

# WA College of Agriculture Morawa

## College Handbook 2025



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## Introduction

The Western Australia College of Agriculture - Morawa began in 1978 when the first residential students sought specialist agricultural education at Morawa. These students lived in the quarters originally occupied by the single men working on the iron ore mine nearby. By day the students worked and studied on the 200 ha farm, which is where most of the buildings now stand.

Today college facilities include an abattoir, cattle feedlot, piggery, equine, cattle and sheep-handling complexes. The college has a well-equipped instructional area, including a library, computer network, Automotive and Engineering workshops.

The residential campus is a co-educational boarding facility catering for up to 72 residential students. The campus consists of 6 dormitories (dorms) with single rooms, shared ablutions in each dorm, a complete gymnasium, games rooms, full kitchen and dining room, student services (Medical Bay).

The college operation relies on the integrated functions of the residential facility, classrooms, and various design and technology faculties including the farming faculties. Additional to residential students, the college provides for day students who also use the residential facilities for certain events and as visitors.

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 2025.

## Vision, Priorities, Focus, Inclusion and Values

Training the agricultural industry leaders of the future. Health, well-being, engagement and a sense of belonging are central to the transition of students into adult life, to becoming satisfied, successful and valued citizens who contribute to society

### Vision

Excellence and Innovation in Agricultural Education

### Priorities

1. Health and Well-being
2. Teaching, Learning and Training

### Focus

RESIDENTIAL CARE – High Care – High Performance, home away from home, student health and well-being at the centre of everything we do.

### Inclusion

Inclusive and connected school culture. All members of the college community are active participants in building a welcoming school culture that values diversity, and fosters positive, respectful relationships

### Values

- Respect:  
We will see positive conduct and interactions, fostered through respectful relationships between staff, students, families, and the community.
- Achieve:  
Our focus is to support and provide every student with focus to work to the best of their ability and maximise their potential.
- Safety:  
To provide a socially and physically safe learning, training, and residential environment through preventative measures, Work Health and Safety legislation (WHS) and educational programs.



## College Staff

### College Administration

Dean Carslake	Principal
Elizabeth Boyce	Deputy Principal / VET Coordinator
Steven Taylor	Residential Hostel Manager
Margaret Hogben	Manager Corporate Services
David O'Neill	Farm Manager
Michael Price	Assistant Farm Manager

### Instructional Staff

Simon Moore	Teacher - Mathematics and Science
Angela Jacobs	Teacher - English and HASS
Crystal Greenwood	Teacher - Horse Care and Science
Grace Richardson	Teacher - English, HASS and Science
Anthony Sapienza	Instructor – Automotive Voc Trainer
Danzil Chu	Instructor – Engineering Teacher/Voc Trainer
Nicola Appleton	Educational Assistant and Wellbeing Officer
Charles Fraser	Agricultural Technical Officer
Bradley Barbuto	Agricultural Technical Officer
Heather Fraser	Agricultural Technical Officer
Aric Severtson	Agricultural Technical Officer
<i>Vacant</i>	Agricultural Technical Officer

### Office Staff

Maryanne Milloy-Rakich	School Officer (IPS Assistant/Marketing)
Gregory Jenkins	School Officer (ICT/Admin/VET)
Diane Butler	School Officer (Finance/Admin/Uniforms)
Corrine Winter	School Officer (Reception)

### College Cleaners

Lulu (Nuraiman) Saleh	Cleaner
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### Residential Staff

Ian Purvis	Residential Supervisor
Andrew Fraser	Residential Supervisor
Rachel Murdoch	Residential Supervisor
Anne-Marie Morris	Residential Supervisor
Beverly King	Residential Supervisor/Res. Admin/Rec Officer
Jessica May	Residential Supervisor
Terran Ablett	Residential Supervisor
Rommel Orozco	Residential Supervisor
Nicky Eden-Street	Cleaner in Charge
Jessica Hughes	Cleaner
Sydney Taylor	Cleaner
Alethea Liddington	Cleaner
Sophie-Jayne Maxwell	Laundry/Cleaner
Steve Almen	Gardener and Maintenance
Joseph Hollis	Cook
Jeremy Standen	Cook
Shane Thomas	Kitchenhand
<i>Vacant</i>	Kitchenhand

## Contacts

College Administration Office: (08) 9971 4600

College Administration Email: [morawa.wacoa@education.wa.edu.au](mailto:morawa.wacoa@education.wa.edu.au)

WA College of Agriculture – Morawa  
Waddilove Road  
Morawa WA 6623

PO Box 15  
Morawa WA 6623

Residential Administration Office: (08) 9971 1237

Residential Manager: 0409 048 975

Residential Email: [morawa.wacoa.residential@education.wa.edu.au](mailto:morawa.wacoa.residential@education.wa.edu.au)

Website: [morawaag.wa.edu.au](http://morawaag.wa.edu.au)

<b>MORAWA EMERGENCY NUMBERS</b>	
<b>For Emergencies Dial</b>	000
<b>Ambulance</b>	000
<b>Police (08)</b>	9960 1666
<b>Hospital (08)</b>	9971 0200
<b>Doctors Surgery (08)</b>	9971 1103
<b>Bush Fire (Business Hours)</b>	9971 1846
<b>Bush Fire (After Hours)</b>	000

## 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, Weekend Farm and other events or excursions that are 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 Agricultural Shows.

### Student Council

The Student Council plays an important role in college decision making and assisting in organising events. Students are represented by the Councillors at Student Council meetings, the IPS Board meetings and meeting with the Principal.

The Student Council is made up of students from Year 10, 11 and 12 and have representation from Day Students and Boarders, male and female students. The College Captains are Year 12 Councillors who apply for the position and are determined by a selection process.

### 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 maximizes their opportunities and outcomes at the College. The following methods are used to communicate information across the College community

- COMPASS: Provides information on learning materials for each subject and learning area enabling parents to communicate with staff and remain up to date with their child's progress. Permissions for events (excursions), student commendation and concerns, record of attendance.
- STUDENT NOTICEBOARDS: Located in each Boarding area, Residential foyer and in the school undercover area.
- DINNER NOTICES: Information is shared with students and addressed at the conclusion of meals.
- INTERNET: Use of the college website to provide news and information.
- FACEBOOK and INSTAGRAM: Photos and news of college events are regularly uploaded.
- REACH: Residential students leave requests and entering of student locations each day and evening.
- EMAIL: Emails are used to communicate directly with individuals or groups of parents.

## Daily Timetable Program

Period	Start/End Time
Period 1	8.00 am – 8.50 am
Period 2	8.50 am – 9.40 am
Period 3	9.40 am – 10.30 am
RECESS	10.30 am – 10.50 am
Period 4	10.50 am – 11.40 am
Period 5	11.40 am – 12.30 pm
LUNCH	12.30 pm – 1.10 pm
Period 6	1.10 pm – 2.00 pm
Period 7	2.00 pm – 2.50 pm
Period 8	2.50 pm – 3.40 pm

### Please Note

On Fridays only, Year 12 students start school at 7.10 am to study Agriculture. This commencement time only applies to the Year 12 students and the associated farm / instructional staff who work in agricultural studies.

Also on Fridays, school finishes at the end of period 7 for all instructional staff and students. This allows for students who drive home on weekends to be travelling during daylight hours.

## Parent/Guardian or 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 Residential Supervisors 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.

## Student Services

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

- School Psychologist – attends weekly with consultations made by appointment.
- College Well-being Officer – attends twice per week to support students in a range of ways.

All requests for services can be made through the Principal, Deputy Principal or Residential Manager.

## 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 95% attendance or higher each term.

In the event of a student not attending school, parents/guardians must advise the college and provide an explanation for the absence.

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 or concerts.
- 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.

## 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 a USI prior to attending the college 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, you can apply for a USI for them or ask us for assistance. To do this, a copy of one of the following items of identification is required: Website [www.usi.gov.au](http://www.usi.gov.au).

- Birth Certificate (cannot be an Extract)
- Drivers Licence (requires birthplace as well)
- Australian Passport
- Medicare Card (require birthplace 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](mailto: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.

## 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 rooms, 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 student 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 must secure all personal items.

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 behaviour that is clearly irresponsible will be repaired and student accounts will be billed at a rate dependent on 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.

## Reporting Accidents/Incidents

In the event of any accident or incident, inform the staff member who will determine the appropriate level of treatment. An accident and incident report form will be completed and parents informed if the accident extends beyond basic first aid. Instructional staff will inform the Principal or VET Coordinator of any incidents involving students or staff, as well any concerns about safety must be reported.

### Work Health and Safety Policy

#### Student Responsibilities

- Understand and follow the instructions given in the induction to each Trades area.
- Be 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 (Safe Network 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 the emergency procedures.

#### Staff Responsibilities

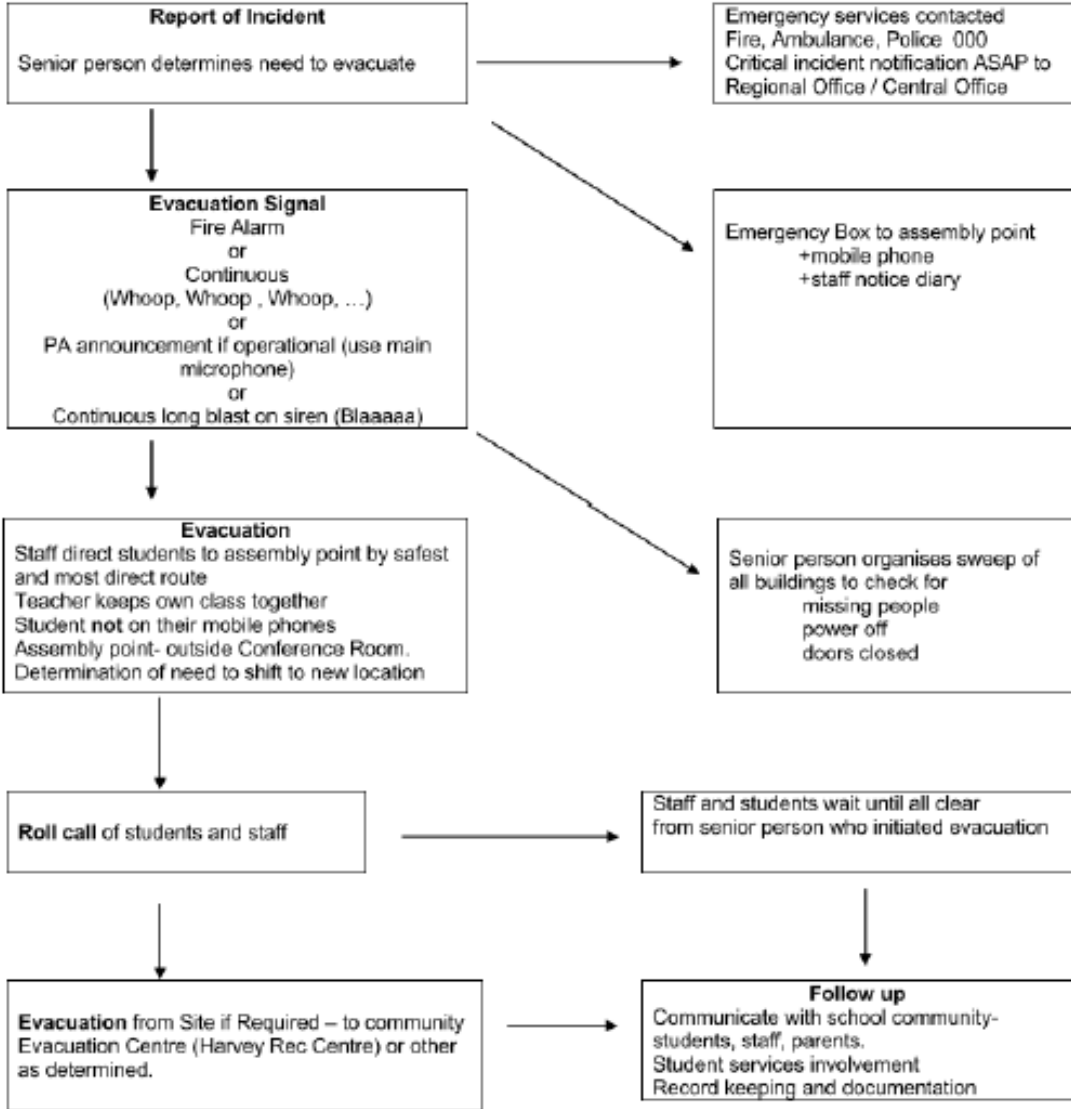
- Provide a safe workplace and follow the Health and Safety System.
- Induct students in safe practices.
- Provide information, instruction, training and supervision.
- Report to parents on student progress.
- Provide personal protective equipment when required.
- Maintain the workplace to simulate industry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

## 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



# EVACUATION PROCEDURE

SIGNAL



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

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

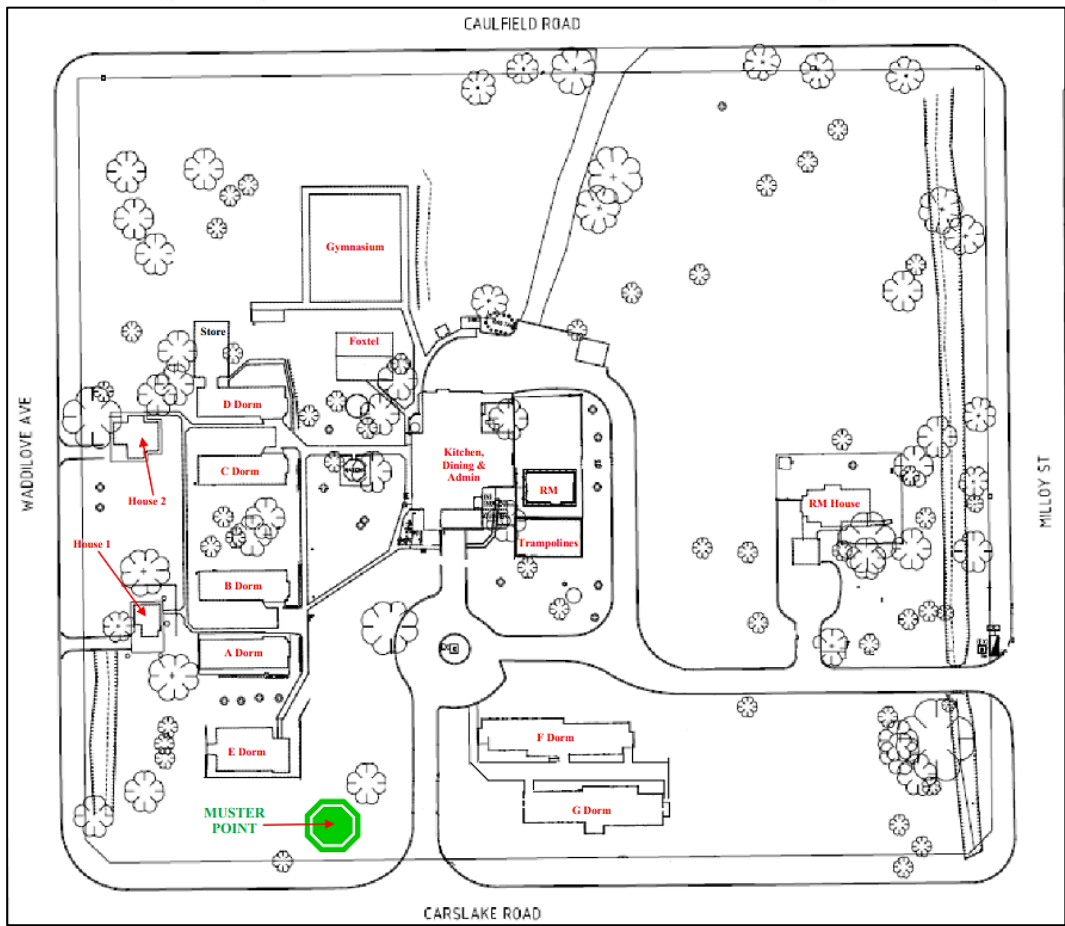
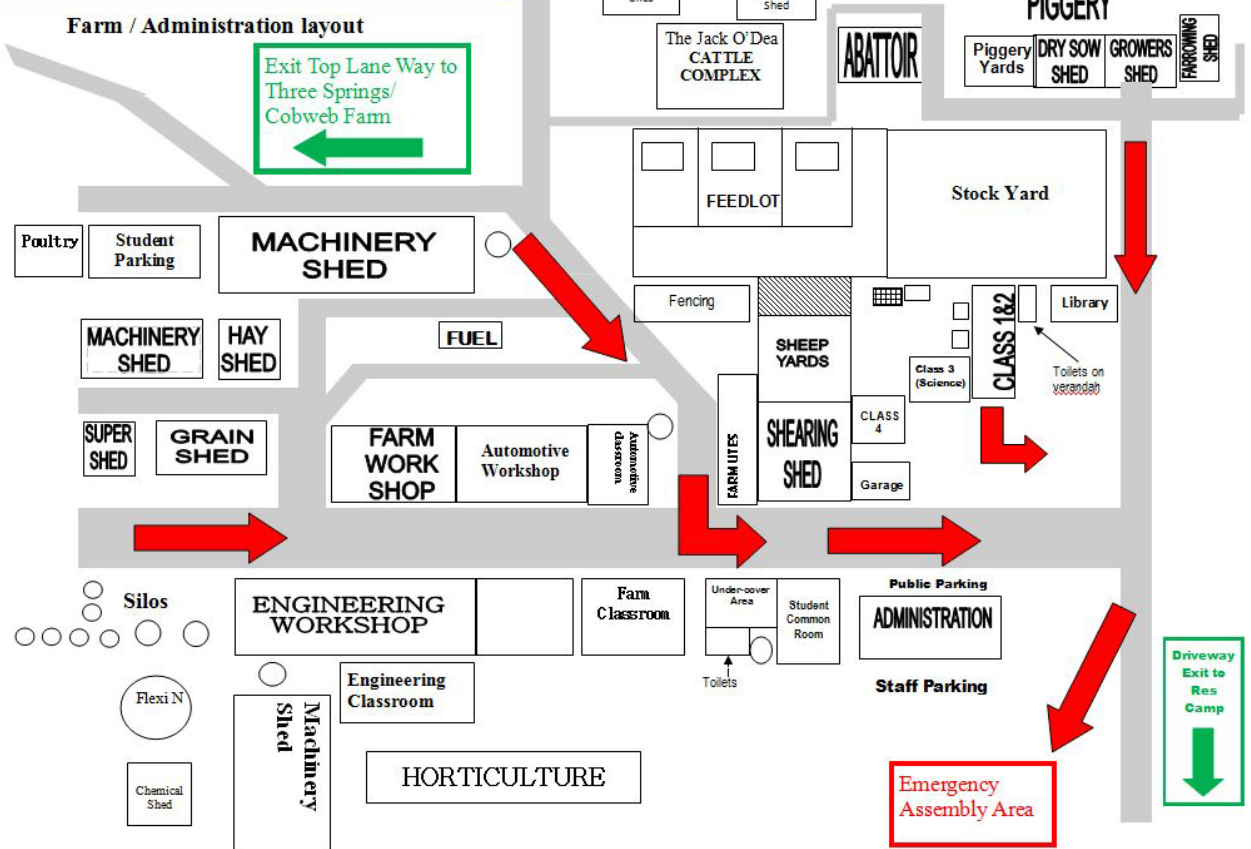
Wait at the assembly point – outside Conference Room for a roll call

Be patient, sensible and helpful

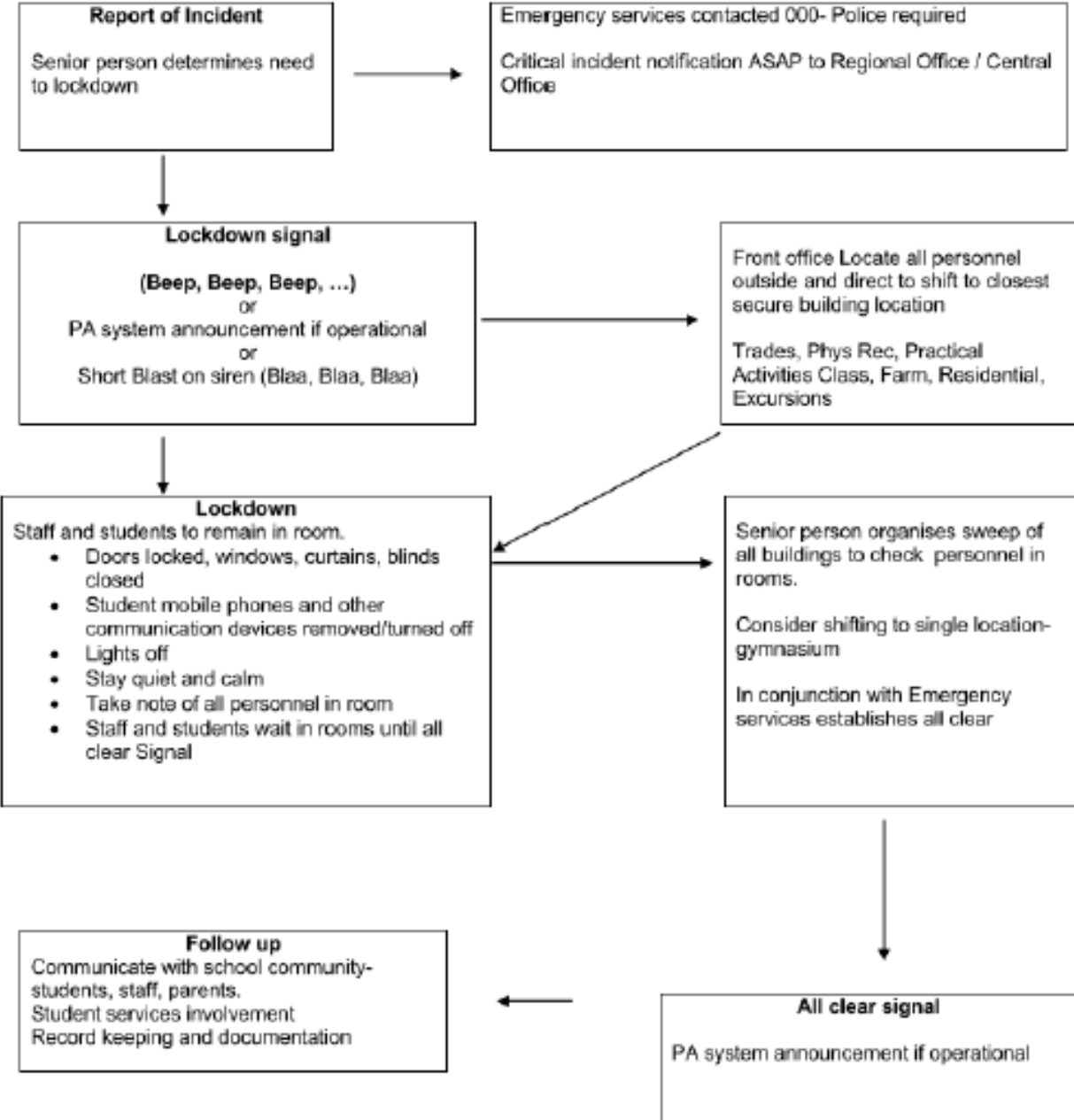
Listen and follow staff directions

# School and Residential Maps with Evacuation Routes

## WACOA Morawa Emergency Response Plan



# LOCKDOWN PROCEDURE





## 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 (small 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 that 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 and General Appearance

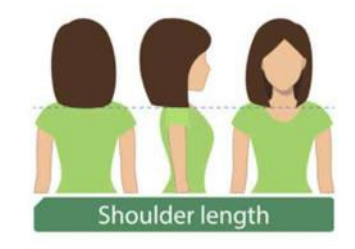
Whilst students are wearing their uniform, they need to understand that they are representing the college and contributing to the reputation and image. Expectations around acceptable hair styles are based on reducing risk of accidents on Farm and Trades, maintaining food hygiene standards and maintaining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

WACOA – Morawa is a coeducational facility and under no circumstances will students be permitted to enter sleeping quarters belonging to the other gender. Students breaching this guideline will be immediately suspended from boarding.

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 well-lit public 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 privilege to board at the college.

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

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

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 at the Residential Campus.

### **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 that 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:

- Unwelcome 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 while 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. 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 being illegal or potential for causing harm.

- Aerosols. Hair sprays may be held in Residential Supervisors office,
- Knives, including pocketknives, 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 on any Department of Education site.
- E-Cigarettes/E liquids/E Juice/Vapes. Vaping is illegal in Western Australia.
- Alcohol
- Energy drinks (e.g., 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.
- Supa Glue.
- Personal TV's.
- 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 a student's being 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 and where possible, doctor's appointments will be 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 Residential Campus medical centre. 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 medical centre.

Students unwell during instructional time remain so after hours and will be confined to their room or the medical centre 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 condition 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.

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 relevant paperwork completed on enrolment day.

### **Accidents and Injuries**

Any accident, injury or near miss that occurs at the college or residential 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 farm weekend are likely to aggravate an injury, rosters may be swapped to another weekend. 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 a workshop and placed in a classroom or office to undertake private study. The student will still attend the theory component where possible for their class.

In the situation where a student is returning to the college from a weekend, holiday break or absence and has sustained an injury or been in an accident whilst away from the college, the college requests that the parent/carers inform the College Staff as the duty of care is handed back over to the college. This assists with monitoring and/or providing the appropriate care for the student. Examples of such situations are: motor vehicle accident, concussion from sport or horse riding etc. Parents/Carers may be asked to provide details in writing/email in regard to the injuries and any restrictions, conditions and time frames on activities that their child can and cannot undertake, which has been supported by medical advice.

### **Mobile Phone, Smart Watch and electronic Devices Policy**

Students are not to carry mobile phones with them during school hours to allow full focus on learning activities and reduce opportunities for inappropriate behaviours and preparing them for the workplace.

Mobile and electronic device lockers have been installed in the Residential Campus entry for boarders and the college administration for day and District High School Students.

Students will initially be provided with a pad lock and will be required to be responsible for their locker key. Locker keys will be added to student room keys and students will retain the spare key.

When a key cannot be found, staff will cut the lock, and students will be charged for the padlock.

Expectation: Students are not to have a mobile phone on their person or in their bag during school hours or when on Weekend Farm.

Students will:

- lock their mobile phones, smart watches and electronic devices, including headphones and ear buds away each day prior to boarding the bus for school or on arrival at school when signing in for day or District High School students.
- not use their mobile phone during mealtimes or prep time in residential hours.
- not use their mobile phones for bullying or harassment of students or staff, or for recording inappropriate behaviour, or for forwarding or receiving inappropriate material.

Students who use their phone for bullying or vilification will be dealt with as for bullying. Police will be involved in online bullying or vilification incidents.

Considerations: For the purposes of this policy, the term mobile phones include smart watches, and other electronic communication devices, including headphones and earbuds.

- Students with diagnosed medical conditions will be permitted to carry their phone with them during the school day with specific and limited use, following written parent communication.
- Phone lockers will not be accessed at any time during the day or at lunchtime unless a student is leaving school or boarding for the day.
- All staff have mobile phones should communication be required in an emergency.

- Parents should communicate with their child via the college administration during school hours.
- Parents or carers of boarders may request to have their student phone stored in their phone locker over night as for laptops which can be locked in the Residential Supervisors Office.

Consequence of non-compliance: If a student is found in possession of a mobile phone during school hours, weekend farm, at mealtimes or during prep the following consequences apply:

1. First incident - 1 week loss of Good Standing (which includes withdrawal of farm driver's license for the period of LGS) and a half day internal suspension on a VET Day. (farm/trades)
2. Second incident - 2 weeks loss of Good Standing (which includes withdrawal of farm driver's license for the period of LGS) and 1day internal suspension on a VET Day. (farm/trades).
3. Subsequent incidents - 3 weeks loss of Good Standing (which includes withdrawal of farm driver's license for the period of LGS) and 2 days suspension from school or boarding.

On each occasion:

- Phones will be confiscated when seen or found on students and handed back at the end of the day once parents have been contacted via phone or COMPASS.
- Refusal to hand phone or electronic devices to staff when asked will be treated as for Subsequent incidents. (3 weeks loss of Good Standing (which includes withdrawal of farm driver's license for the period of LGS) and 2 days suspension from school or boarding.)

### 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 – Morawa, 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 students and staff 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; Morawa-Perenjori-Mingenew-Dongara-Geraldton-Three Springs-Carnamah-Coorow. 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 Morawa-Perenjori-Mingenew-Dongara-Geraldton-Three Springs-Carnamah-Coorow

Morawa 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

Locations: Local areas Morawa-Perenjori-Mingenew-Dongara-Geraldton-Three Springs-Carnamah-Coorow

Morawa town site and surrounding district, neighbouring farms.

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 Morawa or Perenjori public swimming pool.

Supervision: Appropriately qualified supervisors will attend 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 Morawa swimming pool without College staff in attendance, but under the care of the qualified pool manager.

- ❓ **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 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**

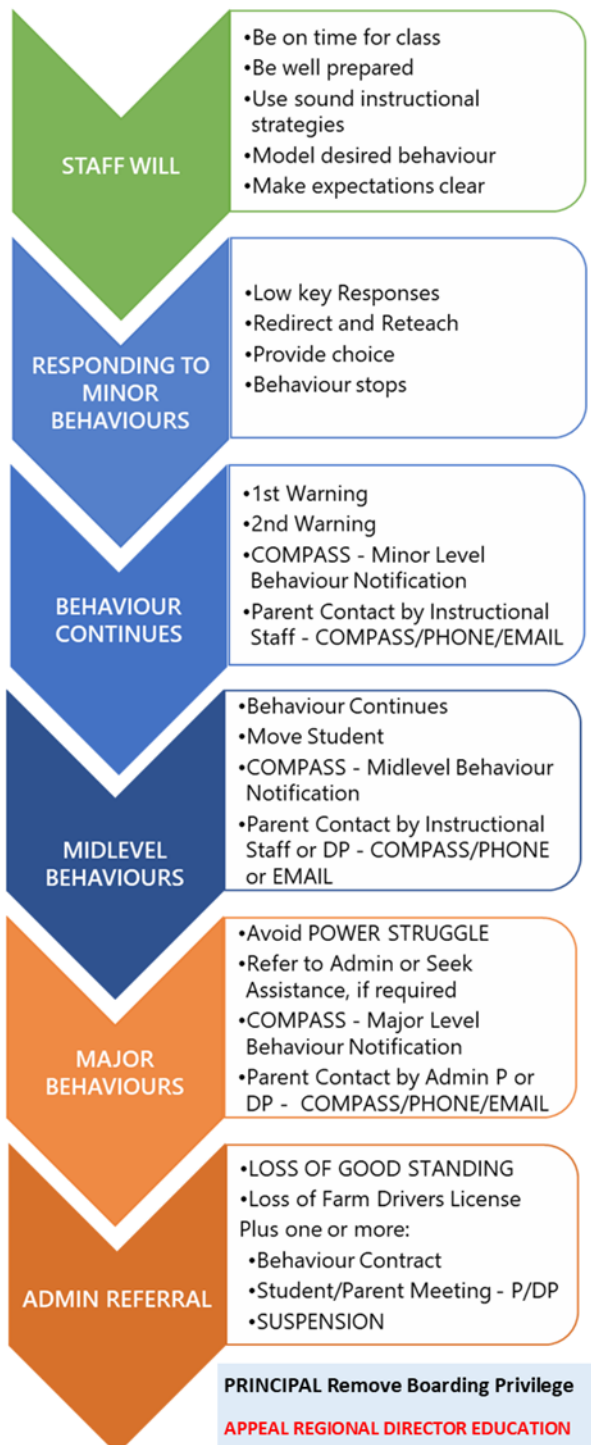
These activities are not routine or covered in the above category and so are not covered by the blanket sign off indicated above. They might involve your child shifting from one part of their learning program to another for them to take part in the activity. They might involve a location which is less 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, Activities with an Element of Risk, Workplace Learning/Work Experience, or those with a Cost Associated.**

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



## PBS 2023-2026 Student Behaviour Process CLASSROOM, WORKSHOP & FARM



### MINOR BEHAVIOURS

- Talking in class
- Audible swearing in conversation
- Refusing to attempt set tasks
- Late to class without reason/ apology
- Calling out
- Touching other people's things
- Not using laptop appropriately
- Off task

### MAJOR BEHAVIOURS

- Mobile phone use
- Directed swearing
- Throwing objects (dangerously)
- Physical fighting
- Verbal/physical threats to students & staff
- Bullying (including online)
- Racist, sexist & discriminatory language & hate speech
- Illicit substances & implements
- Breaches to college Drug policy
- Refusal to surrender mobile phone
- Refusal to follow OHS guidelines/breach of safety standards

# PBS 2023-2026

## Student Behaviour Process

### RESIDENTIAL CAMPUS



### MINOR BEHAVIOURS

- Answering back
- Audible swearing in conversation
- Not following staff instructions
- Late to breakfast
- Missing breakfast/dinner
- Rudeness to staff
- Touching other people's things

### MAJOR BEHAVIOURS

- Inappropriate mobile phone use
- Directed swearing
- Throwing objects (dangerously)
- Out of bounds
- Poor behaviour on Town Leave
- Physical fighting
- Verbal/physical threats to students & staff
- Bullying (including online)
- Racist, sexist & discriminatory language & hate speech
- Illicit substances & implements
- Breaches to college Drug policy
- Refusal to surrender mobile phone
- Refusal to follow OHS guidelines/ breach of safety standards

## Good Standing

Good standing is a process where students take greater responsibility for their attendance, participation and behaviour. The following guidelines are intended encourage students to take responsibility for their actions.

All students will commence the year with 'GOOD STANDING' and remain in 'GOOD STANDING' while demonstrating only minor level behaviours. Whilst they remain in 'GOOD STANDING' students are eligible to attend all extracurricular educational and recreational activities.

### EXPECTATIONS

Students are expected to:

- Attend all class, workshop and farm sessions
- Be on time, and prepared with equipment and safety gear
- Behave responsibly and appropriately in all areas of the college
- Participate in all areas of the college
- Use COMPASS to catch up on work missed due to absence
- Hand in all assignments and set work on time
- Treat all staff, students and property with RESPECT and Follow the College Charter
- Behave in a manner that does not place themselves or anyone else in any danger

Staff are expected to:

- Implement all college guidelines in a fair and consistent manner
- Counsel and assist students to reduce the chances of a student losing 'GOOD STANDING'
- Complete Behaviour Reports/ Pastoral Reports in Compass

Administration is expected to

- Manage the 'GOOD STANDING' Process.
- Re-negotiate 'GOOD STANDING' with student and relevant staff

Dress Code:

The College Uniform procedure will be followed to maintain the College DRESS CODE including parent contact, replacement/purchase and issue of correct uniform items.

Attendance:

Students will be on time and attend all classes unless reasonable cause for absence is recorded in Compass

Behaviour:

Students will follow the College Charter, and staff will follow the PBS Student Behaviour Process

Procedure:

Following a Major behaviour incident resulting in an Admin Referral students will lose their 'GOOD STANDING'. All out of school suspensions automatically incur a two-week loss of 'GOOD STANDING'

Loss of 'GOOD STANDING' will automatically include the following consequences:

- 1 day internal suspension at school
- Loss of Farm licence for period of LOSS of 'GOOD STANDING'

- Loss of privilege to attend non-compulsory educational and recreational Excursions
- Residential Campus restrictions to after school activities and town leave

Students will also be automatically excluded from all extra curricula activities including but not limited to the following: Mingenew Expo, Cattle Sales, Farm Skills events, Country week, College ball, Agricultural Shows and any other school and residential events at the discretion of senior staff.

#### Regaining Good Standing

After 5 days a student will regain their 'GOOD STANDING' subject to consultation with the Principal, Deputy Principal or Residential Manager.

## Managing Student Behaviour

### 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.

### 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:

- Attendance Awards
- Dorm awards
- Merit certificates
- Positive Compass Notes

### 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 despite interventions.



## Managing Negative Behaviour

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

Referral to Residential Manager/Deputy Principal/Principal 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 Residential Manager/Deputy Principal/Principal unavailable, Admin to assist with suspension 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 PSS values to identify desired behaviour.

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

Record 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.

Deputy Principal/Principal/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 with the Deputy Principal or Principal which will follow the restorative process described above.

## Responses to extreme behaviour

Students are likely to be suspended from school and/or the boarding residence for the following infringement 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 be withdrawn from the residence only, and if so, may still attend the educational program but as a day student 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 Boarding Agreement cancelled.

## Responses to Drugs and Substances – Do we have

	Group 1	Group 2	Group 3	Group 4
	Products legally able to be purchased under 18	Products illegal to be purchased under 18	Prescription medications	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
<b>First Offence</b>	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
<b>Second Offence</b>	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		
<b>Third and subsequent offences</b>	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.			

Note: Consequences and sanctions are a guide only and may be altered at the discretion of the Principal based on the individual circumstances at the time.

# Dress Code



WESTERN AUSTRALIAN  
COLLEGE OF AGRICULTURE  
Morawa

## DRESS CODE

The way students at the WA College of Agriculture - Morawa wear their uniform sets the tone and reflects positive pride and a professional approach.  
Items can be ordered through the College.

### DRESS UNIFORM

- Dress Shirt - Blue
- Tie- Navy
- V-Neck Jumper - Navy
- Maleskins-MALE (Classroom, Formal Occasions & Excursions) Stone
- Maleskins-FEMALE (Classroom, Formal Occasions & Excursions) Stone
- Black belt
- Black leather school shoes or black leather dress boots-  
**(NOTE: NOT WORK BOOTS, SPORTS SHOES OR CANVAS SHOES)**
- Akubra style broad brimmed hat OR College bucket hat **(NO CAPS)**



### ACCESSORIES

Scarves **NO SCARVES TO BE WORN ON FARM.**  
They are only to be worn coming to school in the morning, at smoko and after school walking down the hill, they are to be taken off when entering a Classroom, Residence and on farm.

**OHS ITEMS MUST BE WORN AT ALL TIMES**

You are to only wear items with a College Logo on.

### CLASS

- Polo Shirt (Classroom) Navy/Sky
- Windcheater
- **THE WINDCHEATER IS NOT FOR FARM/SHEDS**
- V-Neck Jumper - Navy
- Bomber Jacket (NOT to be worn in farm or sheds) - Navy
- Hard Yakka or King Gee Navy **KNEE LENGTH CARGO** shorts
- Maleskins-MALE (Classroom, Formal Occasions & Excursions) - Stone
- Maleskins-FEMALE (Classroom, Formal Occasions & Excursions) - Stone
- Black belt
- Black leather school shoes-**(NOTE: NOT WORK BOOTS, SPORTS SHOES, OR CANVAS SHOES)**
- Black or Brown dress boots
- Work & Dress navy/black socks
- Akubra style broad brimmed hat OR College bucket hat **NO CAPS)**



### SPORT

- Polo Shirt (Faction) - White
- Polo Shirt (Faction) - Navy
- Navy male/female sports shorts
- **THESE SHORTS ARE NOT TO BE WORN AS PART OF THE CLASS UNIFORM**
- Tracksuit (Jacket) - Navy/Gold/White
- Tracksuit (Pants) - Navy
- **THE TRACKSUIT IS NOT TO BE WORN AS PART OF THE CLASS UNIFORM**
- Sport-white socks
- Joggers or sports shoes
- **THESE SHOES ARE FOR SPORT ONLY NOT FOR CLASSROOM WEAR**
- Akubra style broad brimmed hat OR College bucket hat **(NO CAPS)**

### FARM & SHEDS

- Hi-Vis Work shirt (Farm & Sheds) - Yellow
- Hi-Vis Jumper
- Hi-Vis Jacket/vest combo (Farm & Sheds) - Navy & Yellow
- Safety Glasses
- Banded Hearing Protectors
- Hard Yakka or King Gee Navy Work pants (Farm/Sheds)
- **THESE HI-VIS TOPS AND WORK PANTS ARE NOT FOR CLASSROOM WEAR**
- Black belt
- Steel capped work boots (dark brown)
- Work & Dress navy/black socks
- Akubra style broad brimmed hat OR College bucket hat **(NO CAPS)**



## Vehicles on College Grounds - Motor Vehicle Policy

It is a privilege (not a right) for Year 11 & 12 students to have a vehicle on the college grounds for the sole purpose of travelling from Home to College and College to Home (not to support students' weekend social life). This privilege and the use of the vehicle will be revoked should students take this privilege for granted or student behaviour does not meet the College Behaviour Expectations and Code of Conduct.

This Policy will be strictly enforced. Parental support for this Policy and the Duty of Care of students is essential.

1. A permission form must be completed by Parents/Guardian through COMPASS, hard copy signed for College reference, and approved by the Deputy Principal before a student vehicle is permitted to be parked at the College.
2. Student vehicles are only to be driven off the College property when the student is going home.
3. REACH communication from the parent/guardian giving permission for the student driver to drive home must be approved by the College before a student vehicle is allowed to leave the property.
4. A student may take one other student passenger to their home destination, following approval from both parents through REACH.
5. Students are not permitted to drive their vehicle in Morawa during any weekend or at any other time during which the student is on leave from the College, other than to drive directly between the College and home.
6. Student Drivers return to the Residential Campus to sign in and unpack. Residential Staff will arrange for the vehicle to be taken to the farm. No spare keys are to be retained by the student. All keys will be retained by the Deputy Principal at the College Administration.
7. Student vehicles will not be permitted for travel to school organised activities such as camps or excursions.
8. Students will not be permitted to work on their vehicles during class time.
9. The student vehicle parking area is out of bounds to all students except for the purpose of collecting the vehicle for weekend leave.
10. Breaches of any of the above procedures will result in loss of privilege to keep a vehicle on site.
11. Parents must ensure vehicles are roadworthy and insured.
12. The College reserves the right to inspect vehicles and luggage prior to departure and on return to the College.

Day Student Drivers - In addition to the above:

1. Day Student Drivers cannot pick up and transport other day students to or from school.
2. Day Student Drivers may not pick up Residential Students before or after school.
3. All traffic regulations and speed limits apply to the College Driveway.
4. Day Student Parking is at the Northern end of the staff car park, closest to the College Driveway.
5. Day Students are to hand their keys in to Reception on arrival and pick up prior to departure at the end of the school day.

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. Transport and passenger arrangements must comply with the state legislation ('Tom's Law').

## Information Technology User Agreement

### Purpose

WA College of Agriculture - Morawa 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 removal of this privilege. 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. 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.

### Device Types

For the purpose of this program, the word “devices” will include laptops, netbooks, mobile 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 currently.

### Guidelines

- Students participating in BYOD (Bring Your Own Device) 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.

### General Access (College Owned Devices)

- Students are only permitted to use the software provided by WA College of Agriculture – Morawa and licensed by WA College of Agriculture – Morawa 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 user's account & password – unless directed to by a teacher for the purposes of collaborative learning.

### **Access to WA College of Agriculture - Morawa Wi-Fi Network**

- WA College of Agriculture – Morawa does not guarantee 100 % access to Wi-Fi 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.
- Students 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.

### **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 lose this privilege. 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 should not need to charge their device in class or during instructional time.

### **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:

- The College/DoE does not provide any form of insurance for personally owned devices. It is highly recommended that such devices are covered under homeowner 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.

### **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 – Morawa’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 username 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 – Morawa 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 – Morawa’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 – Morawa’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 – Morawa’s services to engage in activities which waste WA College of Agriculture – Morawa resources (people, networks, computers and financial, etc.).
- You may not use WA College of Agriculture – Morawa’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 – Morawa’s services to create, host or transmit material that is designed to cause annoyance, inconvenience or needless anxiety to others. This includes:
  - Sending, displaying or accessing offensive sites, messages or pictures.
  - Using obscene language, harassing, insulting or attacking others (including E-mail abuse).
  - 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 – Morawa 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 – Morawa 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:

- Artificial Intelligence (AI)
- 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 – Morawa’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 – Morawa’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 – Morawa facilities to copy and / or distribute software. Must NOT use W.A. College of Agriculture – Morawa facilities to copy and / or distribute DVD’s.
- Plagiarism is the direct copying of another’s work. Plagiarism will be referenced 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
  - a. First offence – 1 week suspension from network, parent contact via phone, details entered into Compass.
  - b. Second offence – 2 weeks suspension, not concurrent, from network, parent contact via letter sent home, details entered into Compass.
  - c. 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.
  - d. Fourth and subsequent bans – suspension / suspended suspension, interview with administration to negotiate reinstatement of account, letter sent home, details entered into Compass.
  - e. 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 - Morawa 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 Deputy Principal and collected by the student at the end of the confiscation period. 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 - Morawa network.

#### 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.

#### 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 or status or loss of residential status.

#### Email

The WA College of Agriculture Morawa 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).

#### 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 - Morawa 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.

#### 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:

- No food or drinks (including chewing gum) to be brought into any room. (water bottles excepted)
- Keyboards to be treated gently.

- Students are not permitted to change cables, keyboards or mice on any computer or alter any settings without authority.
- Any computer faults to be reported to a staff member.
- No games to be played on College computers without staff approval.
- Use of Internet for inappropriate purposes will result in students being barred from computer use.
- 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.

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

- WA College of Agriculture - Morawa 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 occur 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.

## 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 be at your classroom 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.

### Stationery and Learning Tools

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

Homework enables students to:

- revise work done in class so that students begin committing the new information to memory.
- 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.
- ask a classmate or email the teacher when they are absent from class to find out what they missed and complete their work so they are caught up when returning to class.

In relation to homework staff should:

- clearly outline what is expected and due dates.
- record whole class homework and assessments on Compass.
- assist students who have been absent on approved leave to catch up.

## **Prep**

All students in residence undertake 1 hour 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. Staff will help students develop strategies to put in place to ensure at risk students are given the opportunity to achieve their full potential.

Instructional 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 their 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 minimise absences. Student Services will track and monitor the progress, achievement and behaviour of students.

## **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
- Parent/Staff Interviews– scheduled on Open Day to provide an opportunity for more detailed feedback to be given to parents and guardians.
- Semester Reports - Provided at the end of each semester. Opportunities to discuss reports can be arranged through individual appointments.
- Letters of Concern - Will be provided as needed to inform parents of concerns regarding progress and /or behaviour that is having an impact on a student's ability to pass a course or complete the competency of their certificates.
- Informal communicate a progress through phone, email or Compass.

## **General Safety Expectations**

### **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 - Morawa and reflects the principles and practice of assessment set down by the School Curriculum and Standards Authority (the Authority).

### Responsibilities

#### 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 Deputy 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.

#### 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 Deputy Principal for absences of a non-medical nature.

#### 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.

### Assessment

In each subject, a number of assessment tasks occur during the year/semester. Each task provides evidence of student achievement. Instructional staff use 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, instructional staff will use strategies to enable them to assess the performance of each individual in the group.

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.

#### 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.

#### 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).

#### 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.

#### 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 SCSA courses there is no option for U grades so the zero mark may lead to failure of the subject.



### 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 Deputy Principal. 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.

### 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 all classes have completed the task. Discussion of the questions will be treated as collusion and students will be penalised.

### Retention and disposal of student work

Instructional staff are 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.

Instructional staff 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 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.

### 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.

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

#### 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 Deputy Principal. 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.

## Transferring

#### Transfer between courses and/or units

When a student shifts between courses, they are at risk of being disadvantaged compared to others in the class. An application to transfer between courses is made through the Deputy 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 for the student to complete the outstanding work. The assessment outline will be discussed and a copy provided to the parent/guardian and the student.

#### Transfer from another school

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

The Deputy Principal and instructional staff 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 where appropriate.

## **Standardised Testing and 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 (ESTs)**

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. 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.

## Trades

The WA College of Agriculture Morawa operates Trade training workshops – Automotive and Engineering. The workshops aim to replicate the work environment of a commercial operation for each of the industries they represent to prepare our students for life in the workforce.

### 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.
- Waste into school bins.

#### 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.

#### Personal Engineering 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 day each week depending on their year level, and are rostered to the various enterprises to experience the variety of operations throughout the year. The Farm roster is drawn up by Farm Manager and Assistant Farm Manager.

### 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, 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 can continue to wear their Akubra hat or college Bucket Hat. Non-college bucket hats and caps of any kind 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 students, and staff 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 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.
- 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.
- 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 seen, 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 given direct by Farm Manager or Assistant Farm Manager.
- All incidents / accidents must be reported to a Technical Officer, Farm Manager or Assistant Farm Manager and must be recorded to improve safety standards.

## **Vehicles, Machinery and Equipment**

Significant risk of injury exists if machinery and equipment is not used according to operational guidelines. Staff and students must not use any vehicles, 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 vehicle, 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. Pre-start checks are required to be undertaken by staff and students prior to the use of vehicles, machinery and equipment and recorded using the college's standard process.

## **Weekend Farm Rosters**

Weekend Farm 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.

- Provided adequate notice is given, students should be able to arrange their personal lives around their Weekend Farm. Depending on year level, this usually means no more than once per year.
- Students unable to complete their weekend obligations for legitimate reasons (sanctioned by the college) are expected to arrange a swap with Farm Manager/Assistant Farm Manager as soon as possible and no later than Thursday at 9.00pm prior to the rostered weekend.
- Weekend swaps must be made with the Farm Manager or Assistant Farm Manager.

- Should a swap for weekend farm not be approved, weekend leave will not be granted.
- Students who fail to complete their weekend farm will be rostered for additional weekend duties.
- Weekend Farm 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 farm obligation will not be signed off on the core competency “Work effectively in the industry” that make up Certificate II in 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 improve 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.

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.

Licences double as 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.

## 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.



- 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.

## Horse Policies

Students have the opportunity to be involved in horse-riding in the following circumstances:

- Riding as a consequence of enrolling in the Certificate II of Horse Care.
- Riding after hours and weekends on their own horse or loaned college horse for recreational purposes.
- Riding as a consequence of being involved in the Equine Club (afterschool program)

## Riding Expectations

The rider must:

- Wear an appropriate helmet (Current Australian Safety Standard 3838, within 5 years old, and never been involved in a head injury incident), appropriate riding pants and appropriate flat soled riding boots, long sleeve and polo shirts are both permitted. Singlets are not approved riding attire.
- Wear an appropriate body protector when riding in high risk activities such as jumping, racing and pacing.
- Not allow other students to ride their horse, or ride another students horse, unless permission is given by the parents of both students and the owner of the horse or under direct supervision of the Equine Manager.
- Undergo a riding assessment where a level is given prior to riding any horse on the property and abide by the parameters outlined by that level.
- Be covered by personal insurance for after hours recreational riding.
- Ensure the areas used are left clean and tidy.
- Have their riding gear assessed by the Equine Manager at the start and end of every term to ensure safety standards are maintained.

## Riding Skills Assessment

- Before riding college or personal horses students will be assessed for their riding ability by the Equine Manager using the college assessment process. A proficiency rating will be given to each student/horse combination, and this will determine where they can ride and under what level of supervision.
- Students riding different horses will need to be reassessed.
- Students can be reassessed at any time they feel they have progressed to the next level, or if they wish to ride a different horse. This needs to be booked in with the Equine Manager.
- Riding levels, requirements and restrictions can be found in the 'Horse Riding Assessment'.
- Parents will be informed when their child's riding level has changed to confirm they are in agreement with the changed riding circumstances.

## Riding After Hours

When riding horses or caring for their horses after school hours' students must remember

- To have permission from the Duty Residential Supervisor before going to the Equine complex.

- To have permission from the Duty Residential Supervisor before riding indicating where they are riding, who they are riding with and their expected return time.
- To go with at least one other student if riding without the supervision of the Equine Manager.
- To take a working, charged, mobile phone in case of emergency with the college main office number, residential office number and Equine Managers number saved within it.
- To leave all gates as they are found.
- If any horse manures within the college campus grounds or driveway beyond the Equine Entry gates, the rider must remove it.
- After hours riding is limited to daylight hours. Late meals can be arranged at Residential, however punctual attendance at prep is required.
- Arena and Round yard rules must be adhered to.
- Double dinking is not permitted.

### **College Horses**

The college has several horses available for students to ride after school hours. Students must request to book a horse by lunch time the day prior at the Front Office and the Equine Manager will coordinate and confirm if a suitable horse is available. Students completing their Certificate II in Horse Care have priority to bookings. Permission will be given on the basis of student riding ability and horse availability. There is a \$10.00 fee attached to after school riding of college horses (per ride) if the student is not a Certificate II in Horse Care participant.

### **Conduct**

- Students will be expected to conduct themselves in a responsible manner while in the Equine complex and while riding horses, being aware that they are dealing with large and potentially dangerous animals.
- Caring for horses is not an acceptable excuse for lateness to any College program.
- If a student is injured and is considered unfit to ride by a doctor, they will not be able to ride again until they have been cleared by a doctor.
- Students can only ride after hours if they are on 'Good Standing'. Students who lose 'Good Standing' will only be permitted to lunge, feed and groom their horses until they are back on 'Good Standing'. Students off 'Good Standing' may ride during the school day if it is a required part of their training program.
- Breaches of the Riding Agreement may result in loss of riding privileges and/or the horse being removed from the College.

### **Responsibility**

- Any damage to college property caused by deliberate misuse or failure to abide by procedures is to be paid for by the student's guardian.
- Any damage to student property or injury to student horses is the student guardian's responsibility unless it can be proved that the college staff were negligent.

### **Weather**

- Should weather conditions be deemed dangerous by senior staff, riding will not be permitted in some circumstances or entirely depending on the situation.
- Riding will not be permitted if there is lightning
- Riding will not be permitted when the Wet Bulb Globe Temperature (WBGT) is above 33. Data will be used from Morawa DPIRD weather station.

## 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 Students

### Weekday Morning Routines

Monday to Friday	
Time (am)	Event
6:00 to 6:30	Dorms are unarmed and unlocked.
6:00 to 7:00 <sup>1</sup>	Shower and dress in the appropriate school uniform.
6:45 to 7:00	If you take daily/ regular medication, attend Medical Centre.
7:00	Attend breakfast in the Dining Room: Ensure you have been marked off as attended by the Supervisor, as this is a welfare check.
7:20	End of breakfast and return to room to: Prepare for school. Clean room and make bed in preparation for dorm room inspections. If you are on Dorm Duty to clean the dishes or laundry basket and so on, perform these duties at this time.
7:25	Supervisors perform room inspections to check for: <ul style="list-style-type: none"> <li>• correct school uniform.</li> <li>• bed made and room tidy.</li> <li>• student present in room.</li> <li>• The results are recorded and reported.</li> </ul>
7:45	Out front of reception to board the school bus. <i>Supervisors to check off as board the bus.</i>

### Weekday Afternoon Routines

Monday to Friday	
Time (pm)	Event
03:40 (02:50 Fridays)	End of school day and return to the residential hostel.
4:00 to 5:45 (03:00 Fridays)	Afternoon tea in the dining room from 4 to 4:30 Free time.

<sup>1</sup> Please inform the Supervisors if you need to attend Horses or you would like to jog or walk in the early morning before Breakfast.

	Transport to appointments, sports or other activity.
<b>5:45 to 6:15</b>	Dinner in the dining room. Ensure you have been marked off as attended by the Supervisor, as this is a welfare check.
<b>6:15 to 6:30</b>	Canteen is available.
<b>6:30 to 7:30</b>	Prep (homework and study)
<b>7:35 to 8:30</b>	Mandatory activity (typically a Monday). Non-mandatory activity (when planned) or free time.
<b>8:30 to 8:50</b>	Supper
<b>8:45 to 9:00</b>	Supper kitchen duties (rostered dorm).
<b>9:00</b>	Back to your dorms in preparation for lock in.
<b>9:30</b>	Lock-in. <i>(Inspection is performed to ensure all students are present, the dorms are then locked and alarms armed.)</i>
<b>10:00</b>	Lights out, in bed and go to sleep.
<b>10:30 Fridays</b>	This time can be adjusted at the Supervisor's discretion based on activities and behaviour.

**🔔 NOTICE: STRICTLY no showers after 9:30pm. If you have not showered and want to, do so at 9 pm.**

## Weekend Morning Routines

Saturday to Sunday	
Time (am)	Event
<b>6:00 to 6:30</b>	Dorms are unarmed and unlocked.
<b>7:00 to 10:00</b>	Continental breakfast
<b>7:00 to 10:00</b>	If you take daily/ regular medication, attend Medical Centre.

If you are rostered on Weekend Farm, prepare and dress in the appropriate uniform. Farm staff will have informed you of the start and pick up time.

## Weekend Afternoon Routines

Saturday to Sunday	
Time (pm)	Event
12:00 to 12:30	Attend Lunch in the Dining Room: Ensure you have been marked off as attended by the Supervisor.
12:30 - on	Free time until dinner
5:45 to 6:15	Dinner in the dining room. Ensure you have been marked off as attended by the Supervisor, as this is a welfare check.
6:15 to 6:30	Canteen is available.
6:30 to 7:30	Prep (homework and study)
7:35 to 8:30	Non-mandatory activity (when planned) or free time.
8:30 to 8:50	Supper
8:45 to 9:00	Supper kitchen duties (rostered dorm).
9:00	Back to your dorms in preparation for lock in.
9:30	Lock-in. <i>(Inspection is performed to ensure all students are present, the dorms are then locked and alarms armed.)</i>
10:00	Lights out, in bed and go to sleep.
10:30 Saturdays	This time can be adjusted at the Supervisor's discretion based on activities and behaviour.

**❗ STRICTLY no showers after 9:30pm. If you have not showered and want to, do so at 9 pm.**

The following afternoon schedules and the free time consider the following but not limited to activities:

**Clothes washing; this is the time you should arrange to have your clothes cleaned.**

Town and shop days.

Horses.

Going to the swimming pool.

Canteen, 6:15pm opening time.

Late meals due to appointments, sport and any other activity, shall be booked by communicating with the supervisors.

Students are rostered on to supper kitchen duties. This is a revolving dorm roster.

## Mobile Phones in Residence

Students are not to use mobile phones during the following times:

- Meal times (breakfast, lunch, dinner)
- 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 casual is 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 must be left outside.
- 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 in Sick Bay)  
7.30 – 10 am (weekends) - (continental breakfast)

Lunch 12.30 pm (weekdays)

12.30 pm (weekends)

Weekly rotational seating

1. Seating Plan
2. Year level
3. Free Seat (Every Friday is Free Seat)

Dinner 5.30 pm (weekdays)

5.30 pm (weekends)

### Process

- All students enter Dining Room five minutes before mealtime.
- Students sit at designated tables and are required to eat whilst seated in a family atmosphere.
- Staff coordinate students one table at a time.
- At end of meal any notices are read, tables wiped clean, floor swept and duties completed as per domestic roster.
- 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 an instructional staff member contact the Deputy Principal or Principal for approval.

## **Room Inspections**

Room inspections take place on a daily basis at 7.25am—7:40am 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 as per roster.
- Blinds/curtains open and lights turned off.
- Rostered duties completed.

## **Electronic Equipment**

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

- All appliances must be off after lights out.
- Appropriate volume will be determined by the Residential Supervisor.

## **Evening Preparatory (Homework)**

Monday to Thursday evenings 6.30pm – 7.30pm supervised.

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 room.
- No music to be heard from any room
- Phones are to be clearly on display on the windowsill. 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.

### What to Do in Prep

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

### Laundry

All clothes and bedding must be clearly labelled with student 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.

5:00 pm

Outside these times student must speak to Residential Staff.

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

A full laundry service is provided Monday to Friday. You may use this service for all your washing requirements and not just those listed below.

You are the only person responsible for ensuring your college attire and dress uniforms are always ready to wear.

The following regulations are mandatory:

Your items shall be labelled with your name.

Consult a supervisor if your items are not labelled.

You shall:

ONLY use the residential laundry service to clean your classroom and reflective clothing.

ONLY use the residential laundry service to clean your towels and bedding linen.

ONLY use the laundry basket provided in your dorm to place these items.

Comply with the weekly linen washing day on your dorm's allocated day.

You shall not use the dorm laundry to:

Wash your classroom and reflective clothing.

Wash your towel.

### Laundry – Dormitories:

Including a residential laundry service, each dorm is provided with a washing machine and drier, however strict rules apply.

You shall:

- Take care with washing machines, driers, clothes lines and irons.
- Hang cloths with pegs on the provided clothes lines only.

- Respect all equipment.
- Bring your cloths in when at a reasonable time.

You shall not:

- Sit on top of any machine.
- Use the driers in summer.
- Use the machines for a single item, these shall be hand washed and hung out to dry.
- Laundry shall not to be attended to during prep time or after lights out.
- Wash your classroom and reflective clothing.
- Wash your towel.
- Wash your bedding linen.

## **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.

## **Boundaries - Restrictions**

The following areas are those within the campus boundaries that are out of bounds except for passing through and under supervision where required.

All bush areas and areas not serviced by footpaths:

Does not include bush track used for town leave.

Bitumen roadways on east and south sides.

Within the kitchen outside of supper duties.

Staff accommodation:

Supervisor sleep room

E-Dorm (without permission).

Behind the counter of:

Reception/ residential supervisors office

Canteen.

Opposite biological gender dorms.

Cleaners' chemical storeroom (other than under supervision when washing vehicles).

Behind:

A, B, C & D Dorms

Behind Gymnasium

Behind Transportable buildings

Kitchen (other than under supervision when washing vehicles).

Gardening and vehicles sheds

Student services.

Medical Centre unless supervised

NOTICE: Stakeholders residing on the property have a right to privacy.

## **Boundaries Accessible:**

Public Areas

The following areas are those within the campus boundaries that are specifically provided for all stakeholders to enjoy:

All grassed areas.

Outside spaces in-between dorms.

Picnic tables.  
Gazebos.  
Foot paths.  
Fire pits (under supervision only).  
Artificial grass in front of gym (permission shall sought at the duty supervisor discretion).

### **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 Residential Reception.

### **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 Residential Manager & Deputy Principal 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 in pairs. They must keep to farm tracks at all times and must take a water bottle and a hat for Terms 1 and 4 in particular and bike helmet. It is preferable that at least one student carries a phone in case of incident or emergency.

Students bringing horses onto the property must agree to set guidelines. (See Equine 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 Residential Manager 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 western side of town site 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.

## **Trampolines**

The trampolines are a popular area and require appropriate and responsible behaviour.

Trampolines shall not be used beyond their designed weight limits and compliant with the manufacturer's instructions.

The trampolines will be closed if all students do not maintain the following rules:

No shoes to be worn on trampolines.

Only one person may bounce at a time.

No jumping from one trampoline to another.

No somersaulting off the trampoline.

No more than 2 students at a time may sit on the trampoline.

The use of tramp bikes or any other structure is prohibited.

It is your responsibility to remove rubbish and cloths immediately after use.

NOTICE: Security cameras are used to identify those responsible for damage and inappropriate behaviour.

## Medication

Guardians shall inform the college of all medications required for their child. All prescribed and non-prescribed medication (except contraceptive pills) shall be handed to residential staff for storage.

In the case of ADD / ADHD guardians are to provide written authority for the college to store and administer medication to students. Usage will be monitored by staff. A letter from a medical practitioner is required if you wish to change or modify your child's medication from that listed on the label. Otherwise staff will continue to administer the medication as per directions on label.

Unless specifically instructed by guardians that vitamins shall be administered, vitamins can be taken independently and stored in their room.

### College Provision of Medication:

The college will only provide students paracetamol. All other pain killers and medication is the responsibility of guardians.

The residential campus will store supplied medications for each student in the student services area.

Other than paracetamol and prescribes medications, ibuprofen is the only medication that requires guardian permission each time it is requested.

The RM or duty supervisors will contact guardians seeking permission before administering ibuprofen and will ensure the student has eaten something as required by this medication.

- ▲ **Students shall not keep prescribed medications or non-prescribed medications in their room.**
- ❓ **Contraceptive medication is allowed to be taken independently and stored in room.**





## Visitors and Visiting Hours

Visitors and guardians procedure below:

- All Visitors are required to report to the administration/supervisor's office in the first instance and sign the Visitors Book.
- Student(s) will be called to the administration to meet with the visitor.
- Visitors are not to enter the dorms.
- Visitors shall not (guardians or otherwise) enter the dorm communal living areas.
- Guardians will only be able to enter the dorms when escorted by a staff member if the situation requires.
- Unacceptable behaviour will result in the visitors being asked to leave.

Refusal to allow a visit by a relative or friend will occur where:

- The visit interferes with the student's educational program.
- The visitor has been banned from the College Campus.
- Visitors are under the influence of alcohol and/or drugs.
- Continued unacceptable behaviour and disrespect to the staff and rules.

It is a privilege to visit the campus. This privilege can be lost for breaching the rules. Visitors shall:

Park in the designated area east of the trampolines.

Only socialise in public areas and in lit areas after dark.

Residential campus students are not permitted to sit in visitors' cars except for their guardians.

Depart the campus on time according to the following timetable:

Day	Afternoon Time	Evening Time
Monday to Thursday	4:00pm to 5:00pm	7:30pm to 8:30pm
Friday	3:00pm to 5:00pm	6:30pm to 8:30pm
Saturday	1:00pm to 5:00pm	6:30pm to 8:30pm
Sunday	1:00pm to 5:00pm	NA

## 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.



## 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 on excursions 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 be able to 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.

Students are also allowed optional leave on weekends, **except when they are on weekend Farm Duty, compulsory college days i.e Open Day & Graduation or have been gated.**

All weekend leave requires approval from the Principal, Deputy Principal or Residential Manager through the REACH Boarding System the parents and the hosts, by **Wednesday night** prior to the weekend in question.

**Students are required to return by 5.00pm Sunday following the weekend leave period, or as stated on emails or verbally.** Parents/Guardians may be contacted by staff if no communication has been received.

Any parent that requires their child to leave the College at short notice must first contact the Residential Manager or Principal, before completing a leave form, outlining their plans. This must be done prior to any student leaving the College grounds.

Students who are transporting other College students, must report to a Residential Supervisor before leaving the College grounds. Students must sign in immediately on return to the College. There will be at least one closed weekend for Terms 1-3 inclusive.

All students must leave the Residential campus by 4pm on the commencement of Leave Weekends, and one hour after College has finished, at the end of term.

Students may spend weekend with approved families with parental permission. They must be collected and returned to the Residential Campus by the family concerned unless they are travelling on a school bus or own transport.

The Residential Campus will be re-opened at 1.00 pm on the day of return after boarder weekends and on the day of return for students returning at the start of a new term. No students are allowed on the Residential campus until staff are on duty.

## Leave in the Town of Morawa

When the Residential Campus is open and operating Residential students may not be checked out for leave by an adult who resides in the Morawa townsite unless the student's parents or guardians have confirmed in the REACH leave submission that the student will be staying outside of Morawa townsite or going to another town for leave.

Residential students may only stay in the Morawa townsite if they are checked out of Residential by their own parent(s) or guardian(s) and are remaining with their parents or guardians for the duration of their stay in the Morawa townsite.

If the Residential Campus is closed and not operating, boarders (closed weekends) may have leave in the Morawa townsite in the care of parental approved adults. Students must be checked out the day that Residential is closing and returned by 5:00 pm on the evening that the Residential Campus re-opens.

## 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 after enrolment.
- 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://wacam.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 THURSDAY. Parents are asked to be prompt with their acceptance or denial of student leave application.
- Residential Manager, Principal or Deputy Principal approves or denies leave request or seeks further clarification from parent.

Any leave outside these guidelines must be negotiated on a case-by-case basis with the Residential Manager. 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 Farm.
- Students involved in compulsory College activities (see Term Planner).
- Appropriate leave processes have not been completed by parental authority not forthcoming.
- Student is gated for disciplinary reasons.
- Students wish to depart at a time that does not 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. The student must be collected by a responsible adult.

Student self-driving having to be back to the College at 5:00pm. Failure may lead to a student losing the privilege of 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 to the Principal or Deputy Principal. 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

- TransWA
  - Depart Morawa for Perth Fridays at 1:58 pm
  - Arrive Morawa from Perth Mondays at 1:10 pm

Students requiring public transport connection outside weekends, will need to negotiate with the Residential Manager.

## Closed Weekend

During these weekends, usually centred around a public holiday, all students are required to leave from 1:00 – 5:00 pm on the day of departure and not return before 5:00 pm on the day of re-entry. Staff are not on duty to care for students returning earlier. Students need to return between the hours of 5:00pm - 8.00pm or by 7:45am the next morning. If tea is required, students need to be in residence by 5pm.

## Students in Personal Vehicles — Students Departing/Returning to the College

It is a requirement of the college that students driving personal vehicles must depart for leave within daylight hours, unless specific arrangements have been made through the College Administration. Students driving personal vehicles 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 Deputy Principal and/or Residential Manager. 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.

## 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 student 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 the day.
- 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

## Boarding Agreement

The Boarding agreement is between a student's parent/s and the college. The signed Boarding agreement confirms:

- a residential place is available for the student
- the conditions under which the residential place is offered and accepted
- the care and welfare arrangements while the student is at the college
- the grounds for terminating the Boarding agreement.

### Responsibilities of the parent

By accepting the offer and signing the Boarding agreement the parent/s agree to:

- a. provide the name, address and contact details of the person/s, in addition to the parent/s, who can be easily contacted and available in an emergency
- b. inform the college, in writing of any change to student, parent/s or emergency contact information
- c. provide and maintain up to date information regarding the student's needs and particular provisions for their day to day care, welfare and development
- d. allow staff from the college to attend to the student's medical, physical or mental health needs as required, including taking the student to appointments with nominated health professionals
- e. the college seeking emergency care for the student without obtaining prior consent if this is not practical in the circumstances
- f. provide the name, address and contact details of the person/s who can make decisions and perform the functions of a 'parent' when they are not residing in Western Australia.

### **Residential code of conduct and personal responsibility**

By accepting the offer and signing the Boarding agreement the parent/s agree:

- a. the student will comply with the residential code of conduct
- b. the student is responsible for their personal property and for loss or damage to that property unless it was maliciously caused by other students or negligence of staff from the college
- c. to make arrangements for a student who has lost residential privileges to leave the college grounds when requested by the principal or delegate.

### **Responsibilities of the college**

By offering the place and signing the Boarding agreement the college will:

- a. provide the student with accommodation and individual services each year
- b. be responsible for the student's safety, care and welfare while the student is under the care and control of staff from the college
- c. request parent consent prior to attending to the student's medical needs or health condition
- d. seek emergency care for the student without obtaining prior consent from the parent/s if this is not practical in the circumstances
- e. accept either payment of fees and charges in full or by instalments before the agreed due date
- f. require notice in writing from the parent/s regarding withdrawal of a student from residence
- g. refund parents the excess residential accommodation fees if applicable on a pro-rata basis. However, if a student leaves the college through their own choice or through termination of residency, fees remain payable for the number of weeks the student has been in residence.

### **Payment for accommodation and individual services**

By accepting the offer and signing the Boarding agreement the parent/s agree to:

- a. assign to the college any subsidies or payments received to offset the residential accommodation fees each year
- b. pay the amount for residential accommodation fees
- c. pay the amount for individual services each year
- d. complete required payments prior to the first day of term unless a prior arrangement or payment plan has been approved by the college
- e. pay any outstanding amounts if the Boarding agreement is terminated.

### **Payment of an acceptance deposit and or bond**

Signing the Boarding agreement means:

- a. the parent/s pays the deposit upon acceptance of an offer at the college
- b. the college will credit the deposit against Term 1 residential accommodation fees or charges
- c. the college will refund the deposit in the event of a written withdrawal being received prior to the start of Term 1
- d. the parent/s pays the bond if applicable
- e. the college retains the bond for duration of the Boarding agreement



- f. the bond may be used to compensate the college for any outstanding costs or repairing damage the student causes to college property
- g. the college refunds the remaining bond if the Boarding agreement is terminated.

### **Temporary withdrawal of residential privileges or terminating the Boarding agreement**

The college may temporarily withdraw the student's residential privileges or terminate the Boarding agreement if:

- the student ceases to be enrolled at the school specified in the application
- the student breaches the residential code of conduct
- the information in the college application is false or misleading
- the parent/s breach this Boarding agreement.

### **Withdrawal of student's residential privileges from the college**

If the student's residential privileges from the college have been withdrawn, they are unable to reside at the college for the duration of the withdrawal. Student can still attend as a day student where practicable, or work will be available on Compass if learning from home.

The college will provide the student and the parent/s with written advice:

- that the student's residential privileges have been withdrawn from the college and must leave the college grounds
- of the reason for the withdrawal
- of the date on which the withdrawal commences
- of the date on which the withdrawal ends and the student can return to the college
- if applicable, that the Boarding agreement may be terminated while the student is withdrawn.

### **Terminating the Boarding agreement**

To terminate the Boarding agreement, the college will provide the student and the parent/s with written advice:

- that the Boarding agreement is terminated meaning a residential place will no longer be provided for the student
- of the reason for the termination
- of the date on which the termination becomes effective
- about how to request a review if they are not satisfied with the decision to terminate the Boarding agreement.

## **Residential Code of Conduct**

### **Purpose**

The Boarding agreement provides that the student must comply with the residential code of conduct (the code). The purpose of the code is to set out the required standard of conduct to be observed by a student while boarding at the WA College of Agriculture Morawa. Students who breach the code may be subject to disciplinary action. The college can terminate a Boarding agreement for substantial breaches of the code.

### **Scope**

This code applies to all students who board at the WA College of Agriculture Morawa.

1. Conduct in respect to self - students will:
  - a. act with proper regard for their safety, education, welfare and health (mental and physical)
  - b. conduct themselves in a respectful, responsible and lawful manner
  - c. behave in a way that upholds the values, integrity and reputation of the college
  - d. accept responsibility for their actions.
2. Conduct in respect to other students - students will:
  - a. treat other students with respect, dignity, courtesy, honesty and fairness and with proper regard for others' rights, safety and welfare
  - b. live in harmony with other students and respect others' views and opinions
  - c. respect the privacy of others
  - d. report a breach of the code to appropriate staff.
3. Conduct in respect to staff - students will:
  - a. treat staff with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare
  - b. respect their property, views and opinions
  - c. comply with any reasonable request of a staff member.
4. Conduct in respect to property - students will:
  - a. treat the college property and facilities with care and respect
  - b. treat staff and fellow students' property with care and respect.

### **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 Farm.
- 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 7.55 am before the 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 or have arrangements with the Morawa District High School buses.

### Facility Access

Day students:

- Are not permitted in residential dormitory areas unless accompanied by a staff member.
- 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.
- Are invited to participate in residential recreational activities. Where a charge is involved, will need to pay up front to participate.

## Complaints and 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.
  - i. Level 1 Teacher/Technical Officer/Residential Supervisor
  - ii. Level 2 Head of Learning/ Farm Manager or Assistant, Manager Corporate Services
  - iii. Level 3 Vice Principal
  - iv. 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.

