

College Handbook

2024

(As of 16/11/23)



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 a 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 2024 will have around 170 students from Year 10 to 12 with around three quarters attending as boarding students and the remainder day students. Almost one third of the total student population are new to the College this year.

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 students to feel safe and enhance their productivity and progress.

The College has a number of important systems, processes and expectations which are designed to maximise care and safety for students and to provide a high level learning and living environment. Students are expected to work within these systems and to abide by 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, at an unavoidable appointment 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. The College has outstanding facilities and resources and is able to provide a varied range of educational experiences leading a diverse number of nationally recognised and state based qualifications which place students on a pathway to a meaningful career.

The aim is for all our students to achieve a Western Australian Certificate of Education (WACE) plus a range of industry qualifications which articulate with further training, apprenticeships and employment. This includes a wide range of micro-credentials which have direct value in industry.

The College values and encourages partnerships and understands the importance of fostering close links with parents and the broader 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 how we can best work together to maximise your child's outcomes from the College. I wish you a positive and productive year in 2024.



Stephen Watt
Principal

WA College of Agriculture-Harvey

Vision, Purpose & Values

Vision

Excellence and Innovation
in Agricultural Education

Purpose

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

To enhance students' social skills,
enabling them to interact respectfully
with others.

To promote the importance of learning
and continuous improvement.

Our Values

RESPECT

Treat others with care and courtesy

ASPIRATION

Achieve your best

SAFETY

Work safe and be safe



Effective Staff

- ◇ We focus on ensuring our staff are well qualified and capable for their job role.
- ◇ We value whole school collaborative approaches to ensure collegiate support and consistency across all sectors of the College.
- ◇ We are committed to the Vision, Purpose and Values of the College.



Effective Learning And Living Environment

- ◇ We are committed to providing a safe, supportive and engaging learning and living environment where students can reach their potential.
- ◇ We value our facilities and we are committed to maintaining them in line with best industry practice.
- ◇ We know that as current land holders we have a responsibility to care for the College property and appreciate the history; particularly the Aboriginal history and connection.

Effective Students

- ◇ We are passionate in our endeavours to ensure that we equip our students to be able to respond to future challenges and opportunities.
- ◇ We want every student to be active participants in their learning and to achieve their potential.
- ◇ We want every student to make a smooth transition from school into employment, apprenticeships or further study.

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		
Head of Department - Farm Training	Paul Dyson		
Head of Student Services	Jennifer Stringer		
Class Staff			
Plant Production Systems / Animal Production Systems	Jenny Staker / Patrick Swallow		
Accounting & Finance / UniReady	Tania Pfitzner		
Science / UniReady	Mel Butler		
Maths	Katie Franco / Jake Williams		
English	Leanne Browning / Margaret Henderson		
HASS	Margaret Henderson		
Health & Physical Education	Jennifer Stringer / Jake Williams		
Education Assistant	Nicole Lawrence		
Design & Technology Staff			
Engineering	Guy Truss		
Automotive	Duncan Campbell		
Furnishing	Keith Briggs		
Construction	Matthew Depiazzi		
Farm Staff			
Dairy Operations Manager	Brad Falkingham		
Assistant Farm Manager + Beef	Craig Sullivan		
Equine	Brian Edwards		
Beef	Brian Edwards		
Sheep	Steve Adams		
Dairy	Kylie Quilty		
Horticulture / Gardens	Matthew Olde / Steve Cruickshank / Russell Jolly		
General Farm	Rob Morris		
Workshop	Chris Curran		
Intensive	Georgina Warden		
Butcher / Intensive	Robert McGee		
Residential Staff			
Heidi Armstrong	Sally Barnden		
Mary Egan	Robert Hodgson		
Bill Jones	Keith Pope		
Brenton Rice	Krissy Strand		
Therese Sparks	Melissa Taylor		
Administration Staff			
Jodi Baggetta	Monette Coulson		
Sue Fimmano	Sue Howell		
Amelia Raper	Jodee Sayer		
Emma Strand			
Catering Staff			
Kelly Genge (Chef)	Ian Diment (Cook)	Catherine Staszewski (Cook)	
Don Bamunuge	Robyn Heasman	Judith Morton	
Natalie Wallam			
Cleaning Staff			
Grace Holly (Head Cleaner)	Anna Carbone	Trudy Delaporte	Gretchen Dumaran
Jacqui Gratwick	Karen Green	Gordon Hogarth	Susan Humphries
Colleen McKenney	Vanessa Piggott	Maria Tartaglia	
Student Services			
Tiina Gibbs (Psychologist)	Johnno Prosser (Chaplain)		
Louise McDonald (Nurse)			
IT Technician			
Chris Wilson			

Contacts

WA College of Agriculture – Harvey
Morningson Road, Wokalup 6221
PO Box 496 Harvey 6220

Email (College Admin): Harvey.AC@education.wa.edu.au
Residential Email: Harvey.Residence@education.wa.edu.au
Website: www.harveyag.wa.edu.au

Administration

9782 2100 (24 hours)
Outside of office hours Option 1 (Residential)
Option 2 (Farm)

Administration Fax

9782 2110

School SMS: 0417945396

After Hours

Residential Active Night

0427 087 375

Male Residential

0419 196 920

Female Residential

0417 967 677

Principal (URGENT ONLY)

0427 080 054

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

Student Expectations

When accepting the position at the College, the student and parent agree to the following:

- I understand that as part of my enrolment as a student at the College, I will abide by all expectations of the College including participation in College events such as; Open Day, Morning Milking, Weekend Stock, Student Dinner and other events deemed to be whole school or whole year group.
- Failure to abide by these basic expectations may lead to my status at the College being reviewed. This may mean I will not be able to participate in other voluntary extracurricular and after hour activities such as excursions, College Ball and Country Week.

Student Council

The Student Council plays an important role in College decision making and assisting to organising events. Students are represented by the Councillors at Student Council, Senior staff meetings and the College Board meetings.

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 formal selection process. There may be Co-Captains appointed.

Personal Accident and Personal Belongings Insurance

Students need to be aware that anything brought onto the property is done so at their own risk. Although all due care is taken, the College accepts no responsibility for loss or damage to personal items brought onto the property unless it is through an act of negligence by staff. 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 and vital to ensure every student maximises their opportunities and outcomes at the College. The following methods are used to communicate information across the College community

- CONNECT: Information on learning materials and assessment results for each subject and learning area enabling parents to communicate with staff and remain up to date with their child's progress.
- WEEKLY WRAP-UP: Newsletter emailed each week to parents and placed on the website.
- 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.
- DINING ROOM ADDRESS: At times, students are addressed at the conclusion of meals.
- INTERNET: Use of the College website to provide news and information.
- SMS: Text messages are used to communicate short or urgent messages with parents and absentees.
- FACEBOOK and INSTAGRAM: Photos and news of College events are regularly uploaded.
- REACH: Residential students leave requests and parent permission for certain excursions.
- EMAIL: Emails are used to communicate directly with individuals or groups of parents.
- COMPASS: Permissions for events (excursions), student commendation and concerns, record of attendance.

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

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

Parents or guardians are welcome to visit their child by reporting to the Administration Office if the visit occurs during office hours 8.00am—4.00pm or to the Male/Female Residential Supervisor if the 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.

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 takes attendance seriously and is proud of its high attendance rate. The College encourages attendance through recognition of students with 99% attendance each term.

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 “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, with the exception of days where assessments are scheduled, a Medical Certificate is required
- Funerals
- Approved relevant and 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 “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 thresholds of unauthorised absences.

Assessment tasks will not be altered or rescheduled if missed due to any unapproved absence.

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

Students will lose their Good Standing when their unapproved absences reach set thresholds as detailed below;

- 5 days unapproved absences- two weeks loss of Good Standing
- 4 days further unapproved absences- two weeks loss of Good Standing
- 3 days further unapproved absences- two weeks loss of Good Standing
- 2 days further unapproved absences- two weeks loss of Good Standing

Detail about Good Standing are located on page 25.

Unique Student Identifier (USI)

Any student undertaking nationally recognised training delivered by an RTO requires a USI. This is used to record all nationally accredited qualifications achieved at the College and elsewhere. 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 account can only be created once for an individual.

If your child does not have one, 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 items of identification:

- Birth Certificate (cannot be an Extract)
- Drivers Licence (requires birth place as well)
- Australian Passport
- Medicare Card (requires 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 your child with a USI and we will be unable to enrol them into any training.

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.

Searching Student Rooms, Persons or Personal Belongings / Confiscation

When staff have legitimate concerns that a student has on or in their possession items that are stolen, banned or likely to cause harm to themselves or others, or cause disruption to the College, a search will be conducted. This may include searching pockets, school bags, residential room, phones, laptops, student vehicles or incoming mail.

Before a search is conducted, students will have explained to them the concern and given an opportunity to disclose the offending item. When a search is conducted, the students will be present and two staff present or the search conducted in a public location. Parents will be informed that a search has been undertaken, the cause for concern and any items found and confiscated. Ongoing disciplinary steps will be taken if an offending item is found. Offending items are confiscated and held for parent collection. Illegal items will be handed to the Police.

Vandalism and Theft

The College is a communal facility where proper and considerate use of all areas ensures the facilities are maintained at a high standard for current and future students. Use of another person's equipment without permission will be classified as theft and dealt with under the Managing Student Behaviour Policy. Air conditioning systems, hot water systems and other infrastructure 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 replacement locks, 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 plus sanctioned accordingly. Deliberate or wilful damage will be repaired and 100% of the cost billed to the student/s responsible. Damage caused by clearly irresponsible behaviour will be repaired and billed at a rate dependent in the nature of the behaviour and likelihood of damage occurring as a result.

Safety

Students attending the College **MUST** adhere to all Occupational Health and Safety guidelines as directed. Each section will have specific guidelines to follow to ensure staff and students are safe.

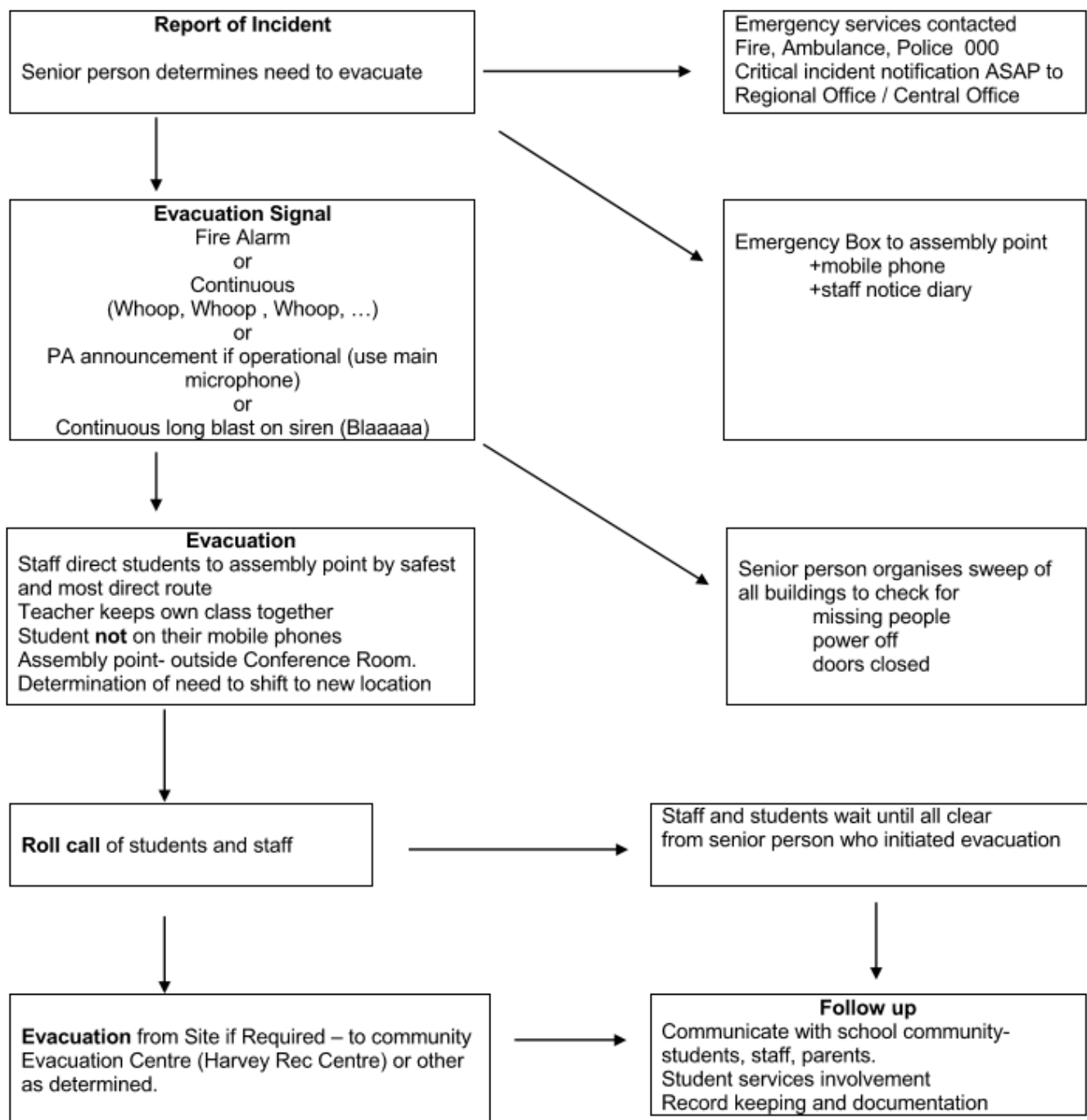
All staff and students will act to minimise risks of all forms in all occasions using the SAM principle: Spot the risk, Assess the hazard, Make the changes. All staff and students are responsible for reporting any accidents, injuries, hazards or safety concerns.

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.

EVACUATION PROCEDURE



EVACUATION PROCEDURE

SIGNAL

FIRE ALARM
or
(Whoop, Whoop, Whoop)
or
PA announcement if operational
Or
Continuous long blast on siren
(Blaaaaaaaaaaaaaaaaaaaaaa)

WHAT TO DO

When you hear the signal to evacuate make your way calmly to **outside of Conference Room** by the most direct and safe route.

Do not take anything with you

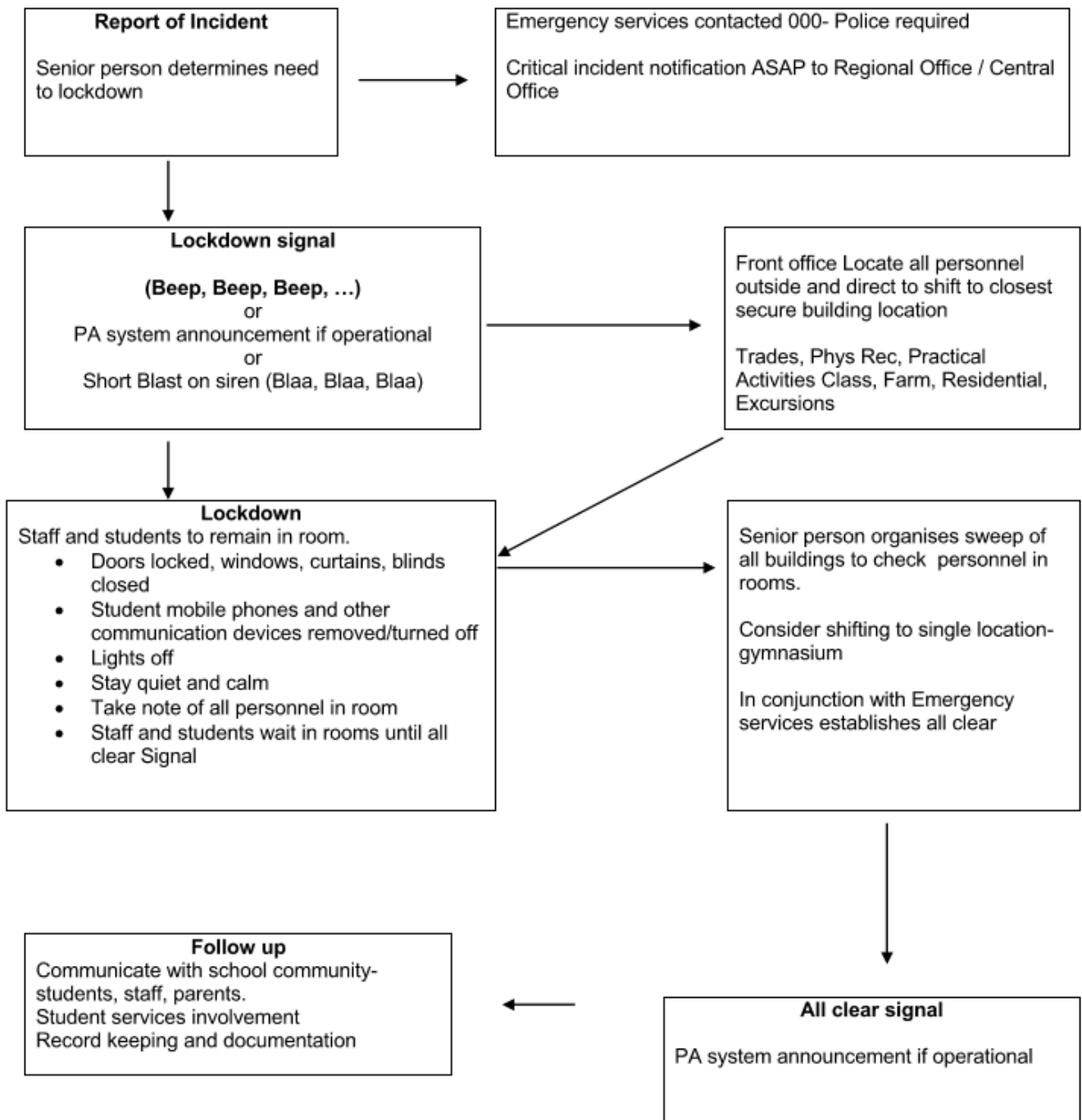
Wait at the assembly point – outside Conference Room for a roll call

Be patient, sensible and helpful

Listen and follow staff directions

Lockdown Procedure

LOCKDOWN PROCEDURE



LOCKDOWN PROCEDURE

LOCKDOWN SIGNAL



(Beep, Beep, Beep, ...)
or
PA system announcement if
operational
or
Short Blast on Siren
(Blaa, Blaa, Blaa)

WHAT TO DO



When you hear the signal to lockdown, move to closest lockable room, lock doors and windows, stay calm and follow instructions from staff

Be patient, sensible and helpful

Do not use mobile phones or email

Check the following:

- Doors locked, windows, curtains, blinds closed
- Student mobile phones and other communication devices removed/turned off
- Lights off
- Stay quiet and calm
- Take note of all personnel in room

Wait for all clear signal – PA announcement

Jewellery

Whilst students are wearing their College uniform, they need to understand that they are representing the College and contributing to the reputation and image. Expectations around acceptable jewellery are based on reducing risk of accidents on Farm and Trades, and maintaining the respectful and conservative image of the College.

Standards:

- Maximum of two piercings in each ear- a conservative look will be expected (sleepers and studs are acceptable (hoops, bars and spacers are not).
- Maximum of one nose piercing- must be discrete small stud only
- In Trades and Farm, ear piercings must be discrete small studs which do not pose risk of entanglement.
- Maximum of one ring per hand. In Trades and Farm, no rings to be worn.
- Bracelets and wrist bands must be discrete and limited to one per arm. In Trades and Farm, bracelets and wristbands must not be worn.
- Watches need to be constructed to break in the event of entanglement.
- Necklaces must be discrete and not extend beyond clothes. In Trades and Farm, necklaces are not to be worn.
- Medic Alert bracelets/necklaces are acceptable.

Anything else presents a safety or health hazard and/or is inconsistent with the College image and the student will be asked to remove the item. Students who consistently breach this policy will have their jewellery confiscated and may lose their Good Standing. The Principal reserves the right to intervene in the event of dispute.

Hygiene

Students are expected to maintain a high standard of personal appearance and hygiene; this includes showering each day, washing/grooming hair daily, shaving as required to maintain neat appearance, attention to body odour and washing hands after going to the toilet and before eating.

Following COVID good personal hygiene is required by students, staff and visitors. Sanitiser is available on entry to the College, in the dining room and other occasions as required.

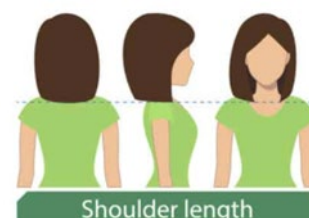
Hair & General Appearance

Whilst students are wearing their uniform, they need to understand that they are representing the College and contributing to the reputation and image. Expectations around acceptable hair styles are based on reducing risk of accidents on Farm and Trades, maintaining food hygiene standards and maintaining the respectful and conservative image of the College.

Standards:

- Students in uniform at any point (including day students outside of school hours) are expected to maintain the image of the College by wearing their uniform, and maintaining their appearance as per expectations in this handbook.
- Hair that is shoulder length (see diagram below) or longer must be tied back on Farm, Trades and in the dining room. Additionally, depending on the activity, hair that is shoulder length or longer may need to be tied up during activities of additional risk. Students in food preparation areas must wear hair nets regardless of the length.
- Clipped hair must be no shorter than number 2 and sufficiently blended to avoid stark contrast between different areas of hair.
- Hair extremes will not be tolerated and a conservative view will be taken on styles such as undercuts, mohawks, dreadlocks, multi dyed hair.
- Excessive use of makeup, false eyelashes and false nails is not necessary in a school setting and students will be expected to rectify. Nails which impact on safe work practices or impede learning and training must be trimmed or removed at the earliest convenience.
- Tattoos must be covered at all times whilst the student is in school uniform or representing the school.
- Students should be cleanly shaved however if able, may grow mature facial hair provided that a start is made in holiday periods and the hair is maintained in a neat manner.
- Students are not to clipper or cut their own or other students' hair whilst at the College.

Students wearing hair styles deemed unsuitable by the Principal will receive a request to address the issue and will not represent the College in public until compliant.



Relationships

Harvey is a coeducational facility and under no circumstances will students be permitted to enter sleeping quarters belonging to the other gender 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.

Depending on the nature of the behaviour the following guide will apply for low level breaches;

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 of the behaviour, an escalated sanction may occur with the ultimate sanction for boarding students being the forfeit 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. Bullying is broadly defined as an ongoing pattern of behaviour but any behaviour which impacts negatively on another's rights to live, learn or work at the College is not acceptable.

These incidents are likely to lead to suspension or in extreme cases exclusion or loss of residential status.

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

Students Over 18 Years of Age

Students who attain the age of 18 at the College will abide by all expectations, 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 may be authorised to manage their leave authorisation with the approval of their parent. Communication between students and parents is still expected.

Banned Items

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

- Aerosols. Hair sprays may be held at a supervisor's office,
- 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/tobacco products/lighters. Smoking is not permitted in any WA School.
- E-Cigarettes/E liquids/E Juice/Vapes
- Alcohol
- Energy drinks (eg; Red Bull, Mother, Monster Energy and V),
- Illegal drugs or associated paraphernalia. The distribution, possession of or use will result in Police involvement. A Residential Status Review Panel will result. This includes medications legally prescribed for another student/person.
- 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 pointers.
- Any other item the College deems to be incompatible with a residential setting.

Where staff have a reasonable suspicion of students involved with illegal substances or banned items, 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. Student vehicles will also be searched.

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 which can be expensive 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. Parents and guardians will be informed by phone, SMS or email. 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 usually made after instructional hours to have minimal impact on learning 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. Students are not permitted phones or computers/tablets in the sick bay.

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 using the specified forms for short or long term medication. 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 long term 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 Physical Education. These injuries and illnesses may be self-evident or not obvious and accompanied with doctor's 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 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 and Smart Watch Policy

Students are not to carry mobile phones with them during school hours. This enables full focus on learning activities and reduces opportunities for inappropriate behaviours. It also prepares students for the increasing number of employers who are banning mobile phones in the workplace.

Expectation:

Students are not to have a mobile phone on their person or in their bag during school hours- 8am to 4pm Monday to Thursday, 8am to 2.30pm Fridays, or during dairy roster or weekend stock.

Students are not to use their mobile phone during meal times or prep time in residential hours.

Students are not to use their mobile phones for bullying or harassment of staff or students, or for recording inappropriate behaviour, or for forwarding or receiving inappropriate material. Students who use their phone for bullying or vilification purposes will also be dealt with for as bullying.

Considerations:

- For the purposes of this policy, the term mobile phones includes smart watches, and other electronic communication devices.
- Students with diagnosed medical conditions who require a mobile phone will be permitted to carry them during the school day.
- Day students have the option of leaving their phones at the front office, in their allocated phone locker, in their car, or not bringing them to school.
- Boarding students will leave their phones in their dorm room.
- Students can access cameras from staff in all areas for recording learning/training progress.
- Handheld CB radios are available on Beef and Sheep (and spares for other sections) in the event that a task requires students and staff to be separated and need to communicate.
- Parents can communicate with their child via the front office.
- Parents/carers of residential students may request to have their child's phone held by staff overnight.

Sanctions:

If a student is found in possession of a mobile phone the following sanctions apply.

- First offence 1 week loss of Good Standing
- Second offence 2 weeks loss of Good Standing
- Third offence 3 weeks loss of Good Standing- plus half day internal withdrawal
- Fourth and subsequent 4 weeks loss of Good Standing- plus full day internal withdrawal

Note: On each occasion, phones will be confiscated when found on students and handed back at the end of the day once parents have been contacted.

Note: Refer to page 25 for detail on Good Standing.

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 which detracts from the College reputation in the community. Students who do this will be expected to take down the post and depending on the nature of the post will be sanctioned.

Staff are not permitted to be friends with students on 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 a management plan developed to ensure staff and students are safe. Activities can be divided into three categories.

Category 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.

Category 1 activities include the following;

Educational Excursions

- Locations:** Local areas Mandurah to Bunbury to Collie
Harvey town site and surrounding district, neighbouring farms.
- Purpose:** Visits to farms, sale yards, businesses, locations and organisations to gain firsthand 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.
Delivery of produce. Purchase or collection of items from local farms or businesses. Participation in competitions. Visiting local businesses.
- 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.

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.

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.

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 the College or staff members are not responsible for injuries or damage to property unless staff have 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.

Category 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 less familiar 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 implications of attendance and allow you to exclude your child if you wish.

Category 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.

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

Behaviour Management

This set of procedures describes the process of managing student behaviour at the WA College of Agriculture Harvey (WACoA Harvey) and aligns with the Department of Education “Student Behaviour in Public Schools policy and procedures” effective July 2023.

1. Underpinning philosophy

Creating safe, orderly, inclusive, supportive and culturally responsive environments that enable students to fulfil their learning potential is a responsibility shared by all members of the College.

Positive student behaviour is essential to promote engagement in learning and to maximise the impact and safety of teaching and training.

Positive student behaviour is essential to promote a safe, supportive and positive residential environment.

Students and staff must be conscious that they are ambassadors of the College and so need to present themselves and behave in a manner which promotes themselves and the College in a positive way.

2. WACoA Harvey Code of Behaviour

The following Code of Behaviour has been adopted by the College and sets the tone for the culture across the whole 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 this College will respect the ownership and condition of individual and community property.

The Code of Behaviour underpins the expected behaviour of staff, students and families and is reviewed annually in collaboration with all parties. At the beginning of each year parents and students sign off that they agree by the Code of Behaviour and associated expectations as described in this College Handbook.

3. Expected behaviour and the PBS approach

Expected behaviour is expressed in positive terms using a Positive Behaviour Support (PBS) approach and arranged under the following three values.

- Respect – treat others with care and courtesy
- Aspiration – achieve your best
- Safety – be safe and stay safe

Each broad value is divided into expectations of positive behaviour as shown in the PBS Framework.



ASPIRATION

- Set goals
- Stay on task and complete tasks to the best of your ability
- Accept challenges
- Seek feedback
- Maintain excellent attendance
- Be on time and prepared
- Participate and complete set tasks
- Persevere

RESPECT

- Value others' belongings
- Value vehicles, equipment and machines
- Help, include and encourage others
- Follow instructions
- Use manners and appropriate language
- Listen and accept others' opinions
- Follow animal welfare guidelines
- Consider others' rights

SAFETY

- Seek help when unsure
- Pay attention
- Report unsafe behaviour
- Seek training
- Ask for permission
- Follow rules
- Report hazards
- Plan for safety

4. Good Standing

Students on Good Standing have full access to all College activities and facilities.

A student who has lost their Good Standing:

- Cannot leave the campus or the inner residential area during the week except for essential purposes or fixtured team events. This includes not being able to access motorbike and mountain bike tracks.
- Cannot drive Farm vehicles and tractors.
- Horses may only be fed and not ridden.
- On weekends can still participate in all recreational activities.
- Will not be able to attend any non-essential activities or excursions such as Country Week, College Ball, agricultural shows and competitions.
- 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 depending on the circumstance.

Students lose Good Standing when they fail to meet their obligations to the Code of behaviour and the PBS expected behaviours. Students can also lose their Good Standing when their unapproved absences exceed a threshold.

The length of time off Good Standing is determined by the type and nature of the transgressions and/or the length of the period of suspension which precedes it. For a transgression leading to a suspension, the student will lose Good Standing for one week for each day of suspension, commencing from when they return from suspension. Periods of withdrawal for a day or more will also result in a loss of Good Standing.

Students return to Good Standing 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 the student is off Good Standing.

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

5. Managing Student Behaviour

5.1 Recording and monitoring behaviour

Behavioural incidents (positive, negative and neutral) are recorded in the Chronical component of Compass using a range of templates which also trigger a communication with parents in most instances. Ideally positive entries would outweigh negative entries.

Parents are informed by phone or in person for any behaviour that results in a withdrawal or suspension of half day or longer.

Behaviour entries are tracked by staff on a routine basis to identify patterns of behaviour based on faculty areas, cohort, individual students.

5.2 Responses to positive behaviour

Students demonstrating appropriate behaviour remain on Good Standing and have full access to all College activities and facilities. Additional recognition for appropriate behaviour arises through a variety of awards and commendations including the following:

100% attendance
Dorm awards
Merit certificates
Letters of commendation

5.3 Responses to inappropriate behaviour

Depending on the nature of the behaviour (type, frequency, impact) the aim is for the response to occur at the lowest level possible. A whole school behavioural referral process describes a tiered approach to the types of behaviours and responses at each level and describes a referral process should a student not improve their behaviour in spite of interventions.

Dealing with Student Behaviour

Positive Behaviour Recognition-

Commend the students verbally, align to awards- 100% attendance, tidy dorm,

Record in Chronicle- with email to parent and automatic notification of line manager, consider verbal communication with parents, consider entry in Weekly Wrap

Teacher/Trainer Level Low Level Behaviour and Responses		HOD Level Mid Level Behaviour and Responses		Admin Level High Level Behaviour and Responses	
LOW LEVEL BEHAVIOUR	RESPONSES	MID LEVEL BEHAVIOUR	RESPONSES	HIGH LEVEL BEHAVIOUR	RESPONSES
Unprepared	Have spare pens, paper etc on hand Keep in during recess or lunch Exclude from activity if forgotten items are essential- boots, hats	Cheating/Collusion/Plagiarism	Assessment policy Parents contacted	Physical Assault Sexual misconduct Illicit substance Possess/Use/Supply	Withdrawal/ suspension OINS entry- Online Incident Notification Loss of Good Standing Residential status review.
Low level disruptive- interrupting, talking, out of seat, off task, language	CMS low key strategies Warning then shift in/out class, keep in after class	Depending on extent may be dealt with at any level		Bullying/Harassment/Verbal Abuse/Intimidation Overt sexist/racist comments	Plus consider OINS, Police Mandatory report
Failure to engage with set work	Keep in at recess, lunch or after school.	Misuse of ICT	Confiscation of ICT/removal of ICT privileges	Continuing refusal to follow directions from HOD	Re-entry interview Behaviour monitoring
Unexcused lateness	Keep in at recess, lunch or after school.	Depending on extent may be dealt with at any level		Leaving the College grounds without permission	
Non submission of assessment	Assessment policy. Parents contacted	Behaviour that endangers self or others	Withdrawal up to half a day and behaviour monitoring sheet within faculty area.	Swearing at staff member- direct abuse	
Non-uniform Hat/untucked shirt	Ask to change/remove/tuck	Refusal to follow directions referred from staff	Parent contact- ideally phone and follow-up with email	Misuse of property Damage to Property Vandalism, theft	As above plus- pay for repair/replace- 100% or part dependent on wilfulness
Throwing object	Pick it up plus remain behind after class to tidy room	Repeated Low Level behaviours referred from staff / Refusal to follow instruction	Referral to Student Services	Repeated Low/Mid Level behaviours referred from HODs	Withdrawal up to one day and behaviour monitoring sheet across whole program.
Repeated incidents of above	Shift in class, step outside and reiterate, stay behind after class to discuss PBS values, communicate with family, HOD referral if continuation between lessons on different days	Any behaviour deemed in need of Psychological input		Any behaviour deemed in need of Psychological input	Referral to Student Services
Refusal to follow instruction	Ask: Are you refusing my instruction? Do you understand that if you fail to follow my instruction you will escalate to HOD?			Repeated high level.	Residential status review. Exclusion panel
Mobile phone /Smart Watch- possess/use	Device to Student services for confiscation. Parents will be contacted each time.				

Managing Negative Behaviour

Identify level of behaviour to determine response and possible referral- based on ready reckoner.

Referral to HOD/DP/P because of student failure to modify behaviour after staff attempts, or because of serious nature of behaviour as identified in Mid and High level behaviours.

If immediate referral is required, student is sent to or escorted to referred staff member or send another student for assistance.

If HOD unavailable, Admin to assist with supervision of student.

When discussing the incident with the student, consider your and their state of mind - space and time might be required.

Maintain positive mindset in addressing behaviour; be calm, constructive, respectful - listen.

Consider location away from peer group - avoid an audience.

Take notes of discussion; stick to facts and avoid opinion. Reference to PBS values to identify desired behaviour.

Complete Restorative Justice template as part of re-entry meeting after withdrawal / suspension or as necessary.

Decide on appropriate sanction - seek second opinion if unsure.

Record behaviour and outcome in Chronicle - decide with or without email to parent - ideally with email so that parents know and can support. Aim to not make chronicle entries in class - distracts from managing the class and provides time to write considered entry.

Communication with parents - our best allies. Phone call or via Chronicle email.

HOD/Admin provide feedback to staff if incident was referred.

An individualised approach is adopted with behavioural concerns raised and may involve daily tracking sheets, counselling and contact with parents.

In the counselling process, staff use the PBS framework as a basis for realigning the student to expected behaviour.

A restorative justice approach is employed which focuses on the following questions;

- what was the behaviour, and how does it align to the PBS values,
- how did it impact on self and others,
- what steps need to be taken to fix the impacts,
- what is the expected behaviour and what strategies can be applied?

In the case of a whole school or cohort behavioural deficiency of a particular PBS value, there may be a need for explicit instruction of the expectations to the whole student population or certain groups.

When returning to the College after a suspension a student must undertake a re-entry interview which will follow the restorative process described above.

5.4 Responses to extreme behaviour

Students are likely to be suspended from school and/or the residence for the following transgressions:

- Alcohol – possession, consumption, supply.
- Drugs, illegal/restricted substances - possession, consumption, supply, in company of those consuming.
- Sexual activity.
- Bullying and harassment – verbal, physical, emotional.
- Assault.

A student suspended from the College automatically forfeits their right to attend any aspect of the College. A student may only be withdrawn from the Residence and if so may still attend the educational program but not reside at the College.

In the event that a student exhibits extremely serious or continuing behaviours, they may be recommended for exclusion from school or have their residential contract cancelled. Both have specific guidelines that the College follows.

Responses to Drugs and Substances

	Group 1 Products legally able to be purchased under 18	Group 2 Products illegal to be purchased under 18	Group 3 Prescription medications	Group 4 Illegal drugs
Concern	Possession, use, and supply is banned at the College due to health risks.	Possession, use, and supply is banned for all students at the College for legal reasons and to protect under 18s.	Prescription medications are only permitted when stored in sick bay. Exceptions apply – contraceptive pill. Vapes are illegal to any age student without a prescription.	Possession, use, and supply is banned for all students at the College for legal reasons
Examples	Panadol, energy drinks, body building powders, nangs	Cigarettes, tobacco, alcohol	Medication, Vaping	Methamphetamine, cocaine, marijuana, pingers
First Offence	Confiscation of product Two hours community service. Loss of Good Standing until community service completed.	Suspension for two days Loss of Good Standing- two weeks Referral to Interview with the School Nurse or similar.		Suspension for six days Consider termination of Residential contract. Consider School exclusion
Second Offence	Interview with the School Nurse or similar Four hours community service. Loss of Good Standing until community service completed.	Suspension for four days Loss of Good Standing- four weeks Referral Interview with the School Nurse or similar		
Third and subsequent offences	Interview with the School Nurse or similar (informal counselling) Suspension for one day Loss of Good Standing for one week	Suspension for six days Loss of Good Standing – six weeks Consider termination of Residential contract. Consider School exclusion		
	All incidents will be communicated with parents/carers. In the event of a student supplying a substance to other students, the sanction will increase and include a suspension. Following any suspension from school, a re-entry meeting will be held with parents present.			

ALL STUDENTS Please complete the "Behaviour Management Plan" form on page 4 in the Forms Booklet.

Dress Code

College Dress Code

Our Dress Code has been designed around workplace requirements and to create 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 wear 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 hat or cap.

College beanie may be worn in any term but not on Farm in Terms 1 and 4 where additional sun protection is important.

Class Uniform

Class green/white checked shirt with dark stone long pants/shorts, brown leather belt, green College jumper or College sports jacket. Polished brown boots and black socks. Ties, long pants and green College jumper are required when representing the College, for school photos, excursions and the end of year awards ceremony. The length of the Class shorts is not to be altered. 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 numbered sheep tags at the beginning of the year to be placed on their Class and Farm boots so they are easily recognised. This number will also be their laundry number that should be used to label all uniform and residential required items.

Sport / Country Week / WACoA Carnival

College tracksuit, polo shirt and shorts, 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 class uniform whilst going on town runs and must 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, they will lose their Good Standing for one week. Ongoing failure to comply with the required uniform standards may see an increase in the length of time for future loss of Good Standing. If a student does not have the correct uniform to the required standard, they are unable to represent the college in public.

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 only, 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.
- There may be rare occasions where students are permitted to use their vehicles at the Principal's discretion. Consideration will be given to the urgency and nature of the purpose (whether it be shifted to another time) and whether the student can be transported by College staff.
- Students cannot leave the College in private vehicles excepting for a specific, authorised purpose.
- A student losing Good Standing 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 an afternoon when multiple students are leaving the College in their vehicles, Residential students will be given their keys once Day students have left 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 and have the relevant paperwork signed and returned PRIOR to bringing a vehicle onto the property.

- The Motor Vehicle Policy is available from Admin and a parent/guardian must co-sign the request.
- 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 designated parking bay allocated. Access to their car other than for leave will be in the company of a supervisor.
- Keys must be handed to 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 are 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 an 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 WA College of Agriculture – Harvey and licensed by WA 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 student's 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

- WA 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 owner's 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 been 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 WA 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 WA 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 (e.g. commercial databases) they will be liable for the charges incurred.
- A user may not download any commercial software.
- WA 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 WA 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 WA College of Agriculture – Harvey's services to engage in activities which waste WA College of Agriculture – Harvey resources (people, networks, computers and financial, etc.).
- You may not use WA 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 WA 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).

iii. 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 WA 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 WA 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 material
- Unethical material
- 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 WA 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 WA 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 WA 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 in the Assessment Policy.

Consequences

Students who fail to bring their device to the required class on a regular basis will be managed in line 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 Compass.
 - **Second offence** – 2 weeks suspension, not concurrent, from network, parent contact via letter sent home, details entered into Compass.
 - **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 Compass.
 - **Fourth and subsequent bans** – suspension / suspended suspension, interview with administration to negotiate reinstatement of account, letter sent home, details entered into Compass.
 - 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 WA 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.

Sanctions:

If a student breaches these conditions the following sanctions apply.

- First offence 1 week loss of Good Standing
- Second offence 2 weeks loss of Good Standing

- Third offence 3 weeks loss of Good Standing- plus half day internal withdrawal
- Fourth and subsequent 4 weeks loss of Good Standing- plus full day internal withdrawal

Note: On each occasion, devices will be confiscated and handed back at the end of the day once parents have been contacted.

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 General Extension Pathway	8 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.

Prep

All students in residence undertake 1.25 hours of compulsory prep Monday to Thursday. Students are expected to be at their desks in their rooms or in another approved location undertaking some form of productive study.

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 Student Progress 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)
- **Parent/Staff Interviews**– scheduled close to written reports provide an opportunity for more detailed feedback- typically end of term 1 and start of term 3
- **Semester Reports** - Provided at the end of each semester. Opportunities to discuss reports can be arranged through individual appointments.
- **Letters of Commendation** - Informing parents of outstanding achievement or significant improvement.
- **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 hazards, accidents or incidents.

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, accidents or incidents.

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 absences (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/teacher responsibilities

- Provide students with the WACoA Assessment Policy.
- Develop a teaching/training and assessment program consistent with SCSA and TAC requirements.
- Provide students with an 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 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 doctor's 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.

2.4 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 Class courses, failure to submit an assessment will lead to a grade of U meaning the course is incomplete and will have to be completed later or not contribute to WACE. In Year 12 Class courses there is no option for U grades so the zero mark may lead to failure of the subject.

2.5 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.

2.6 Security of assessment tasks

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

2.7 Retention and disposal of student work

The teacher/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.

2.8 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.

2.9 Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or the grade assigned 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 SCSA review upholds a student appeal, the College will make any required adjustments to the student's marks and/or grades as necessary.

3. Transferring

a. 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.

b. 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

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 two opportunities each year 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: OLNA tests are **not** available outside the prescribed periods of time.

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.

ATAR examinations

- A School based written examination will be held in 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.
- 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 a school based 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 2.3 - 1)
- External exams are set by the School Curriculum and Standards Authority (SCSA) 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).
- Year 12 students who are enrolled in a Year 12 ATAR course are required to sit the externally set ATAR examination. If a student does not sit the examination and does not have an approved Sickness / Misadventure Application for the course, the pair of units completed in Year 12 will not contribute towards their WACE.

UniReady examinations

- Students are required to sit examinations as part of their UniReady units. Enrolled students should refer to course information available on the Curtin University Blackboard for specific details and weighting of these exams.
- If a student is unable to complete an exam when scheduled due to illness or misadventure the Curtin University policy and procedures for missed assessments will apply.

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 (Note: 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 towards the end of Term 4 2023

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.
- The library is not to be used as a walkway between the class area and the rest of the school.

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

The WA College of Agriculture Harvey operates four Trade training workshops – Automotive, Engineering, Furnishings and Construction. The workshops aim to simulate the work environment of a commercial operation for each of the industries they represent to best prepare our students for life in the workforce.

Clothing Requirements

Students are to wear the approved Trades uniform which must be worn neatly; tucked in and in good repair.

Hair and Jewellery Requirements

Are as per the College Policy.

Personal Protective Equipment (PPE)

- The 'Tradie Bag' is provided by the College and the cost is included in your fees. Items include 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 it is a mandatory requirement to bring all items to Trades.
- Students must wear the relevant PPE based on trainer instruction and signage. Additional PPE will be provided as required. If a student requires replacement PPE items these will be charged to the student's account.

Reporting Accidents/Incidents

In the event of any accident or incident, inform the trainer who will determine the appropriate level of treatment. An accident and incident report form will be completed and parents informed if the accident extends beyond basic first aid. Concerns about safety must also be reported to the trainer.

Work Health and Safety Policy

Student Responsibilities

- Understand and follow the instructions given in the induction to each Trades area.
- Are trained before using any tools or machinery.
- Ask their trainer if unsure on how to perform any task.
- Follow all safety signs and safe operating procedures.
- Wear correct uniform and PPE.
- Keep the work area clean and tidy.
- Stop work if required to address hazards.
- Report any hazard or potential safety concern to your trainer.
- Report all injuries and near misses.
- Know our emergency procedures.

Staff Responsibilities

- Provide a safe workplace and follow the Health and Safety System.
- Induct students in safe practices.
- Provide information, instruction, training and supervision.
- Report to parents on student progress.
- Provide personal protective equipment when required.
- Maintain the workplace to simulate industry standard.

Environmental Policy

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.
- Compressed air can be used when authorised.
- 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.

Procedure for Repairs to Private Vehicles

- Private vehicles must be operated as per the Student Driver Policy.
- Approval to be sought from the Automotive trainer 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 the purchased trade price (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 student's 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.

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 may result in a loss of Good Standing, 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 dining room 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 for 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. Non College caps/bucket hats are not allowed. College beanies allowed but not in Term 1 and 4 when additional sun protection is required.
- Sunscreen is provided on the farm and staff and students are encouraged to use it.
- Staff and students with hair longer than shoulder length are required to have their hair tied back at all times.
- Jewellery –refer to jewellery policy.
- 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 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 complete a Farm Safety Induction before accessing and working on the property and complete a signed induction sheet.
- All students must complete the 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 and staff must wear the appropriate PPE when operating machinery and equipment.
- All students and staff 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 and staff 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 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 Head of Farm 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.
- Weekend stock rosters missed without a satisfactory explanation are recorded as an Unapproved absence and may have an impact on Good Standing.
- Students who do not complete their weekend stock obligation will not be signed off on the core competency "Work effectively in the industry" that make up Certificate II Agriculture and so will not gain the qualification.

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.

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 students' 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 through breathing 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 parents seek medical advice and make an informed decision about whether to vaccinate their child or not.

Residential Information

Weekday Timetable

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 each year by students. Town trip for approx. 1 hour.
4.30 pm	Student rostered to afternoon tea clean-up commences duty. Students to vacate dining room area by 4.30pm to enable staff to clear and set up for dinner.
5.50-6.40 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.

Weekend Timetable

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) (phone must be visible on the student's window sill during this time)
- After lights out and before 6.30am as this impinges on students' ability to sleep.
- Sanctions and consequences are as per the College Mobile Phone Policy.

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 outside on the shoe racks provided.
- 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	5.55 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 except in extenuating circumstances (i.e. torn, dirty or wet clothing, personal hygiene needs, etc.) and only after having applied for a dorm pass at the Front Administration Office.

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. Students must have a mattress protector on the bed.
- 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.
- Curtains open and lights turned off.

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 the window sill. 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 and may result in sanctions as per the relevant college policy. 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 Extension 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. Clothing is to be picked up daily as allocated laundry tubs are not very big. 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
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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 student's 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 cannot 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 vis 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 buildings 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 Head of 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 students 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 after leave.

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** or in a timely manner prior to the leave time. Students may submit a recurring leave request for ongoing and regular 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 at 8.00pm. Failure may lead to a student losing the privilege of a car at the College. If a student is out of Good Status, then they are not to have a car at the College.

Overnight/Day Leave

Students must submit their leave at least the evening before departure. Failure to do so may result in having the leave rejected unless there is a good reason for the short notice.

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 & Transwa

- Sunday and/or Closed Weekends—The College will operate a bus pick up service from the Bunbury Train Station at 6.20pm 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 3.03pm. 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 3:30pm 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 7:45am 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 people's privacy and belongings
- Manners - Please, thank you, 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
- Jewellery and/or facial piercings as per college policy (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 Agreement

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. This includes Weekend Stock.
- 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.

Day Student Misconduct Management

If a Day student behaves inappropriately, 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.

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

Go West Tours 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.
- Farm/trade boots are not to be worn in the TV Room or on the basketball courts.
- The TV in the TV Room is not to be on in the mornings.

Catering

- Will be charged as per the Contributions 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/Program 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 2024 College Handbook and understand the requirements of the College.

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

