

College Handbook

2020

(As of the 13.12.19)



WA COLLEGE of AGRICULTURE - HARVEY
An Independent Public School

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END OF YEAR CLEARANCE

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Welcome

Welcome to the WA College of Agriculture Harvey. I trust your experience at the College over the next few years will be productive, positive and one that you and your child will enjoy being part of. For those of you returning, I welcome you back and we look forward to continually working with you to get the best future outcomes for your child.

WA College of Agriculture—Harvey in 2020 will have 178 students from Year 10 -12. Of those 128 students are residential students and the other 49 are Day students. The College has outstanding facilities and resources and is able to provide a diverse number of certificates and a varied range of educational experiences.

We know as a Residential College we have a very important role in caring for your child 24 hours a day and we take this role very seriously. A focus for us is to always provide a safe, friendly and happy environment and develop positive relationships with your child. We understand that a harmonious environment is the best vehicle for student productivity and progress.

The College has a number of important educational components and students are expected to agree to the College expectations in relation to behaviour, uniform, adherence to rosters and routines and College standards. Attendance everyday is also very important and we expect all students to be on Farm, in Trades or in Class except if sick or if there is a family emergency.

The College guarantees all students access to a broad, balanced and a flexible curriculum. This includes the opportunity for students to complete high level certificates in agriculture and the trades, to study ATAR courses and or General Study courses.

The aim is for all our students to achieve a WA Secondary WACE Certificate and a suite of industry qualifications. We also like to provide students with instruction that is adapted to their individual needs and so students are placed into streamed classes.

The College values and encourages partnerships and understands the importance of fostering close links with parents and the broader College community through its commitment to open and regular communications. We work in partnership with industry, the Advisory Committees and the College Board, and value their feedback.

In this handbook we aim to give you all the information you will need to make the transition process to the College as seamless as possible. Through the handbook, our website and most importantly through your communication with our staff, you will have a clear idea about how our College operates, what are our expectations of your child are.



Susan Kerr M.Educ.B.Ed.Dip Teach
Principal

WA College of Agriculture-Harvey

Vision, Mission & Purpose

VISION

Excellence and Innovation in Agricultural Education.

MISSION

All members of the College community work in partnership to provide a holistic education enabling us to obtain the best out of every student, as every student matters.

PURPOSE

To develop work ready, competent and qualified young adults for the Agricultural and related industries.

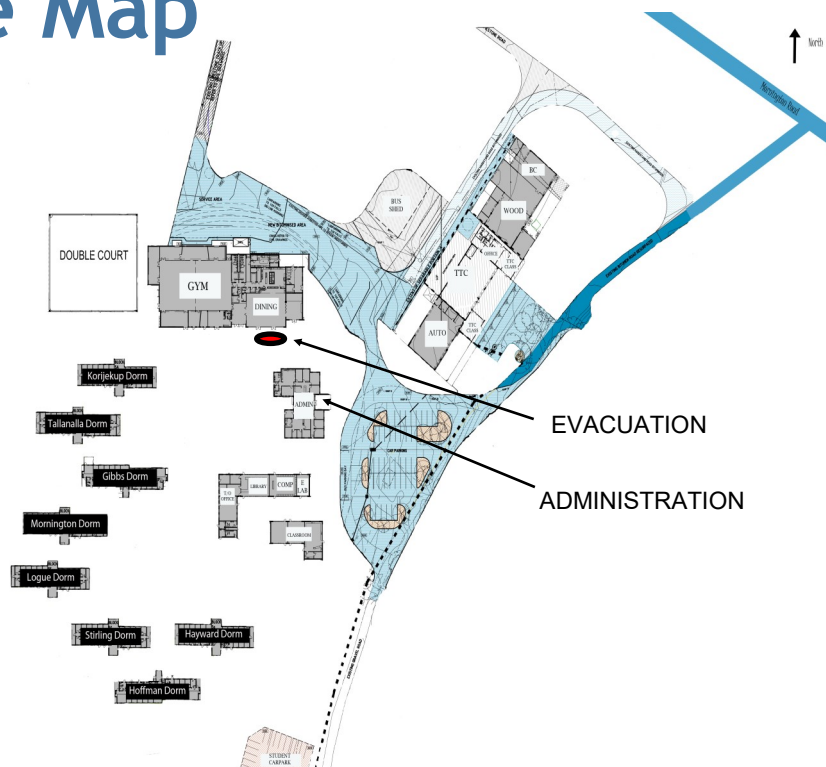
To enhance students' social skills, enabling them to interact respectfully with others demonstrating the values of equity and care.

To promote the importance of life-long learning and continuous improvement to empower students to contribute in positive way to our global community. learning, lifestyle, equity and care.

MOTTO

Innovation. Integrity. Loyalty

College Map



VISITORS

All visitors to the College need to report to administration upon arrival sign in and out. Unauthorised access is not permitted.

College Staff

Principal
Deputy Principal
Manager Corporate Services
Residential Manager
Head of Department - Trades
Head of Department—Class
Farm Manager
Farm Training
Head of Student Services

Sue Kerr
Dean Pfitzner
Teresa Hickman
Bernie Murnane
Shaun Cantwell
Tania Pfitzner
Geoff Howell
Paul Dyson
Jennifer Stringer

Class Staff

Plant Production Systems/Animal Production Systems
Plant Production Systems/Biology/Science
Maths
English
HASS
Physical Education
Education Assistant

Peter Gelmi
Colin Newton
Katie Franco/Margaret Pfitzner
Steve Gann/Todd Bracknell /Lee Kraeter
Michael Spragg
Jennifer Stringer
Kathy O'Shaughnessy

Design & Technology Staff

Engineering
Automotive
Furnishing
Construction

Guy Truss
Duncan Campbell
Keith Briggs
Jeff Kenny

Farm Staff

Assistant Farm Manager Dairy
Assistant Farm Manager Beef
Equine
Beef
Sheep
Dairy
Horticulture/Gardens
General Farm/Workshop
The Sustainable Farm
Butcher/Intensive

Brad Falkingham
Ian Millichamp
Brian Edwards
Fred Venables
Steve Adams
Tessa Ferraro/Robert Hodgson
Matthew Olde/Veronica Morris/Ellice Foster/Michael Campion
Rob Morris/Will Forrest
Georgina Warden
Robert McGee

Residential Staff

Jodee Sayer
Therese Sparks
Karen Murnane
Charlotte Mills
Melissa Taylor
Mary Egan

Bill Jones
Chris Curran
Keith Pope
John White

Administration Staff

Barbara Murtha
Suzanne Fimmano
Sue Howell
Rebecca Fitzgerald

Janelle Willmott
Amelia Raper
Jodi Baggetta

Catering Staff

Greg Aiberti (Chef)
Robyn Heasman
Michelle Rumsley

Judith Morton (Cook)
Sandra Franco
Ian Diment (Cook)

Cleaning Staff

Grace Holly (Head Cleaner)
Trudy Delaporte
Jacqui Gratwick
Susan Reale
Karen Green

Anna Carbone
Lynette Fimmano
Colleen McKenney
Deanne Shaw
Vanessa Piggott

Student Services

Brooke Eden (Psychologist)
Nikki Johnston (Nurse)

Johnno Prosser (Chaplain)

IT Technician

Chris Wilson

Contacts

WA College of Agriculture – Harvey
Mornington Road, Wokalup
PO Box 496 Harvey 6220

Email (College Admin): Harvey.AC@education.wa.edu.au

Website: www.harveyag.wa.edu.au

Administration	9782 2100
Administration Fax	9782 2110
School SMS: 0417945396	

Mobiles	
Male Residential (Active Night)	0419196920
Female Residential	0417967677
After Hours (URGENT ONLY)	
Principal	0427080054

Doctor	
Harvey Wellington Medical Centre	9729 1064
Harvey Medical Centre	9729 1600
Harvey Pharmacy	9729 1422
Harvey Hospital	9782 2222
Harvey Police Station	9782 2411

Transport Bookings	
TRANSWA - Reservations	1300 662 205
South West Coach Lines - Reservations	9753 7700

Timetable

MONDAY-THURSDAY TIMETABLE

8.00 am	Period 1
8.50 am	Period 2
9.40 am	Morning Recess
10.00 am	Period 3
10.50 am	Period 4
11.40 am	Lunch
12.25 pm	Period 5
1.15 pm	Period 6
2.05 pm	Afternoon Recess
2.20 pm	Period 7
3.10 pm	Period 8
4.00 pm	End of school Day

FRIDAY TIMETABLE

8.00 am	Period 1
8.40 am	Period 2
9.20 am	Period 3
10.00 am	Morning Recess
10.20 am	Period 4
11.00 am	Period 5
11.40 am	Lunch
12.25 pm	Period 6
1.05 pm	Period 7
1.45 pm	Period 8
2.25 pm	End of School Day

General Information

BOARDING & DAY STUDENT PLEDGE

When accepting the position at the College, the student and parent signed the 'Pledge' as below:

I _____ understand that by signing this statement as part of my placement as a **BOARDING STUDENT or DAY STUDENT** at the College, I am aware it is compulsory and expected that I participate in specific College events such as; Open Day, Morning Milking, Weekend Stock, Student Dinner and other College organised events.

If I do not attend these events, my "Status" at the College maybe reviewed. This means I will not be able to participate in other voluntary extra curricular and after hour activities' such as; College Ball, Country week, camps, etc.

STUDENT COUNCIL

Students are represented by the Councillors at Student Council and Management Meetings. The Student Council play an important role in lobbying for the disbursement of resources to areas deemed in need and in the development of school procedures.

The Student Council is made up of students voted in by their peer groups from Year 10, 11 and 12. Normally 4 from each year group may be elected. The College Captain is a Year 12 Councillor who applies for the position and is determined by a selection panel. In the event the College Captain is a Day Student a Head of House will be appointed to lead the student body after hours.

HOUSE CAPTAINS

House Captains will be elected annually with two appointed for each of the College Houses. They will form part of the Student Leadership Group.

COMMUNICATION

Communication with students and parents is very important to us. The following tools are used to communicate information across the campus.

- **CONNECT:** Information will be uploaded allowing parents, staff and students to communicate directly with each other .
- **NEWSLETTER:** Emailed to parents, placed on the website, in the Lounge and Recreation Rooms and in the Front Office twice per term.
- **HAC CHAT:** Is published each lunchtime for students to read. It is also emailed to all parents daily.
- **STUDENT NOTICEBOARD:** These are located in each Boarding Area, Gymnasium Foyer and in the rear of the Administration Block. Students should keep an eye on these for rosters and general information.
- **LUNCH ADDRESS:** At times students are addressed at the conclusion of lunch.
- **INTERNET:** Use of the College website and email systems are utilised frequently.
- **SMS:** Text messages are used to communicate short or urgent messages with parents and absentees.
- **FACEBOOK:** An official page for College communication has been set up. <http://www.facebook.com/pages/Harveyag-College/423656074376009>.
- **INSTAGRAM:** Photos of the students are regularly uploaded.

STUDENT SERVICES TEAM

A team of specialist services are available to the College students upon request by parents/staff or students.

- **School Nurse** – who attends periodically for health education services.
- **School Psychologist** – Attends weekly with consultations made by appointment.
- **School Chaplain** – A school funded appointment shared between schools in the Harvey District to supply spiritual and personal guidance.

All appointments can be made through the Vice Principal, Head of Boarding or Manager of Student Services.

USI (UNIQUE STUDENT IDENTIFIER)

Any student undertaking nationally recognised training delivered by an RTO requires a USI. This is used to record all national accredited qualifications achieved at the College and throughout their lifetime. Your child may have already been given a USI from their previous school if they have been enrolled in any certificate based courses. (A USI is a randomly selected, 10 digit/numerical number). This account can only be created once.

If your child does not have this account already we can apply for a USI for them. To do this we require a signed permission slip and a copy of 1 of the following pieces of identification:

- Birth Certificate (cannot be an Extract)
- Drivers Licence (requires birth place as well)
- Australian Passport
- Medicare Card (require birth place as well)
- Immigration Card
- Citizenship Certificate

PRIVACY NOTICE (Consent for collection, use or disclosure of personal information)

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar). You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- is collected by the Registrar for the purposes of:
 - ⇒ applying for, verifying and giving a USI;
 - ⇒ resolving problems with a USI; and
 - ⇒ creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
- Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - ⇒ the purposes of administering and auditing VET, VET providers and VET programs;
 - ⇒ education related policy and research purposes; and
 - ⇒ to assist in determining eligibility for training subsidies;
- VET Regulators to enable them to perform their VET regulatory functions;
- VET Admission Bodies for the purposes of administering VET and VET programs;
- Current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- Schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- The National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- Researchers for education and training related research purposes;
- Any other person or agency that may be authorised or required by law to access the information;
- Any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy Policies and Complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on usi@education.gov.au or telephone 1300 857 536, international enquiries +61 2 6240 8740. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

Please sign that you have read and acknowledged this information in the "Signed Forms" booklet.

SAFETY

Students attending the College **MUST** adhere to all Occupational Health and Safety guidelines no matter which section they are on and in what activity they are undertaking. Each section will have specific guidelines to follow.

All staff and students will act to minimise risks of all forms in all occasions using the SAM principle. (Spot the risk, Assess the hazard, Make the Changes). All staff and students are responsible for reporting any hazards or potential safety concerns.

All staff and students are required to wear appropriate PPE (personal protective equipment) including sunscreen as appropriate to the task at hand.

FIRE AND SECURITY DEVICES

Under no circumstances will students use or misuse fire and security devices across the campus. Unauthorised use will be treated in the same manner as for wilful vandalism and large penalties will be passed onto the parent/guardian (refer to Contributions and Charges for specific amount). If a student sets off the fire alarm they may be required to pay for the costs.

VANDALISM AND THEFT

The College is a communal facility where proper and considerate use of all areas ensures the good operation of the campus. Use of another person's equipment without permission will be classified as theft and dealt with under the Managing Student Behaviour Policy. Hot Water Systems are not to be touched or turned off outside the dorms by any student.

Students are advised to avoid bringing valuable items to the College and effectively securing all personal items. A lockable box is provided and a key issued for student rooms in the residential areas. There will be a cost for lost keys of and padlock. Refer to the current College Contributions and Charges for specific costs. Lockers will be made available in the Day Student Room and students are to supply their own lock.

All forms of graffiti are banned and students guilty of this practice will be regarded as wilfully defacing government property and will meet the cost of replacement or repair. Students who are suspected of vandalism or theft, the College reserves the right to inform the student involved and then in their presence undertake a search of their belongings in their dorm, as well as bags on return to the College. Parents will be contacted.

STUDENT ATTENDANCE POLICY

Background

The Education Act requires students to attend school until the end of Year 12. The Department of Education views 90% as the minimum attendance required to achieve success at school.

Recognition of Exemplary Attendance

The College encourages attendance through recognition of students with 99% attendance at awards presentations.

Dealing with absences

In the event of a student not attending school the following will apply;

- ⇒ Explanation for the absence is sought from parents/guardians.

The following absences will be recorded with an appropriate "Authorised" code;

- ⇒ Medical absences accompanied by a doctor's certificate
- ⇒ Absences for medical reasons of up to two days length without doctor's certification but limited to five days per year, except for days where assessments are scheduled or due – a Medical Certificate is required
- ⇒ Funerals
- ⇒ Approved work release programs
- ⇒ Particular justifiable absences negotiated with administration staff prior to the absence (eg practical driving assessment).

The following absences will be recorded with an appropriate "Unauthorised" code;

- ⇒ Holidays, birthdays, shopping, attending shows.
- ⇒ Medical absences without certification exceeding five days per year.
- ⇒ Private Work Experience not supported by the College.
- ⇒ Other absences not negotiated in advance with the Principal.
- ⇒ Absences recorded with an "unauthorised" code will result in contact with parents highlighting the need to maximise attendance and a warning of the implications of exceeding 10% unauthorised absences.

At least twice each school term, student absentee rates will be analysed to track attendance. Parents of students whose attendance is less than 90% will be contacted to seek support in minimising future absences.

Students whose unauthorised absences exceed 10% may shift to Conditional Status and may not be eligible for Country Week, College Ball and other extra-curricular activities. Students will return to Good Status once their unauthorised absentee rate is less than 10%. This will be determined as from the first day of that student's enrolment.

JEWELLERY

Whilst students are representing the College in their uniform, they have no need to wear adornments of jewellery around the campus, other than a watch. Anything else represents a safety or health hazard and a student will be asked to remove the item. Facial and body piercing does not meet the conservative standard required in the public arena nor the workplace. Sleepers and studs in ears maximum of 2 per ear are approved. Students who consistently breach this policy may have their jewellery confiscated and their status changed. The Principal may reserve the right to intervene in the event of dispute. Medic Alert bracelets/necklaces are acceptable.

HAIR & GENERAL APPEARANCE

- Students are expected to maintain a high standard of personal appearance and hygiene, this includes showering each day, shaving each day, attention to body odour and washing hands after going to the toilet.
- Hair is to be kept neat, tidy and worn with due regard for safety. It must be washed frequently, groomed, and tied back or in a net when working in areas that present a safety issue eg: when on Farm and Trades or in line with HACCP principles whilst dealing with food. Students wearing hair styles/fashions deemed unsuitable by the Principal will receive a written request to address the issue and may not represent the College in public until compliant. Hair extremes will not be tolerated and a conservative view will be taken eg undercuts, mullets, mohawks, dreadlocks, multi dyed and brightly colour hair.
- Wearing excessive use of makeup and false nails is not appropriate at the College and workplace.

RELATIONSHIPS

Harvey is a coeducational facility and under no circumstances will students of the opposite sex be permitted to enter sleeping quarters belonging to the other sex unaccompanied by a staff member. Students breaching this guideline will be immediately externally suspended.

Adolescent relationships are a natural part of adult development. Due to the nature of the College, students are not permitted inappropriate physical contact at any time. Friendship is encouraged and students who wish to talk and socialise may do so in publicly well-lit areas. No students in an intimate relationship must be behind closed doors. Intimate relationships between two students will not be tolerated. Breaches of this guideline may result in the students status being changed or the student losing the opportunity to board at the College. In general, sibling relationship is the expected norm, holding of hands only is permitted.

The following sanctions will apply in the event of students not conforming to the acceptable and tolerated behaviour:

1 st Recorded Offense	Reminder of College guidelines/rules, student advised of consequences of the next offense. Parent/Guardian notified.
2 nd Recorded Offense	Detention – during day program (at break times or after school for 15 minutes.) Detention – during Residential time (confinement to their dormitory for 30 minutes) Parent/Guardian notified.
3 rd Recorded Offense	Suspension (Internal/External) plus Change of Status. Parent/Guardian notified. Counselling may be recommended/required with the School Psychologist and/or the College Chaplain.

Repeat Offenses will be dealt with on a case by case basis.

Note: 'Recorded Offense' refers to those that have been entered into the College's Student Information System (SIS Integris)

Depending upon the length of time between recorded offenses, the circumstances and the level of the inappropriateness of the relationship behaviour an escalated or de-escalated sanction may be invoked. The Principal may reserve the right to intervene in the event of a dispute, with the ultimate sanction for Boarding Students being the forfeiting of their opportunity to live in the communal setting (i.e. Residential Status 'terminated').

Residential Students need to give due consideration and be mindful of the consequences of intimate relationships at the College, due to the nature of the circumstances of a residential environment. Residential Students do not have the same opportunities, as non-boarding students to develop/have this type of relationship outside the educational program time of the College. Residential Students wishing to have or be in an intimate relationships need to do so when they are not under the 'duty of care' of the College.

BULLYING/PEER ABUSE/SEXUAL HARASSMENT

Initiation and bullying of any kind will not be tolerated under any circumstances. These incidents may lead to suspension. The Federal Sex Discrimination Act defines sexual harassment like this;

"Sexual harassment is any unwelcome sexual behaviour, which makes a person feel offended, humiliated, or intimidated and that this reaction could have been expected by a reasonable person in the circumstances. It has nothing to do with mutual attraction or friendship"

Unwanted or unwelcomed sexual behaviour can include;

- Unwelcoming touching
- Staring or leering
- Suggestive comments or jokes
- Sexually explicit pictures, posters, screensavers, calendars
- Intrusive questions about a person's private life or body

- Insults, name calling or taunts based on your sex
- Derogatory graffiti
- Sexually explicit emails, text messages etc.

All students are protected against sexual harassments in schools under the Federal Sex Discrimination Act.

STUDENTS OVER 18 YEARS OF AGE

Students who attain the age of 18 during their time at the College will continue to abide by all school rules and Codes of Conduct. Use of personal vehicles whether, Day or Boarding will continue under the same arrangements as for a student under the age of 18. Authorisation for leave is a legal matter associated with Duty of Care and if the student has attained the age of 18, they can manage their leave arrangement authorisation. Communication between students and parents is still expected.

TATTOOS

Tattoos must be covered at all times whilst the student is in school uniform and/or representing the school.

Q – FEVER

Q-Fever is a bacterial infection transferred from infected animals to humans. The infection may be transmitted to humans who breathe in infected droplets or by direct contact with infected animals and/or animal products. The College recommends students are vaccinated prior to attending the College.

The College may offer a process for this to occur during the school term.

BANNED ITEMS

Students may not bring onto the campus at any time the following items due to the illegality or potential for causing harm to others.

- Aerosols (Use stick type shaving creams and deodorants). Hair sprays may be held at a supervisor's office, but would generally not be recommended to bring onto the campus).
- Knives, including pocket knives, multi tools.
- Matches, lighters etc.
- Weapons or any other sharp instrument that could be used as a weapon.
- R Rated material and inappropriate movies or other media.
- Cigarettes/E-Cigarettes or alcohol. Smoking is not permitted in any WA School.
- High energy drinks (Red Bull, Mother, Monster Energy and V).
- Illegal drugs. These banned substances are not permitted on the property under any circumstances. The distribution of, the possession of and use of will result in the Police investigating students under suspicion. The College MSB Policy and Procedure applies and exclusion from residence is likely. Students are entitled to undergo a drug test to assist in proving their innocence of any allegation of this nature.
- Stock whips.
- Accelerants (they may be stored under staff supervised care).
- Supa Glue.
- Personal TV's.
- Portable Fridges.
- Personal hair trimmers/clippers (except those used to maintain a beard).
- Firearms and Ammunition.
- Lasers and pointer.

**** Note this list is not exhaustive and will be updated as required.**

Where staff have a reasonable suspicion of either illegal substances or contraband, the College reserves the right to inform the student involved and then in their presence undertake a search of their belongings in their vehicle or dorm areas as well as bags on return to the College. Anything found will be placed in the hands of the Police and parents will be contacted.

AMBULANCE

In case of an emergency the College may call an ambulance for a student if required. Parents are expected to meet the cost of the ambulance if called. It is recommended that parents/guardians have some form of ambulance cover for their child.

MEDICINES / SICKNESS

Should a student feel ill during the day or whilst in residence, they are to report their symptoms immediately to the staff member. If requested by the student or deemed necessary by the staff member, a doctor's appointment will be made. Unless urgent, Doctor's appointments will be made so as to impact as little as possible on course time, and will usually occur after instructional hours.

When a student feels unwell, but does not request a doctor's appointment they will attend the sick bay. If they are a Day student, parent/guardian will be contacted and they may return home. Meals will be saved and delivered to ill students during the day, modified to suit the illness. Parents and guardians will be informed by phone, SMS or email. Students are not permitted phones or computers/tablets in the Sick Bay. These must be handed to the Head of Residence.

Students unwell during instructional time, remain so after hours and will be confined to their room to recuperate. Parents will be notified if the condition persists. Boarding students will need to go home for prolonged illnesses, greater than 48 hours or where the disease is contagious.

It is a requirement that the College is informed of medication students are on. Prescribed Medication forms are used for the process.

Students with severe allergies must inform the College and where necessary, carry with them at all times medication as prescribed, eg epi pen etc. A medical plan is completed in this case.

No medication can be kept in a students room and staff will administer all medicines to students from the Residential Office and records will be kept. On application and consideration, herbal medication may be an exemption. The College will seek advice in these circumstances.

Students who suffer from allergies such as hay fever are requested to bring their own medication to the College and leave at the Residential Office.

ACCIDENTS AND INJURIES

Any accident, injury or near miss must be reported immediately to a staff member and an Incident Form completed.

Students sometimes present with injuries or illnesses which prevent them taking part in the full range of activities in Trades, Farm or Phys Ed. These injuries and illnesses may be self evident or not obvious and accompanied with doctors advice or parental requests for a student to be excused from certain physical aspects of their program.

In some cases these injuries may persist for weeks and as a result, students may potentially miss out on valuable learning opportunities. Parents may prefer that their child remain home where a higher level of duty of care can be provided and medical needs are met.

If activities on the injured student's rostered section/class are likely to aggravate the injury then rosters may be swapped to another section/class. In the case where a student's injury makes them a safety issue for themselves (inability to wear PPE) or others, the student may be removed from section/class and places in a classroom or library to undertake private study. The student where possible still attend the theory component for the section/class.

CLASSIFICATION OF STUDENT MEDICAL CONDITION AND ACTION

Priority 1	Student returns home for injury or injuries requiring significant ongoing medical intervention and care.
Priority 2	Student remains on campus but in bed – no longer than 2 consecutive days.
Priority 3	Student remains on rostered section/class avoiding activities that aggravate injury
Priority 4	Student undertakes alternate activities on rostered section/class or alternative in same area.
Priority 5	Student taken out of section/class and involved in private study and other activities.

MOBILE PHONE POLICY

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. Students are permitted to be in possession of their mobile phone during the school day, however, mobile phones must be turned off and away. Students to put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day. Mobile phones for students can be stored in their lockers or dormitories.

Mobile phones are a useful tool for students to keep in contact with family and in the event of emergency. The College recognises the need for students to possess and use mobile phones for both personal and educative purposes.

However, mobile phones can also cause significant negative issues through;

- Distraction from learning program
- Cyber bullying
- Use when students should be sleeping, studying or engaging in mature face to face conversation.

For these reasons, restrictions are in place on the use of mobile phones at the College.

Posting on Social Media

Please be aware that the College does not condone the uploading onto social media of inappropriate photos of staff or students at the College. Students who do this will be demanded to take down the post. Staff are not permitted to be friends with students using social media.

In the event that students need to make an emergency phone call, they may use College phones. Parents needing to contact their child during the day program will be expected to contact the Admin office, who will then arrange for their child to phone back at a suitable time.

Note: The College recommends that Day students leave their mobile phone in their locker and Residential students leave their phone in their dorm. Students who take their phones to class or section do so at their own risk.

Students who breach these conditions will have their phone confiscated for the following lengths of time.

- | | |
|---------------------------------|----------|
| • First offence | 48 hours |
| • Second offence | 1 week |
| • Third and subsequent offences | 2 weeks |

Parents will be contacted via SMS if their child's phone is confiscated.

Should the period of confiscation straddle a weekend, students may be able have their phone reinstated on Friday afternoon but must return it the following week to complete the period of confiscation.

Students who use their phone for bullying or vilification purposes will have their phone confiscated for the maximum period of time and also be dealt with for as for bullying.

PARTICIPATING IN ACTIVITIES OFF THE COLLEGE SITE

It is a requirement of the Department of Education that parent/guardian consent be gained for all activities that are conducted off the College site (Excursions) including access to the farm.

The following information pertains to the range of excursions that will be conducted on a regular basis while your child is a student at the College and for which your consent is sought. All students are welcome to attend residential activities. These can be divided into two (2) categories: Educational Excursions and Residential Excursions.

There are some excursions that occur less frequently or are considered to require a higher degree of risk assessment. Detailed information pertaining to these excursions will be forwarded to you, for your consent, prior to your child's involvement regardless of whether they are a Boarding or Day student.

Residential Excursions

Excursions to the Harvey Town site

Activities: Medical appointments in Harvey, shopping, hairdresser and local services.
Transport: College vehicle.
Supervision: College staff will transport students. For other activities, there may be times when students will be unsupervised. However, staff will always be contactable by mobile phone. Students are required to remain in pairs or small groups at these times.

Excursions to Beaches/Swimming Pools Harvey Shire/Waroona or Bunbury

Activities: Fishing, Swimming, Water activities.
Transport: College vehicle.
Supervision: College staff will transport students. Supervisors will be in attendance at all beach activities.
Students will be permitted to attend the Harvey or Waroona swimming pools for short periods of time under the care of the local pool manager in small groups. Upon acceptance by the qualified pool manager, a list of participants, medical records, their swimming credentials and College contact details will be housed with the Pool manager. Staff will always be contactable by mobile phone. Students are required to remain in pairs or small groups at these times.
Cost: Cost of entry.

Excursions Perth and Other Metropolitan Areas such as Mandurah and Bunbury

Activities: Movies, shopping, ten-pin bowling, leisure centres.
Transport: College vehicle.
Supervision: College staff will transport students. Appropriately qualified supervisors will be in attendance at all recreation activities. For other activities, there may be times when students will be unsupervised. However, staff will always be contactable by mobile phone. Students are required to remain in pairs or small groups at these times.
Cost: Entry to venue.

Excursions for Sporting purposes in nearby towns

Activities: Spectator at sporting events – e.g. football, hockey, netball.
Transport: Generally College vehicle, however, there may be times when students are transported by officials of the Harvey sporting Clubs.
Supervision: Generally College staff will transport students and will be in attendance. There may be times when students will be unsupervised. However, staff will always be contactable by mobile phone. Students are required to remain in pairs or small groups at all times.
On those occasions when students are transported by officials of various Harvey Sport Clubs, supervision will be provided by those officials and specific parent authorisation is required.
Cost: Entry to venue.

Training for sport events

Location:	Harvey Swimming Pool, Harvey Dam, Harvey town site.
Activities:	Training – swimming, canoeing, running, bicycle riding.
Transport:	College vehicle where applicable.
Supervision:	College staff will transport students. Students will not be supervised at all times should they be running or cycling along tracks or roadways. They will train on designated routes. Appropriately qualified supervisors will be in attendance at all aquatic activities.
Cost:	Nil.

Educational Excursions

Classroom Subject Excursions

Location:	Field trips to College paddocks, or farms in surrounding district and businesses. Field trips to South Western venues including cinemas, businesses and farms.
Activities:	Soil sampling. Inspect health and growth of crops and livestock, horticultural and agronomic activities, curriculum associated films and music venues.
Purpose:	These activities support student learning and deliver underpinning knowledge required to complete the West Australian Certificate of Education or Certificate II in Agriculture.
Transport:	College vehicle.
Supervision:	College staff will be in attendance at all times.
Cost:	Nil.

Physical Education Excursions

Location:	Harvey Sports Oval, Harvey Swimming Pool, Harvey Recreation Centre, Harvey Senior High School, Other Colleges and Schools, Harvey Tennis Courts and Bowling Greens, Harvey and Binningup Golf courses, Binningup and Myalup Beaches, Bunbury sporting venues.
Activities:	Various sports.
Purpose:	Physical fitness, College representation.
Transport:	College vehicle driven by appropriately qualified staff.
Supervision:	College staff will be in attendance at all times.
Cost:	Entry costs usually met by College or Student Contributions and Charges.

Trades Excursions

Location:	Harvey Town site.
Activities:	Purchase or collect items – e.g. consumables used in projects.
Transport:	College vehicle.
Supervision:	College staff will be in attendance at all times.
Cost:	Nil.

Farm Off site

Location:	Harvey Town site/ Brunswick.
Activities:	Purchase or collect items – e.g. consumables used in projects.
Transport:	College vehicle.
Supervision:	College staff will be in attendance at all times.
Cost:	Nil.

Excursions Relating to Completion of Certificate II and Certificate III in Agriculture

Location:	Harvey Town site and surrounding districts, Perth Metropolitan Area, Wagin, other WA Colleges of Agriculture.
Activities:	Delivery of produce e.g. livestock, grain. Purchase or collection of items – e.g. fertilizers.

Movement of livestock.

Participation in shearing or fencing competitions.

During weekends and weeknights during school term.

Purpose: These activities relate directly to the completion of the Certificate II and III in Agriculture. Students are required to demonstrate achievement of a number of 'competencies' associated with the certificate.

Transport: College vehicle.

Supervision: College staff will transport students and will be in attendance. There may be times when students will be unsupervised. However, staff will always be contactable by mobile phone. Students are required to remain in pairs or small groups at all times.

Cost: Nil.

NOTE: Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Parents / guardians should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent.

In addition to signing excursion consent forms, parents / guardians are required to complete a health details form for their child. Parents / guardians are required to inform the College of any change to their child's health and fitness so that appropriate supervision may be arranged. Where it is considered necessary, school staff will arrange medical assessment and treatment for students.

Separate permission will be sought for all higher risk or overnight activities / excursions.

Please sign that you have read and acknowledged this information in the "Signed Forms" booklet.

Behaviour Management

CODE OF BEHAVIOUR

The following code of behaviour has been adopted by students attending the College and the administration.

- Individuals will be able to live, work and learn in a psychologically and physically safe environment without interference or harassment because of gender, religion, culture or sexual orientation.
- Everyone at the College is here by choice. Students are expected to apply themselves to their studies in all areas. Staff are to assist students in attaining the best possible outcomes.
- Interaction between individuals at this College will take place in a courteous and respectful manner.
- Everyone at the College is expected to maintain safe, clean and tidy living and work habits.
- Everyone at this College will respect the ownership and condition of individual and community property.

These can be summarized by the three focus areas

- Respect
- Aspiration
- Safety

All students enrolling at the College must sign their acceptance of the Behaviour Management Code of Conduct and understand that breaches will be dealt with according to the Management Student Behaviour policies.

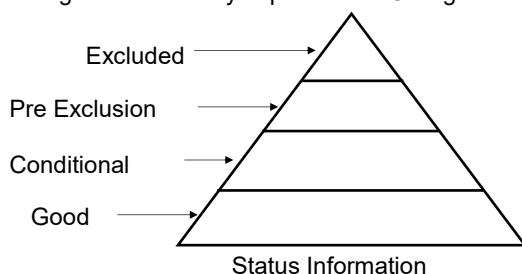
Regardless of the intent of the Code of Conduct, students need to be informed that anything brought onto the property is done so at their own risk. Although all due care is taken, the College accepts no responsibility for loss or damage to items brought onto the property by students. It is advisable to hand items of value into administration for safe keeping. Parents also need be informed that the College carries no individual student accident or illness insurance and recommends that they take out their own policy.

MANAGEMENT OF STUDENT BEHAVIOUR (MSB)

In order for the good conduct and wellbeing of all students in the school, it is necessary to have a process for managing good and bad student behaviour. The process at the College is based on the premise that problems should be dealt with at the lowest level before they escalate.

All outstanding / extreme forms of behaviour are recorded. Good examples are commended in letters to the individual and the parent and can count towards the exoneration of poor performance. Good behaviour is also recognized by attendance on reward excursions and incursions. Unfortunately, poor behaviour sometimes occurs and needs to be rectified. The ultimate sanction is exclusion from this school.

Students are likely to be excluded for the following transgressions – alcohol, drugs, sexual activity, bullying and criminal conduct and the process follows the Department of Education Exclusion Policy if transgressions occur at the school. Transgressions occurring during the Residence will be dealt with at the site and a student suspended or excluded from the Residence may generally still access the course as a Day Student. However, the nature and circumstances surrounding the suspension/exclusion may result in the student being suspended from all aspects of the College for a period of time that does not exceed the length of the suspension or exclusion from residence. A student externally suspended or excluded from the course automatically forfeits their right to attend any aspect of the College.



Students move from GOOD to EXCLUDED status for repeated transgressions of the Code of Behaviour. The reverse occurs for continued adherence to the Code of Behaviour.

STUDENT STATUS IS LINKED TO PRIVILEGES

- GOOD STATUS: Full access to all College opportunities.
- CONDITIONAL STATUS: Access to non essential activities is denied. A less significant breach of the College Code has occurred or a fewer number of smaller breaches have led to the imposition of this status.

A student assigned the status of CONDITIONAL:

- a. Is confined to the campus during the week.
- b. Is confined to the inner boundaries after hours and may have access to town for business purposes only at supervisor's discretion.
- c. May remain on the campus and partake of all recreational activities on weekends.
- d. May access team sporting commitments during the week, but no non-essential off campus activities during the week.
- e. Will not be available for Country Week or College Ball whilst holding this status.
- f. Will not be able to attend any extra curricula activities or excursions.
- g. Can revert to Good status after five weeks.
- h. May have the privilege to bring their motor vehicle to the College as per student Motor Vehicle Policy revoked for the period of the status change.

PRE-EXCLUSION: Access to all non-essential College activities is denied whilst the student carries this status. A significant breach of the College Code has occurred or a significant number of smaller breaches of the College Code has occurred. Student must work towards securing the full trust of the College to alter this status.

A student assigned the status of PRE-EXCLUSION:

- a. Must remain on the confines of the campus.
- b. Is confined to the inner boundaries after hours (The student's whereabouts may need to be signed off for a period of time).
- c. May have access to town for essential purposes only at the supervisor's discretion.
- d. Will be required to go home every weekend unless working for the College (Principal's discretion).
- e. Will not be available for Country Week or College Ball whilst holding this status.
- f. Can revert to Conditional status after 5 weeks.
- g. Will have the privilege to bring their motor vehicle to the College as per student Motor Vehicle Policy revoked for the period of the status change.

A student assigned the status of EXCLUDED:

- a. A student assigned this status is not eligible to board in the Residence and/or undertake the College education program.

**Date of status expiry to be noted when the status is changed.

THE EDUCATION ACT UNDERPINNING HARVEY'S MSB POLICY

Under Part 3 section 95 (1) of the Education Act (1999)

"The Principal of a government school may seek to exclude from attendance at the school -

1. A student who is enrolled under section 80 or 81 [definition of a post compulsory student] if:-
 - a. the student's attendance at the school is not satisfactory ie constant unexplained and unapproved absence.
 - b. the student is not participating in the educational program of the school in a way that is of benefit to his or her educational progress
 - c. the student has failed to comply with a requirement of any applicable code of conduct for students at the school
2. A student enrolled as a compulsory student may be excluded on grounds set out in Part 3 Section 91 of the Act, by referral to a disciplinary panel.

As all students by definition are now compulsory attendees, exclusion from the course will be in compliance with Section (b) above.

The Review Process

Under Part 3 section 96 of the Education Act (1999)

1. A student who is excluded from attendance at a school under section 95 may apply in writing to the chief executive officer for a review of the decision.
2. A review is limited to determining whether fair and proper procedures were followed by the Principal in making the decision.

Re-entry Contract

Before returning to the College a student and parent must complete and sign a Re-Entry Contract outlining how the student will improve their behaviour in the future.

Standard Expectations

The Code of Behaviour governs the way staff and students conform whilst living and working at the WA College of Agriculture – HARVEY.

When dealing with other students or staff, remember the following:

- There is always more than one point of view.
- Consider what effect your actions have on others (*Initiations, Bullying and Harassment will not be tolerated and will be dealt with under the College's MSB policy*).
- Be courteous and polite.
- Don't make decisions that affect others without their input.
- No matter where you are, you are always an ambassador for your family and your school.
- Your actions must not endanger yourself or anyone else.
- Listen before making judgements.

Discipline Panel

Transgressions relating to significant disciplinary issues within the residence will be referred to a discipline panel to recommend sanctions.

Day Student Misconduct Management

If a Day student is deemed to be showing inappropriate behaviour by their actions, the College has an after school detention system that may be employed from 4pm – 5pm. If due to circumstances that the student cannot attend the allocated detention, an alternative will be negotiated between the College and the students' parents/guardians.

Please sign that you have read and acknowledged this information in the "Signed Forms" booklet.

Dress Code

We aim to prepare our students for the next step in their lives whether it be out on a worksite or for further education. In doing so, our Dress Code has been designed around the workplace requirements and it is important to have a sense of belonging and identity. The way in which we wear our uniform sets a tone and reflects a positive pride and professional approach to the wider community, it also allows staff to ensure safety and security of students in their care both on and offsite.

The College expects students to wear their uniform in a respectful and appropriate manner at all times. Shirts are to be tucked in, buttons done up, no rips, holes or tears, shorts are not to be rolled up, no writing on or excessive paint/grease and polished boots. Students must meet the approved uniform for their section.

Parents will be informed when their child's uniform is unsatisfactory and new items need to be purchased to maintain the high standard and image of the College Community.

Hats (Class / Farm / Trades)

Term 1 and 4: Akubra or College Bucket hat.

Term 2 and 3: College Bucket or cap, College beanie (milking only).

Class Uniform

Class green/white checked shirt with bone moleskins/shorts, brown leather belt, green College jumper or College sports jacket. Polished brown boots and black socks. Ties are required when representing the College, for school photos and the end of year awards ceremony. Students wishing to wear a belt buckle may wear the College buckle, which is available to purchase from the College. Hat type depending on Term.

Farm

Long blue cargo trousers/shorts, long sleeved HiVis blue/yellow cotton shirt, brush fleece blue/yellow work jumper (Drill jacket—winter). Black steel capped working boots with black socks. Wet weather gear including rubber boots will be required, especially for dairy.

Farm based Excursions: As per class uniform with hat/cap depending on term. Tie is optional, unless requested by teacher. Polished boots.

Trades

Long blue cargo long trousers, HiVis long sleeved blue/yellow cotton shirt, drill jacket and black steel capped working boots with black socks. Overalls are highly recommended for the Trades area.

Sheep Tags

Students will be issued with Sheep Tags at the beginning of the year to be placed on their Class and Farm boots so they are easily recognised.

Sport / Country Week / WACoA Carnival

College tracksuit, polo shirt and shorts or skort, all containing the College logo (these are available to purchase at the Office), non-marking sport shoes and College caps.

Town Outings

During the week, students are required to wear the classroom uniform whilst going on town runs and look presentable.

UNIFORM MONITORING AND SANCTIONS

There is a system of monitoring and recording of incorrect uniform usage by students. If a student is wearing their uniform incorrectly 3 times in 1 week a minor sanction will be employed (ie loss of privilege). If a student receives 3 minor sanctions in one term, a major sanction (loss of ability to attend an extra curricula event) and change of status will be resulted.

Vehicles on College Grounds

MOTOR VEHICLE POLICY

Students wishing to bring a vehicle onto the property are required to obtain permission from the Head of Residence PRIOR to bringing a vehicle onto the property.

- The Motor Vehicle Policy is available from Admin and the parent/guardian must co-sign the request.
- A permit will be issued which will be affixed to the vehicle and a specific parking bay assigned. No student may park on the College site without a permit.
- Key tags will be issued by the College with name, registration number and parking bay number to be clearly displayed. Keys are to be stored in correct order in the key cabinet.
- Spot checks of vehicles in parking bays and corresponding keys in the cabinet will be carried out. If a student is regularly not handing in their keys and/or is not parking in their designated parking bay, this may result in a status change which may ultimately result in their permission to have their vehicle onsite being withdrawn for a period of time.

Students may work on private vehicles in the Trades area, following authorisation and permission from Trade Staff. The owner of the vehicle may drive the vehicle and no other passengers to be in the vehicle.

DAY/BOARDING STUDENTS

Students are permitted to bring vehicles onto the property in order to alleviate the transport logistics for parents and are not for social use. They are to be used for travelling to and from the campus for day students, or for use on leave from the College by residential students.

- Students may not use their vehicles to go down town or visiting whilst residents of the College.
- Day students may not leave the College in private vehicles from the commencement to the end of instructional time. Licensed drivers only are permitted to drive vehicles to and from the College.
- Students must reverse park their car in the parking bay allocated. Access to their car other than departing on leave will be in the company of a supervisor.
- Vehicles are to be parked in the designated parking bay with parking permits displayed in the window and keys handed into the Front Administration Office upon arrival. The gates to the compound may be locked.
- Self-driving students are to collect the keys, sign out and go directly to the vehicle and depart immediately unless picking up a 2nd passenger.

DRIVING PROCEDURE

If a passenger is to be transported in a student vehicle, permission from Parents of both parties must be received in writing before permission is given. Students on "P" Plates can only transport one passenger to and from the College. Parents may apply in writing to the Principal for an exception.

VEHICLE AND STUDENT LEAVE

Failure to comply with the vehicle agreement will result in loss of right to bring the vehicle to the College. The vehicle is permitted onto the College site for the convenience of the parent/guardian, NOT for the convenience of the student.

If LEAVE IS UNAPPROVED for either the driver or a passenger of a vehicle, the use of the vehicle is also UNAPPROVED.

If the vehicle is used to drive off site without authorisation, permission to bring the Vehicle back onto the site is rescinded (ie the vehicle may not drive onto any College site). Police may be called to clamp or remove the vehicle.

Negotiation for the return of the permit will be under normal disciplinary guidelines under the authority of the Boarding Manager.

Information Technology User Agreement

Policy for use of W.A. College of Agriculture – Harvey's Information Technology (IT) resources

1. Purpose

WA College of Agriculture Harvey Students use IT Resources to participate in learning activities, to communicate with other students and individuals, and to obtain material to meet their educational information needs. The use of IT resources is a privilege and inappropriate use may result in a cancellation of privileges. It is important that individuals are aware of their responsibilities to other users and providers of services. Accordingly they must use the resources in a responsible manner and must respect the integrity of computer systems, networks and data to which they have access and the rules and regulations governing their use as detailed below.

In light of the increasing numbers of devices that can access the Internet, it is necessary to gain parental permission for students to use the Internet.

An important component of BYOD/IT use will be education about a student's 'Digital Footprint' and appropriate online behaviours. We will review cyber-safety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviours. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. When abused, privileges will be taken away.

2. Device Types

For the purpose of this program, the word "devices" will include: laptops, netbooks, cell phones, smart phones and smart watches, iPods, iPads, tablets, eReaders and other new/emerging technologies. Please note that gaming devices with internet access are not permissible at this time.

3. Guidelines

- Students and parents/guardians participating in BYOD must adhere to the Behaviour Student Code of Conduct, College Handbook and this Information Technology User Agreement .
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode during instructional time and prep, unless otherwise allowed by a teacher/supervisor. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls, text messaging, accessing social media, personal emails, etc.).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher, and with appropriate permissions.
- Devices which are utilised during instructional time may only be used to access computer files or internet sites which are relevant to the respective curriculum.

4. General Access (College Owned Devices)

- Users are only permitted to use the software provided by W.A. College of Agriculture – Harvey and licensed by W.A. College of Agriculture – Harvey and or Department of Education.
- Users are only permitted to use the software indicated by the classroom teacher or apps contained on students BYOD, relevant to the curriculum being taught or task completed.
- Users must not attempt to, or, subvert any restrictions placed on the use of network facilities.
- Users must ensure they log off the device to prevent others from using their account.

This means specifically:

- the use of a proxy to access a banned site(s).
- the use of another users account & password – unless directed to by a teacher for the purposes of collaborative learning.

5. Access to WA College of Agriculture Harvey WiFi Network

- W.A. College of Agriculture – Harvey does not guarantee 100 % access to WiFi at all times.
- In support of mobile technology, in particular devices indicated above, students are required to sign an *Information Technology User Agreement* Contract. Students will be provided with the correct settings on return of the signed contract.
- Student's who bypass the contract and obtain the settings by other means will be suspended from the College's network system as per Policy - see below.

6. BYOD (*Personal Laptops*)

- Students will not use their personal computers in class or during instructional time without prior staff approval.
- Students who have been given this privilege and abuse it by opening inappropriate sites/files will have the privilege rescinded. This includes personal photos, music and videos.
- Assignment work/research will be saved on the student's USB storage device/external HDD or cloud service so that students can transfer files between the College computers and their laptop.
- Students may only connect their laptops to the network after examination by the College's Network Administrator
- Students are to ensure their device is fully charged each day. Students are not permitted to charge their device in class or during instructional time.

7. Mobile Technology Devices – personally Owned Devices

The College recognises the use of mobile devices for educational purposes, innovation and creativity. Such devices allow students to personalise their learning experience and become a partner in this learning experience not simply a participant. The College also recognises that education is in a transition phase and that while individually owned devices are encouraged the use of these devices must be managed and monitored. Devices used within the college remain under the following conditions:

- Mobile Technology is not permitted to be charged at the college during instructional times (8.00am – 4.00pm).
- The College/DoE does not provide any form of insurance for personally owned devices. It is highly recommended that such devices are covered under home owners insurance.
- The device owner is responsible for the safe-keeping and care of the device at all times.
- The College accepts no responsibility at all for any charges incurred by students downloading apps/software.
- Students are responsible for the content on their personally owned devices. Content must be age appropriate. The College reserves the right to ask students to remove Apps etc that are inappropriate – or request the mobile device is not brought onto College grounds until content is suitable.
- Users of such devices must remain within the guideline of this User's agreement and DoE policies.
- Any staff member has the right to confiscate a device for discipline purposes, and to monitor the content for suitability within a school context.
- Technical support is not available for Individually Owned devices – the maintenance (sync) of such devices is the responsibility of the owner.
- Students are not permitted to connect to the College's network/internet unless a signed BYOD has be provided to the Network Administrator.

8. Expected Standards for Use of Computers and IT

Network access is provided by way of an account and password, and is uniform with DOE policy. User's accounts are for educational use of the account holder only. Your account must contain only educational material i.e. course related material.

Device Updates

In order to efficiently and effectively manage the bandwidth at the College students are to ensure that any software updates (e.g. Operating System, Microsoft Office etc) are scheduled for times between 10.00pm and 6.00am.

Passwords/Security/Hacking

- Students may not share user ID's or transfer them to other users or divulge their passwords to other users.
- Students may not use another's passwords.
- If you suspect that someone is using your account or knows your password you must report it immediately.
- Students are not to gain unauthorised access to W.A. College of Agriculture – Harvey's facilities, services or resources or to the facilities, services or resources of any connected networks or system.
- Users who provide false information on this form will have their account removed.
- Impersonating another user or otherwise falsifying one's user name in E-mail, Newsgroup posting, blogs, forums, computing resources, chat or with any other Computing/IT resource(s) service is prohibited.
- Attempts whether successful or not, to gain access to any other system or users' private data, without express consent of the user are prohibited.
- Students are not to engage in activities which would damage the integrity of computer-based information.
- Students are not to gain passwords, encryption codes, or attempt to alter or destroy data belonging to W.A. College of Agriculture – Harvey or another user on any computer network. This includes storing illegally obtained information of any sort.

Financial

- Where users knowingly access chargeable services (eg commercial databases) they will be liable for the charges incurred.
- A user may not download any commercial software.
- W.A. College of Agriculture – Harvey's services are not intended for resale.

Disruption and/or inconvenience

- You may not create or share computer viruses.
- Harassing others by "mail-bombing" or "spamming", which constitutes sending of the same or substantially similar unsolicited electronic mail messages to a large number of recipients, or more than five (5) similar mail messages to the same E-mail address is prohibited.
- Flooding newsgroups with excessive numbers of posts is prohibited.
- Chain letters are prohibited.
- Irresponsible postings, which result in large numbers of complaints to the W.A. College of Agriculture – Harvey's Network Administrator will result in a user's account being disabled.
- You may not use, play or install games unless it is part of a class project or under supervision from a staff member.
- You may not send unsolicited E-mail/information for the purpose of advertising or soliciting.
- You may not act in any way that might disrupt the use of the network, computing resources by other users.
- You may not use W.A. College of Agriculture – Harvey's services to engage in activities which waste W.A. College of Agriculture – Harvey resources (people, networks, computers and financial, etc.).
- You may not use W.A. College of Agriculture – Harvey's services to engage in activities that cause or are liable to cause disruption or denial of service to other users.
- You may not use W.A. College of Agriculture – Harvey's services to create, host or transmit material that is designed to cause annoyance, inconvenience or needless anxiety to others.

This includes:

- i) Sending, displaying or accessing offensive sites, messages or pictures.
- ii) Using obscene language, harassing, insulting or attacking others (including E-mail abuse).

jj) Interfering with another's use of the computer.

- You may not damage furniture, computers, computer networks including changing settings, hacking and/or physically abuse hardware (unscrewing, deconstructing etc....removal of or changing hardware).
- You may not use the school's network to disrupt its use by other individuals or by connecting networks.
- Only students who have enrolled at W.A. College of Agriculture – Harvey will be allowed to use its IT/computing resources.
- You may not install any software or hardware unless it is part of a class assignment or project.

Inappropriate/Offensive Material

Students must not use W.A. College of Agriculture – Harvey services to receive, create, host or transmit offensive or obscene material, or engage in activities that could cause offence to others on the grounds of race, creed or sex.

Users must not access any material / sites (Images, Videos, Text etc.) that may be deemed offensive as judged by teachers and /or college administration, in particular:

- Pornography
- Racist
- Culturally Offensive
- Sexually Explicit
- Blogs / Chat Rooms etc unless used
- Unethical
- Offensive language
- Drugs (Growing, paraphernalia etc)

While some of the above topics are legitimate curriculum topics, teachers should provide students with appropriate sites for use.

Copyright/Legal/Plagiarism

- All communications and information accessible via the network should be assumed to be private property.
- It is not acceptable to use W.A. College of Agriculture – Harvey's services to infringe copyright or the proprietary rights of software, other individuals or organisations.
- It is not acceptable to create, host or transmit material that is defamatory.
- It is not acceptable to use W.A. College of Agriculture – Harvey's services for any activities, which contravene the laws of Australia or its states and territories, or of the destination country in the case of data being transmitted abroad.
- It is not acceptable to engage in activities that compromise the privacy of others.
- Users agree to follow the Copyright laws. Copyright is applied to all artistic and intellectual works whether or not it contains a copyright notice. This includes all information from CD-ROMS, the internet, printed material, maps, text, graphics, photographs, maps, charts etc. To follow copyright users:
- Must acknowledge the source of information.
- Must NOT use W.A. College of Agriculture – Harvey facilities to copy and / or distribute software – this includes games.
- Must NOT use W.A. College of Agriculture – Harvey facilities to copy and / or distribute DVD's (Movies) etc.

Plagiarism is the direct copying of other's work. Plagiarism will be referred to Assessment Policy.

Consequences

Students who fail to bring their device to the required class on a regular basis will be managed inline with the College's Behaviour Management Policy (i.e. in a similar manner to students who regularly forget their textbooks, pens etc).

College Administrators reserve the right to examine and delete any files that may be held on the college computer system and to monitor any internet sites visited. If students violate any of the terms of this agreement, possible consequences for the misuse/abuse of computer resources: (depending on the severity of the situation), the disciplinary process may include

combinations of the following consequences or criminal proceeding initiated as appropriate.

1. Warning.
2. Loss of privilege to use IT/computing resources.

Network suspension may occur in the following manner

- **First offence** – 1 week suspension from network, parent contact via phone, details entered into SIS.
 - **Second Offence** – 2 weeks suspension, not concurrent, from network, parent contact via letter sent home, details entered into SIS.
 - **Third offence** – 3 weeks suspension, not concurrent, from the network. Letter sent home, interview with administration to negotiate reinstatement of user account. details entered into SIS.
 - **Fourth and subsequent bans** – suspension / suspended suspension, interview with administration to negotiate reinstatement of account, letter sent home, details entered into SIS.
 - The above process may be circumvented by College Executive/ Students Services for offences deemed to be serious or affecting the learning program of students.
3. Referral to administration for discipline.
 4. Referral to authorities for legal action.

Individually owned Laptops/ Ipads/Tablets/Mobile Technology

- All WA College of Agriculture - Harvey staff have the right to confiscate any of the above technology for inappropriate use and breaches of this Policy.
- Confiscated technology devices will be delivered to Vice Principal/Student Services and collected by the student at the end of the confiscation period (refer to College Handbook). Parents/guardians will be notified and records kept on the students file and the College's Student Information System.
- Students who persistently breach this policy and contract may be banned from using such devices while on college grounds.
- Issues concerning serious breaches of the IT Users Agreement will be directed immediately to Administration who may put into place appropriate consequences.
- Users should also note that task extensions will not generally be granted for suspension from WA College of Agriculture - Harvey network.

9. Important Information

You will be advised of your login name and initial password. You will be required to change your password on the first login. Inquiries should be directed to the College's Network Administrator.

10. Internet Use

Given that internet is available broadly through several applications the College is not banning the use of these devices. However should they be used for devious, malicious or illicit purposes severe discipline will result which may include the loss of device or change of status or loss of residency status.

11. Email

The W.A. College of Agriculture Harvey uses and encourages the use of the DOE email system as a form of communication. Students will be issued with a personalised DOE email address. A demonstration will be given at the beginning of the year or when a new student enrolls, or as required by the student(s). Students are to be aware that when their enrolment ceases at the College their DOE student email account can no longer be accessed (e.g. last day of Year 12, when leaving for an apprenticeship or to another school).

13. Back Ups

While every effort will be made to provide school wide backups for information stored on the College's network, WA College of Agriculture - Harvey is not responsible for the loss of any data in the case of an accident. It is essential that users do their own backups by way of USB's, cloud based storage, external HDD and home computer systems.

4. Any computer faults to be reported to a staff member.
5. No games to be played on College computers without staff approval.
6. Use of Internet for inappropriate purposes will result in students being barred from computer use.
7. After hours, residential staff may give access to computers to nominated students, students request access by completing a booking before prep

Students may use computers during residential prep time for educational and curriculum purposes. Misuse will result in confiscation.

Students who breach these conditions will have their device confiscated for the following lengths of time.

First offence	48 hours
Second offence	1 week
Third and subsequent offences	2 weeks

BRING YOUR OWN DEVICE

Misuse of Device During School Hours

Internet access on the device will be filtered at school and students will be prohibited from connecting to other networks while at school. Students will comply with the Department of Education (DoE) and school policies concerning the use of BYODs at school and while connected to the DoE network.

Technical Support

- Harvey Ag College staff are under no obligation to provide any technical support on either hardware or software.
- Long-term care and support of BYODs.
- Students are solely responsible for repair and maintenance of their own device. It is not the school's responsibility.
- Warranties: Students should understand the limitations of the manufacturer's warranty on their BYOD, both in duration and in coverage. Under Australian consumer legislation, warranties usually last for one year. During this period any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).
- Extended warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may out will also be repaired.
- Each student will be allocated an email address and can expect to be informed by instructors through SMS and email.

INSURANCE

Students are responsible for the care of the device while at school as they are their property. We suggest parents check with their insurance companies to check their level of cover. While some contents insurance packages automatically include devices away from home, others require additional cover.

Please sign that you have read and acknowledged this information in the "Signed Forms" booklet.

Class Information

THIRD PARTY SERVICE PROVIDERS OF ONLINE APPLICATIONS

The use of online educational resources and cloud based storage are used by teachers across Western Australia to improve student learning outcomes.

Our College and teachers make decisions about the best technology to meet the needs of our students. If your child may wish to utilise the third party application, these providers require personal information to be disclosed to them.

Personal information that may be disclosed about your child includes;

- ⇒ Student Name
- ⇒ Health Records
- ⇒ Gender
- ⇒ Student ID
- ⇒ Age/Date of Birth
- ⇒ Year Group
- ⇒ School/Class Teacher
- ⇒ Photos/Videos
- ⇒ Parent details (eg; name, email, phone numbers and bank details)
- ⇒ Student email (Not: for all school recommended databases students are required to use their school email address only)

It is important that you understand the reason why we may provide this information to each respective entity, what will be done with it, who else may have access to it and where the data is stored.

Please read these and ensure that you understand the implications of using this service. If you have any queries around the storage of student's information, please feel free to contact the College on 08 9782 2100.

Note: Parents have the option of advising the College that they do not provide consent for their child to access any or all of the listed.

Please sign that you have read and acknowledged this information in the "Signed Forms" booklet.

LIBRARY RESOURCE CENTRE

The Library is a formal work area and must be treated as such.

- ⇒ No excessive noise.
- ⇒ Atmosphere should be "on task".
- ⇒ The Library must be left in an orderly and clean manner.
- ⇒ No music, eating or drinking in the Library.
- ⇒ Do not interfere with any other classes which may be in progress in the Library.

Rules for Borrowing Books

- ⇒ All books borrowed must have bar codes scanned.
- ⇒ Loans must be recorded on the automated library computer or by filling out a Manual Borrowing Form if library is unattended.
- ⇒ Books must be returned by the due date. All damaged books must be reported and paid for.

ACCESS TO CLASSROOMS

There is no unsupervised access to any classroom unless student/s have been given specific permission by a staff member. Students are not to be in the Library Office or the Teachers Office at any time unless directly supervised by a staff member. No food or drinks including chewing gum is allowed.

PUNCTUALITY & SICKNESS

Punctuality

It is important to get to your class on time. An attendance roll is taken at the beginning of each day. If you have to go into a class after it has commenced, knock and wait to be asked to enter and explain your reasons for being late.

If you have been with another staff member and you are going to be late ask them for a late note. Be prepared for a sanction if you have no legitimate excuse for being late.

STATIONARY - LEARNING TOOLS

Students are required to supply their own stationery and calculator as per the book list. Students are advised to name everything and to look after their belongings carefully.

If an item is lost or broken, it is the student's responsibility to replace it as soon as possible. Borrowing of items is not acceptable. Not having text books or stationery will not be accepted as an excuse for inability to participate or complete set tasks.

It is expected that each student will maintain their files and stationery in good condition, that is, no graffiti or misuse.

YEAR 10 ASSESSMENT GUIDELINES

This Policy is provided to all students at WA College of Agriculture Harvey (WACoA Harvey) and reflects the principles and practice of assessment set down by the School Curriculum and Standards Authority (the Authority).

1. Responsibilities

1.1 Student responsibilities

It is the responsibility of the student to:

- complete all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date.
- ensure that all work submitted for assessment is their own original work. (refer to Section 2.5)
- ensure that they do not allow another student to copy their work or share assessment information with them that gives them an unfair advantage. (refer to Section 2.5)
- maintain a good record of attendance, conduct and progress.
- provide a medical certificate when illness or injury has resulted in them missing an assessment
- seek authorised leave from Head of Department - Class/Vice Principal/Principal for absences of a non-medical nature (refer to Section 2.3).
- initiate contact with teachers concerning absence from class, missed classwork and assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.
- Return all marked assessment tasks to the teacher to enable them to be stored.

1.2 Parent responsibilities

It is the responsibility of the parent/guardian/caregiver to:

- communicate and work proactively with the relevant staff members to maximise opportunities for their child to succeed in their learning.
- encourage their child to complete all set work and develop a good homework and study schedule.

- ensure their child attends school and avoids unnecessary absence (family holidays or birthdays are unnecessary absences).
- Assist their child to provide a medical certificate when illness or injury has resulted in them missing an assessment
- Seek authorised leave when required, from Head of Department - Class/Vice Principal/Principal for their child's absences of a non-medical nature (refer to Section 2.3).

1.3 Teacher /school responsibilities

It is the responsibility of the teacher/school to:

- provide students with the WACoA Year 10 Assessment Policy
- develop a teaching, learning and assessment program consistent with the outcomes of the Western Australian Curriculum, making appropriate curriculum adjustments when required.
- Provide students with a subject overview including the content to be covered, details of assessments and an approximate timeline
- ensure that all assessment tasks are fair, valid and reliable
- provide students with timely and regular assessment feedback and guidance
- maintain accurate and up-to-date records of student achievement on Reporting to Parents
- meet timelines for assessment and reporting
- inform students and parents of academic progress, as appropriate.
- maintain an assessment file for each student for each subject.

2 Assessment

2.1 Assessing student achievement

In each subject, a number of assessment tasks occur during the year/semester. Some tasks are completed in-class and others maybe completed out-of-class.

Each task provides evidence of student achievement. The teacher uses the combined evidence from all assessment tasks when assigning a grade at the completion of the subject.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do). Wherever appropriate, the criteria against which the task will be marked will also be provided.

Some courses may include assessment tasks to be completed by a group of students. In such cases teachers will use strategies to enable them to assess the performance of each individual in the group.

2.2 Modification of the assessment outline

If circumstances change during the teaching of a subject, requiring the teacher to make adjustments to scheduled assessment tasks, then students will be notified and the modified assessment outline will be provided electronically via Connect (or in hard copy).

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks adjusted by the teacher in consultation with the Head of Department Class. These adjustments will be consistent with those described in the Authority's *Guidelines for disability adjustments for timed assessments*, which can be accessed from the Authority website (www.scsa.wa.edu.au). Adjustments, depending on the individual student's education needs, can include special equipment, modified papers, provision of a scribe, or additional time to complete the task.

2.3 Completion of an Assessment Task

Assessment tasks must be completed on/by the scheduled date (unless otherwise advised by the teacher). For assessments with an out-of-class component the due date and time is to be recorded on the Task Sheet. Assessment tasks are to be submitted directly to the teacher or where appropriate online (via Connect or teacher's email). If this cannot be done, submission can be to the Head of Department - Class. Students should request a signature to verify the

assessment task was received.

Where a catastrophic event affects delivery of the teaching program, the completion or submission of one or more assessment tasks, students will be advised by the College of modifications to the task requirements and/or the assessment outline.

2.3.1 Acceptable reasons for non-completion or non-submission

Where health issues or other personal circumstances prevent a student completing an assessment task on the scheduled date, the student (or the parent/guardian) must provide evidence to allow the College to determine if the reason is acceptable (and therefore an authorised absence).

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the College. For example:

- where sickness or injury prevents a student attending
 - ⇒ on the day that an in-class assessment task is scheduled
 - ⇒ for part or all of the period of an out-of-class assessment task that prevents completion or submission by the due date.

AND a medical certificate is provided to the College on the day the student returns to school (if it hasn't been provided earlier).

- where significant personal circumstances prevent a student attending
 - ⇒ on the day that an in-class assessment task is scheduled
 - ⇒ for part or all of the period of an out-of-class assessment task that prevents completion or submission by the due date.

In such cases the parent/guardian must contact the College in writing, before the scheduled assessment task where the absence is foreseeable (or as soon as possible afterward when the absence was not foreseeable), providing reasons (and evidence when applicable), requesting that the absence be authorised. This request should be addressed to the Head of Department - Class / Vice Principal / Principal.

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. preparation for the College ball, driving lessons, family holidays, early departure for leave, work) and will not be authorised by the College.

Where the student provides a medical certificate or has their leave authorised by the College, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, in their next lesson upon the student's return), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- re-weight the student's marks for other tasks (if, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to enable a grade to be assigned).

In exceptional circumstances (where significant class time has been or will be missed), the parent/guardian may negotiate with the Head of Department - Class the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any modifications to the assessment outline for each subject.

2.3.2 If the reason is deemed unacceptable by the College

If a student is absent for a scheduled in-class assessment task, without providing an acceptable reason, the student will receive **zero** for the assessment. In this case, the teacher will contact the parent/ guardian to highlight the impact of the penalty on the student's progress and negotiate actions to prevent this re-occurring.

For an out-of-class assessment task submitted after the due date or not submitted, where the student **does not** provide a reason, which is acceptable to the College, the following penalties apply for late submission:

- 5% reduction in the mark (if submitted one school day late), **or**

- 10% reduction in the mark (if submitted two school days late) **or**
- 15% reduction in the mark (if submitted three school days late) **or**
- 20% reduction in the mark (if submitted four school days late) **or**
- 25% reduction in the mark (if submitted five school days late) **or**
- a mark of zero (if submitted more than five school days late or not submitted).

2.4 Online Literacy and Numeracy Assessment (OLNA)

To obtain a WACE at the end of Year 12 all students must demonstrate a minimum literacy and numeracy standard. Students will have up to six opportunities to sit the OLNA across Year 10-12. The OLNA will be administered within the prescribed periods (as indicated on the term planner) and in line with the conditions as indicated in the OLNA Handbook which is available on the Authority's website. Note: The OLNA tests are **not** available outside the prescribed periods of time.

2.5 Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- ⇒ identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- ⇒ identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Department - Class. As part of this process, the student will be provided with the right of reply.

In situations where a student allows another student to copy their work or shares information with them that gives them an unfair advantage they have been involved in collusion and as such will receive the same consequences as those copying and/or receiving the information.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- ⇒ a mark of zero for the whole assessment task, **or**
- ⇒ a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

The parent/guardian will be informed of the penalty and any further disciplinary action.

2.6 Security of assessment tasks

Where there is more than one class studying the same subject at the College, all of the assessment tasks will be the same. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task. Discussion of the questions will be treated as collusion and the students will be penalised.

2.7 Retention and disposal of student work

The teacher is responsible for retaining all of the students marked assessment tasks. This includes both written and non-written (e.g. audio, video recordings or digital products) tasks. This material is required by the teacher/s when assigning grades at the completion of the subject and may be required by the Authority for moderation purposes. The College will not use the materials for any other purposes without the written permission of the student.

The teacher will maintain an assessment file for each student for each subject, that will hold all marked written assessment tasks. Students will have access to this file when necessary for revision purposes. The College retains the files until the marks have been accepted by The Authority. The written out-of-class assessment tasks are available to students for collection at the commencement of the following calendar year. The College securely disposes of all assessment materials

not collected by the students by the end of Term 1 in the following calendar year.

2.8 Reporting student achievement

The College reports student achievement at the end of Semester One and at the end of Semester Two.

All final grades are subject to the Authority's approval. The student (and parent/guardian) will be notified of any changes that result from the Authority's review of the student results submitted by WACoA Harvey.

2.9 Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or the grade assigned for a subject they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher, then the student (or the parent/guardian) should approach the Head of Department - Class to request the issue be investigated.

3 Transferring from another school

It is the responsibility of any student who transfers into a class from the same subject at another school, to provide the College with evidence of all completed assessment tasks. The Head of Department - Class and class teacher will determine how the marks from assessment tasks at the previous school will be used. In some cases, the student may need to complete missed work. Where additional work and/or assessment tasks are necessary, the teacher will develop an individual assessment outline. The modified assessment outline will be discussed with and a copy provided to the student/parent/guardian.

Please sign that you have read and acknowledged Year 10 information in the "Signed Forms" booklet.

YEAR 11 & 12 ASSESSMENT GUIDELINES

This Policy is provided to all students at WA College of Agriculture Harvey (WACoA Harvey) and is based on the School Curriculum and Standards Authority (the Authority) requirements as outlined in the WACE Manual. This policy applies to the assessment of all Year 11 and 12 WACE courses.

1. Responsibilities

1.1 Student responsibilities

- It is the responsibility of the student to:
- complete all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date.
- ensure that all work submitted for assessment is their own original work (refer to Section 2.8).
- ensure that they do not allow another student to copy their work or share assessment information with them that gives them an unfair advantage (refer to Section 2.8).
- maintain a good record of attendance, conduct and progress. Poor attendance could result in the course being deemed 'incomplete' and a final result not being awarded.
- provide a medical certificate when illness or injury has resulted in them missing an assessment
- seek authorised leave from Head of Department - Class/Vice Principal/Principal for absences of a non-medical nature (refer to Section 2.4).
- initiate contact with teachers concerning absence from class, missed classwork and assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.
- Return all marked assessment tasks to the teacher to enable them to be stored.

1.2 Parent responsibilities

It is the responsibility of the parent/guardian/caregiver to:

- communicate and work proactively with the relevant staff members to maximise opportunities for their child to succeed in their learning.
- encourage their child to complete all set work and develop a good homework and study schedule.
- ensure their child attends school and avoids unnecessary absence (family holidays or birthdays are unnecessary absences).
- Assist their child to provide a medical certificate when illness or injury has resulted in them missing an assessment
- Seek authorised leave when required, from Head of Department - Class/Vice Principal/Principal for their child's absences of a non-medical nature (refer to Section 2.4).

1.3 Teacher /school responsibilities

It is the responsibility of the teacher/school to:

- develop a teaching, learning and assessment program that appropriately delivers the current Authority syllabus for the particular unit or pair of units making appropriate curriculum adjustments when required.
- before teaching begins, provide students and parents with an electronic copy (or hard copy) of:
 - ⇒ the WACoA Harvey, Class Senior School Assessment Policy.
 - ⇒ the Authority Syllabus for the unit / pair of units which includes grade descriptions.
 - ⇒ the course outline showing the sequence of content and approximate timeline for delivery.
 - ⇒ the assessment outline showing:
 - ⇒ the approximate timing, type and general description of each task.
 - ⇒ an indication of the content on which each task is based.
 - ⇒ the weighting of each assessment type and each assessment task.
- ensure that all assessment tasks meet the Authority's Principles of Assessment (refer to the WACE manual), that is: fair, valid, reliable and discriminates between differing ability levels (to support school moderation and scaling).
- provide students with timely and regular assessment feedback and guidance.
- maintain accurate and up-to-date records of student achievement on Reporting to Parents.
- meet timelines for assessment and reporting.
- inform students and parents of academic progress, as appropriate.
- maintain an assessment file for each student for each unit / pair of units studied.
- ensure internal comparability of each course through the use of same assessment outline and marking methods.
- ensure that partner schools (in the case of small group moderation) use the same assessment outline and marking methods.

2 Assessment

2.1 Assessing student achievement

In each pair of units (or unit), a number of assessment tasks occur during the year/semester (including, end of semester exams in all ATAR courses and an Externally Set Task for Year 12 General courses).

Most tasks are completed in-class. Some courses may include tasks that have an out-of-class component (in which case, some form of validation will occur to ensure authenticity of student work).

Each task provides evidence of student achievement. The teacher generates a ranked list of students in the class (or classes) using the weighted mark out of 100 from all assessment tasks and assigns grades with reference to the grade descriptors.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, and where appropriate marks allocated to each component).

Some courses may include assessment tasks to be completed by a group of students. In such cases teachers will use strategies to enable them to assess the performance of each individual in the group.

2.2 Modification of the assessment outline

If circumstances change during the teaching of a pair of units (or unit), requiring the teacher to make adjustments to scheduled assessment tasks, then students will be notified and the modified assessment outline will be provided electronically via Connect (or in hard copy).

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the Head of Department Class. These adjustments will be consistent with those described in the Authority's *Guidelines for disability adjustments for timed assessments*, which can be accessed from the Authority website (www.scsa.wa.edu.au). Adjustments, depending on the individual student's education needs, can include special equipment, modified papers, provision of a scribe, or additional time to complete the task.

2.3 Completion of a unit or pair of units

A grade (A, B, C, D, E) is assigned for each pair of units (or unit) completed. To complete a pair of units (or unit) students are required to complete the education program and the assessment program.

2.4 Completion of an Assessment Task

Assessment tasks must be completed on/by the scheduled date (unless otherwise advised by the teacher). For assessments with an out-of-class component the due date and time is to be recorded on the Task Sheet. Assessment tasks are to be submitted directly to the teacher or where appropriate online (via Connect or teacher's email). If this cannot be done, submission can be to the Head of Department - Class. Students should request a signature to verify the assessment task was received.

Where a catastrophic event affects delivery of the teaching program, the completion or submission of one or more assessment tasks and/or completion of the College examination timetable, students will be advised by the College of modifications to the task requirements and/or the assessment outline.

2.4.1 Acceptable reasons for non-completion or non-submission

Where health issues or other personal circumstances prevent a student completing an assessment task on the scheduled date, the student (or the parent/guardian) must provide evidence to allow the College to determine if the reason is acceptable (and therefore an authorised absence).

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the College. For example:

- where sickness or injury prevents a student attending
 - ⇒ on the day that an in-class assessment task is scheduled
 - ⇒ for part or all of the period of an out-of-class assessment task that prevents completion or submission by the due date.

AND a medical certificate is provided to the College on the day the student returns to school (if it hasn't been provided earlier).

- where significant personal circumstances prevent a student attending
 - ⇒ on the day that an in-class assessment task is scheduled
 - ⇒ for part or all of the period of an out-of-class assessment task that prevents completion or submission by the due date.

In such cases the parent/guardian must contact the College in writing, before the scheduled assessment task where the absence is foreseeable (or as soon as possible afterward when the absence was not foreseeable), providing reasons (and evidence when applicable), requesting that the absence be authorised. This request should be addressed to the Head of Department - Class / Vice Principal / Principal.

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. preparation for the College ball, driving lessons, family holidays, early departure for leave, work) and will not be authorised by the College.

Where the student provides a medical certificate or has their leave authorised by the College, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, in their next lesson upon the student's return), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- re-weight the student's marks for other tasks (if, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to enable a grade to be assigned).

In exceptional circumstances (where significant class time has been or will be missed), the parent/guardian may negotiate with the Head of Department – Class, the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any modifications to the assessment outline for each pair of units (or unit).

2.4.2 If the reason is deemed unacceptable by the College

If a student is absent for a scheduled in-class assessment task, without providing an acceptable reason, the student will receive **zero** for the assessment. In this case the teacher will contact the parent/ guardian to highlight the impact of the penalty on the student's progress and negotiate actions to prevent this re-occurring.

For an out-of-class assessment task submitted after the due date or not submitted, where the student **does not** provide a reason, which is acceptable to the College, the following penalties apply for late submission:

- 5% reduction in the mark (if submitted one school day late), **or**
- 10% reduction in the mark (if submitted two school days late) **or**
- 15% reduction in the mark (if submitted three school days late) **or**
- 20% reduction in the mark (if submitted four school days late) **or**
- 25% reduction in the mark (if submitted five school days late) **or**
- a mark of zero (if submitted more than five school days late or not submitted).

2.5 School examinations

A written examination will be held in all ATAR courses twice per year. The weighting of each exam will be outlined in the Assessment Outline for the pair of units. Undertaking the scheduled exams is compulsory.

Exam weeks are scheduled in term planners. The detailed examination timetable is issued to students at least one week before the start of the exam period. The examination rules are distributed to students with the examination timetable.

If a student is unable to complete an exam when scheduled, due to illness or misadventure the College will apply its policy in relation to non completion or non submission of work (see section 2.4)

External exams are set by the Authority for all students enrolled in Year 12 ATAR courses. (Students should refer to the Year 12 Handbook and/or the Authority's website for further information about external exams).

2.6 Externally Set Tasks

All students enrolled in a Year 12 General course are required to complete an Externally Set Task (EST). The EST is administered in Term 2 (as indicated on the term planner). These can only be undertaken within the period prescribed by the Authority. For details about the EST students should refer to the Year 12 syllabus and the course and assessment outline for the subject. All ESTs will be administered in line with the requirements set out in the Externally Set Task Handbook which is available on the Authority's website.

2.7 Online Literacy and Numeracy Assessment (OLNA)

To obtain a WACE at the end of Year 12 all students must demonstrate a minimum literacy and numeracy standard.

Students will have up to six opportunities to sit the OLNA across Year 10-12. The OLNA will be administered within the prescribed periods (as indicated on the term planner) and in line with the conditions as indicated in the OLNA Handbook which is available on the Authority's website. Note: The OLNA tests are **not** available outside the prescribed periods of time.

2.8 Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Department - Class. As part of this process, the student will be provided with the right of reply.

In situations where a student allows another student to copy their work or shares information with them that gives them an unfair advantage they have been involved in collusion and as such will receive the same consequences as those copying and/or receiving the information.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised, one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**
- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

The parent/guardian will be informed of the penalty and any further disciplinary action.

2.9 Security of assessment tasks

Where there is more than one class studying the same pair of units (or unit) at the College, all of the assessment tasks will be the same. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task. Discussion of the questions will be treated as collusion and the students will be penalised according to Section 2.8.

Where the College uses the same assessment task or exam as other schools, the task/exam and the student responses will be retained by the teacher until the task/exam has been completed by all schools.

2.10 Retention and disposal of student work

The teacher is responsible for retaining all of the students marked assessment tasks. This includes both written and non-written (e.g. audio, video recordings or digital products) tasks. This material is required by the teacher/s when assigning grades at the completion of the pair of units (or unit) and may be required by the Authority for moderation purposes. The College will not use the materials for any other purposes without the written permission of the student.

The teacher will maintain an assessment file for each student for each course/program, that will hold all marked written assessment tasks. Students will have access to this file when necessary for revision purposes. The College retains the files until the marks have been accepted by The Authority. The written out-of-class assessment tasks are available to students for collection at the commencement of the following calendar year. The College securely disposes of all assessment materials not collected by the students by the end of Term 1 in the following calendar year.

2.11 Reporting student achievement

The College reports student achievement at the end of Semester One and at the end of Semester Two. The College offers year-long courses and therefore the Semester One grade is a progress grade based on the content covered to date. The end of year grade is the final grade and in the case of paired units will count for both units. The only exception

is when students transfer between schools/courses in Year 11. In this case the Semester One grade is a final grade for Unit 1 and the Semester Two grade is a final grade in Unit 2.

All final grades are subject to the Authority's approval at the end of the year. The student (and parent/guardian) will be notified of any changes that result from the Authority's review of the student results submitted by WACoA Harvey.

2.12 Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or the grade assigned for a pair of units (or unit) they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher, then the student (or the parent/guardian) should approach the Head of Department - Class. The student or their parent/guardian can request, in writing, that the College conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline does not (or outlines do not) meet the syllabus requirements
- the assessment procedures used do not conform with the College's assessment policy
- procedural errors have occurred in the determination of the mark/s and/or grade/s
- computational errors have occurred in the determination of the mark/s and/or grade/s.

The Principal, or a nominated representative, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student and their parent/guardian.

If this review does not resolve the matter, the student (or parent/guardian) may appeal to the Authority using an appeal form which is available from the Vice Principal or the Authority website. Authority representatives will then independently investigate the claim and report to the Authority's student appeal committee. If the committee upholds a student appeal the College will make any required adjustments to the student's marks and/or grades and where required, the marks and/or grades of other students and re-issue reports as necessary.

3 Transferring

3.1 Transfer between courses and/or units

When a student commences a pair of units (or unit) late they are at risk of being disadvantaged compared to others in the class. An application to transfer between types of courses or between courses is made through the Vice Principal. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the pair of units (or unit) into which they wish to transfer.

At WACoA Harvey, the deadline for transfers during Semester 1 is in Term 1 - Week 5. As most Year 11 and all Year 12 courses are assessed as a pair of units, students would be unlikely to be able to complete the learning requirements or sufficient assessment tasks to allow a grade to be assigned for the unit to which they are transferring after this date.

Where additional work and/or assessment tasks are necessary to enable a grade to be assigned, the teacher will provide an opportunity to complete the outstanding work OR adjust the assessment outline. The assessment outline will be discussed with and a copy provided to the parent/guardian and the student.

3.2 Transfer from another school

It is the responsibility of any Year 11 student who transfers into a class from the same course at another school, prior to the authority's recommended last date for student transfers between pairs of Year 11 units to provide the College with evidence of all completed assessment tasks from the previous school.

The Head of Department - Class and class teacher will determine how the marks from assessment tasks at the previous school will be used. In some cases, the student may need to complete missed work.

If a Year 11 student transfers from another school into the same pair of units, and it is mid-year, the previous school should provide a grade and mark for the unit to the Authority. The student will then be enrolled in the remaining single unit for

Semester Two.

If a student transfers from another school in Year 12, they may only be enrolled in Year 12 courses if the transfer occurs prior to the Authority's Year 12 course enrolment deadline (usually the first week of April) After that date, Year 12 students will not be permitted to enrol in Year 12 courses.

Where a transferring student is required to undertake additional work and/or assessment tasks to enable a grade to be assigned, the teacher will develop an individual assessment outline. The modified assessment outline will be provided and discussed with the student and parent/guardian.

Please sign that you have read and acknowledged this information in the "Signed Forms" booklet.

STANDARDISED TESTING & EXAMINATIONS

Online Literacy & Numeracy Assessment (OLNA)

- Involves students from Year 10-12 who have yet to meet the standard required in one or more of the Reading, Writing or Numeracy components.
- Students attend normal timetabled classes during the assessment weeks.
- Students will be withdrawn from normal class/section to attend the assessments as required.

Externally Set Tasks (EST's)

- Involves students in Year 12 General Courses only
- Students attend normal timetabled classes during the assessment weeks
- Scheduled during the normal class day

ATAR Exams

- Involves students in Year 11 and 12 ATAR Courses only
- School Based exams held as per School Examination Schedule published at least a week prior to exam period.
- School Curriculum and Standards Authority (SCSA) Based – as per SCSA schedule published during Term 3.
- ATAR Students – normal timetable is suspended for the exam week as per the schedule. Outside the exam times students have private study. Year 11's undertake this at the College, Year 12's can either be at the College or at home. Students must use the REACH system to indicate their leave. Students will be able to access staff during their normal timetabled periods. During the exam week, ATAR students undertake private study when not in exams.
- Examination rules and expectations will be distributed with the examination timetable. It is the student's responsibility to ensure they are suitably prepared for each exam.

HOMEWORK POLICY

Teachers will set homework to enhance or complement course work completed during class time. Students are expected to complete all set tasks to the best of their ability and submit these tasks by the due dates. In addition to set homework students should be doing self-directed revision.

Minimum hours of homework / study:

Year 10	6 hours per week
Year 11 & 12 General Pathway	6 hours per week
Year 11 & 12 ATAR Pathway	10 hours per week

Homework enables students to:

- revise work done in class so that students will remember it.

- complete worksheets and activities that were not completed in class.
- allow additional time for students to complete research assignments and assessments with an out-of-class component.
- develop time management skills that will be helpful for upper secondary studies and for later post school study and work.

In relation to homework students should:

- Make sure they understand clearly what has to be done and when it is due in.
- If absent from class find out (from the teacher or friends) what they missed and complete any work that they can to catch up.
- Talk to their teacher if they are having difficulties or don't understand what is to be done.

In relation to homework staff should:

- Clearly outline what is expected and due dates.
- Record whole class homework and assessments in HAC Chat.
- Assist students who have been absent to identify what they have missed and what they need to do to catch up.

STUDENTS AT RISK

Students can become 'at risk' of not succeeding in courses because of learning difficulties, gaps in prior knowledge, lack of effort, personal issues or absenteeism. Strategies need to be put in place to ensure at risk students are given the opportunity to achieve their potential.

Teaching staff have an obligation to monitor student performance at subject level, discuss this with the student, report to parents and implement strategies to resolve any problems and review outcomes.

Students have the responsibility to attend school regularly, actively engage in the learning and assessment programs, strive to always do their best and to seek help when they are having difficulty.

Parents have a responsibility to support the learning programs and minimize absences.

The Head of Department Class and the Manager of Student Services are involved in the tracking of students at risk. Tracking can be at a subject level, across several subjects or across the entire college program. Tracking will monitor progress and achievement and in some cases behaviour.

LETTERS OF CONCERN/COMMENDATION AND REPORTING TO PARENTS

It is the intention of the College to keep parents as informed as possible in regard their child's progress.

- **Reports** - Interim reports are provided at the end of Term 1 followed by an opportunity for parent/teacher meetings.
- **Full Semester Reports** - Provided at the end of each semester. Opportunities to discuss reports can be arranged through individual appointments.
- **Letters of Commendation** - Will be provided informing parents of outstanding achievement or significant improvement in achievement and/or effort.
- **Letters of Concern** - Will be provided as needed to inform parents of concerns regarding progress and /or behaviour.

Residential Information

WEEKDAYS

6.30 am	Wake up Students' dress in correct uniform Kitchen duty students report to kitchen before 6.45am. Laundry open
6.45 -- 6.55 am	Dorm inspection Students to be present in own dorm, room tidy, bed made, communal area tidy, dishes washed and cleared away.
6.55 am	Students assemble in Dining Room Foyer before breakfast.
7.00am - 7.30 am	Breakfast and morning messages. Students released after breakfast, free time until reporting to section at 7.55am.
7.30 am	Distribution of medications as required by Supervisor in Student Services area. Supervisor monitors dorm and common areas. Rostered duties for students completed. Sign up for any afterschool activities.
7.55am - 8.00am	Students report to sections. ALL SECTIONS COMMENCE PROMPTLY AT 8.00AM
3.45 pm	Residential staff prepare for shift. Hand-over meeting.
4.00 pm	Students' released from sections. SIGNING OUT FOR AFTER SCHOOL ACTIVITIES
4.05 pm	Laundry Open
4.15pm	Dining Room open for afternoon tea when Supervisor present Students sign up at Admin Office for use of Computer Room to attend Tutorials during Prep
4.10 pm	Laundry open
4.15 pm	Bus trip to town – Tuesday, Wednesday, Thursday. One year group per day - groups as designated each year by students. Town trip for approx. 1 hour.
4.30 pm	Student rostered to afternoon tea clean-up commences duty. Students to vacate dining room area by 4.30pm to enable staff to clear and set up for dinner.
5.20 - 5.30 pm	Town trip bus returns to site
5.50 pm	Laundry open
5.55 pm	Students assemble in foyer outside the Dining Room in preparation for dinner
6.00 pm	Evening meal
6.20 - 6.30 pm	Rostered Kitchen and Dining Room duties for students completed and student notices disseminated.
6.30 pm	Laundry open
6.40 pm	Students return to Dorms to prepare for Prep
6.45 - 8.00 pm	Evening prep
8.15 pm	Supper in Dining Room
8.20 pm	Students rostered for supper duties report to Dining Room
9.00 pm	Year 11 and Year 10 students return to dorms for Quiet time before lights out. No Games to be played on the lounge TV after 9.00pm. All showers/ablutions to be completed by 9.30pm. Year 12 students may remain quietly in Gym/Rec Room area. Year 12 students responsible for tidying TV Lounge, turning off TV and Air Conditioner before leaving for dorm areas.
9.30 pm	Year 12 students return to dorms. All personal showers etc to be completed before this time.
9.45 pm	All students return to own rooms preparing for lights out.
10.00 pm	Lights out for all students, no electronic devices, telephones, laptops etc are to be used after this time.

WEEKENDS

Weekends are treated on a more casual basis depending on the nature of the activities. Lights out 10.30pm Friday and Saturday evenings. Sunday evening, early lights out. 8.45pm to Dorm area, 9.15pm to own rooms to prepare for 9.30pm lights out.

MOBILE PHONES IN RESIDENCE

Students are **not to use** mobile phones during the following times.

- Meal times (breakfast, lunch, dinner)
- Evening prep (normally 6.45-8.00pm)
- Week nights after lights out (10.00pm), Weekend (11pm) and before 6.30am as this impinges on other students ability to sleep.
- Sanctions and Consequences are the same as the College Mobile Phone Policy on page 18.

DINING ROOM PROCEDURES

Meals are offered as a self serve, smorgasbord operation with capacity for student choice. All meals are defined as semi-formal except on weekends, which are more casual.

- Students attend breakfast dressed ready for the day appropriate to Class, Trades or Farm section uniform.
- At all other times, neat casuals are required in the residence including foot wear and shoulders covered whilst in the dining room.
- Hair neat and tidy and if touching shoulders must be completely tied back and off the face.
- Dirty boots/shoes are not to be worn in the Dining Room and may be left at the door at all other times during the school day.
- No hats.
- Clothing bearing offensive designs/words. Students will be asked to change any clothing deemed inappropriate by staff.

Student Behaviour

- Appropriate dining room behaviour at all times.
- Good eating habits and manners are required - no throwing food, shouting across tables, pushing, shoving, swinging on chairs. Students will sit at tables whilst eating and drinking.
- Reasonable noise levels expected and accepted.

Sanctions to be applied for students breaching meal standards and designated seating may be used.

Meal times

Breakfast	7.00 am (weekdays) (all required to attend unless sick)
	7.30 – 9 am (weekends) - (open breakfast)
Lunch	11.40am (weekdays)
	12.00 pm (weekends)
Dinner	6.00 pm (weekdays)
	5.30 pm (weekends)

Process

1. All students assemble in the Foyer outside Dining Room 5 minutes before mealtime.
2. Staff on duty invite students into dining room.
3. Students sit at designated tables and are required to eat whilst seated in a family atmosphere.
4. Staff coordinate students to serve one table at a time.
5. At completion of meal any notices read, tables wiped and left clean, floor swept and dish duties completed as per domestic roster.
6. Students are dismissed when tables are cleared and dining room tidy.

Note: Some modification may occur on weekends with few students or when excursions are occurring.

DORMS

Students are not to enter other dorms at any time. This includes standing in doorways or in the gardens at windows. This is to protect students from being blamed for anything that goes missing/wrong in a dorm they are not domiciled in. There are plenty of public areas where students may socialise other than dorm areas.

There is a limit of three students permitted in any one bedroom at the same time. This is to prevent any damage occurring to desks, beds etc because of boisterous behaviour. Failure to follow this rule will result in sanctions being applied and any breakages will be the responsibility of the students involved.

Students may return to dorm at lunch time only. Students are not permitted to dorms at Morning Recess and Afternoon Recess

ROOM INSPECTIONS

Room inspections take place on a daily basis at 6.45am—6.55am during the week to ensure students are correctly dressed and rooms are maintained in a reasonable standard. Students are expected to be in their room awaiting inspection. Remember we are all on public display all the time and are not to leave dormitory until supervisor has completed their inspection.

- Student dressed in appropriate uniform.
- No rubbish on floor.
- Bed made.
- No clothes or personal belongings on floor in room, under bed or behind the door.
- Desk area neat and tidy.
- Dirty laundry in basket provided and washed accordingly.
- Personal grooming – hair brushed/ clean shaven.
- Sheets must be changed on a Tuesday morning as per roster.

ELECTRONIC EQUIPMENT

Personal music devices/computer games, tablets, laptops and mobile phones may be used in the dormitories provided they don't cause a nuisance to others. Electronic devices will be confiscated if they are used incorrectly.

- No phones during prep.
- Headphones must be used during prep.
- All appliances must be off after lights out.
- Appropriate volume will be determined by the Residential Supervisor.

EVENING PREPARATORY (HOMEWORK)

Monday to Thursday evenings 4.00pm to 5.45pm unsupervised, 6.45pm – 8.00pm supervised and 8pm—9pm unsupervised.

Prep in Dining Room – Yr 10 and new Yr 11 students

- All new students will be in the dining room until such time as study skills are completed and students are deemed capable to work alone.

Prep in Rooms –Yr 11 & 12 students

- Students are to be seated at their own desk unless written permission by a teacher is given to work in pairs. This will occur in the computer lab/classroom.
- No music to be heard from any room.
- Phones are to be clearly on display on top of desk.
- No moving out of room without authority. Doors must be open.
- Computers, tablets or phones may not be used for games, Facebook, Instagram, movies or You Tube. Failure to comply with these guidelines may result in confiscation for a period of time. Computer screens to be visible for supervisors to inspect.

Computer Room

- Printing of assignments may be done prior to or after Prep.
- Computers are available week nights in the computer room. To attend students must book a place on the tutorial sheet in the main office between 4.00pm-6.00pm. Library resources will be available at this time. Poor behaviour may result in the privilege of use the computers being withdrawn.
- Room areas to be left clean and tidy.
- Computers, tablets or phones may not be used for anything other than school work. Failure to comply with these guidelines may result in confiscation of the device for a period of time in line with College Policy and Procedure.
- BYOD can be used as per same conditions for College computers.

- No music.
- Phone clearly on display on top of desk.

Students may be required to attend supervised Prep if behaviour in rooms is unacceptable. The library resource is available to all students during prep on a booking system.

E Learning Lab

This facility and computers are available for ALL ATAR students to access between 6.00am and 10.00pm (excluding normal class times) to assist in the provision of a quiet area to complete homework/study.

What To Do In Prep

Students are to work on assignments such as worksheets, homework, assignments, study notes, study for assessments, study plan etc. set in class. If they have no set work, they are to stay quiet and allow others to study in a quiet environment.

LAUNDRY - COMMERCIAL

All clothes and bedding must be clearly labelled with laundry number and name.

Dirty washing is to be placed in the appropriate dirty clothes tub and must be taken to the laundry on a set rotational basis. Sheets should be sent to the laundry on your rostered day.

Laundry will be open at the following times for students to collect their washing.

6.30 am	4.10 pm	5.50pm	6.30 pm
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Outside these times student must speak to Residential Staff.

Uniforms or large items such as sheets are not to be washed in dorm laundries and are to be sent to the main laundry. All dorms contain a small laundry for personal use and are not made to cope with larger items. When using the dorm wash machines, the cost of detergent is met by the student. Sanctions will apply for students failure to follow these instructions.

BOUNDARIES

Students must seek approval of a supervisor and sign out to leave boundaries for any reason. These boundaries apply after instructional hours and during lunch and recess times.

Students are not permitted in dormitories they do not reside in without the specific approval of a supervisor.

CC TV is active at the College and is designed not to infringe on students privacy but can be examined in the event of misadventure where proof of location/identity is required. They are set up in corridors, entry ways and some external areas.

DAMAGE TO PERSONAL PROPERTY

Any damage to another student's property needs to be reported to a Residential Supervisor immediately. A process of repayment may follow after investigation. The College can not take any responsibility for damage to students' personal belongings. The best advice is to hand valuable objects in for safe keeping or do not bring them onto the property.

USE OF COLLEGE EQUIPMENT

All equipment should be used and treated with respect. Any mistreatment may result in the student being refused use of the equipment. A box of general use sport equipment will be available from the Gym.

DOMESTIC DUTIES

All students are expected to assist in residence and are rostered onto domestic duties. Duties change from each term so students are expected to fulfil when required. A list of domestic duties is posted on student notice boards. If for any reason a

student is unable to perform their rostered duties they must arrange a replacement and inform a Supervisor of the change and reason prior to this taking place.

RECREATIONAL ACTIVITIES

The College encourages students to be involved in as many recreational activities as possible provided they don't impact on the student's education.

Students wishing to bring horses, bicycles, motor bikes or motorcars onto the property must seek approval from the Head of Residence before bringing the item onto the premises. There is necessary paperwork to fill out in each situation. Safety and common sense conditions are attached to the use of these and other recreational equipment such as bicycles, skateboards, in line skates and so on. Students may not use these inside dorms, on verandas or on walkways.

Students wishing to sign out for a run or bike ride, they may do so but in at least pairs or threes. They must keep to farm tracks at all times and must take a water bottle and a hat for Terms 1 & 4 in particular. It is preferable that at least one student carries a phone in case there is reception available. In case of emergency one student to remain with casualty and one to return to College for help.

Students bringing horses and motor bikes onto the property must agree to set guidelines. (See Equine Policy or Motor Bike Policy).

Students are encouraged to take part in various sporting activities within the College and in the wider community. Staff will transport students to and from local sporting commitments within reason and providing it does not impact on the operations at the College. Sporting equipment is made available through the Phys Ed Coordinator.

PUSHBIKES

Policies are in place to bring and store pushbikes. Please see the Head of Residence for detailed operational policies. Use must be within the student's capacity at all times and foolish or dangerous behaviour will result in withdrawal of the bike. **NO BIKE** may enter the residential buildings under any circumstances.

- No more than 1 person on the bike
- No bikes to be ridden after dark.
- Bikes to be ridden on a predetermined path.
- Bike to be stored in storage area provided.
- Bike helmets and hi viz vests to be worn.
- Required Bicycle Permission form to be completed before student uses bicycles at school.

SKATEBOARDS

- Helmets must be worn at all times.
- No riding skateboards down hills.
- Only 1 person on the skateboard.
- No loaning other students skateboards.
- No riding skateboards in any residential building or along covered walkways.
-

WALKING/CYCLING AND RIDING TRACKS

The tracks will be set up and colour coded around the farm. Equine students must conform to the Equine guidelines in relation to trail riding. All students using the trails after hours will sign in and out of residence and only use trails as authorised.

MOTOR BIKE TRACK

Students will only be able to use the track whilst an appropriate qualified staff supervisor is present. Separate guidelines for use of this track, the storage of fuel, the bringing and storage of personal motorbikes onto the campus and access to tools after hours is available from HOD Residence. The riders skill status will be determined before authorized involvement. Refer to the College Procedures for further details.

MOVIES

Students bringing items on the campus do so at their own risk. Material must conform to the classification as set down by General Censor. The College will allow the viewing up to and including classifications of material MA 15+ (Mature audiences). No R Rated Materials, videos or Games allowed.

Special Note to Year 10 Students - This classification must not be shown under any circumstances to children under 15 years of age (Section 33 of the Video Tapes Classification and Control Act). Students under 15 may view programming up to a classification of PG (Parental Guidance). The Principal retains the right to withdraw offensive material even within this classification.

POCKET MONEY

Students will need an amount of pocket money to allow them to buy items from town by way of cash or card. Large amounts of money should be stored in the Residential safe and valuables in the student locked drawer. Large quantities of food and drink are not permitted to be stored within a students' room.

STUDENT PETS

NO PERSONAL PETS may be brought onto the campus under any circumstances.

SWIMMING

Students are not permitted to swim in creeks, dams or any other water body unless authorised and with an adult who holds a current Bronze medallion. Access to the public swimming pool will be dependent upon swimming capacity and behaviour. Usually small groups, well behaved and those with water survival level qualifications will be given access to the Public Swimming Pool. The Centre Manager will be given a list of students attending, their swimming qualifications with the express request to contact the College and refuse entry for any misdemeanour causing public disturbance.

Where large groups are accessing water for purely recreational purposes, an appropriate number of Bronze Medallion qualified personnel will accompany the group. Access to the beach will only be possible with appropriately qualified staff.

STUDENT LICENCE CARD

Students will need to carry their licence identification card at all times and produce it on request by a staff member. This card contains information regarding vehicle driving capacity, student ID numbers, picture and Equine status.

SIGNING OUT

Weekdays

Students must sign out using the Reach Program if leaving the immediate residential bounded area (see Boundaries). This is a legal requirement so staff know at all times where students are and can locate them if needed.

- Students must speak personally to a Residential Supervisor to obtain approval to leave the boundaries area.
- Each student is to personally sign out and then sign back in on the Reach Boarding System.
- Students must be where they are signed out to. Sanctions will be imposed if not at designated area.
- All students are required back onsite by 8.00pm

STUDENT LEAVE

When students enrol at the College or are accepted under agreement into boarding, they enter into an agreement to abide by College and Department of Education rules, regulations and policies under the Education Act (1999) and/or amendments.

Parents of students under 18 accept for their child, and students over 18 under their own volition, must sign a Boarding Agreement to be accepted into residence. Failure to comply with the terms of the agreement means that a breach has occurred and access to the College residence and/or course may be denied depending on the severity of the breach. As a student, the College is responsible to provide Duty of Care until that duty is passed to a responsible adult (ie 24 hours per day each and every day).

Students applying to leave the College are in fact asking to move the Duty of Care from “the College” (ie Principal to some other responsible adult ie parent or friends parent).

An application to leave the College is just that, an application and the approval for the leave to progress is an agreement between the College and a parent/guardian/adult student who is legally responsible for the student to enable the Duty of Care to alter.

Requests for leave will normally be granted providing the application process is complete, (ie one that satisfies the legal handover of Duty of Care from the College to another responsible adult). The change in the Duty of Care status occurs when the responsible adult signs the student in and/or out of the College. The student will generally sign in/out using the operational process in action, but the ultimate responsibility rests with the adult who holds Duty of Care who must approve it.

If students are leaving the College on a weekend to attend a social function or party with parental approval. Parents need to ensure alternative accommodation, as students may not return to the College until Monday morning.

REACH BOARDING SYSTEM

- **New Students** - a password and username will be emailed to you prior to enrolment day.
- **Current students** - please continue to use the password and username you have been using.
- **New parents** – an email will be forwarded to you at the commencement of the new year with your username and password. Please put this in a safe place ready for when you need to approve leave.
- **Current and parents** – please continue to use the password and username you have been using.

If you are using the website – log onto <https://wacah.reachboarding.com.au>

If students and parents are using an iphone/ipad - the app can be downloaded from the App Store. Other android devices/tablets - can download the app through Google Play. Please ensure that you frequently update your app.

- **Students** are required to submit their leave through the REACH School Boarding System via iPad/tablets/ smart phone using the app or computer via the web, **BEFORE 8PM TUESDAYS and prior to** the parent putting theirs in.
- **Parents** will be notified of their child’s request for leave via iPad/tablets/smart phone using the app or computer via the web and will be able to approve or reject the request. Parents are required to **APPROVE leave BEFORE 12PM WEDNESDAY.**

The only thing we would ask is that parents are prompt with their acceptances as this is paramount when staff are collating the necessary reports ie, for rostering and catering processes. If this procedure is not followed by both the student and parent within the required time, leave will not be able to be approved.

- Students may submit a recurring leave request for recurring sporting commitments but only on a term by term basis.

Any leave outside these guidelines must be negotiated on a case by case basis with the Heads of Boarding. Students will not be placed onto public transport without parental approval.

Please note, not all leave will be approved. Leave will NOT be approved in the following circumstances:

- Students rostered to Weekend Stock.
- Students involved in compulsory stay-in weekends or compulsory College activities (see Term Planner).
- Appropriate leave processes have not been carried out / parental authority not forthcoming.
- Student is gated for disciplinary reasons.
- Students wish to depart before 6.30am without Administration authority.

In the event that leave is not granted and parents insist on removing their child, the College will not assist in any transport arrangements and the Principal may withdraw the residential status of the student.

Student self driving must be back to the College at 8.00pm. Failure may lead to a student losing the privilege of a car at the College. If a student is out of Good Status, then they are not to have a car at the College.

OVERNIGHT/DAY LEAVE

Students must submit their leave at least the evening before departure. Failure to do so may result in having the leave rejected.

LEAVE DURING SCHOOL HOURS

Parents/Guardians wishing to remove their student from the school during school hours are required to submit a written explanation stating the reason for absence. For legal reasons, verbal requests are insufficient. Absences that do not follow this protocol, including suspensions, are classified as unexplained absences and must be reported by the school to Centrelink, which may affect student allowances.

PUBLIC TRANSPORT

Train

Leaves Harvey bound for Perth

- Fridays—Departs Harvey to Perth at 3.17pm.

Arrives in Harvey from Perth

- Sundays and/or Closed Weekends - Arrives in Harvey travelling south 11.10am and 7.50pm.

South West Coach Line

- Sundays and/or Closed Weekends—The College will operate a bus pick up service from the Bunbury Train Station at 6.30pm for passengers using South West Coach Lines. A charge of \$10 per passenger will be charged for this service and invoiced at the end of every term.
- Fridays—The College will meet the South West Coach Lines on the corner of Wellesley and Binningup turnoff intersection with Forrest Highway for those passengers travelling south at 3.25pm. This will enable other connections at the Bunbury train station to occur.
- South West Coach Lines do not operate on a Public Holiday (Monday).

The College will run a connecting service to public transport links around closed weekends and end of term holidays. Students requiring public transport connection outside weekends, will need to negotiate with the Head of Boarding.

CLOSED WEEKEND

During these weekends, usually scheduled as a 3 or 4 day break centred around a public holiday and usually in the centre of each term, all students are required to vacate from the College from 4:00 pm on the day of departure until 3:00 pm on the day of re-entry. Staff are not on duty to care for students returning earlier. Students need to return between the hours of 3.00pm - 8.00pm or by 7:45 am the next morning. If tea is required, students need to be in residence by 5pm.

STAY IN WEEKEND

For the benefit of certain activities the College requests students remain on the College during some weekends notified in the calendar as stay in weekends eg; Open Day. Parents unable to comply with this request are required to contact the Principal with explanation.

END OF TERM BREAK AND ACCESS TO COLLEGE

At times the College premises are leased to external groups and students may be required to store or remove their personal items.

SELF DRIVE—STUDENTS DEPARTING THE COLLEGE

It is a requirement of the College that self-driving students departing on leave do so within daylight hours, unless specific arrangements have been made through the College Administration. Self-driving students returning to the College site after leave must return by 8.00pm on the day indicated on the leave form.

Once a student is on site, the authority to leave the College rests with the Principal who delegates that authority to the Vice Principal and/or Head of Boarding. These delegated officers do not have the authority to approve the leave under the following conditions:

- The College has an advertised school function which indicates that it is compulsory for students to be in attendance. This includes rostered farm weekend duties.
- The application for leave has not followed due process including timeliness of the operation.
- The transfer of the Duty of Care is not clear and the responsible receiving adult cannot be ascertained.
- The method of transport is regarded as unsafe or unsatisfactory or unknown.
- The legal parent/guardian has refused the leave or has not given the authority for it to progress.
- Any other valid reason thought fit by the Principal in consultation with the legal/parent guardian.

The Enrolment Form and/or Boarding Agreement when signed by the student and the legal guardian/parent is an agreement to follow and abide by the leave processes and conditions as well as other conditions of boarding.

Students undergo a selection process to gain access to the College Residence and if they fail to abide by the signed Enrolment and/or Boarding Agreement may ultimately lead to a forfeiture of the right to access the College residence and/or courses.

If leave is not granted

- a) But the student departs without parent/guardian consent, they will be treated as absconding, and deemed absent without leave. If a student is absent without leave, the parent/guardian is immediately notified. Police may be notified if the student is deemed to be a “missing” person. Standard Disciplinary processes will follow.
- b) The College will not assist in the transport process either to or from the campus. ie students will be prohibited from accessing school vehicles for leave purposes.
 - c) If the student absconds; either the residential status, and/or the course status will be altered from good to conditional, conditional to pre-exclusion or pre exclusion to exclusion. Attendance panels may be used if access to the course is at issue, disciplinary panels if access to boarding is at issue.
 - d) Farm weekend roster is deemed a compulsory student course activity which occurs no more than 3 weekends in any year. Changes to the scheduled roster must be completed and signed off according to the guidelines set down.

Only students on Good Status will have access to extra curricula activities such as Country Week, carnivals, school socials/ball and others as determined by the Principal. A written statement will indicate the student status and the reasons why. Changes to status will follow the guidelines as set down.

RE ENTRY TO RESIDENCE AFTER LEAVE

Students returning from leave under the influence of drugs or alcohol will be banned from the residence and arranged to be returned home at full cost to parents or guardians.

GUARDIANS REFUSING TO COLLECT THEIR CHILD

Parents or guardians unwilling to collect students they are responsible for within a reasonably negotiated time frame, may have their dependent transferred from the College under the care of the Department of Child Protection to a hostel as wards of the state.

STUDENT APPOINTMENTS

College staff will assist with local appointments that are urgent and cannot be conducted on weekends, after hours or during holiday periods.

Adequate notice must be given by parents. Students rostered to farm are unlikely to be assisted with personal appointments due to the impact these have on farm operations.

AFTER HOURS

Only under exceptional circumstances should visitors be on site after 6:00pm and before 7:30am in the morning. Visitors to the College will need to park in the designated places, complete the visit in areas open to the public and in lit areas if after dark.

On no occasion will visitors be able to enter dormitory areas unless accompanied by staff. Students are not permitted to enter vehicles belonging to other students or visitors unless authorised.

Visitors attending the Equine section must sign in through reception unless otherwise indicated on the day.

ART RECREATION

Classes in Music and Art will be conducted at the College in the evenings on a regular basis. Students who choose to participate in the activities will be required to enrol and must participate in the Arts activity for the period of a term. Students will need to attend all sessions and complete a contract to participate. There is a cost to the activity as stated in the Contribution and Charges.

BOARDING AND DAY COLLEGE CONTRACT

Whether you are a full time BOARDING student or a DAY student applying to stay in residence to fulfil weekend stock duties or other College requirements this contract need to be signed.

1. The parent(s) or guardian(s) must pay the College the Residential Boarding Fees as determined by the Department of Education in accordance with timelines set by the College.
2. Residential boarding fees must be paid prior to the first day of the term to which they relate unless a prior arrangement has been approved by the Principal. The Principal may refuse permission for a student to take up residence if any fees are outstanding or if there is no negotiated payment plan in place.
3. No refund of fees is payable for any period of short term absence by a student from the College. Fee refunds for long term absences should be negotiated with the Principal.
4. The College reserves the right to discipline, suspend or exclude a student from residence if the student's behaviour is:
(a) in the Principal's sole discretion unacceptable; or
(b) in breach of the College's rules and regulations and any code of behaviour.
5. The parent(s) or guardian(s) are liable for any damage to the College or residence caused by a negligent, reckless or wilful act of a student.
6. The College is responsible for the safety and welfare of students while under its care and control but it is not liable for any illness, injury or death unless it was caused by the negligence of the College. The College is not responsible for injury or death resulting from an accident.
7. A student is responsible for their own property and any loss or damage to that property unless it was negligently caused by the College.
8. The parent(s) or guardian(s) must ensure the punctual arrival and departure of the student at the start and finish of any period of leave.
9. The student must abide by the College's rules and regulations and any code of behaviour as amended from time to time.
10. In order to ensure the safety and well-being of the student and other students at the College it is expected that the Principal is advised of any serious medical condition and/or social or emotional issues that may impact on the student's life at the College.
11. To assist the College to respond to a student's individual needs, it is recommended that the Principal is advised of any specific learning issues or of any services which the student receives from external agencies.

Please sign that you have read and acknowledged this information in the "Signed Forms" booklet.

Day Student Information

Day students can be defined as those students attending only during instructional hours and for extra curricula activities and who do not reside at the College. Day students have access to all curriculum and associated activities.

The following guidelines are in addition to those outlined elsewhere in this Handbook and are to assist Day students to integrate and comply with the requirements of the College.

- Are obliged to conform to the requirements of the College Handbook, the Behaviour Management Code of Conduct, including uniforms.
- Will attend all scheduled classes and activities related to their course of study and sign in and out of the campus at the Administration Office.
- Will have “visitor status” outside the hours of their course of study.

UNIFORM, PRESENTATION & PERSONAL GROOMING

- Are obliged to wear the College uniform.
- Are expected to arrive at the College in a neat and presentable manner. This includes the correct uniform, boots polished and personal grooming as per the College requirements and expectations.
- In wearing the College uniform Day Students (as with Residential Students) are ambassadors of the College and as such are seen to be representing the College. Therefore outside of instructional times Day Students need to behave accordingly whilst in uniform and wear it in the appropriate manner, so as to not bring the College and its reputation into disrepute, instead to enhance it further.

ACCESS/DEPARTURE AND TRANSPORT

- Will arrive at the College by 7.45am before start of school and leave after completion of school, no later than 4.30pm unless otherwise authorised.
- Students arriving late must report to Administration for a late note.
- May apply to drive a vehicle to the College each day and must park in the designated area. The Motor Vehicle Policy is to be completed and approval given prior to bringing a vehicle on site.
- The Student Car Park area is out of bounds to all students during the instructional day.
- Will be charged at cost recovery fees to cover transport that may arise and are not covered by other means. This is a user pays system, as per DoE Agricultural Education Policy.
- Students are not permitted to transport other students unless permission is given from both sets of parents. Only one extra person in the car.

FACILITY ACCESS

- Are not permitted in residential dormitory areas.
- Must use allocated shower and toilet facilities in the gymnasium.
- Day students are to use the Gymnasium Change Rooms whenever changing uniform or clothing. They are NOT to use the Day Student Room. Shower and change facilities for sporting activities are also in this area.
- Personal items must be stored in designated areas.
- Lockers will generally be available in the “Day Student Room” located in the Gymnasium area. Students are to supply their own lock for their locker.

CATERING

- Will be charged as per Contribution and Charges.
- All Day Students must attend lunch with residential students in the dining room.

GENERAL

Day Students are encouraged and required at times, to be involved in extra curricula activities and as such the following applies:

- Are eligible for election to the Student Council or College Captain but must be prepared to attend meetings and functions in residential time.
- May access selection to Country Week and other sporting teams.
- Attendance at after-hours sport is on a user pays basis.
- May be invited to participate in residential recreational activities. Where a charge is involved, will need to pay up front to participate.

BUS INFORMATION

The College accepts Day students providing they are able to arrive and depart in time to meet the needs of the timetable.

The College day commences at 8:00 am and concludes at 4:00 pm.

South Bound

Loves Bus Service departs from Bunbury each morning of the working week. The bus departs Ex Halsey Street in Bunbury. Pickups/drop offs can occur at Brunswick, Burekup and Bunbury.

The Bus that most appropriates the need of the WA College Of Agriculture at Wokalup is as follows:

- 6:50am Departs Halsey St in Bunbury (Hands Oval) and uses the South Western Highway through Brunswick Junction to the College.
- 4:10pm Departs entry of the College and arrives Halsey Street, Bunbury at 5.15pm.

North Bound

- 6.45am Bus departs Waroona, Cookernup, South West Highway to the College.
- 4.10pm Departs entry of the College.

Cost No cost if assistance form is completed online for parents
www.schoolbuses.wa.gov.au

Trade Training Centre

Each of the Trade Workshops at the WA College of Agriculture Harvey operate in a simulated work environment of a commercial operation for each of the industries they represent. The standard operating procedures need to reflect examples of best practice of industry and those required by legislation (law).

The following sections outline general guidelines/procedures for which students and staff are to operate under. Specific details and operating procedures directly relevant to each industry area are addressed in the individual workshop inductions.

STAFF RESPONSIBILITIES

- Conduct Workplace inductions to new staff and students
- Provide safe systems of work
- Provide information, instruction, training and supervision
- Consult and cooperate with other staff and students
- Use personal protective clothing and equipment as required
- Provide personal protective equipment when required
- Comply with all safety signs
- Provide safe plant and substances
- Report accidents.
- Checks on other staff and students' health
- Complete health and safety records as required

STUDENT RESPONSIBILITIES

- Comply with all safety signs
- Each student must behave in a manner which contributes to a safe workplace
- Following safety and health instructions
- Use personal protective clothing and equipment as required
- Obtain appropriate training
- Take care of equipment
- Keep work place clean and tidy
- Report hazards
- Report work-related injuries or harm to health
- Co-operate with Instructional Staff

SPECIFIC CLOTHING REQUIREMENTS TO TRADES

- Students to present themselves in the correct uniform (no holes/tears), in a clean and tidy manner
- All loose clothing must be avoided in the workshop. (i.e. shirts tucked in, sleeves done up)
- Long Hair is to be restrained (i.e. college cap, hair net, hair tie). Hair that can be gathered and held in the hand to form a 'pony tail' is deemed to be long hair.
- Protective clothing (e.g.: leather apron and gloves) must be worn when using hot metals or welding.
- Long pants are mandatory in all Trades workshops.
- Long sleeves are mandatory in the Metals and Engineering workshop at all times. It is strongly advised for students to wear overalls in the Automotive and Metals workshops (this meets the requirements and assists in keeping the student's uniform in good condition).
- Jewellery is a safety hazard in the workshops. No jewellery is to be worn. Medic alert bracelets/necklaces are

acceptable.

- Steel capped boots are required to be worn in all Trades Workshops at all times.
- Steel capped boots are to be maintained in good condition – polished as required, suitable tread, no holes, not modified from manufacture.
- If students' steel capped boots do not comply with the policy the student will have a one week period to rectify the situation (i.e. have the boot repaired or replaced).
- Parents and/or Guardians will be notified of their son/daughters failure to comply with the College's Policy.
- If the student fails to rectify the situation, or not having suitable steel capped boots by the end of the one week period they will be denied entry to the Trades workshops for practical activities and will undertake theory associated with the respective areas.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Each student must use their own hearing and eye protection (as per standards listed in college booklist)
- Eye Protection—Safety of the eyes is given priority in the workshop as eye injuries are serious and one of the most likely injuries to occur in a workshop.
- **The Trades Training area is designated a safety glasses area. Students / staff / visitors must all wear safety glasses in this area at ALL times.**
- Eye safety reminders are located around the room.
- It is obligatory for all students to wear a face shield or safety glasses when working with any powered machine (hand or fixed), hot metals, or chemicals.
- Students who normally wear spectacles must wear "clip-ons" or safety goggles, unless approved safety lenses are fitted to their spectacles. Students should be advised to use these, as normal sight glasses are a safety hazard in the workshop. Students are strongly encouraged to obtain a pair of prescription safety glasses from their optometrist.
- Double eye protection (safety glasses and face shield) are required for all grinding applications and wire wheel use.
- Arc welding should only be carried out in an area screened from the rest of the class. (This is a welding regulation). Anyone within the screened area must use an auto shut out welding helmet (DOE Policy). Safety glasses must be worn underneath all welding helmets / goggles or when chipping slag from a weld. Welding filters should be regularly checked for cracks and splatter damage and replaced when required.
- Hearing Protection must be worn where indicated with a safety sign or pictogram, when using machines or working around machines.

HEALTH & WELL BEING

- It is the student and staff member's responsibility to ensure that they are 'fit to undertake their required duties
- Students and staff who are suspected or deemed to be 'unfit' for work will not be allowed to work on their respective section until deemed 'fit' for work. (e.g. over tired, severe sickness or under the influence of medication, drugs or alcohol.)

HAZARDS

- All flammable material should be kept away from naked flames or hot metals.
- Welding should NOT be carried out in the proximity of cleaning solvents, paint tins or battery chargers.
- Students should wear protective breathing respirators/masks when using spray gun or working on woodwork machines or the like that causes a dust hazard.
- **Fire extinguishers** should be clearly displayed on a wall or post near the exits of the room. They should not be housed in or near places susceptible to fire. Teachers should be fully conversant with the use of all extinguishers.

ENVIRONMENTAL

- Where practical materials will be recycled
- Materials will be disposed of in accordance with the required legislation.
- In the case of scrap metal, oily rags and solvents, special waste disposal containers should be used and regularly cleared.

SAFETY WITH MACHINES/POWER & HAND TOOLS

- All Machines/Power Tools/Hand Tools must be kept in a safe working order.
- When faulty – the machine/power tool/hand tool should be isolated and clearly labelled “**OUT OF ORDER**”.
- In particular with machines – the power to the machine should be isolated and the machine clearly labelled “**OUT OF ORDER**”. Switch off at the main power board if possible and inform the Head of Department.

OPERATION OF VEHICLES/MACHINES

- Machine Use
- Students and staff are to receive induction, instruction and training prior to the operation of any machine.
- Students must ask permission to use any machine.
- All safety guards must be in position before the machine is started.
- Only one student should be at a machine at all times.
- Students who are required to drive vehicles or operate machines within their respective section are to comply and adhere to the Farm Operations and licensing arrangements . If the conditions are breached the same sanctions as per the Farm Section apply.

REPORTING ACCIDENTS

- Working in the Trade Training centre is hazardous and accidents may occur.
- In the event of an accident, no matter how slight:
- Inform the instructor concerned
- Seek treatment at the appropriate level, usually via the front office
- Complete the accident report form
- Your parents need to be informed, by you and the College as soon as possible.

PROCEDURE FOR REPAIRS TO PRIVATE VEHICLES

- Approval to be sought from Automotive Instructor for repairs to private student vehicles by students **before** commencing any work.
- Work will only be approved if it meets the requirements of the course.
- Communication with Automotive Instructor detailing costing and approximate time to carry out the repairs.
- Set up a work card detailing cost and expenses associated with the repairs.
- All parts used are to be charged at trade prices and purchased at trade prices (including GST). Any accounts owing are to be finalised at the completion of the repairs.

NOTE: All repairs are done at the owner's risk.

PERSONAL PROJECTS

- Students undertaking personal projects can purchase their materials through the College.
- Students need to communicate with their respective teachers to determine the estimated costs of the project.
- A 50% deposit is required prior to commencing the project with the balance being paid on completion and before the project is taken.
- Personal projects must meet the needs of the course before they are approved.

College Farm

ROSTERS

Students generally attend Farm for 1 to 3 days each week depending on their pathway, being rostered to the various sections so as to experience a variety of operations throughout the year. The Farm roster is drawn up by Head of Farm Training at the beginning of each term and will not be varied except under extenuating circumstances or educational need. Students should read the roster ahead of time and be prepared accordingly.

An attempt will be made to address student wishes to be allocated to specific sections in line with their career path. This request is usually determined towards the end of Term 4 in Year 11 and again at the beginning of Year 12 in a counselling session.

SCHEDULES

Students work a farm shift commencing at 8:00am through to 4:00pm each week day except Friday when students cease at 2.25pm.

Dairy students are expected to depart the residence in time for milking at 6:00am, returning for breakfast from 8:00am to 9.00am approx. and then returning to section. Students on dairy have lunch from 11:40am until 1.40pm with afternoon milking starting at 2:30pm. Students complete dairy duties once the dairy has been cleaned up: usually by about 4:30pm.

All students (Residential and Day) are required to fulfill their dairy duties. Failure to do so will result in a change of status, which will affect their ability to be involved in school activities, i.e. Excursions, shows etc. They will remain on this status until they complete their dairy duties. It also affects their ability to achieve competency completion in this section as they have not demonstrated the minimum requirement.

MEALS

Meals are provided by the College catering department. It is expected that the students will return to the residence for lunch however the morning tea and afternoon tea will be transported along with students from the kitchen to all farm hubs.

ALLERGIES, HAY FEVER AND PRE EXISTING MEDICAL CONDITIONS

The College will maintain a record of medical conditions that may impact on a child's performance on farm. However it is expected that the student take responsibility of informing their supervising Technical Officer of any issues that could affect their health on the day. In the hay making and pollen season, all affected students are to ensure they take antihistamines. This is the student's responsibility.

FARM DRESS CODE

All students are required to meet the following dress requirements for their own personal safety. They will be monitored and assessed as part of the standard competency assessments. Failure to meet these standards may prevent them from participating in farm activities, and in passing core competencies.

- a. Akubra/College Bucket hats as per College uniform must be worn during Term 1 and 4. During Term 2 and 3 it is recommended that students continue to wear their Akubra hat, College Bucket Hat or the College cap. Inappropriate caps are not allowed, College beanies allowed for morning milking only.
- b. Sunscreen is provided on the farm and it is required that staff and students use it.
- c. Staff and students with hair longer than shoulder length are required to have their hair tied back at all times.
- d. Jewellery is not permitted on farm, with the exception to this rule being a medic alert bracelet and a watch.
- e. Steel cap boots must be worn at all times, unless shearing or horse riding. For the purpose of shearing and other similar activities, soft shoes may be worn or other appropriate footwear.
- f. Shirts must be tucked in at all times and loose clothing should be avoided. A College belt is highly recommended.
- g. Students not wearing the correct uniform without a uniform note from the Residential Supervisor or you the student will not be permitted to work on the farm.

- h. Clothing with holes or rips will not be allowed. Missing buttons must be re-attached to shirts and trousers before being worn on farm.
- i. Staff and students will wear clean dress farm clothes / show uniforms when on outings.

SAFETY STANDARDS

Students must abide by all College regulations. The following regulations relate specifically to the Farm and should be observed at all times:

- a. All students must attend and pass Farm Safe courses before accessing and working on the property and complete a signed induction sheet.
- b. All students must complete the College Tractor and Vehicle Inductions before operating vehicles and tractors.
- c. All vehicle operation regulations (see College Driving Policy) must be adhered to at all times. Failure to do so will result in the loss of student farm licenses.
- d. All students must wear the appropriate PPE, when operating machinery and equipment.
- e. All students must read the SDS and wear the appropriate PPE when handling and applying chemicals, and adhere to re-entry and withholding period requirements
- f. All students must wear the appropriate riding boots and Australian Standard horse riding helmet, when riding horses.
- g. Other people use the College roadways, so always be aware of other traffic.
- h. College licenses do not permit students to drive on public roadways. The roadway includes the grass verge area alongside public roads. Students may not drive along or across public roads.
- i. Under no circumstances are irrigation channels, creeks or dams to be used for swimming.
- j. No student is permitted to go near any construction sites. This is a Work Safe area and only employees are permitted in the area.
- k. Knives and matches/lighters etc are not permitted on farm and should they be required, they will be issued by a staff member.
- l. Mobile phones are not permitted to be used on farm during instructional time and will be confiscated by the Technical Officer if necessary.
- m. Adhere to standard road rules and speed signs as indicated.
- n. Students or farm staff are not to operate any machinery that has been tagged out and cannot remove tags from machinery unless the machine has been fixed and they were the person who initially placed the tag on the machine.
- o. All incidents / accidents must be reported to a Technical Officer and must be recorded to ensure appropriate care can be provided.

MACHINERY AND EQUIPMENT

Significant risk of injury exists if machinery and equipment is not used properly. Staff and students must not use any machinery or equipment unless they have been inducted into the use of the machinery, instructed in its use and given permission by staff. Staff and students with concerns over the use of an item of machinery or equipment must raise their concerns with their staff member/manager. Staff and students are obligated to report any faulty or damaged machinery or equipment.

WEEKEND STOCK ROSTERS

Weekend stock is one strategy used by the College to assess the student's ability to "Work Effectively in the Industry" a core unit for the Certificate II in Agriculture.

- Weekend stock begins Friday 2.40pm at the dairy for afternoon milking and continues through until Sunday 4.30pm. Weekend stock consists mainly of milking, feeding and checking animals and the general farm jobs imperative for maintaining the farm operations and adhering to animal welfare requirements.
- Similarly to the dairy roster the students start milking at 6.00am and return for breakfast at 8.30 – 9.00am. Afternoon milking commences at 2.00pm and finishes at 4.30pm. The hours required to work between morning and afternoon milking is highly dependent on the season, the number of stock on hand and the intensity of the farm operations. Normal farm uniform is to worn.

- Weekend stock rosters are published in HAC Chat, on notice boards, Website and in the Newsletters to ensure that parents and students are informed of which students are rostered to weekend stock. Provided adequate notice is given, students should be able to arrange their personal lives around their weekend stock. Depending on year level, this usually means no more than once per year.
- Students unable to complete their weekend stock obligations for legitimate reasons (sanctioned by the College) are expected to arrange a swap as soon as possible and no later than Tuesday 9.00pm prior to the rostered weekend.
- Weekend stock swaps must be made on the proper form and indicate the date of each of the duties swapped and the other student involved. Once the student requesting the swap is approved no further swaps will be permitted. Students involved in the swap must personally speak to the Farm Trainer and Residential Manager to have their form signed off.
- Provided the swap is authorised, both students are expected to fulfil the new altered rostered weekends.
- Swaps will not be approved in the following circumstances;
 - ⇒ Swaps are not coordinated by Tuesday 9.00pm.
 - ⇒ Reasons given for the swap are not deemed satisfactory.
 - ⇒ Student had previously swapped the weekend.
- Should a swap for weekend duty not be approved, weekend leave will not be granted and hence College assistance to catch public transport denied.
- Students who fail to complete their weekend stock will be rostered for additional weekend duties and their status will be changed to conditional until their weekend stock duties have been fulfilled

DRIVING PERMITS

The College operates under the Department of Education “Student Drivers in Agricultural Education Policy” and conducts a sequence of driving tests and issues school based licence at two levels Red and Yellow. The conditions of each level are printed on the card and each progressively allows students more responsibility as they prove their competency.

The issue of this licence **IS NOT** related to the licences issued by the Department of Transport, but levels of expertise and regulations required are similar to the Department of Transport guidelines.

A Keys for Life Driver Induction and Safety programme is delivered to all Year 10 students.

- All students must obtain parental consent to drive and must be at least 15 years of age to participate in any driving at the College.
- Students may not use the 4 wheel motor bikes .

Please refer to Student Driver Manual for detailed information on licences and the requirements for progression. Farm licences may be withdrawn for inappropriate use of a College vehicles and a student banned if the breach is severe enough. (A full set of driving regulations will be issued at the time of testing.)

Licences double as library and identification cards and should be carried at all times when on farm otherwise driving opportunities will be denied.

STUDENT LICENCE CARD

Students will need to carry their licence identification card at all times and produce it on request by a staff member. This card contains information regarding vehicle driving capacity, student ID numbers, picture and Equine status.

LIVESTOCK

When working with livestock, there are a few basic rules that should be adhered to for the safety and well-being of all involved.

- The College advocates, operates and follows the principles of low stress handling of livestock.

- Avoid situations where you are likely to be trapped between livestock and fences. Do not enter a paddock or yard where there is a bull, unless directly supervised by staff.
- Avoid standing directly behind closed gates, which are holding cattle.
- Avoid walking / standing directly behind horses.
- When pushing up cattle in the race way be careful not to trap your arms between the rails and the cattle.
- When working with cattle in the yards be aware of the cattle's kicking range and remain outside of this range to minimize the risk of being kicked.
- When milking the dairy cows ensure that you are calm and patient with the cows, don't rush them or spray them with cold water to get them to move.
- When putting cups on young heifers, ensure you have the support of the Technical Officer to remain safe and to reassure the heifer.
- Ensure that all livestock have access to water at all times and shade in summer.
- The humane treatment of all farm animals is expected at all times.
- Report escaped, sick or injured livestock to an appropriate staff member.
- The School Animal Ethics Committee has jurisdiction over the College on the use and treatment of all animals on the College campus and farm.

SHOWS AND COMPETITIONS

During the year, College students have the opportunity to participate in a wide variety of offsite farm based activities involving shows and competitions. Wagin Woolorama, Harvey and Brunswick Show, Dowerin Field Day and the Perth Royal Show are events the College is regularly involved in. The College Cattle Club trains students in preparing, handling and showing cattle.

When the College requires overnight accommodation for a show, students are required to stay with the College, not independently.

HORSES

The College maintains horses for instructional purposes. Students are to complete an application by the way of the Horse Policy and have it approved prior to a student bringing their own horse onto the College premises. The students may use their own horses for instructional purposes and can also participate in afterhours riding activities supervised by the qualified Equine Technical Officer.

Parent permission is required before any student can ride any horse on the property. Listed below are some basic principles to be followed at the College, please refer to the Equine Policy for more details on equine licences and responsibilities.

1. Students are only to handle or ride horses when instructed to by the Equine T.O.
2. Students should only ride and handle horses suited to their equine level and in the designated areas.
3. Students are not permitted to ride other student's horses unless parental permission is granted.
4. Students must provide the horses on site with adequate feed, shelter, and appropriate care.
5. Students must use correctly fitting, safe tack and PPE when riding or handling horses.
6. Horses owned by the College are only to be used for instructional purposes.

End of Year Clearance

CLEARANCE FORMS

Approximately one week prior to the end date for Year 10,11 and 12, Clearance Forms will be issued to all students.

The purpose of these forms is to enable staff and students to ascertain that all requirements have been met, all work has been completed and all school owned resources have been returned. It also enables feedback and revision time after end of year. Individual staff will sign the form when the student completes all work for that subject or course.

Note: The date clearance forms are issued is not the finishing date for the students.

Complaints & Appeals

Students need to be aware that complaints made by them in regards to assessment, treatment or other aspects will be undertaken with due regard for fairness and authenticity by members of College staff. At the same time, vexatious or flippant complaints will be dealt with along the Managing Student Behaviour process. The complaint may be dealt with by discussion, mediation or by sanctions where necessary.

Where a complaint is deemed to be of sufficient scale, students should ensure the student or staff member is aware that they feel aggrieved by their action, whether it be surrounding course work, skills assessment, behavioural treatment etc. Go directly to the Staff member, or to the student involved in order to seek resolution.

1. Seek verbal explanation as to why a judgment has been made from where the dispute arose. Always attempt to resolve the dispute at the lowest level.
2. Where a verbal explanation is insufficient, a written request should be forwarded and a reply received which formalises the process. A meeting held and minutes kept. Formal notification takes place to all concerned. Mediation may also take place, or resolution by Management.
3. In the event that the outcome to the dispute is still unsatisfactory, an appeal needs to be made to the next highest person on the "Chain of Command" within the College from levels 1 through 4.

Level 1	Teacher/Technical Officer/Residential Supervisor
Level 2	Head of Department/ Farm Manager or Assistant, Corporate Services Manager/Programme Coordinator
Level 3	Vice Principal
Level 4	Principal
4. In the event that the outcome to the dispute is still unsatisfactory, application needs to be made to the next highest person on the "Chain of Command" outside of the College which will most likely be the Complaints Management Unit in Central Office, the Training Accreditation Council, the School Curriculum and Standards Authority, Police, Ombudsman etc.