accommodation facility.
- Over the weekend, if your friends, family or parents wish to arrive for a short period of time during the day (no overnight stay), please advise the Residential Student Assistant prior to this occurring.
- Guests are NOT PERMITTED to stay on the following weekends:
 - a. Graduation
 - b. End of Term
 - c. Longy BnS
 - d. AG Sports
 - e. End of Year Week

Full time off campus students of Longerenong College are permitted to enter the Study Centres only. The dorms are students housing and those not living within them need to be formally invited into the living quarters on each visit. If you are an off-campus student, you must use Car Park 2. As an off-campus student, you must ask for permissions to stay on campus beyond 5pm, unless you are in the Study Centre Only.

- Any uninvited guest(s) without a host will be considered a trespasser. All guests must have approval to be at the College by the Residential Supervisor who will inform the LSA on all movements over the weekend. If a guest

appears without approval the LSA will contact the Residential Supervisor who will consider the guest as a trespasser.

- Residential Services Team reserves the right to **not** accept a guest at the College.

3.6. Food storage

Vermin, such as rats and mice, are common in this district and loose foods or food waste and crumbs will attract these pests. Students must keep food in sealed containers in their rooms or in the kitchenettes.

When using the common fridge/freezers, please ensure your name is on all of your food. Common fridges will be inspected each week and all students have the responsibility to keep these areas clean and tidy. The LSA will monitor and manage these areas on behalf of the Residential Services Team.

Please ensure rubbish bins are emptied regularly or when full. If vermin are found in your room or common areas, please report to the Residential Services Team.

Wheelie bins are located near the shed in the delivery bay area.

3.7. Plant Collection Assignment

During the year, 1st year students will be asked to submit a plant collection assignment as part of your studies. Under **No Circumstances** are these plants to be dried under your mattress. Study Centre 3 has been set up for plant collection and drying.

3.8. Electrical Appliances

The following electrical appliances can be used in the student room:

- Hairdryer/hair curler/electric razor
- Radio/ CD player
- Mobile phone charger
- Electric blanket
- Computer/printer
- Iron
- Television/DVD/gaming console
- Lamps
- Students may have a small speaker in their room to listen to music at a reasonable and fair noise level. Any student who does not comply may have the speaker confiscated and returned at the end of term

The following electrical appliances can be used in the kitchenette areas only:

- Kettle
- Toaster/oven

- Microwave
- Small sandwich maker/grill
- Electric frypan/wok/air fryer/slow cooker

Additional electrical heaters/coolers, fans or fridge/freezers are **NOT** permitted.

Prior to Students arriving on campus, they must have all their electrical items tagged and tested, and this will be noted on the Room Inspection Form,

3.9. Naked Flames

The use of candles, incense, or anything with a naked or exposed flame is prohibited within the College facilities. This includes fragrant electric oil burners, flammable liquids such as methylated spirits, solvents or similar are also not permitted.

Reed diffusers are acceptable.

Any student found to have triggered the fire alarm with a naked or exposed flame or similar, cigarette smoke or aerosol spray or by any other way will be charged all associated call out costs from Emergency Services. The minimum Charge from the CFA is \$650.00, cost can vary and this will be on charged to the responsible student.

3.10. Pets

Students are not permitted to bring or keep pets/animals (of any kind) in the Student Accommodation Facility. Horse facilities are available, for further information including an application please contact Longerenong College Reception. Dogs are on campus with farm workers, trainers/staff, and may be pets of the house residents with permission of the General Manager.

3.11. Parking & driving around campus.

Car Parking for students is only permitted in Car Park 2 or 4 or the designated parking areas around the new accommodation. Any other areas are not designated car parks for students. Where a student is found to have parked outside of designated areas, the Leadership Student Association (LSA) will arrange a fine/disciplinary action for this student.

Student vehicles are not permitted to be parked in the loading bay or disable car park.

Visitors may only park in Car Park 2.

All students must drive at **walking pace** around the campus. Students who do not obey the road safety rules will face disciplinary action from the Residential Supervisor.

3.12. Vacating early

Long term students wishing to move out of the Student Accommodation facility must give four weeks' notice of their intention in writing to the Residential Supervisor. Students must remember however, that they have a lease agreement with Longerengong College to occupy their room and catering for a specified period, and they are responsible for the residential fees (including meals) for this entire period unless an early termination of the agreement is approved. In this case an **Early Termination Fee of \$400.00- and two-weeks catering will be charged unless there are extenuating circumstances requiring the student to vacate**. As a package the College offers the lease agreement and meals together, and we cannot separate them during early termination or end of lease.

The room must be cleaned and tidied before leaving in readiness for the next student. Rooms not cleaned to a satisfactory standard will be charged a cleaning fee.

4. FACILITIES AND SERVICES

The College provides the following facilities and services:

- Gymnasium (run by the LSA)
- Table tennis and pool tables
- Under cover car parking and open car parking Car Park 2 and 4
- Study centres/lounge area

The following facilities are cleaned daily:

- Kitchenettes
- Laundry
- Bathrooms
- Lounge areas

4.1. Kitchenettes

Each wing has a shared kitchenette area for students to self-cater during lunch times, weekends and other times. These areas can also be utilised for watching television and group study. The consumption of alcohol (by those 18 years and older) is permitted in these rooms. However, they are for quiet use only and this is to be respected by all users. Responsible consumption of alcohol is required.

The kitchenettes have convection/microwave ovens, air fryer, toaster, sandwich press and induction hot plate (please use appropriate pans and pots), refrigerator and access to boiling water.

Students are expected to supply their own crockery, cutlery, tea towels and other cooking items. The kitchenettes are the only areas of the student accommodation facility where cooking is permitted.

These areas are to be kept clean at all times. If any crockery or cutlery, microwave, toaster, sandwich maker, refrigerator, or other cooking items are used then the person using them is responsible for cleaning and putting them away.

Residential staff and cleaners are not responsible for cleaning student's dishes, cutlery or cooking items. If these items are left dirty in the kitchenettes, the Residential Supervisor may discard them. The kitchenettes will be serviced daily, however students may be charged for any additional cleaning necessary due to excessive mess.

No furniture or equipment is to be removed from the kitchenettes, study centres and/or bedrooms.

4.2. Study Centres

Study Centres are the only areas within the Dorm buildings that non-resident students are allowed. The Dorms are student housing, and those not living within them need to be formally invited into the living quarters on each visit. The Study Centres are available to all students to use as a study area between the hours of 8:00am and 10:00pm.

Each floor has its own Study Centre/lounge area and are available for all students to use. These are quiet areas for students to relax, study, watch TV and movies. These areas are a fantastic space to work on group assignments and planned activities.

All study centres are to be left in a clean and tidy manner. Please remove all items when you leave. ***Alcohol is NOT permitted in these areas.***

4.3. Laundry

The laundry located on the ground floor has washing machines (no coins required) and dryers which accept \$1 and \$2 coins. Please be respectful of other students requiring machines and remove all clothes once washed/dried. Please clean the lint filter in the dryer after every use. There are four clotheslines located outside, two of which are undercover. Please supply own coins. If you require change speak to the Residential Services Team.

4.4. Cleaning

Cleaning staff do a sanitise clean of the common areas daily. However, students are asked to keep these areas tidy and free from litter, dirt and other items. Room bins need to be emptied into the large bins located outside. All students are expected to keep their rooms and common areas tidy at all times.

The Dorms including all kitchens/bathrooms, study centres and hallways will be scheduled for cleaning between **9:00am and 11:30am daily** (except weekends). Cleaners will open the door and call out prior to entering the bathroom for cleaning and then at that time signage will be in place advising that cleaning is in progress. Students are not permitted to enter bathrooms while the cleaning signs are displayed and should use alternative bathrooms located nearby.

If there is an unreasonable mess to be cleaned, students may be charged an additional fee for the cost of the extra cleaning necessary.

4.5. Transport

Horsham has a taxi service which can be contacted on 03 5381 1223. There is no public transport servicing Longereng College.

4.6. Meals

Meals included as part of the residential package are served in the Dining Room located on the ground floor of the Residential facility. **No EFT facilities available – all extra meals are cash only.**

Students receive meals as follows:

Breakfast: Monday to Friday (**7:00am to 8:45am**) Continental breakfast is served Monday, Tuesday, Wednesday and Friday and cooked breakfast each Thursday.

Lunch: Available daily at students' own cost

Dinner: Monday to Thursday (**6:00pm to 7:00pm**) Dinner is served by our very own Chefs Wayne and Chelsea from Eat@. There are two meat options available including salad and/or vegetables. Dessert is also served by our Chefs after the main meals has been served to all students.

If you have any dietary requirements, allergies etc please include on your medical form and please make yourself known to the chefs to assist you in preparing your meals. Please note - no meals are supplied or available on weekends or public holidays.

4.7. Dining room

The dining room is where all students can eat and interact socially, please be respectful of those around you. Any students behaving unacceptably will be asked to leave the room by the Residential Supervisor/Caretaker and/or Chefs.

Further disciplinary action may take place depending on the behaviour. Our dining room is a licenced venue, all drinks (including alcohol) to be purchased CASH ONLY.

4.8. Kitchen roster

A kitchen roster is prepared each term for all students. If you are unable to fulfill your time slot it is the student's responsibility to swap shifts. Shifts begin at 5:45pm each night. When working in the kitchen please wear clean closed in shoes etc, thongs are not to be worn. The roster will be posted on Facebook weekly.

5. ORDERLY CONDUCT

The Student Accommodation facility is a community for all students from varying cultures and backgrounds. The Longerengong College community thrives on both individual and group contributions. Guidelines and policies governing life in the residence may appear restrictive to some, however are there to ensure that personal liberties are preserved, and all students may attain high academic performance. This is possible only if every student abides by the rules and accepts responsibility for the care and consideration of others.

5.1. Consumption of Alcohol

At all times, students that consume alcohol are expected to do so in an appropriate manner and students are required to have a responsible attitude towards the use of alcohol. Students may bring alcohol onto the campus as **this is your residence** providing:

- They are aged 18 years or older
- They keep the alcohol in their own room, and
- They consume it at an approved area of the campus
- Behave in a respectful manner

Approved areas of the campus are:

- Quiet drinking in your own room

- Quiet drinking in the Student Accommodation kitchenette on each wing
- Buildings in the Student Amenities complex
- Grass area outside Study Centre 1 or Gymnasium

All other areas of the campus including the Study Centres are 'dry areas'. Students found with alcohol in these areas will have their alcohol confiscated and may face disciplinary action. The College has a strict '**No Glass**' policy within the campus grounds/dorms. Cans are acceptable. This is for safety of students and vehicles (tyres) and cleanliness of the campus.

Students under the age of 18 years are not permitted to possess or consume alcohol. Any student caught drinking underage or providing alcohol to underage students is subject to disciplinary action, removal from campus and/or being charged by police. Underage students found drinking will have parents informed.

Any student that causes damage to property, disturbs others, becomes violent or abusive or is offensive in any way as a result of being intoxicated will be issued with a formal warning. If the behaviour is a risk to yourself or others, the police will be called. Dangerous behaviour may result in immediate removal from campus, warnings may not apply.

5.2. Drugs

The possession of illegal drugs constitutes a legal offence in Victoria. Any student breaking the law may be asked to leave Longerengong College immediately.

The possession and/or use of all illegal drugs, or the misuse of any substances as proxy drugs, at Longerengong College is strictly forbidden and any student contravening this directive will be dismissed and may also be reported to the police.

To promote a safe and supportive environment and to comply with the requirements of a Drug-Free Community and Workplace, whilst on site at Longerengong College, students:

- Are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of any illegal drug or controlled substance
- Shall not use or be under the influence of illicit drugs at any time
- Shall not possess drug-related paraphernalia (that is any equipment and/or products intended or designed for use in growing, processing, storing, concealing, ingesting, inhaling, or consuming a controlled substance) including but not limited to bongs, pipes and hookahs (even for tobacco use)
- Shall not transfer or sell illicit drugs or controlled substances (as defined by Local, State, and Federal laws).

5.3. **Smoking/Vaping**

Smoking/vaping is not permitted in any building or vehicle including the Student Residences. Due to the risk to the community, students who smoke/vape in indoor areas will be issued with a warning. Smoking/vaping is also not permitted within 10 metres of the entire residential building except for the designated smoking area referred to as the 'smokers area' on the western side of the building. Please use designated bins provided for cigarette butts.

In the event of a student smoking indoors and setting off smoke detectors and/or alarms, all costs incurred will be passed onto the student.

Exposure to the smoke of others (passive smoking) is a health risk. Students are reminded to be considerate of others when smoking outdoors in the vicinity of buildings or other students.

Rules pertaining to smoking/vaping may change at any time in line with Victorian or Australian law regarding the lawful use/consumption of tobacco or vaping.

5.4. **Noise/music**

Students are expected to show consideration for others. At the beginning of each year the curfew on noise and loud music is set at 10:00pm. Curfews ensure that there are sufficient hours for all students to study, relax and sleep. We ask that you be courteous to other students and respect their comfort and privacy.

A certain amount of noise is normal and expected. Students should feel free to play music etc. in their rooms provided they respect other students and curfew times, together with study requirements.

5.5. **Respect for Visitors**

From time to time Longereng College accommodates visitors to the campus. Students are required to respect the privacy of visitors and should not enter visitor accommodation areas or other facilities while visitors are present.

External groups and industry representatives are often in teaching buildings and other areas of the College. Please be respectful of their presence and minimise noise and disruption.

5.6. **Care of the Facility**

All students are expected to respect the student accommodation facility. Wilful damage i.e. vandalism, graffiti etc. will **not** be tolerated and may result in a disciplinary fine and/or action which includes being removed from campus.

Offenders will be required to pay for the cost of making good any damage and may be excluded from Longerenong College events and celebrations as decided by the General Manager.

5.7. Sporting Equipment and Recreational Facilities

Sporting equipment is available for use including squash and racquetball racquets, pool cues/billiard balls, table tennis bats and balls. The LSA are responsible for all equipment, however if you require something further, please enquire about availability. The use of sporting equipment inside the student residences is strictly prohibited.

The gymnasium has recently been upgraded and includes new equipment, dumbbells, boxing bags and oscillating fans. Please contact the Residential Supervisor for a gym membership and door code.

During 2024 the LSA set up a new recreational area for all students at the College. In this area:

- Pool Table
- Table Tennis Table
- Portable Basketball Ring
- 75" Smart TV
- Computer Game area.
- Card/Board Games area.
- Kitchen with Air Fryer, Microwave, Fridge/Freezer.

The Fire Pit is located within this area behind the Gym please bring outdoor chairs.

6. HEALTH AND SAFETY

Health and safety is of utmost importance at Longerenong College and we aim to provide a safe environment for all students. The residence is committed to the student health and safety. The College seeks to:

- Foster an awareness of health and safety amongst students and staff.
- Ensure that the buildings, furniture and equipment are safe and suitable for the use to which they are intended and that they are properly maintained.
- Ensure that adequate emergency equipment is provided and properly maintained and that training in the use of equipment is carried out and that regular emergency and evacuation exercises are implemented.

Refer also to the Student Handbook TR032B for details on discrimination, harassment, and sexual harassment.

7. PASTORAL CARE/WELFARE ISSUES/RESIDENTIAL SERVICES TEAM

Students with pastoral care or welfare issues are encouraged to contact the Residential Supervisor/Staff or the Student Support EAP – Converge App available 24/7 and is free to all Longerenong College Students.

The EAP provides students full access to counselling through face-to-face appointments, telephone or text support. It also has an app to track your physical and mental health. Additional support is available through the EAP such a financial counselling. It is the responsibility of each student to contact the EAP and book appointments etc. This is a resource being provided by the College to support you.

The EAP Student Help Line is available at 1300 687 327 or at www.convergeinterbational.com.au. You can also access the EAP via the Converge App. The EAP as a free service to students at the College.

Students can also access assistance through the following support services.

Beyond Blue – 1300 224 636

Black Dog Institute – 1800 022 222

Lifeline - 13 11 14

Headspace - 5381 1543

Rural Outreach Program – Mal Coutts 0418 981 210

7.1. Student Welfare/Medical Treatment

If a student has an impending medical issue, has been hospitalised, had an operation etc, the Residential Team must be notified of the situation upon the student returning to Dorms/Units. The Residential Team will ensure that the student's welfare is supported whilst at Longerenong College. Please advise if any new medical information needs to be updated on the student's file. All information will be kept private and confidential.

Students who fall ill or suffer an accident should notify the Residential Services Team. If the illness or injury is acute the Residential Services Team will arrange an ambulance or other transport to the Hospital Emergency Department.

Parents are advised to contact the Residential Supervisor or Residential Services Team if at all concerned for the welfare/wellbeing of their child whilst residing on campus. All information is regarded as private and confidential.

7.2. Illness, Incident or Trauma

The management of health and safety of Longereng College students and staff is our priority. Staff are not medically trained, however they are responsible for ensuring the health and safety of all students. Many staff have First Aid training. Students have an obligation to ensure they are not infectious and the risk of infection is minimised by following procedures detailed in this handbook.

Students who feel unwell should immediately advise a staff member who will then determine the most appropriate course of action. If any symptoms described below are evident, the student will be moved away from the rest of the group until he/she are not showing any further symptoms.

Symptoms indicating illness may include:

- Behaviour that is unusual for the individual student
- High temperature or fevers
- Gastro/vomiting type symptoms
- Skin that displays rashes, blisters, spots, crusty or weeping sores
- Headaches
- Difficulty in swallowing or complaining of a sore throat
- Persistent, prolonged or severe coughing
- Difficulty breathing

Procedures for the below symptoms are:

Colds/Flu

- In the event a student develops a cold/flu the student will be asked to distance themselves from other students, eat meals in their room, sanitise regularly. Seek chemist/medical advice as necessary.

Gastro

- The student will be isolated into an area of the Campus. The student will be provided with cleaning and sanitising products. All meals will be delivered to their room. The student will remain in isolation while infectious. Seek medical advice if required.

Injuries

- In the first instance the level of injury will be assessed by a staff member. If necessary, triple 000 will be called.
- If an ambulance is not required, the staff member will seek further advice from the student and/or staff first aid officers.
- If the injury does not require an ambulance the student may need assistance to get to hospital/doctor for further medical advice

Burns

- First aid officer will assess and treat injury. If required call triple 000.

Asthma/Anaphylaxis

- All students who have the above medical condition must complete the student medical form and provide a copy of their medical action plan.

COVID - 19

- The College will adhere to and follow all current government guidelines and restrictions and advise students accordingly.

Returning to the College

Students returning to the College from a period of leave must be seen to protect all current students/staff on campus from the risk of illness. If you are unwell, please consider staying at home before returning to Longerenong College.

8. RESIDENTIAL SERVICES TEAM

Residential Weekend Caretaker – not within Dorms but living on campus

Longerenong College has a weekend caretaker who is available from Friday 4.00pm to Sunday 8.00pm. For all maintenance or any other issues please communicate with the LSA who will contact the Residential Weekend Caretaker.

Leadership Student Association (LSA) - Weekend Hours

At any time over the weekend when assistance, maintenance or support is required, please contact the Residential Student Assistant who will contact the Weekend Caretaker for further instructions. Students are to respect the LSA.

For any student welfare concerns a Leadership Group member will contact the Residential Supervisor or call 000 for assistance and guidance. All other non-urgent information can wait until the Residential Team return to Longerenong College.

In 2025 a new position has been created for Residential Assistants to join the team, the appointed students will provide support as required and advise the Residential Supervisor.

Student Support

Longerenong College provide all students with access to a Student EAP Service which is confidential and private. Students can use this support 24/7. This is a free program to all students at the College. Brochures and business cards are available from the Residential Supervisor and are also displayed around Longerenong College.

- Organisational Code: SKILRMQH to access the APP
- Website: [Convergeinternational.com.au](https://convergeinternational.com.au)
- Live Chat through the website.

- Phone: 1300 687 327
- Email: eap@convergeintl.com.au

Residential Supervisor

The Longerengong College Residential Supervisor and can be contacted regarding concerns, welfare/wellbeing, support, maintenance, catering and assistance in the transition into dorm/campus life. Students and parents are encouraged to contact the R/S with questions on 0427 516 559.

For any further enquiries please contact Longerengong College Reception on (03)5362 2222 during office hours.

9. SMOKE DOORS, DETECTORS & ELECTRICAL FITTINGS

9.1. Smoke Doors and Detectors:

The Student Residences are protected from fire by smoke doors, smoke detectors and a fire alarm system. Smoke doors are fitted at the end and in the middle of each residential wing and will close automatically if the power goes off or if the fire alarm is triggered in that wing.

Smoke doors must never be obstructed or wedged open. Bedroom doors are fitted with self-closers and must not be detached at any time.

Smoke detectors are fitted in the corridor of each residential wing and in all rooms. The detectors in the corridors are wired back to an alarm panel located in the ground floor entry hall that is in turn connected to a remote monitoring system.

If any of these detectors are triggered the alarm will sound, the alarm panel will indicate the wing where the alarm is located, and the local Fire Brigade will be notified by the monitoring system and will attend Longerengong College.

The detectors in the rooms are not wired back to the alarm panel. If one of these detectors is triggered it will sound an audible alarm until it is reset by the Residential Supervisor or the CFA. Please note that smoke detectors are sensitive and will be triggered by smoke from cigarettes, burnt food and naked flames etc.

Any student found to have triggered the fire alarm with a naked or exposed flame or similar, cigarette smoke or aerosol spray or by any other way will be charged all associated call out costs from Emergency Services. Minimum charge starts from \$650.00.

Any student found to have tampered with a smoke detector, alarm, fire extinguisher or CCTV cameras may be fined a minimum of \$500 plus expenses and/or disciplinary action.

9.2. Electrical Fittings

Students must not tamper with electrical fittings. Any problems or faults with electrical fittings should be reported immediately to the Residential Caretaker or Residential Supervisor.

10. EMERGENCY AND FIRE PRECAUTIONS

The Student Residential Building Emergency Information Book details emergency information and procedures.

11. EVACUATION PROCEDURES

Evacuation procedures are posted in the common areas throughout the residences and in each individual bedroom cupboard. Each term there will be an evacuation drill which is part of our commitment to OH&S and maintaining a safe environment at Longereng College. Students will not be given warning of an impending fire drill.

The Emergency Team will provide assistance and support during fire drills. The Team will be elected at the start of Term 1 The OH&S Officer will provide training within the dorms for these procedures.

12. FIRST AID

First Aid is the first assistance given to an injured person. It should only be carried out by a person who has been trained in First Aid. Those working on campus with First Aid training are listed on posters around the campus.

First Aid Officers are following:

- Residential Supervisor – 0427 516 559
- LSA

If a person trained in first aid is not available and the student cannot treat him/herself without help, the student should be referred to Accident and Emergency Department at Wimmera Health Care Group or call Nurse on Call -1300 60 60 24.

For those with First Aid Training, or for the use by the student, there is a First Aid Kit located in the Residential Services Office. Remember to always wash your hands before treating burns, wounds or eye injuries, and use appropriate PPE when treating any illness or condition.

13. SECURITY

The security of buildings and the safety of students is a priority and it is a fundamental requirement that Longerengong College provides a safe environment for all its students. It is a requirement that activities be carried out in a healthy, safe and considerate manner.

All students (excluding those underage) are free to come and go as they please but are expected to remember their responsibilities for general security. Security cameras are installed in and around all common areas of the Dorms. This is to ensure students safety as well as deter willful damage.

Longerengong College cannot guarantee that theft will not occur. All students are responsible for a co-operative and responsible approach to security throughout the day/night.

All external dorms are locked 24/7, access only via fobs for current students.

Personal safety and security is paramount for all students staying at Longerengong College.

- Locking dorm/unit room doors at all times
- Identifying caller/s before opening doors
- All visitors must be referred to the Residential Services Team
- Notifying the Residential Services Team of any intruders seen within the buildings
- Report any suspicious behavior immediately to staff or weekend LSA, or ring the police on 000
- Never leave large sums of money in your room. If you happen to have a large sum of cash, contact Longerengong College Reception who will be happy to lock this in the office safe
- Report even minor theft to the Residential Supervisor
- Level 3 has a lockable storage room to store belongings such as suitcases, swags etc. Lockable sheds are available to store larger items such as fishing equipment, motor bikes, paddle boards etc. Contact a Residential Services Team member or LSA to gain access to these rooms.

It is recommended that residential students take out private insurance to cover personal items of value, as Longerengong College's insurance does not provide coverage for items which are not owned by the College.

14. END OF YEAR/MOVING OUT

14.1. Exam Week/End of Year

There is an expectation that during this last week of the year, students should be concentrating on the completion of all assessment and final exams. To assist in this, the following expectations apply:

- No visitors from the Sunday preceding exam week
- **No alcohol on campus during this time**

14.2. Moving Out/Key Return

Please remember your dorm room is to be cleaned and emptied before leaving Longerenong College.

Cleaning involves:

- wiping out all cupboards and benches/desk
- removing all rubbish in and around the room including under the bed
- vacuuming the room, under bed and around skirting boards
- fridges are to be cleaned, emptied and left on
- Washing the walls and kickboards

Students must complete the outgoing condition report provided by the Residential Supervisor. Rooms not cleaned to a satisfactory standard will be charged a cleaning fee. All keys are to be returned to the assignment mailbox near the post boxes upon vacating. Once all is completed to a satisfactory standard and keys returned, the students not returning to campus the following year will receive their full bond and key refund.

Students residing in campus houses will be expected to follow all guidelines and responsibilities set out above.

The Residential Services Team are committed to providing a safe environment for guests, students and staff at all times.

We expect all students to share this commitment.

On behalf of Longerenong College, the Residential Services Team encourage all students to enjoy dorm life, make new friends, respect all students and neighbours, and be committed to your studies and life at Longerenong College.



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