

College Handbook

2021

(As of the 24/02/21)



WA COLLEGE *of* AGRICULTURE - HARVEY
An Independent Public School

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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 2021 will have around 170 students from Year 10 -12. Of those, 126 students are residential students and the remainder 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 that 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 to develop positive relationships with your child. We understand that a harmonious environment is necessary 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, routines and College standards. Attendance every day is also very important; we expect all students to be at school and engaged in their learning program, except if sick or if there is a family emergency.

The College provides all students access to a broad, balanced and flexible curriculum within the scope of our focus on agriculture and related trades. 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 range 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 communication. We work in partnership with industry, the Advisory Committees and the College Board, and value their feedback.

In this handbook we aim to provide 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 and what are our expectations of your child are.



Stephen Watt
Principal

WA College of Agriculture-Harvey

Vision, Mission & Purpose

VISION

Excellence and Innovation in Agricultural Education.

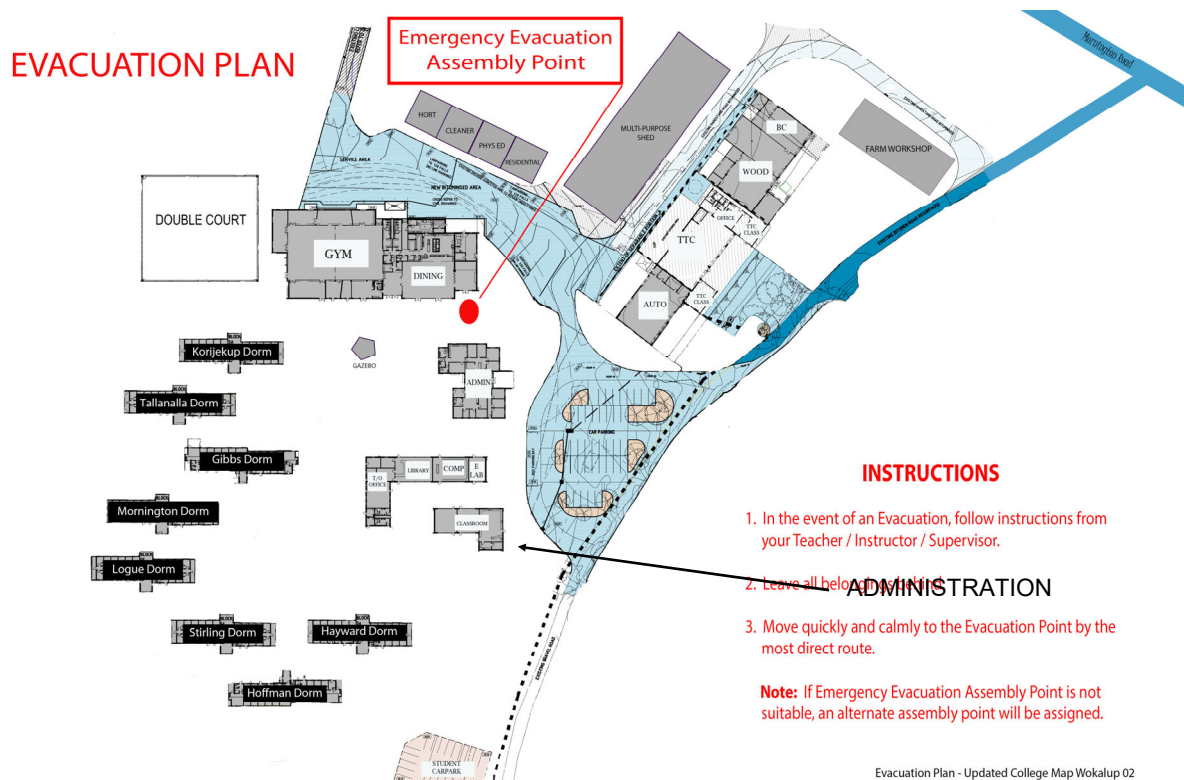
PURPOSE

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.

To promote the importance of life-long learning and continuous improvement .

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	Stephen Watt
Deputy Principal	Dean Pfitzner
Manager Corporate Services	Teresa Hickman
Residential Manager	Bernie Murnane
Head of Department - Trades	Shaun Cantwell
Head of Department—Class	Tania Pfitzner
Farm Manager	Geoff Howell
Farm Training	Paul Dyson
Head of Student Services	Jennifer Stringer
Class Staff	
Plant Production Systems/Animal Production Systems	Janette Wells / Michelle Minchin / Lauren Day
Biology/Science	Mel Butler
Maths	Katie Franco / Robert Cousins
English	Todd Bracknell / Hayley Beckingham
HASS	Tania Pfitzner
Health & Physical Education	Jennifer Stringer
Education Assistant	Kathy O'Shaughnessy
Design & Technology Staff	
Engineering	Guy Truss
Automotive	Duncan Campbell
Furnishing	Keith Briggs
Construction	Jeff Kenny
Farm Staff	
Assistant Farm Manager Dairy	Brad Falkingham
Assistant Farm Manager + Beef	Ian Millichamp
Equine	Brian Edwards
Beef	Fred Venables
Sheep	Steve Adams
Dairy	Bronte Holmes
Horticulture/Gardens	Matthew Olde / Veronica Morris / Ellice Foster / Michael Campion
General Farm/Workshop	Rob Morris / Chris Dunlop / Rod Vallance
Intensive	Georgina Warden
Butcher/Intensive	Robert McGee
Residential Staff	
Jodee Sayer	Bill Jones
Therese Sparks	Chris Curran
Gary Mills	Keith Pope
Charlotte Mills	John White
Melissa Taylor	Natalie Wellington
Mary Egan	
Administration Staff	
Suzanne Fimmano	Janelle Willmott
Sue Howell	Amelia Raper
Jodi Baggetta	Mandy Anderson
Rebecca Fitzgerald	Abby Sharpe
Catering Staff	
Greg Aiberti (Chef)	Judith Morton (Cook)
Robyn Heasman	Sandra Franco / Deanne Shaw
Karen Murnane	Ian Diment (Cook)
Cleaning Staff	
Grace Holly (Head Cleaner)	Anna Carbone
Trudy Delaporte	Lynette Fimmano
Jacqui Gratwick	Colleen McKenney
Susan Reale	Maria Tartaglia
Karen Green	Natalie Wallam / Janine Quicke
Student Services	
Brooke Eden (Psychologist)	Johnno Prosser (Chaplain)
Louise McDonald (Nurse)	
IT Technician	
Chris Wilson	

Contacts

WA College of Agriculture – Harvey
Morningside Road, Wokallup
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 agree to the 'Pledge' as below:

I understand that 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 may be 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 College decision making and assisting to organising events.

The Student Council is made up of students voted in by their peer groups from Year 10, 11 and 12 and have representation from Day and Boarders, male and female students. The College Captain is a Year 12 Councillor who applies for the position and is determined by a selection panel.

PERSONAL ACCIDENT AND PERSONAL BELONGINGS INSURANCE

Students need to be aware that anything bought 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 bought 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.

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 .
- **WEEKLY NEWSLETTER:** Emailed to parents, placed on the website, in the Lounge and Recreation Rooms and in the Front Office twice per term.
- **HAC CHAT:** Published each lunchtime for students to read and emailed to all parents.
- **STUDENT NOTICEBOARDS:** 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.
- **DINING ROOM ADDRESS:** At times, students are addressed at the conclusion of meals.
- **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.

ALL STUDENTS—Please sign the "Consent for Publication of Photographs and Videos of students" on page 1 of the Forms Booklet.

PARENT/FAMILY VISITORS AND TELEPHONE CALLS

Parents or guardians are welcome to visit by reporting to the Administration Office if the visit occurs during office hours 8.00am—4.00pm. Report to the Male/Female Residential Supervisor if visit occurs after hours. Students will be called to the Administration Office. No parent may enter student accommodation unless authorised.

Names supplied to the College by Parents/Guardians will be the **only** people allowed to have visitation rights or to have the student in their care during short leave from the College.

ALL STUDENTS—Please complete the “Visitation List” form on page 2 in the Forms Booklet.

STUDENT SERVICES TEAM

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

- School Nurse – attends periodically for health education services.
- School Psychologist – attends weekly with consultations made by appointment.
- School Chaplain – attends twice per week to support students in a range of ways.

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 one 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.

FOR NEW STUDENTS—Please complete and sign the Unique Student Identifier Number (USI) Information on page 2 in the Forms Booklet.

SAFETY

Students attending the College **MUST** adhere to all Occupational Health and Safety guidelines as directed. 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 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 deliberately or by clearly irresponsible behaviour, they will be required to pay the fire brigade callout fee .

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 to secure 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 and padlocks. 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. For students who are suspected of vandalism or theft, College staff will undertake a search of their belongings in their presence. Parents will be contacted.

STUDENT ATTENDANCE

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.

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

In the event of a student not attending school an 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 privately arranged work release programs
- Particular justifiable absences negotiated 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 or greater than two consecutive days.
- 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 are 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 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%.

JEWELLERY

Whilst students are representing the College in their uniform, they have no need to wear jewellery around the campus other than a watch. Anything else presents 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. A maximum of two sleepers and studs in ears is 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 exceptions.

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 if shoulder length, must be tied back or in a net when working in areas that present a safety issue (Farm and Trades), or in line with HACCP principles whilst dealing with food (dining room). Students wearing hair styles deemed unsuitable by the Principal will receive a 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 on styles such as undercuts, mohawks, dreadlocks, multi dyed hair. Clippered hair cannot be less than a number two.
- 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 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. However, due to the nature of the College, students are not permitted inappropriate physical contact. Friendship is encouraged and students who wish to talk and socialise may do so in publicly well-lit areas. Physically intimate behaviour between two students while in the care of the College will not be tolerated. Breaches of this guideline may result in the student's status being changed or the student losing the opportunity to board at the College.

The following sanctions will apply in the event of students not conforming to acceptable 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.

Continual offenses may result in a Residential Review Panel being formed.

Depending upon the length of time between recorded offenses, the circumstances and the level of the inappropriateness of the behaviour, an escalated sanction may occur with the ultimate sanction for boarding students being the forfeiting of their opportunity to live in the Residence.

BULLYING/PEER ABUSE/SEXUAL HARASSMENT

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

“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.”

Unwanted or unwelcomed sexual behaviour can include:

- Unwelcoming touching, staring or leering
- Suggestive comments or jokes, insults, name calling or taunts based on sex or gender
- Sexually explicit pictures, posters, screensavers, calendars
- Intrusive questions about a person's private life or body
- Derogatory graffiti
- Sexually explicit emails, text messages

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

STUDENTS OVER 18 YEARS OF AGE

Students who attain the age of 18 at the College will 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 authorisation with parental approval. 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.

BANNED ITEMS

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

- 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.
- Weapons or any other sharp instrument that could be used as a weapon. Firearms and ammunition.
- R Rated material and other inappropriate media.
- Cigarettes/E-Cigarettes or alcohol. Smoking is not permitted in any WA School.
- Energy drinks (Red Bull, Mother, Monster Energy and V).
- Illegal drugs or associated paraphernalia are not permitted on the property under any circumstances. The distribution of, the possession of and use of will result in the Police involvement. A Residential Review Panel will result. Students may choose to undergo a drug test to assist in proving their innocence.
- 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).
- Lasers and pointer.

Where staff have a reasonable suspicion of students involved with either illegal substances or contraband, College staff will undertake a search of their belongings in their presence. Parents will be contacted. Anything illegal found will be placed in the hands of the Police.

AMBULANCE

In case of an emergency the College may call an ambulance for a student. Parents are expected to meet the cost of the ambulance so it is recommended that parents/guardians have 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 a 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 usually after instructional hours to have minimal impact on course time. 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, the 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 or the sick bay 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 any medication students are on. Prescribed Medication forms are used for the process. The School Nurse is available for advice and guidance.

Students with severe allergies must inform the College and where necessary, carry any required medication with them at all times. A medical plan is completed in this case. 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.

Certain medications cannot be kept in students' rooms and staff will administer these from the Residential Office and records will be kept. Parents/carers must inform the College of any medication their child is on and an assessment made as to whether the medication can remain with the child or not. Most medication must be in Webster packs.

ALL STUDENTS Please sign the "Administering of Medication / Medical Treatment" form on page 3 in the Forms Booklet.

ALL STUDENTS Please sign the "Privacy Act Permission" form on page 3 in the Forms Booklet.

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 injuries may persist for weeks and 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 an injury, 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 placed in a classroom or library to undertake private study. The student will still attend the theory component where possible for the section/class.

MOBILE PHONE POLICY

The Department of Education does not permit student use of mobile phones in public schools unless for medical or staff directed educational purposes. Students are permitted to be in possession of their mobile phone during the school day however, mobile phones must be turned off and away. Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day. 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.

Mobile phones cannot be used during meal times or after lights out. 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 Administration office, who will then arrange for the child to phone back at a suitable time.

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 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 bullying.

POSTING MATERIAL ON SOCIAL MEDIA

The College does not condone the uploading onto any social media of inappropriate photos or information of staff or students or that detracts from the College reputation in the community. Students who do this will be expected to take down the post.

Staff are not permitted to be friends with students using social media.

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.

As part of the educational and recreational program at the WA College of Agriculture – Harvey, students participate in a range of excursions and activities that are conducted on and off the College site. In all activities, risk assessment is undertaken and management plan developed to ensure staff and students are safe. Activities can be divided into three categories.

1. LOCAL ACTIVITIES OF A ROUTINE NATURE JUDGED TO BE OF LOW RISK

These activities are conducted within the day and typically within the local area; Mandurah- Bunbury- Collie. As these activities are routinely organised, staff have a good understanding of the environment and the inherent risks, which are considered low and managed. A risk assessment and minimisation plan is developed. As a result, we seek blanket parent permission for these activities for the whole year rather than for every occasion they occur.

2. ACTIVITIES BEYOND THE LOCAL AREA OR NOT ROUTINE

These activities are not routine or covered in the above category and so are not covered by the blanket sign off indicated above. They might involve your child shifting from one part of their learning program to another in order for them to take part in the activity. They might involve a location which is unfamiliar to staff or an activity that is not routine. A full excursion plan is developed for each of these activities. For activities of this type, we will inform parents/guardians of the activity detail and

3. OVERNIGHT TRIPS, OR ACTIVITIES WITH AN ELEMENT OF RISK, OR WORKPLACE LEARNING/WORK EXPERIENCE, OR THOSE WITH A COST ASSOCIATED.

These activities require specific planning and written parental approval for each occasion.

The following information details the range of activities that will be conducted on a regular basis and for which your consent is sought for the whole school year (category 1 activities).

EDUCATIONAL EXCURSIONS

Location:	Local areas Mandurah to Bunbury to Collie
Purpose:	Visits to farms, sale yards, businesses, locations and organisations to gain first hand knowledge and experience to complement learning and to gain an appreciation of the range of employment/training options, educational requirements, industry expectations, and technological advances.
Supervision:	College staff with appropriate driver's licences will transport students in College vehicles and will be in attendance. There may be times when students will not be directly supervised but these will be for specific purposes and time frames, and staff will always be contactable by mobile phone. Students are required to remain in pairs or small groups at all times.
Location:	Harvey town site and surrounding district, neighbouring farms.
Purpose:	Delivery of produce. Purchase or collection of items from local farms or businesses. Participation in competitions. Visiting local businesses.
Supervision:	As above.

RESIDENTIAL ACTIVITIES

Activities in Harvey and surrounding towns; Bunbury to Mandurah to Collie.

Activities:	Medical appointments, shopping, church services, hairdresser, spectator at or participant in sporting events and hobby activities, school socials, town swimming pool, local beaches, BBQ, picnic, and community service activities.
Supervision:	As above. Students will not be involved with any person or location involved with alcohol consumption.

NOTE: On occasions when students are transported by officials of the local football or other sporting clubs, the student will take leave from the College and the duty of care will pass to the club official.

Cost	Entry to venue
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Swimming in public swimming pools

Activities:	Swimming in Harvey, Waroona, Bunbury or Leschenault public swimming pools.
Supervision:	Appropriately qualified supervisors will be in attendance at any activity involving swimming. Students are assessed for their swimming ability and levels of supervision adjusted accordingly. There may be instances where small groups of up to 10 students are allowed to remain at the Harvey swimming pool without College staff in attendance, but under the care of the qualified pool attendant.
Cost	Entry to venue

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.

ALL STUDENTS Please sign the "Parent/Guardian Consent for Residential / Educational Excursions" form on page 3 in the Forms Booklet.

Behaviour Management

The Education Act (1999) and Department of Education policies and procedures underpin WACoA Harvey's Behaviour Management processes.

CODE OF BEHAVIOUR

The following code of behaviour has been adopted by the College :

- 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 the 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.

In practical terms, the Code of Behaviour means

- Participate; get involved and do your best
- There is always more than one point of view.
- Consider what effect your actions have on others.
- Be courteous and polite.
- Respect College facilities and equipment and other people's belongings.
- Listen before making judgements.
- 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.

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 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. Positive behaviours are commended in letters to the individual and the parent and may be considered when reviewing unacceptable behaviour. Positive behaviour is recognised by students having full access to all College activities and facilities. Unfortunately, unacceptable behaviour sometimes does occur and needs to be managed. The ultimate sanction is exclusion from this school.

Students are likely to be suspended from school or have their residential status denied for the following transgressions:

- Alcohol – possession, consumption, supply or intent of any of these
- Drugs - possession, consumption, supply/dealing or intent of any of these,

- Sexual activity
- Bullying and harassment – verbal, physical, social or emotional
- Criminal conduct of any nature

The College 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 if a student's residential status is temporarily or permanently terminated they may still access the course as a day student. The nature and circumstances surrounding the incident may result in the student being suspended from all aspects of the College for a period of time.

A student externally suspended or excluded from the educational program automatically forfeits their right to attend any aspect of the College.

GOOD STANDING POLICY

Students are allocated a status of Good or Conditional depending on the behaviour across the College.

Students move from Good to Conditional status for repeated minor transgressions or significant breaches of the Code of Behaviour. The length of time on Conditional status is determined by the type and nature of the transgressions and/or the length of the period of suspension which precedes it. Typically, for each day of suspension a student will shift to Conditional status for one calendar week.

Students move from Conditional to Good through the passage of time or through negotiation of additional duties to benefit the College community. In general an hour's additional duty will result in the reduction of one day on Conditional status.

Status changes can only be made by the Principal, Vice Principal, Head of Boarding and Manager Student Services.

STUDENT STATUS IS LINKED TO PRIVILEGES

- **GOOD STATUS:** Full access to all College opportunities.
- **CONDITIONAL STATUS:** Access to non essential activities is denied. A significant breach of the College Code has occurred or a number of smaller breaches have led to this status. Students may also shift to Conditional status when their unauthorised absences exceed 10%.

A student assigned the status of **CONDITIONAL**:

- Is confined to the campus during the week except for essential appointments or purposes or fixtured team events.
- Is confined to the inner residential boundaries after hours.
- On weekends may still participate in all recreational activities .
- Will not be able to attend any extra curricula activities or excursions such as Country Week, College Ball, agricultural shows and competitions and other non-essential activities.
- Will lose the privilege of having a motor vehicle at the College as per student Motor Vehicle Policy .
- May be required to go home for weekends.

Re-entry Contract

When returning to the College after a suspension a student must complete and sign a Re-entry contract reflecting on their behaviour and outlining how they will improve their behaviour in the future.

Residential Status Review Panel

Transgressions relating to significant disciplinary issues or ongoing disciplinary issues within the residence may be referred to a panel to recommend sanctions which may include termination of ability to reside at the College.

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.

MANAGING STUDENT BEHAVIOUR PROCESS

The intention of a Behaviour Management process is to assist students to work effectively in the classroom/learning environment. Students who exhibit extreme negative behaviour, which upsets the working environment, will enter into the College Discipline Process. This management process also applies to students on school camps and excursions.

The Process:

- When a student breaches College rules the teacher/trainer/instructor will advise the student of the fact.
- Sanctions appropriate to the breach of College rules will apply. Depending on the breach, sanctions could include: confiscation of offending item, detention or isolation within the classroom. For more serious breaches students may be temporarily removed from the classroom to enable others to learn. Teacher/Trainer negotiates to re-engage student into class/section
- Teacher/Trainer will communicate any repeated low/minor behaviours or significant incident to parents via phone, SMS, email or letter as appropriate.
- Teacher/Trainer writes full details of the repeated low/minor behaviours or significant incident/consequences on a Student Behaviour Report for recording on the school system.
- Serious breaches will be referred to the Head of Department or the Manager Student Services/Vice Principal.
- Head of Department or the Manager Student Services/Vice Principal actions support strategies/sanctions in consultation with teacher/trainer, student and parent/guardian
- Head of Department or the Manager Student Services/Vice Principal records details in the College's recording system
- Behaviour Support Plan is developed
- Re-entry conditions to class/section in undertaken/negotiated prior to student re-engaging

Behaviour Support Strategies/Sanctions

The following strategies may be utilised as support strategies/sanctions:

- Positive Reward and acknowledgement
- Detention
- Withdrawal – to another class/HOD/SS/VP
- Internal suspension/withdrawal from timetabled class/section the following day for a period of time (half day/full day depending upon breach to code of conduct)
- External suspension
- Implementation of Behaviour Card
- Behaviour Support Plan developed/reviewed
- Student services support – mentor, chaplain, school psychologist referrals
- Change of 'Status'

ALL STUDENTS Please complete the "Behaviour Management Plan" form on page 4 in the 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. Uniform items must not be written on or have excessive paint/grease. Boots must be polished. 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, 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.

Trades

Navy 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 personalised 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.

NEW STUDENTS Please complete the "College Uniform Order" form on page 4 in the Forms Booklet.

Town Outings

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

UNIFORM STANDARD

All uniform needs to be maintained in good order and replaced as required. Parents are asked to support the College in ensuring their children are well dressed and presentable.

If a student is not wearing correct uniform three times in one week a minor sanction will be employed (eg loss of privilege). If a student receives three minor sanctions in one term, a major sanction (eg loss of ability to attend an extra curricula event) and change of status will result.

Vehicles on College Grounds

MOTOR VEHICLE POLICY

Students are permitted to bring vehicles onto the property in order to assist the transport logistics for parents/guardians 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 a resident of the College.
- Students cannot leave the College in private vehicles from the commencement to the end of instructional time excepting for a specific, authorised purpose.
- A student losing Good status will forfeit the opportunity of having a vehicle on site.
- Self-driving students are to collect the keys, sign out and go directly to the vehicle and depart immediately unless picking up a passenger.
- On a Friday afternoon, Residential students will be given their keys 20 minutes after Day students to reduce congestion in the car parks.

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.
- Students must reverse park their car in the parking bay allocated. Access to their car other than for 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.
- Students failing to abide by the Motor Vehicle Policy may have permission to have their vehicle onsite withdrawn for a period of time.

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

PASSENGERS

If a passenger is to be transported in a student vehicle, permission from parents/guardians of both parties must be received in writing before permission is given.

Information Technology User Agreement

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 permitted at this time.

3. Guidelines

- Students participating in BYOD must adhere to the Behaviour Student Code of Conduct, College Handbook and this Information Technology User Agreement .
- Each instructor 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 instructor/supervisor. Headphones may be used with instructor/supervisor 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)

- Students 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 as directed by staff.
- 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' 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 while individually owned devices are encouraged their use 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 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 /Sexually explicit | • Unethical |
| • Racist / Culturally offensive | • Offensive language |
| • Blog / Chat rooms | • Drugs (Growing, paraphernalia etc) |

When some of the above topics are legitimate curriculum topics, teachers will 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.
 - Must NOT use W.A. College of Agriculture – Harvey facilities to copy and / or distribute DVD's.

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, the consequences may include combinations of the following;

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).

12. 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.

13. Network Monitoring

The DOE and College will monitor student IT activities at the College and on the College's network.

USE OF ELECTRONIC DEVICES

Computer

Computers can only be used in class with teacher approval and any misuse will result in their confiscation for a period of time. Standard internet and school network policy rules apply with students' personal notebook computers/BYOD. In addition students have access to computers through the two computer rooms. Computers represent an investment of school funds and need to be carefully treated.

Please follow these simple rules:

1. No food or drinks (including chewing gum) to be brought into any room. (Clear water bottles excepted)
2. Keyboards to be treated gently.
3. Students are not permitted to change cables, keyboards or mice on any computer or alter any settings without authority.
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.

ALL STUDENTS Please complete the "Information Technology User Agreement" form on page 4 in the Forms Booklet.

Curriculum- General Information

ACCESS TO CLASSROOMS, FARM AND TRADES WORKSHOPS

There is no unsupervised access to any classroom, farm area or trades workshop unless student/s have been given specific permission by a staff member. Students are not to be in Staff offices at any time unless directly supervised by a staff member.

PUNCTUALITY

It is important to get to your class/section 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. A late note is required to explain an absence.

STATIONARY AND 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.

HOMEWORK

Teachers may set homework to 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.

Suggested 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.
- complete research assignments and assessments with an out-of-class component.
- develop time management skills.

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 what they missed and complete any work missed.

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 on approved leave 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/Training staff have an obligation to monitor student performance, 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 having difficulty.

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

The Heads of learning areas 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 behaviour.

REPORTING TO PARENTS

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

- **Interim reports** - Provided at the end of Term 1 and Term 3 (Trades only) followed by an opportunity for parent/teacher meetings.
- **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.

GENERAL SAFETY EXPECTATIONS

The following outline general expectations for all staff and students.

STAFF RESPONSIBILITIES

- Provide a safe workplace and learning environment.
- Adhere to all Department of Education policies and procedures.
- Conduct workplace inductions with new staff and students
- Provide information, instruction, training and supervision to students
- Cooperate with other staff at the College
- Provide and use personal protective clothing and equipment as required
- Report incidents and accidents.

STUDENT RESPONSIBILITIES

- Comply with all safety directions and procedures.
- Use personal protective clothing and equipment as required
- Obtain appropriate training and seek permission before using machinery and equipment
- Take care of College facilities and resources
- Report hazards, injuries, accidents or incidents.
- Co-operate with all staff.

Curriculum- Assessment

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

- Complete and submit all assessment tasks by the scheduled date.
- 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 Vice Principal for absences of a non-medical nature.
- Initiate contact with teachers concerning absence from class, missed classwork and assessment tasks.
- Return all marked assessment tasks to the teacher to enable them to be stored.

1.2 Parent responsibilities

- Communicate and work proactively with staff 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).
- Provide the College with reasons for their child's absence.
- Seek authorised leave from Vice Principal for absences of a non-medical nature.

1.3 Instructor /school responsibilities

- Provide students with the WACoA Assessment Policy.
- Develop a teaching/training and assessment program consistent with SCSA and TAC requirements.
- Provide students with a assessment overview including the content to be covered (syllabus if appropriate), grade descriptors, details of assessments and schedules.
- 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.
- Meet timelines for assessment and reporting.
- Inform parents where academic progress is of concern.
- Maintain an assessment file for each student.
- Engage with moderation and consensus activities.

2 Assessment

In each subject, a number of assessment tasks occur during the year/semester. Each task provides evidence of student achievement. The teacher/trainer uses the combined evidence from all tasks when assigning a grade or result.

The requirements for each assessment task will be clearly described so that the student knows what is required along with the criteria against which the task will be marked.

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

Year 12 ATAR courses require completion of the end of year state based WACE exams. Year 12 General courses require the completion of the state based Externally Set Task in Semester 1.

In Year 10 grades are allocated according to Grade Related Descriptors for each learning area.

In Years 11 and 12 students are ranked on the basis of numerical scores for all assessment tasks and then grades allocated on the basis of Grade Related Descriptors.

For competency based training (Trades and Farm) competence is determined following satisfactory demonstration of performance and knowledge in the particular unit.

2.1 Modification of the assessment outline

If circumstances arise where the teacher makes adjustments to scheduled assessment tasks, students will be notified and the modified assessment outline will be provided.

Reasonable adjustments will be made for students with a diagnosed disability consistent with those described in the *SCSA Guidelines for disability adjustments for timed assessments*. Adjustments are dependent on the individual student's education needs and can include special equipment, modified papers, provision of a scribe, or additional time to complete the task.

2.2 Completion of an Assessment Task

Assessment tasks must be completed and submitted by the scheduled date as indicated on the task sheet (unless otherwise advised by the teacher/trainer).

2.3.1 Non-submission of an Assessment Task due to Absences

If a student is on Authorised leave, assessment task due dates will be modified so the student is not disadvantaged. Modifications may include;

- negotiating an adjusted due date
- an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential),
- re-weighting the student's marks for other tasks (if sufficient evidence exists in the other tasks completed to enable a grade to be assigned).

Where possible, absences should be communicated in advance. In the event that a student is absent on the day of a test or exam, a doctors certificate is required to approve the leave.

If a student is on Unauthorised leave adjustments will not be made to assessment tasks or due dates and students risk receiving a mark of zero for the task. 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.

2.3.2 Late submission

Late submission of an assessment task where the student has not negotiated an extension before the due date, will lead to the mark being penalised at 5% per school day up to 25% (5 days). A mark of zero will result if the task is submitted after five school days late. In Year 11 and 12 Class courses, failure to submit an assessment will lead to a grade of U meaning the course is incomplete and will not contribute to WACE.

2.4 Cheating, collusion and plagiarism

Students must not cheat, copy or seek 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/trainer will refer the matter to the relevant Head of Department. As part of this process, the student will be provided with the right of reply.

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 /trainer can identify that the work is not the student's own.

Where a student deliberately allows another student to copy their work, they will receive the same consequences as those copying. The parent/guardian will be informed of the behaviour and any disciplinary action.

2.5 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.

2.6 Retention and disposal of student work

The teacher/trainer is responsible for retaining all of their students' marked assessment tasks. This material is required by the teacher/trainer 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/trainer 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 SCSA. The written 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.

2.7 Reporting student achievement

The College reports student achievement at the end of Semester One and at the end of Semester Two and a progress report at the end of Term one and three (for Trades).

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

2.8 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 they should, in the first instance, discuss the issue with the teacher/trainer.

If an assessment issue cannot be resolved through discussion with the teacher/trainer, the student or the parent/guardian should approach the appropriate Head of Department. The student or their parent/guardian 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 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/trainer independently and prepare a written report which is provided to the student and their parent/guardian. Adjustments are made to the assessment outcome as determined by the review.

If the review does not resolve the matter, the student or parent/guardian may appeal to the SCSA using an appeal form

which is available from the SCSA website. If the SCVSA review upholds a student appeal, the College will make any required adjustments to the student's marks and/or grades as necessary.

3 Transferring

Transfer between courses and/or units

When a student shifts between courses they are at risk of being disadvantaged compared to others in the class. An application to transfer 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 make up for missed learning.

The deadline for transfers between courses during Semester 1 is Week 5 Term 1 .

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. The assessment outline will be discussed and a copy provided to the parent/guardian and the student.

Transfer from another school

It is the responsibility of any student who transfers into a class from the same course at another school, prior to provide the College with evidence of all completed assessment tasks from the previous school.

The Head of Department and teacher/trainer will determine how the marks from assessment tasks at the previous school will be used. In some cases, the student may need to complete additional tasks.

Statements of Attainment for vocational training from other RTO's will be used by the College for credit transfer were appropriate.

STANDARDISED TESTING & EXAMINATIONS

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).

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.

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 Years 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.

ATAR Exams

- Involves students in Year 11 ATAR 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 exams– as per SCSA schedule.
- Normal ATAR 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 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.

ALL STUDENTS Please complete the "Curriculum Assessment Guidelines / Standardised Testing and Examination" form on page 4 in the 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 information.

Please complete the online consent from the link that you will be provided via an email at the commencement of Term 1 2021

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.

Trades

Each of the Trades workshops at the WA College of Agriculture Harvey operate in an environment that simulates 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 Trades workshops present risk to staff and students and so all expectations on safety and welfare must be adhered to. Hazards and safe work practices are covered in specific workshop inductions to all Trades areas.

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).

SPECIFIC CLOTHING REQUIREMENTS TO TRADES

- 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).
- No jewellery is to be worn in the workshops. Medic alert bracelets/necklaces are acceptable.
- Steel capped boots are required to be worn in all Trades Workshops at all times.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Purchasing the 'Tradie bag' from the booklist includes Safety glasses, hearing protection and gloves. This bag also doubles as the standard school bag across the college. You may provide your own PPE, but remember it is a mandatory requirement.
 - The Trades Training area is designated a safety glasses area. Students / staff / visitors must all wear safety glasses in this area at ALL times. Each student must use their own hearing and eye protection (as per standards listed in college booklist)
 - Students who normally wear spectacles must wear "clip-ons" or safety goggles, unless approved safety lenses are fitted to their spectacles.
 - Double eye protection (safety glasses + face shield) are required for all grinding applications and wire wheel use.
 - Welding should only be carried out in an area screened from the rest of the class.
 - Safety glasses must be worn underneath all welding helmets.
 - Hearing protection must be worn where indicated with a safety sign, when using machines or working around machines.

ENVIRONMENTAL

The Trades department is committed to ensuring sustainable and proactive work practices. The environmental processes we adhere to are:

Fluids

- Control fluids —carry out work inside the workshop.
- Waste oils must be collected for recycling.
- Waste coolant disposed of into the collection drum.

Recycling

- Waste metals into the “blue metal bin” outside metals.
- Cardboards into “recycle bins” behind the kitchen.
- Non-recycle waste into “red lid bins” in workshop.

Noise

- Minimise noisy operations around others.

Air

- All dusty parts need to be washed.
- Blowing out materials must be controlled.
- Exhaust extraction must be used to control gases.

Water

- Use water wisely.
- Do not put any chemicals down the drain.
- Only rain water down stormwater drains.

OPERATION OF TRADES EQUIPMENT

- 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.
- 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 .

REPORTING ACCIDENTS/INCIDENTS

In the event of any accident or incident, inform the staff member who will determine the appropriate level of treatment. An accident and incident report form will be completed and parents informed.

PROCEDURE FOR REPAIRS TO PRIVATE VEHICLES

- Private vehicles must be operated as per the Student Drivers Policy.
- 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.
- The student must present a work card for approval to the Automotive trainer detailing the costs and approximate time to carry out 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.
- All repairs are done at the owner's risk.

PERSONAL PROJECTS

- Students must get both parent and trainer approval before any personal project is commenced. Key considerations are the estimated cost, the students ability, time available and meeting the needs of the course.
- A 50% deposit is required prior to commencing the project with the balance being paid on completion and before the project is taken from the College.
- Materials can be purchased through the College.

College Farm

ROSTERS

Students generally attend Farm for 1 to 2 days each week depending on their pathway, and are rostered to the various sections to experience the 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.

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 approximately 8:00am to 9.00am 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. Students 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

Students return to the residence for lunch. Morning tea and afternoon tea are taken to the hubs and breaks taken on-site.

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.

- Akubra/College Bucket hats as per College uniform must be worn during Term 1 and 4. During Term 2 and 3 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.
- Sunscreen is provided on the farm and it is required that staff and students use it.
- Staff and students with hair longer than shoulder length are required to have their hair tied back at all times.
- Jewellery is not permitted on farm, with the exception to this rule being a medic alert bracelet and a watch.
- 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 or other appropriate footwear may be worn.
- Shirts must be tucked in at all times and loose clothing should be avoided. A College belt is highly recommended.
- Students not wearing the correct uniform without a uniform note from the Residential Supervisor will not be permitted to work on the farm.
- Clothing with holes or rips will not be allowed. Missing buttons must be re-attached to shirts and trousers before being worn on farm.
- 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:

- All students must attend and pass Farm Safe courses before accessing and working on the property and complete a signed induction sheet.
- All students must complete the College Tractor and Vehicle Inductions before operating vehicles and tractors.
- 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.
- All students must wear the appropriate PPE when operating machinery and equipment.
- 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
- All students must wear the appropriate riding boots and Australian Standard horse riding helmet when riding horses.
- Other people use the College roadways so always be aware of other traffic.
- 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.
- Under no circumstances are irrigation channels, creeks or dams to be used for swimming.
- No student is permitted to go near any construction sites.
- Knives and matches/lighters etc are not permitted on farm and should they be required, they will be issued by staff.
- Mobile phones are not permitted to be used on farm during instructional time and will be confiscated by the Technical Officer if heard or used.
- Students and staff must adhere to standard road rules and speed signs as indicated.
- 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.
- All incidents / accidents must be reported to a Technical Officer and must be recorded to improve safety standards.

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 and instructed into its use of the machinery 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 a strategy used by the College to develop work ethic and 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, 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 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 licences. 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.

- 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 must pass an eye examination before they can learn to drive.
- 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. A Keys for Life Driver Induction and Safety programme is delivered to all Year 10 students.

RETURNING STUDENTS— Please complete the “Parental Consent Form—Student Driving” form on page 5 in the Forms Booklet.

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 horse riding 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 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 as part of the farm roster. 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 riding 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.

If students wish to bring a horse onto the College for instructional or recreational purposes they must comply with the expectations in the Equine Guidelines.

RETURNING STUDENTS— Please complete the "Equine Consent Form" form on page 5 in the Forms Booklet.

Q – FEVER

Q-Fever is a bacterial infection transferred from infected animals to humans, particularly cattle, sheep and goats. The infection may be transmitted to humans who breathe in infected droplets or by direct contact with infected animals and/or animal products, which include milk, urine, faeces and particularly placental and uterine tissue. Q-Fever vaccination is recommended for those working in the meat and livestock industry, veterinarians, shearers, kangaroo shooters, stock transporters and sheep, cattle and dairy farmers. Prior to vaccination, a health history and two screening tests (a skin patch test and a blood test) are taken to exclude those who have possibly already been exposed to the infection

The College recommends students are vaccinated **PRIOR** to attending the College.

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 enter Dining Room.
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
4.10-4.20 pm	Laundry Open
4.15pm	Dining Room open for afternoon tea when Supervisor present Students sign up at Admin Office to attend Tutorials during Prep
4.15 pm	Bus trip to town – Tuesday, Wednesday, Thursday. One year group per day - groups as designated
4.30 pm	Student rostered to afternoon tea clean-up commences duty. Students to vacate dining room area by
5.50-6.40 pm	Laundry open
5.55 pm	Students enter 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.
6.40 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 10 and 11 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 showers/ablutions 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. On Sunday evening it is 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)
- After lights out and before 6.30am as this impinges on students' ability to sleep.
- Sanctions and consequences are the same as the College Mobile Phone Policy on page 16.

DINING ROOM PROCEDURES

Meals are offered as a self serve, buffet 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.
- 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.
- No hats.
- Students will be asked to change any clothing bearing offensive designs/words deemed inappropriate by staff.

Student Behaviour

- Good eating habits and manners are required.
- 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 enter Dining Room five minutes before mealtime.
2. Students sit at designated tables and are required to eat whilst seated in a family atmosphere.
3. Staff coordinate students to serve one table at a time.
4. At end of meal any notices are read, tables wiped clean, floor swept and duties completed as per domestic roster.
5. 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. 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 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 are not permitted to return to their dorm during the school day unless for a specific purpose authorised by staff.

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.

- Students dressed in correct uniform for their daily program
- 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 – Year 10 and new Year 11 students

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

Prep in Rooms

- 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. Phones not to be taken to the toilet during prep.
- 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.
- Printing of assignments may be done prior to or after Prep.
- Students may be required to attend supervised Prep if behaviour in rooms is unacceptable.

E Learning Lab

This facility and computers are available for ALL ATAR students to access between 4.00pm and 10.00pm 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

6.40 pm

Outside these times student must speak to Residential Staff.

All dorms contain a small laundry for personal use and are not made to cope with larger items. Uniforms or large items such as sheets are not to be washed in dorm laundries and are to be sent to the main laundry. When using the dorm washing machines, the students provide the detergent.

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.

CCTV is active at the College and is designed not to infringe on students privacy but can be used to investigate inappropriate behaviour. Cameras are set up in corridors, entry ways and some external areas.

DAMAGE TO PERSONAL PROPERTY

Any damage to 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 is available from the Gym.

DOMESTIC DUTIES

All students are expected to assist in residence and are rostered to domestic duties. A list of domestic duties is posted on student notice boards. Duties change each term so students are expected to keep up to date with their obligations. If for any reason a student is unable to perform their rostered duties they must arrange a replacement and inform a Residential 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, may do so but in at least pairs. 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 of incident. 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.

PUSHBIKES

Policies are in place to bring, store and use 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 one 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 one person on the skateboard.
- No loaning other students skateboards.
- No riding skateboards in any residential building or along covered walkways.

WALKING/CYCLING AND HORSE RIDING TRACKS

Certain trails around the farm are designated for walking/running/cycling/horse riding. 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 if they are MAWA licenced and 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 rider's skill status will be determined before riding. Refer to the Motorbike 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.

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.

RETURNING STUDENTS— Please complete the "Media Classification Permission" form on page 5 in the Forms Booklet.

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 known swimming ability 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.

SIGNING OUT TO OTHER COLLEGE LOCATIONS

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 TO OFFSITE LOCATIONS

The College is responsible to provide Duty of Care to every student until that duty is passed to a responsible adult. Applications for leave and the leave process are a formal transfer of the Duty of Care and are treated very seriously by the College.

Requests for leave will normally be granted providing the application process is complete. 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 Reach system, but the ultimate responsibility rests with the adult who holds Duty of Care who must approve it.

REACH BOARDING SYSTEM

Parents and students use the Reach Boarding System to apply for leave and provide appropriate parental permission. When students leave the College site they must sign out and then sign in on return.

- **New students and parents-** a password and username will be emailed to you prior to enrolment day.
- **Current students 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 TUESDAY**. Students may submit a recurring leave request for recurring sporting commitments but only on a term by term basis.
- **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**. Parents are asked to be prompt with their acceptance of student leave application.

- **Head of Residence** approves or denies request or seeks further clarification from parent.

Any leave outside these guidelines must be negotiated on a case by case basis with the Head 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 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 at a time that doesn't suit the College organisation.

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 a 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 are classified as unexplained absences which will impact on a student's status.

PUBLIC TRANSPORT

Train

- Friday—Departs Harvey at 3.17pm to Perth .
- Sunday and/or Closed Weekends - Arrives in Harvey 11.10am and 7.50pm from Perth.

South West Coach Line

- Sunday 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. This needs to be indicated on the leave application.
- Friday—The College will meet the South West Coach Lines bus on the corner of Wellesley and Binningup turnoff intersection with Forrest Highway for those passengers travelling south at 3.45pm. This will enable other connections at the Bunbury train station to occur.

Students requiring public transport connection outside weekends, will need to negotiate with the Head of Boarding.

CLOSED WEEKEND

During these weekends, usually centred around a public holiday, all students are required to vacate from the College from 5:00 pm on the day of departure until 3:30 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 3.30pm -8.00pm or by 7:45 am the next morning. If tea is required, students need to be in residence by 5pm.

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 Boarding Agreement 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. Failure to abide by the Boarding Agreement may ultimately lead to a forfeiture of the right to access the College residence.

RETURNING 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. Parents will be contacted when there is a suspicion that their child is under the influence of a substance.

GUARDIANS REFUSING TO COLLECT THEIR CHILD

In the event that a child has to leave the residence and the parent/guardian refuses to collect their child within a reasonable time frame, the College may have to place the child under the care of the Department of Child Protection as a last resort.

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.

VISITORS 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, sign in at the main Administration area, and 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 for approved leave purposes.

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

MUSIC AND ART RECREATION

Classes in Music and Art may be conducted at the College in the evenings depending on student interest. There will be a cost associated with the activity as stated in the Contribution and Charges.

STUDENT SKILLS AND EXPECTATIONS

It is important that parents and students understand that as much as we try to provide a homely environment, a boarding school is not like home. There are a lot of things that your child will have to learn and come to grips with if they are to make a successful transition into the residence.

One of the main factors that is different in a boarding school is that with parents not present, students need to take a more active and responsible role in their own domestic arrangements. Little things make a big difference and the quicker a child settles into the residential routine, the happier they will be at the college.

The following points are skills that students need to use at the college.

Personal hygiene

- Washing hands after toileting
- Showering every day
- Disposing of used sanitary materials immediately
- Using deodorant/antiperspirant
- Brushing teeth twice daily
- Sanitise at stations provided around the College

Clothing

- Sewing buttons on clothing and repairing small tears
- Changing work clothes regularly
- Washing clothes (although a laundry service is provided it is still important that all students know how to wash clothes)

Personal belongings

- Making sure all items are labelled and identified
- Keeping track of all belongings - being responsible for own possessions

Bedroom

- Making own bed and changing sheets regularly
- Keeping own area tidy
- Pick up after yourself

Personal relationships

- Skills in communicating
- Honesty
- Respecting other peoples privacy and belongings
- Manners - Please, thankyou, waiting for turn

Personal appearance

- Correct uniform for section.
- Pants and shirt neat—no holes and rips.
- Tucking shirts in at all times
- Combed and **NEAT** hair (please refer to College handbook on hair)
- Shaving every day if necessary
- No jewellery and/or facial piercings (please refer to College handbook on Jewellery)
- Keep leather boots polished

ALL STUDENTS— Please complete and sign the “Student Personal Skills and Expectations” form on page 6 in the Forms Booklet.

BOARDING CONTRACT

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.

ALL RESIDENTIAL STUDENTS— Please complete the “Residential Student Contract” form on page 6 in the Forms Booklet.

ALL RESIDENTIAL STUDENTS— Please complete the “Boarding Student Agreement” form on page 7 in the Forms Booklet.

Day Student Information

Day students are those students who do not reside at the College. Day students have access to all curriculum and associated day activities. Day students may be invited to take part in afterhours residential activities depending on space and may be subject to additional costs.

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. Day students:

- must conform to all College guidelines, procedures and expectations.
- attend all scheduled classes and activities related to their course of study and sign in and out at Administration.
- have “visitor status” outside the hours of their course of study.

UNIFORM, PRESENTATION & PERSONAL GROOMING

- Day students are obliged to wear the College uniform and abide by all expectations of appearance.
- In wearing the College uniform, Day Students are ambassadors of the College and are representing the College. Outside of instructional times Day Students need to behave accordingly whilst in uniform and wear it in the appropriate manner, so as to uphold the good standing of the College and its students in the community.

ACCESS/DEPARTURE AND TRANSPORT

- Day students will arrive at the College by 7.45am before start of school and leave no later than 4.30pm after completion of school unless otherwise authorised.
- Day students must sign in and out of the front Administration office.
- Students arriving late must report to Administration for a late note.
- May apply to drive a vehicle to the College and must park in the designated area. The motor vehicle agreement 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.

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 Homes

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

- 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 Homes

- 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

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 clothing NOT the Day Student Room.

- 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. Personal items can be stored in the 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 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 if 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.

ALL DAY STUDENTS— Please complete the “Day Student Contract” form on page 8 in the Forms Booklet.

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 by members of College staff. Vexatious 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.

ALL STUDENTS AND PARENTS

You have now read the 2021 College Handbook and understand the requirements of the College.

Please acknowledge and sign the “College Handbook” form on page 9 in the Forms Booklet.

