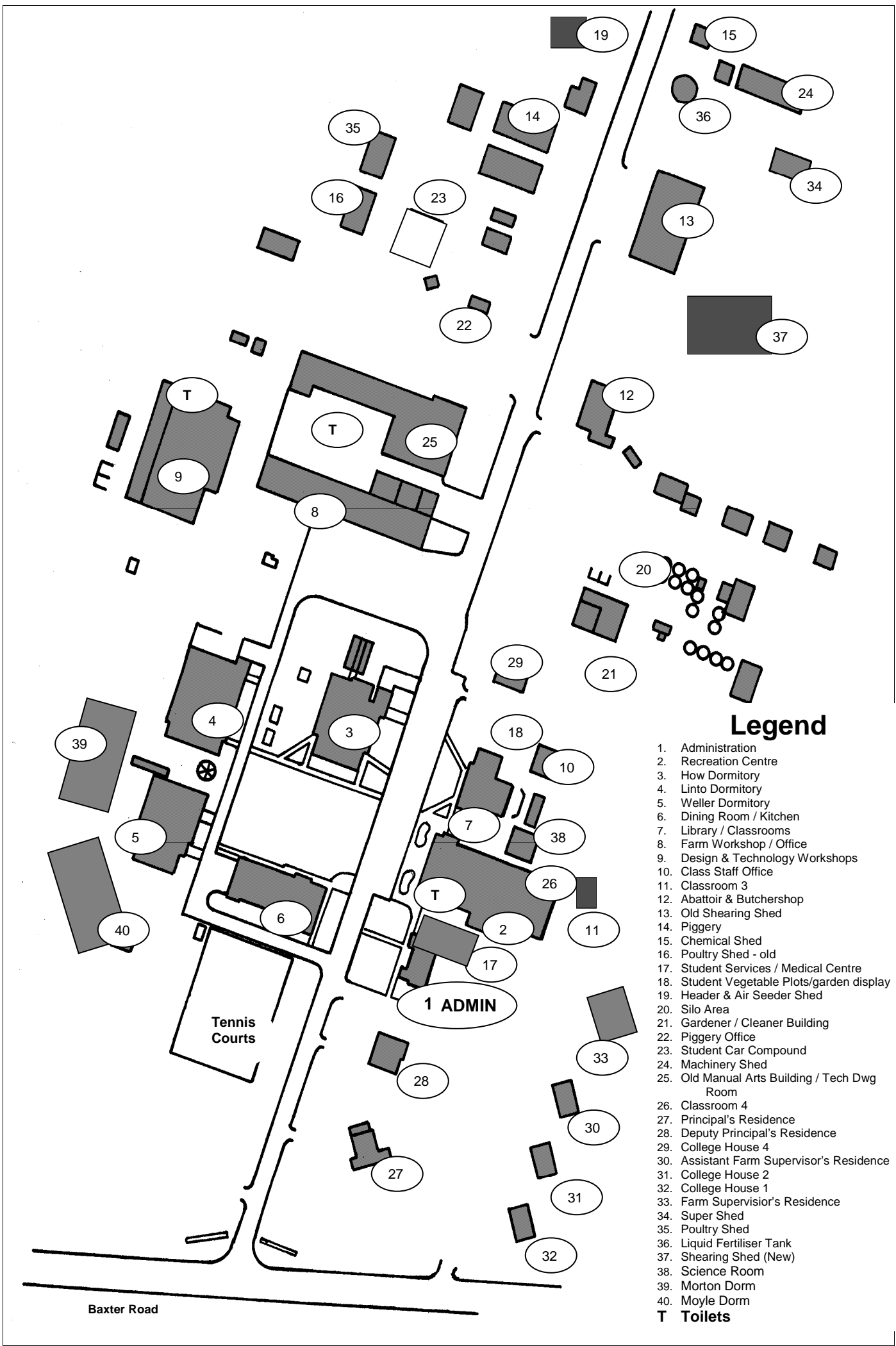


WESTERN AUSTRALIAN
COLLEGE *of* AGRICULTURE
CUNDERDIN

**Student
Information
Booklet
2017**



Legend

1. Administration
 2. Recreation Centre
 3. How Dormitory
 4. Linto Dormitory
 5. Weller Dormitory
 6. Dining Room / Kitchen
 7. Library / Classrooms
 8. Farm Workshop / Office
 9. Design & Technology Workshops
 10. Class Staff Office
 11. Classroom 3
 12. Abattoir & Butchershop
 13. Old Shearing Shed
 14. Piggery
 15. Chemical Shed
 16. Poultry Shed - old
 17. Student Services / Medical Centre
 18. Student Vegetable Plots/garden display
 19. Header & Air Seeder Shed
 20. Silo Area
 21. Gardener / Cleaner Building
 22. Piggery Office
 23. Student Car Compound
 24. Machinery Shed
 25. Old Manual Arts Building / Tech Dwg Room
 26. Classroom 4
 27. Principal's Residence
 28. Deputy Principal's Residence
 29. College House 4
 30. Assistant Farm Supervisor's Residence
 31. College House 2
 32. College House 1
 33. Farm Supervisor's Residence
 34. Super Shed
 35. Poultry Shed
 36. Liquid Fertiliser Tank
 37. Shearing Shed (New)
 38. Science Room
 39. Morton Dorm
 40. Moyle Dorm
- T Toilets**

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INTRODUCTION

This booklet has been produced to assist students to gain the best possible Educational Outcomes from attending this College.

The booklet aims to inform students of our commitment to managing student behaviour in a positive way. Clear guidelines are provided to outline College and student responsibilities with respect to completion and assessment of School Curriculum and Standards Authority.

General information is provided for each of the major areas of the College.

Booklet Sections:

- Behaviour Management Plan
- National Training Packages
- Assessment Guidelines - Common Assessment Framework Subjects
- Residential Information
- Day Student Information
- Country Week Information
- Class Information
- Design & Technology
- Automotive Workshop
- Building Construction
- Furniture Design & Technology
- Metals Workshop
- College Farm Information

OUR MISSION

To provide quality education and training for the agricultural and related industries that satisfies the needs and expectations of post - compulsory students for careers and further education.

OUR VISION

To be recognised as a leading provider of high - quality education and training for the agricultural and related industries, graduating students who have the necessary attributes to become successful citizens and contribute positively to Australian society and, in particular, to rural communities.

OUR PURPOSE

To ensure all students develop the knowledge, skills and confidence to achieve their individual potential and contribute to society.

To provide opportunities for students to develop knowledge, skills, values and understandings within the context of rural industries.

To provide opportunities for students to achieve nationally - recognised vocational qualifications and Secondary Graduation (WA Certificate of Education).

To provide opportunities that assist students to access employment or further education.

All members of the College Community promote the values of Learning, Excellence, Equity and Care.

The Western Australian College of Agriculture - Cunderdin will ensure that policies and management practices are adopted which maintain high professional standards in the delivery of education and training services, and which safeguard the educational interests and welfare of all students.

1. Delivery & Assessment of Education & Training Services

The Western Australian College of Agriculture - Cunderdin will ensure that appropriately qualified staff and adequate resources are available and utilise in the provision of education and training services.

2. Marketing of Education & Training Services

The Western Australian College of Agriculture - Cunderdin will market its education and training services with integrity, accuracy and professionalism. In the provision of information, no false or misleading comparisons will be drawn with any other provider or course.

3. Student Recruitment

The Western Australian College of Agriculture - Cunderdin will ensure that the recruitment of students is conducted at all times in an ethical and responsible manner and that selection decisions are fair and comply with equal opportunity legislation.

4. Student Information

The Western Australian College of Agriculture - Cunderdin will provide accurate and current information to students and prospective customers on all relevant matters. This will include course outcomes and assessment procedures, staff and facilities, fees charges and refund entitlements, admission criteria and procedures, termination of tuition and student withdrawal arrangement, internal and external grievance procedures and student welfare and support services.

5. Financial Management

The Western Australian College of Agriculture - Cunderdin will ensure that all financial procedures comply with the Financial Administration and Audit Act and that a fair and equitable policy is applied for the refund of student fees and charges.

6. Certification

The Western Australian College of Agriculture - Cunderdin will provide accurate and current information to students and prospective customers concerning course outcomes and competencies to be achieved, assessment procedures including the recognition of prior learning and the certification arrangements on completion and partial completion of the course.

SECTION ONE - BEHAVIOUR MANAGEMENT PLAN

1.1 Rationale

The College has developed this BMIS Policy in the belief that the College is accountable in providing an environment that encourages positive behaviour of individual student to the school, parents and wider community.

1.2 Our Commitment

WA College of Agriculture - Cunderdin is committed to fostering an environment that focuses on the whole student and provides an individual, intensive student centered approach to behavior management.

The College is committed to invest the necessary time and resources to investigate and support the individual needs of students.

The values and beliefs that underpin our Behaviour Management Plan are to:

Provide a safe and secure College environment.

Promote the rights and the respect of individuals regardless of race, gender, religion and culture.

Ensure an ethos of fairness.

Support the values underpinning the WA Curriculum.

Create and deliver challenging and quality learning programs that will extend our opportunities.

1.3 Staff

Provide a specific statement of rights, rules and responsibilities to students, staff and parents, outlining a clear set of behaviour standards and guidelines for students.

Develop and implement the consequences of unacceptable behaviour.

Provide a safe and harmonious living / working environment for students and staff.

Respect the rights of others and develop community values.

Deliver a quality learning program.

To ensure the well being of all members of the College Community so that we can live and learn in a co - operative learning environment.

Foster the values and beliefs that underpin Cunderdin Campus Behaviour Management Vision, being a safe and secure environment, where individuals are respected and treated fairly regardless of race, gender, religion and that close co - operative learning behaviours are assured.

1.4 Students

Ensure that their behaviour is not disruptive to the learning of others.

Ensure the College environment is kept neat tidy and secure.

Ensure that they are punctual, polite, prepared and display a positive manner.

Behave in a way that protects the safety and well - being of others.

Respect personal possessions and school property.

SECTION ONE - BEHAVIOUR MANAGEMENT PLAN - cont'd

1.5 Parents

To be aware of student guidelines and read the Parent Guidelines booklet.

To support the College in its Behaviour Management Policy.

To relate matters of concern through the appropriate forum.

Inform the school of any issues that may be affecting the education, social or emotional wellbeing of their child.

1.6 School Approach to a Positive Behaviour Management Plan

A school's ethos and culture influences the learning of its students. It is therefore important to establish and maintain an environment where students feel safe, respected and valued. The following contribute to the promotion of a positive environment at Cunderdin Campus:

- Leading by example.
- Information Sharing.
- Maintaining pride and a corporate image.
- Recognition of achievement of both staff and students.
- Pastoral Care and the development of individuals through our Induction and Challenge Camps.
- Active involvement in the wider community.
- Special dinners with prizes for students who have consistently behaved.
- Staff taking an active interest in individual needs.

1.7 Rights & Responsibilities

Given the maturity, non - compulsory attendance, interest and commitment of students in enrolling at the College we believe it is more appropriate to provide guidelines to enhance behavioural development of each individual student.

The College provides appropriate time and resources in promoting the behavioural guidelines and policies with particular reference to Student, Staff, Residential Staff and Parent Guidelines, Students at Educational Risk Policy and the College Assessment Policy.

The Guidelines are established to enable the College community to live and work together without interfering with the rights of others. They are based on basic human rights and the rules of society.

- All students have the right to learn free from disruption by others.
- All students and staff have the right to be treated courteously and respectfully.
- All students and staff have the right to live and work in a clean and safe environment.
- All students and staff have the right to be free of interference to themselves or their property.
- All students and staff have the right to live at peace with their neighbours.
- All students and staff are expected to abide by the law.

Our Behaviour Plan is developed around rewarding and encouraging positive behaviour, focusing upon developing quality relationships between students, staff, parents and members of our College Community.

1.8 Overview

The College is accountable for the Behaviour Management of students.

Peer Abuse can be defined as "A wilful conscious desire to hurt, threaten or frighten". It can be physical and/or verbal in nature and can include racial, religious and sexual harassment, rude gestures, intimidation, social isolation and extortion. It must be recognised that peer abuse is ongoing by nature and that it is reinforced by another's pain, fear and humiliation.

College Vision in regard to Peer Abuse

- The College has a no tolerance stance towards violence, bullying and harassment.
- The College celebrates individual differences.
- To provide resources to train staff to identify and minimise peer abuse.
- All staff to be proactive in addressing peer abuse issues.
- Maintain adequate supervision of student interaction.
- Students should have confidence to tell staff of their problem.
- Staff response to peer abuse will be appropriate, sensitive and confidential.
- Students need to understand the difference between telling and "dobbing".

When considering temporary or permanent removal of a student from the school environment it is essential that such consequences are considered to be appropriate and consistent with College Policy.

SECTION ONE - BEHAVIOUR MANAGEMENT PLAN - cont'd

1.10 Exclusion

A student's residency may be temporarily or permanently interrupted when, in the opinion of the senior staff, the College cannot risk taking responsibility for the students' behaviour during residential time.

1.11 Suspension

A period of suspension is imposed for one or more of the following reasons:

- Removal of the student from the environment in which they are causing problems.
- Sharing behaviour management with parents.
- Highlighting the seriousness of the behaviours and puts the 'student on notice'.

1.12 Good Standing

Good standing is a process whereby students take greater responsibility for their attendance, participation and behaviour at College and therefore, their education.

All students will begin the year in **Good Standing** and remain in **Good Standing** while any penalties they incur remain below the specified level. While they remain in **Good Standing**, students are eligible to attend all extra-curricular activities.

A student will lose Good Standing status if absences, participation or behavioural penalties equal or exceed the specified rate.

EXPECTATIONS

Students are expected to:

- Attend College**
- Be on time to class and prepared with the necessary materials**
- Behave appropriately**
- Participate to their maximum capacity in all areas of the College.**
- Find out what work has been missed due to an absence, and catch up with it.**

Staff are expected to:

- Implement the guidelines in a fair and consistent manner.**
- Keep absence, behavioural and participation records in a standard format.**
- Counsel and assist students to reduce the chances of a student losing Good Standing.**

Deputy Principal is expected to:

- Keep records for student demerit points.**
- Convene compulsory review panels.**
- Manage the "good standing" process.**

PROCEDURE

If students lose 5 demerit points they will lose "good standing". A demerit can only be given by a member of the Senior Staff. An out of school suspension will automatically attract the **Loss of Good Standing**.

Regaining Good Standing/Points

After 4 weeks without a demerit point a student will regain a point.

A loss of "good standing" will automatically exclude that student from all extra curricula activities, such as:

- Autumn Carnival
- Shearing Team
- Farm Skills Team/ Fencing Team
- Countryweek
- North West Tour
- College Ball
- Non Compulsory Excursions
- Any other event at the Senior Staff's discretion
- Loss of car privileges

SECTION ONE - BEHAVIOUR MANAGEMENT PLAN - cont'd

Review Panel

- Where a student has been without “good standing” for 5 College weeks a compulsory review panel will be convened.
- Where a student has lost “good standing” twice during the year attendance at a review panel will be required and a satisfactory outcome achieved before regaining ‘good standing’.

SPECIFIC BEHAVIOURS LINKED TO OUR COLLEGE’S CODE OF CONDUCT

- Obvious disrespect for other students and/or staff, their rights and property.
- Insulting language / abuse to students/staff.
- Behaving in a manner that places students/staff/themselves in danger.
- Being disruptive in class and impacting on other students’ right to learn.
- Unprepared for class, lateness to class; not completing homework assigned.
- Unacceptable behaviour in Residence.
- Persistent failure to adhere to College guidelines / Rules.

SECTION TWO - NATIONAL TRAINING PACKAGES

2.1 National Training Packages - Overview

The Western Australian College of Agriculture - Cunderdin is a Registered Training Organisation (RTO) and can offer students the opportunity to undertake a range of qualifications contained within the National Training Framework. To become an RTO the College was required to meet the Australian Quality Training Framework (AQTF) standards for RTO's.

2.2 Australian Qualifications Framework

All Training Packages offered at this College are based on National Competency Standards identified under the Australian Qualifications Framework.

AQF levels 1 to 6 cover Certificate I, II III or IV, Diploma or Advanced Diploma (See AQF Table below).

In the higher education sector AQF level 7 and 8 cover "Degree" qualifications or higher.

The AQF links competency standards to qualifications. Its levels of qualifications cover eight levels of competency.

AQF Level	Sample AQF Qualification	Sample Competency Level
8	Ph.D. Masters Degree Graduate Diploma Graduate Certificate	Senior Executive Specialist Professional
7	Degree	Senior Manager Specialist Professional
6	Advanced Diploma	Middle Manager
5	Diploma	Junior Manager
4	Certificate IV	Advanced Tradesperson Para-Professional
3	Certificate III	Qualified Tradesperson
2	Certificate II	Advanced Operator
1	Certificate I	Competent Operator

WA College of Agriculture - Cunderdin offers AQF qualifications at Certificate I, Certificate II and Certificate III.

2.3 Training Packages

Training Packages were developed to meet the need for vocational skills identified by industry in Australia. Training Packages are outcomes based. They describe the level of knowledge, skills and understanding that a person with a particular qualification can be expected to demonstrate in the workplace.

2.4 List of Scope of Training Packages

Offered by WA College of Agriculture - Cunderdin:

The WA College of Agriculture - Cunderdin offers Certificates from five endorsed National Training Packages. These certificates are from the following industry areas:

- Agriculture
- Automotive Industry Retail Service and Repair
- Manufacturing Engineering
- Light Manufacturing – Furnishing
- Construction Pathways

SECTION TWO - NATIONAL TRAINING PACKAGES - cont'd

2.5 Agriculture Certificates

Students have the opportunity to complete nominated Units of Competency relevant to level II and III from the Agricultural Training Package AHC 10.

Students complete the certificates over two years and must complete the required number of Units of Competence, including "Core Competencies", to achieve Certificate II AHC 20110 or Certificate III AHC 30110.

Additional opportunities ie; work experience, open day preparation, extra weekend duty are available by negotiation to gain additional units.

In addition, students may also choose to complete:

- Certificate II in Shearing AHC 21316
- Certificate II in Wool Handling AHC 21416
- Certificate III units of competency in Pork Production AHC 30416

In Year 12, students who are enrolled in the Certificate II in Wool Handling may also choose to complete

- Certificate III in Wool Clip Preparation AHC 33016
- Certificate III in Advanced Wool Handling AHC 33116

All Units of Competence achieved from the Agriculture Training Package will be listed on a Record of Achievement issued at the conclusion of Year 12.

2.6 Automotive Certificates

All students selecting Automotives in Design and Technology have the opportunity to complete up to Certificate II in AUR20516 Certificate II in Automotive vocational preparation.

All Units of Competence achieved from the Automotive Training Package AUR 12 will be listed on the Record of Achievement issued at the conclusion of Year 12.

2.7 Engineering Certificates

All students selecting Engineering in Design and Technology have the opportunity to complete up to Certificate II in 20413 Certificate II in Engineering Pathways.

All Units of Competence achieved from the Manufacturing Engineering Training Package MEM 05 will be listed on a Record of Achievement issued at the conclusion of Year 12.

2.8 Furnishing Certificates

All students selecting Furnishing in Design and Technology have the opportunity to complete MSF2016 Certificate II in Furniture Making Pathways.

All Units of Competence achieved from the Furnishing Training Package MSF will be listed on a Record of Achievement issued at the conclusion of Year 12.

2.9 General Construction

All students selecting General Construction in Design and Technology have the opportunity to complete up to Certificate II General Construction Pathways CPC20211.

All units of competence achieved from the General Construction Training Package CPC08 will be listed on a Record of Achievement issued at the conclusion of Year 12.

2.10 Course Termination

All students who terminate their course for any reason prior to the completion of Year 12 will be issued with any full Certificates achieved along with a Record of Achievement or Statement of Attainment for an incomplete qualification listing competencies achieved.

SECTION TWO - NATIONAL TRAINING PACKAGES - cont'd

2.11 Competency Standards

Competency standards define the knowledge and skills that the industry expects employees to demonstrate in the workplace. Competency Standards include all aspects of work performance, not only narrow tasks skills. They cover the requirements to manage:

A number of different tasks.

Irregularities and changes in routine.

Responsibilities of the work environment, including working with others.

Unit Titles - indicate what the employee needs to be able to do in the workplace.

Unit Descriptors - provide additional general information about the unit of competency.

Elements of Competency - are the component competencies that make up the overall unit of competency.

Performance Criteria - indicate the level of performance required in the workplace for each element of competency.

2.12 Competency Based Training

Training is focused on assisting learners to develop and demonstrate the competencies that are required by industry. An essential element of training is the development of skills and required knowledge to demonstrate competence against required standards.

2.13 Competency Based Assessment

Assessment will involve a process of collecting evidence and making a judgement whether a learner is able to demonstrate the competencies identified by industry as essential for satisfactory performance in the workplace. Assessment is undertaken as per the rules of the relevant Training Package.

2.14 Core Units of Competency

All certificates offered have a number of mandatory core units of competency, which means those units must be completed. Sufficient other competencies must be achieved as per the qualification packaging rules. It is required on farm that a pre determined number of core competency credits be attained by the end of year 12 in order to ascertain competence in the mandatory units.

2.15 Recognition of Prior Learning

Recognition of Prior Learning or Skills Recognition is the formal acknowledgement of competencies (skills, knowledge and attitudes) held as a result of formal training, work experience and / or life experiences.

Skills Recognition can save valuable time or give students the time to attempt additional competencies.

Any student wishing to apply for Recognition of Prior Learning or Skills Recognition should obtain a copy of the College Skills Recognition information package from their Head of Department or College Office.

2.16 Credit Transfer

Students who have previously commenced, or completed, a qualification through another institution may apply for transfer of credit for those completed units of competency, provided the packaging rules for the relevant qualification are maintained. A transcript of the completed units, issued by an RTO must be produced, to gain Credit Transfer.

2.17 Complaints

As a requirement of being an RTO, it is the responsibility of all staff members to assure the delivery of quality training products and services.

Therefore, in ensuring that our clients can have confidence in our processes the complaints process at all levels should reflect the principles of natural justice, and should also reflect the College's philosophy that the resolution of complaints is a positive opportunity to improve systems and processes.

The process for a student to follow should they have a problem or concern with any aspect of their training or assessment is:

- In the first instance attempt to resolve the problem / concern with the appropriate staff member.
- It is the responsibility of each staff member to attempt to resolve any problem that is presented to them. They may choose to involve the Farm Manager or Head of Department in this process.

SECTION TWO - NATIONAL TRAINING PACKAGES - cont'd

- If the student was unable to resolve the problem with the staff member, then they are advised to approach the appropriate Head of Department or Farm Manager. Resolution of the problem will be attempted at this level. The Head of Department or Farm Manager may choose to involve the Head of Department - Training or the Principal.
- If the student was unable to resolve the problem at the Farm Manager / Head of Department level then they are advised to seek the assistance of the Head of Department - Training or the Principal.
- Again resolution will be attempted at this level.
- If the student was unable to resolve the problem at the RTO Administration level then they are advised to seek assistance from the Office of the Training Accreditation Council.

2.18 Appeals Process

If a student is dissatisfied with an assessment received, they can appeal the process and request a second assessment.

The grounds for appeal fall into one of two possible areas:

- The judgement has been made incorrectly; or
- The judgement was not made in accordance with the assessment plan provided by your instructor.

An appeal must be lodged within seven days following receipt of the assessment result and should be lodged with the relevant Head of Department.

Following checking of the validity of an appeal the Head of Department will:

- Convene an appeal panel and advise the student and assessor of the date, time and location of the appeal hearing and invite the student to provide any additional evidence they may wish to present to support their appeal.
- Advise the student of the result of the hearing as quickly as possible. The appeal will either be dismissed, upheld and competency confirmed or subject to re - assessment.

2.19 Unsatisfactory Progress towards Competence

Where a student fails to achieve competency they are encouraged to negotiate an opportunity to have the relevant Unit of Competence re - assessed or seek further training.

If a student repeatedly fails to present for further training or assessment a letter will be sent home to parents outlining the nature of the problem.

If a student engages in behaviour or actions that jeopardise achievement of competence, a letter outlining areas of risk will be sent home.

2.20 Equity and Fairness

Assessment of student's competency will be made on evidence gathered on a number of occasions and in a variety of context or situations.

Assessment processes are monitored and reviewed to ensure consistency.

Assessment processes are accessible to students so they can proceed from one competency standard to another.

Assessment procedures and the criteria for judging performance will be made clear to all students.

Assessment practices will be equitable to all groups or individual students.

SECTION THREE - ASSESSMENT GUIDELINES

3.16 ASSESSMENT POLICY and GUIDELINES

School-based assessment involves teachers gathering, describing and quantifying information about student achievement. Assessment tasks include tests, examinations, essays, reports, investigations, exhibitions, productions, performances and presentations.

This policy is provided to all senior secondary students at WA College of Agriculture – Cunderdin and is based on the School Curriculum and Standards Authority requirements. All students are enrolled in a combination of WACE courses. Some students also gain some credit for the WACE by completing a Certificate I, II or III in a VET course. The VET programs are delivered and assessed by the College as it is also a registered training organisation.

This policy covers the assessment of WACE courses in ATAR and General courses.

Principles of assessment

School-based assessment of student achievement in all WACE courses is based on the following principles.

- Assessment is an integral part of teaching and learning
- Assessment should be educative
- Assessment must be fair
- Assessment should be designed to meet its specific purpose/s
- Assessment should lead to informative reporting
- Assessment should lead to school-wide evaluation processes
- Assessment should provide significant data for improvement of teaching practices

Validity

Assessment tasks must be clearly linked to the syllabus and the assessment specifications of the course. They must assess the construct intended to be assessed.

Reliability

Assessment tasks should provide consistent and accurate assessment information for the target population.

Discrimination

Assessment tasks should provide assessment information that clearly discriminates among students across the full range of ability levels.

Student responsibilities

It is the responsibility of the student to:

- complete all assessment tasks by the due date
- maintain an assessment file for each unit (or pair of units) studied and to make it available whenever required
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result for the unit or pair of units)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

Staff responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that meets the specific guidelines
- provide students with a course unit outline and an assessment outline at the start of the course
- ensure that all assessment tasks are fair, valid and reliable
- adhere to a three week maximum turnaround for marking, assessment feedback and guidance
- maintain accurate records of student achievement
- meet College and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate

Curriculum and assessment documents

Every student studying a WACE course will be provided with:

- the school's senior secondary assessment policy
- the syllabus
- the school's course outline
- the school's assessment outline.

Syllabus

The teacher will ensure that the syllabus used to develop the learning program and assessment program is current. The College will provide the syllabus to the students before teaching begins as a hard copy or electronically if all students have adequate access in this format.

Course outline

The teacher will determine the sequence in which the syllabus content will be taught and the timing of delivery. The College will provide this information to the students, before teaching begins, in the form of a course outline. The document can be provided as a hard copy or electronically if the school ensures that all students have adequate access in this format.

The format for a course outline is a College decision.

Assessment outline

An assessment outline is provided for each pair of units (or, where a single unit of a Year 11 course is being delivered, for that single unit) and must conform with the assessment requirements as specified in the assessment table of the syllabus. This ensures that the planned assessment tasks will provide students with the opportunity to demonstrate their achievement of the knowledge, skills and understandings that they have acquired in their study.

The format for an assessment outline is a school decision but each outline must include the following information:

- the number of tasks to be assessed by the teacher delivering the course
- a general description of each task
- an indication of the coverage of the unit content provided by each task
- the approximate timing of each task (e.g. the week the task will be conducted or the start and submission dates for an extended task)
- the weighting of each assessment task
- the weighting of each assessment type, as specified in the assessment table of the syllabus.

The school must provide the assessment outline to the students before teaching begins as a hard copy or electronically if the students have adequate access in this format.

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

Should changing circumstances require the assessment outline to be amended (e.g. deleting a planned assessment task and re-weighting all other tasks), students must be informed and provided with the amended assessment outline.

If the course requires small group moderation then the partner schools must use the same assessment outline and use marking methods that will ensure student marks are on the same scale.

Assessment Practices

Assessment Tasks

The assessment table in the syllabus prescribes the assessment types for the course. Assessment tasks, other than ESTs in General and Foundation courses, are developed by the teacher using these assessment types. When developing assessment tasks, the teacher is required to implement the principles of assessment.

Guidelines for developing assessment tasks

- Use an assessment type from the syllabus that will most effectively assess the selected content.
- Develop questions, items and/or activities that:
 - o assess a specific selection of the syllabus content
 - o provide students with the opportunity to demonstrate the full range of achievement
 - o offer the appropriate level of difficulty for the pair of units (or unit)
 - o use the appropriate language level for the pair of units (or unit)
 - o avoid questions/activities for which success is dependent on success in earlier questions/activities
 - o use, where required, sources or stimulus materials that are clear and appropriate to the task
 - o provide students with clear instructions about the completion of the task
 - o do not discriminate on grounds such as gender, disability or ethnicity. See sub-section 2.4.5 for assessing students with special education needs
- Provide students with appropriate time to complete the task.
- Develop a marking key that is based on the anticipated range of student responses to the task.
- Use assessment tasks under specified conditions that are substantially the same for all students.

Security of assessment tasks

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

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

Examinations

Please note: We do not reschedule examinations or tests unless a medical certificate is provided or a catastrophic event (as determined by the Senior Staff) has occurred during the assessment period.

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2 for both Yr 11 and 12. Examinations may be scheduled for General courses where considered appropriate by the Head of Curriculum/teacher-in-charge. This will be included in the assessment outline for the unit/s.

The duration of the examination is determined by the assessment requirements and mimics the final WACE Examinations. Typically the examinations will be 3hrs and 10mins. The examination timetable and a copy of the examination rules will be issued to students 2 weeks before the commencement of the exam period.

The WACE examinations for Year 12 ATAR courses are conducted at the end of the year. Dates for these examinations are set by the School Curriculum and Standards Authority. Failure to sit compulsory examinations will affect WACE results.

Students who are enrolled in a Year 12 ATAR course pair of units are required to sit the ATAR course examination. There are both written and practical examinations for some ATAR courses.

If students do not sit an ATAR course examination and do not have an approved sickness/misadventure application for that course, the grades for the pair of units completed in that year will not contribute to the calculation of the WACE achievement standard, but they will still count in the breadth-and-depth requirement.

Candidates with disabilities who cannot demonstrate achievement under standard examination conditions are able to apply for special arrangements to be made for them through the School Curriculum and Standards Authority. Special arrangements are available for written and practical examinations. The arrangements made are in accordance with the provisions of the Commonwealth Disability Discrimination Act 1992 and the Disability Standards for Education 2005. Special examination arrangements are implemented by the Authority, using explicit criteria and procedures.

A personalised examination timetable is generated for each examination candidate. The timetables can be downloaded by schools from SIRS and by students from the student portal at http://www.scsa.wa.edu.au/User_groups/Students. The timetable is used by candidates as proof of identification when they sit examinations.

Statistical adjustment of marks for Year 12 ATAR courses

Information about the achievement of a Year 12 student (or in special circumstances a Year 11 student) who completes a pair of units in an ATAR course comes from two sources:

- the student's mark submitted by the school to the Authority (school mark out of 100), **and**
- the student's mark from the ATAR course examination set by the Authority.

These marks are used to calculate the student's combined mark.

TISC calculates scaled scores in all ATAR courses for use in determining a student's Australian Tertiary Admissions Rank.

Scaled scores and calculation of a student's ATAR

Scaling adjusts for differences in difficulty between courses and aims to ensure that, in terms of access to university, students are not disadvantaged if they choose to study difficult courses. TISC applies the average marks scaling (AMS) method to the combined score of all students who have completed at least four courses. This method uses the overall achievements in other courses of the

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

group of students studying a particular course to adjust the combined score of the course to create 'scaled' scores.

A student's scaled score for a course is likely to be different from the student's school mark, ATAR course examination mark and combined score. Because scaled scores from all courses are on a common scale, they are used to calculate the Tertiary Entrance Aggregate (TEA) and the ATAR for university admission purposes.

Note: Information about calculation of scaled scores and the ATAR and all other aspects of university admission is available on the [TISC website](#).

Examination candidates

Each ATAR course has an ATAR course examination.

Students who are enrolled in Year 12 ATAR courses (Units 3 and 4) will be required to sit the ATAR course examination in that course.

External examinations are not held for General and Foundation courses.

Each enrolled examination candidate receives a personalised WACE written examination timetable. This timetable provides information about the time, date and location of each written examination in which they are enrolled. The timetable is used by candidates as proof of identification when they sit examinations. Candidates enrolled in examinations which have a practical component receive a separate personalised practical examination timetable for each examination.

Externally set tasks for General and Foundation courses

All students enrolled in a Year 12 General or Foundation course are required to complete an EST for that course.

The EST is administered in Term 2 in a period prescribed by the Authority. The design brief for the EST is provided in the Year 12 syllabus.

Grading

The College will report student achievements in completed ATAR, General and Foundation courses in terms of grades. The grade assigned describes the overall achievement of a student for the completed pair of units (or unit, where a single Year 11 unit is studied). The following grades are used:

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

Grade	Interpretation
A	Excellent achievement
B	High achievement
C	Satisfactory achievement
D	Limited achievement
E	Very low achievement

Unit completion requirement

If a student is to be assigned a grade for a pair of ATAR, General or Foundation units (or unit), or to be deemed to have completed a Preliminary course unit, they must have completed the education program and the assessment program for the units. This requirement may be waived if the school accepts that there are exceptional and justifiable circumstances.

Students who transfer between courses

The College will determine the conditions under which the transfer of a student occurs and the requirements the transferring student needs to fulfil. When a student commences a unit(or pair of units) late they are at risk of being disadvantaged compared to others in the class. An application to transfer between course or units is to be made to the Head of Curriculum and Deputy Principal. Transferring of courses is dependent upon available spaces in other classes.

The deadlines for course/unit changes are:

- Week 4 Term 1
- Week 2 Term 3 (Year 11 only)

When a student transfers to a different unit in the same course, or a unit in a similar course, the marks from any assessment tasks that assess the syllabus will, wherever possible, be used. These marks may need to be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the work to be completed and the modifications to the assessment outline. The plan will be discussed with the parent/guardian and provided to the student.

Assessing students transferring between schools

When a student transfers, during a semester, from a course or unit at one school into the same course or unit at another school, the school to which they transfer must establish what course content has been completed and the assessment tasks that have been marked at the previous school. This information is used to determine what additional content and assessment tasks the student needs to complete. Sufficient assessment information needs to be collected from both schools to enable the teacher to determine the transferring student's achievement in the unit and assign a grade.

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

When students transfer, the teacher or head of learning area determines the use of marks from assessment tasks completed in the previous unit or pair of units and the additional assessment tasks, if any, to be administered. The assessment outline is then modified for the student.

The school informs the student and the parent/guardian of any additional assessment tasks that must be completed as a result of transferring and the risks involved.

Students who do not have the opportunity to complete the assessment program

Some students may not be able to complete the assessment program for a pair of units, or unit, because of injury or illness, personal circumstances, cultural beliefs or a disability and/or specific learning disability.

If the reason for non-completion or non-submission is acceptable to the school, and sufficient evidence **is** available, then the teacher can make a professional judgement of the grade for a pair of units, or unit, in an ATAR, General or Foundation course, or unit completion for a unit in a Preliminary course.

If the reason for non-completion or non-submission is acceptable to the school, but sufficient evidence **is not** available, then the school may:

- modify the task so that it can be completed by the student, **or**
- provide an alternative assessment task that conforms with the assessment requirements of the course (e.g. modify the task but maintain the same standards), **or**
- extend the due date for an out-of-class assessment task or delay an in-class assessment task, **or**
- for a Year 11 course, submit a notation of 'U' (Unfinished) if providing more time to complete further assessment tasks, typically by early in Term 1 the following year, will enable a grade to be assigned, **or**
- negotiate an amended assessment due date that is agreed upon by both the student and the teacher (please note: failure to adhere to the negotiated date will result in non-completion of the assessment task and a zero mark allocation)

Further information regarding the completion requirements of assessments can be found in the WACE Manual.

Students who do not take advantage of the opportunity to complete the assessment program

If a student has been provided with the opportunity to complete the assessment program for a pair of units, or unit, but does not use this opportunity for reasons that are not acceptable to the school (e.g. absence on the date of an in-class assessment task, absence on the due date of an out-of-class assessment task or late submission of an assessment task without exceptional and justifiable circumstances), then the College will apply the appropriate action as per the Late Work Policy (see table below).

Extensions

If a student is absent from school for a documented reason it becomes the **students responsibility to apply for an extension**. If possible this should take place before the due date. Students, whom are absent when work is due, should submit the required work upon their return to class. If an extension has not been approved then the late work policy will apply.

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

Late Work Policy

- Students will be advised of due dates for all tasks at least one week prior to the date of submission.
- It is expected that students will mark their diary with task due dates for each subject.
- Additional support will be available for students with specific learning difficulties to complete work on time.
- Extensions will not be provided for students who fail to manage their time adequately or who have simply not completed the task by the due date.

Consequence of late work

ASSESSMENT IS ONE SCHOOL DAY LATE

ACTIONS:

- The Head of Department will be advised by a behaviour report of any student who has failed to submit a task by the due date and the student will be required to attend compulsory prep in the library. *Be aware that this may mean missing out on scheduled sports training.*
- An arrangement must be made between the individual student and the teacher regarding the reason for lateness of work (acceptable or unacceptable) and when the work must be submitted by.
- If there is no arrangement or the reason is deemed unacceptable then there will be a 5% penalty per day.

ASSESSMENT IS FIVE SCHOOL DAYS LATE

ACTIONS:

- Students will be placed on immediate compulsory prep.
- After the completion of compulsory prep the student is required to submit any of the work attempted to be marked.
- The maximum result a student will receive for the assessment is 50%
- Parents will be advised by email or phone call that their son or daughter has failed to hand in a task on time and their final assessment for the unit will be considered at risk.

SECOND OFFENCE

ACTIONS:

- Immediate compulsory prep.
- If a student fails to submit a second task on time in any course or subject they will be penalised 1 demerit point, in line with the Good Standing Policy expectations.
- The late work penalties still apply as referred to above.

MULTIPLE OFFENCES

ACTIONS:

- Compulsory Prep.
- Multiple offences may result in an In School Withdrawal during the Residential program at the discretion of the Head of Department.

Managing assessment information

It is the responsibility of individual students to retain their own marked assessment tasks but the school may choose to assist in this process by establishing student assessment files. Students should have access to their assessment files for revision purposes.

Authority access to the assessment documents held by teachers and the students' marked assessment tasks needs to be possible until the school's grades are approved by the Authority at the conclusion of student appeals in Year 12 and in March of the following year for all other students.

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

In accordance with the *State Records Act 2000*, public schools must retain all assessment records of a student, including teachers' marks books, until the year in which the student turns 25 years of age.

Cheating, collusion and plagiarism

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
- allowing another student or students to copy your work with the intention of submitting for assessment purposes

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

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Department/teacher-in-charge. 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 can identify that it has been copied or plagiarised
- Resubmission of the assessment task
- May attract in school suspension and/or demerit loss, particularly for repeat offences

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

Reporting achievement

WA College of Agriculture Cunderdin provides an interim report at the end of Term 2, a full report at the end of Semester 1 for Yr 11 and 12, a statement of results at the end of Semester 2 (Yr12) and a full report for Yr 11. The full reports provide a comment by the teacher for each unit (or pair of units) and the following information:

- a grade for the unit/s
- a mark for the unit/s (the weighted total mark for all assessment tasks in the unit/s, including the school exam/s)
- a mark in the Semester exam
- indication of student's adherence to learning attributes; including participation, behaviour, organisation, meeting deadlines and working autonomously

At the end of the year, students will be provided with a WA College of Agriculture Cunderdin statement which lists the grade for each unit (or pair of units), and where required, the school mark, which was submitted to the School Curriculum and Standards Authority.

All grades on Semester 1 and 2 reports are subject to School Curriculum and Standards Authority approval at the end of the year. The student (and parent/guardian) will be notified of any changes that result from the School Curriculum and Standards Authority review of the student results submitted by the College.

For all Year 12 students, for each ATAR course, a statistically adjusted school mark is reported by the School Curriculum and Standards Authority on the student's Statement of Results. Details of the process that the Authority uses to adjust the marks submitted by the college are available on the School Curriculum and Standards Authority website at:

http://www.scsa.wa.edu.au/internet/Senior_Secondary/WACE_Examinations/Your_Marks

SECTION THREE - ASSESSMENT GUIDELINES - cont'd

Appeals against School Assessment

Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of an assessment task or the grade assigned for a unit (or pair of units) they should, in the first instance, discuss the issue with the teacher. If an assessment issue cannot be resolved through discussion with the teacher then the student (or parent/guardian) should approach the Head of Department.

The student (or parent/guardian) can request, in writing, that the College conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline for the unit (or pair of units) does not meet School Curriculum and Standards Authority requirements
- the assessment procedures used in the class do not conform with the college's assessment policy
- procedural errors have occurred in the determination of the mark/s and/or grade/s
- computational errors have occurred in the determination of the mark/s and/or grade/s

The Principal, or a nominated representative, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student (and parent/guardian). If this review does not resolve the matter, the student (or parent/guardian) may appeal to the School Curriculum and Standards Authority using an appeal form which is available from the Deputy Principal. School Curriculum and Standards Authority representatives will then independently investigate the situation and report to the School Curriculum and Standards Authority student appeal committee. If the committee upholds a student appeal the College will make any required adjustments to the student's marks and/or grades and re-issue reports as necessary.

Students with Special Educational Needs

The College will ensure that students with special educational needs are catered for in an appropriate way and in accordance with the School Curriculum and Standards Authority Guidelines for disability adjustments for timed assessments. (Disability Standards for Education 2005)

The Student Services Team will monitor the student's progress and Documented Plans will be put in place in consultation with teacher, student and parents.

When a student's specific education needs do not allow them to complete an assessment task the teacher may, in consultation with the Head of Curriculum, modify the task to accommodate the requirements of the Individual Education Plan for the student.

Students who require additional assistance in assessment tasks and examinations are provided with arrangements consistent with those provided for WACE examinations by SCSA.

These are students who have been identified as having a recognised disability under the *Disability Discrimination Act 1992*.

SECTION FOUR - RESIDENTIAL INFORMATION

4.1 Parking at Dorms

Parking at the Dorms is **not allowed**. Please park outside the Recreational Centre. Parking at the Dorms is only **allowed** at the beginning and end of term only for the purpose of dropping off and collecting student's belongings.

4.2 Time Guidelines for Students

6.30 am	Students rise	
7.00 am	Room Inspection & Uniform (Grooming Inspection) Dorm duties Completion	
7.20 am	Breakfast (8.00am - 9.00am - Weekends)	
	No student to leave dormitory for breakfast until all inspections are completed by staff. All Students will leave as dorm group when told to do so by a staff member.	
7.55 am	Depart for Classes. Turn off all heaters / lights / fans and musical implements)	
8.00 am	Period 1	
9.00 am	Period 2	
10.00 am	Recess	
10.00 am	Saturdays - Town Run (neat casual clothing)	
10.20 am	Period 3	
11.20 am	Period 4	
12.20 pm	Lunch	
1.05 pm	Period 5	
1.55 pm	Period 6	
2.45 pm	Recess	
3.00 pm	Period 7	
4.00 pm	End of school day	
4.00 pm	Wednesdays - Town Run - (Students to be dressed neatly in school uniform)	
4.45 pm	Students return from Farm (4.00pm Fridays)	
5:40 pm	Dinner	
6:20pm	Prepare for Prep	
6.30 pm	Prep	
8.00 pm	End of Prep	
8.00 pm	Supper (9.00pm Friday and Saturday)	
9.30 pm	Recreation Centre closes all students return to their dormitories	
9.30 pm	All Common Rooms Close	
9.45 pm	Preparation for bed (no showers after this time) Weekday	
10.00 pm	Lights Out - Sunday to Thursday	
10.20pm	Recreation centre closes all students return to their dormitories Friday & Saturday	
10:30pm	Preparation for bed (no Showers after this time) Friday & Saturday	
10:45 pm	Lights Out - Friday & Saturday	

Wednesdays Only	
1.05pm	Period 5
2.00pm	Recess
2.20pm	Period 6
3.20pm	End of School Day
4.00pm	Town Run

PLEASE NOTE:

Wednesday's different time guidelines.

After 10.00pm lights on for homework and reading at the discretion of the Supervisor.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

4.3 Full School Uniform – Boys & Girls

Boys:

Polished Black leather shoes or black dress boots (not desert boots or joggers)
Black socks to be worn under black trousers
Black dress trousers (not black jeans)
Black leather belt (must be worn at all times with black trousers / shorts) **COMPULSORY**
White dress shirt - dress collar (able to be buttoned comfortably) and long sleeves,
White short sleeved shirt
Black College tie - formal wear only
College jumper
College Blazer
Coloured or Patterned clothing is **NOT** to be worn under white shirts

NO RIPS, TEARS OR GRAFFITI IN CLOTHING

SHIRTS TO BE TUCKED IN AT ALL TIMES

Girls:

Polished Black leather shoes (not desert boots or joggers)
Black socks to be worn under black trousers
White socks (plain) (For skirts / shorts only)
Black Trousers or Black College skirt / shorts
White dress shirt - dress collar (able to be buttoned comfortably) and long sleeves
White short sleeved shirt
Black College tie - formal wear only
College jumper
College Blazer
Black leather belt (must be worn at all times with black trousers / shorts) **COMPULSORY**
No black or coloured bras to be worn under white shirts
Coloured or Patterned clothing is **NOT** to be worn under white shirts

NO RIPS, TEARS OR GRAFFITI IN CLOTHING

SHIRTS TO BE TUCKED IN AT ALL TIMES

4.4 Farm and Design and Technology

Boys: Leather work boots (preferably steel capped) **Polished**

Blue work socks (no other coloured socks permitted)
Blue work shorts
Blue work trousers
Black belt to be worn with work trousers - **COMPULSORY**
Yellow/Blue High Viz work shirts
Yellow/Blue High Viz Fleecy work jumper
Yellow/Blue High Viz Lightweight College Jacket in cold weather
Yellow/Blue High Viz overall

Broad brimmed hat / College bucket hat - Terms 1 and 4 - COMPULSORY
Whilst wearing this uniform, Jewellery is not to be worn on Farm or Design & Technology.

NO RIPS, TEARS OR GRAFFITI IN CLOTHING

SHIRTS TO BE TUCKED IN AT ALL TIMES

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

Girls: Leather work boots (preferably steel capped) **Polished**

Blue work socks (no other coloured socks permitted)

Blue work shorts

Blue work trousers

Black belt to be worn with work trousers - **COMPULSORY**

Yellow/blue High Viz Work Shirts

Yellow/Blue High Viz Fleecy work jumper

Yellow/Blue High Viz Lightweight College Jacket in cold weather

Yellow/Blue High Viz overall

Broad brimmed hat / College bucket hat - Terms 1 and 4 - COMPULSORY

Whilst wearing this uniform, Jewellery is not to be worn on Farm or Design & Technology.

**NO RIPS, TEARS OR GRAFFITI IN CLOTHING
SHIRTS TO BE TUCKED IN AT ALL TIMES**

4.5A Sport

Boys / Girls:

Non marking sports shoes

Shorts or skirt - plain black (not board shorts)

Black College polo shirt or white polo shirt

Black singlet

Black or white socks

College tracksuit

College cap or bucket hat

Days 3 & 8 are change over days

4.5B Students Attending Carnivals

Black College shirt.

Appropriate sports uniform and tracksuit

4.6 Absences

The College will record student absences. When work is missed it is the **student's responsibility** to find out and catch up on his / her requirements. Any student signing out sick may have room confinement for the entire night at the discretion of staff. If there is any doubt about the validity of the sickness a doctor's appointment will be made.

4.7 Aerosol Cans (Deodorant, Fly Spray etc)

Aerosol cans are permitted but MISUSE of cans will be severely dealt with and may result in suspension. **If students set Fire Alarms off through over spraying of aerosols then all aerosol cans will be confiscated from the room and consequences may be imposed. In these cases Students will be invoiced the cost of FESA attending for false alarm.**

4.8 Alcohol

Students are **NOT** permitted to bring alcohol in any form onto the property nor are they allowed to consume alcohol in any form whilst they are in the charge of the College or are identified as College students. Students guilty of this offence are advised that this will lead to suspension and possible exclusion from residence. Students are also **NOT** permitted to return to the College under the influence of alcohol. Should a student return to the College under the influence of alcohol, their parents will be required to pick them up and take them home. Students guilty of this offence are advised that this will lead to suspension and possible exclusion from residence. If Students are found with empty alcohol bottles/containers it will be assumed that it has been consumed at the College and same consequence will apply as above.

Consequences will apply to students found in the company of students consuming alcohol.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

4.9 Boy / Girl Relationships

These are a natural part of growing to adulthood. However, due to the nature of this College, **holding of hands only is permitted.**

4.10 Breakages

Students will be required to pay for damage caused by carelessness or wilful actions. All breakages should be reported to staff immediately.

4.11 Bullying / Peer Abuse / Sexual Harassment

Initiations and bullying of any kind will not be tolerated under any circumstances. These incidents may lead to suspension.

The Federal Sex Discrimination Act defines sexual harassment like this.

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

Unwanted or unwelcomed sexual behaviour can include:

- Unwelcome touching
- Staring or leering
- Suggestive comments or jokes
- Sexually explicit pictures, posters, screensavers, calendars
- Unwanted invitation to go out on a date
- Requests for sex
- Intrusive questions about a person's private life or body
- Insults, name- calling or taunts based on your sex
- Derogatory graffiti
- Sexually explicit emails, text messages etc.

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

What's the legal situation with Sexual Harassment

At School

As a student you are entitled to an education free of sexual harassment. The same applies to staff - they are entitled to a workplace free from harassment. The College has an obligation to deal with sexual harassment and all other forms of bullying.

Sexual Harassment by a Member of staff

Regardless of your age, it is unlawful for a staff member to sexually harass you.

Sexual Harassment by another Student

Regardless of your age, it is unlawful for an adult student to sexually harass you. Certain types of bullying, about sex or sex- based characteristics may also be sexual harassment.

Anyone aged over 16 is considered an “adult student” which means they are personally liable for sexually harassing another student or teacher. If you are harassed, you may be able to lodge a complaint against the student and, in some cases, against the school.

A complaint of sexual harassment can't be made against another student if the harasser is under 16 years of age. In these circumstances, however, you may be able to make a complaint against the school as it has a duty of care to protect students from harassment and discrimination.

4.12 Community Service

Students may be given Community Service for misbehaviour.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

4.13 Dining Room

Students need to turn up to meal times promptly but no earlier than five minutes before the meal, and file through in neat lines for their meals. Please make sure you present in a neat and tidy manner.

**No mobile phones allowed in dining room or electronic devices.
No Drinks or Food to enter Dining room.**

Dishes should be scraped and stacked on the trolleys and the table wiped down at the end of the meal. Students may have seconds if they are available. No student should go into the kitchen at any time without prior permission of the Staff. Students must wait to be dismissed by Staff from all meals.

Students who have been on Farm or Design and Technology or have "dirty" clothes on **must** shower, wash their hair and change prior to Dinner. If a late meal is required you need to inform dining room staff.

Throwing of any items, misbehaviour and excessive noise in the dining room will not be tolerated.

4.14 Dorm

There should be no running, fighting or horseplay in the dorms. Swearing, spitting and foul language will **NOT** be tolerated. **An all in Dorm punishment will be initiated for cases in which students have NOT owned up to inappropriate behaviour.**

Noise including radios, computers and electronic devices shall be kept to a reasonable level. No radios, etc, to be taken out into public places or bathrooms. Radios and CD's are for student's own use and **NOT** to entertain the whole dormitory. **Sub woofers are not permitted, 2 speakers only per student.**

Excessive noise from electrical items (electronic devices and radios etc) will mean confiscation for a period of time to be determined by Residential Supervisors and Duty Staff. Radios, fans, electrical lights and air conditioners etc must be turned off before leaving the room.

Door deadlocks are only to be utilised when dressing.

Fly screens are not to be removed unless opening or closing window (How and Weller).

This will incur a consequence if students are found removing them and any damage will be paid for by the students.

Hooks are not to be screwed into pin up boards. If students have plants in their room these must have appropriate bases to prevent water damage. **All food must be placed in a plastic container to avoid attracting rodents.**

Clothes and footwear are not to be left outside your room. Only work boots are to be left outside if dirty.

Room Responsibilities

Each school morning before 7.00am students shall:

- Make their bed
- Put away clothes and hang up towels
- Tidy Desk
- Empty bin
- Sweep / vacuum floor

NOTE: Students are not to leave their dormitory until dismissed by staff.

Weekday - Full Room Inspection – Tuesday and Thursday at 8:00pm

- All students to be present for inspection.
- Those on optional leave are to tidy rooms **before** they go on leave otherwise future leave will be revised.
- Clothes neatly arranged in drawers and cupboards, folded and clean.
- All doors and drawers open for inspection.

Rooms

Students are only permitted in their **own dorm**.

No student should enter another student's room without that student being present. Students need to report other students who have entered their room to the Staff and report any suspicious behaviour by other students.

No entry into another Dorm without residential staff permission.

Maximum of four students per room at any one time.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

Any student found entering the room of the opposite sex, both students will be suspended for three days.

Students found in a “compromising” situation will have their “Residency Terminated”.

4.14A Dress Standards - Dining Room

Sleeveless shirts / singlets of any description must not be worn in the Dining Room. Footwear and a neat standard of dress must be maintained in the dining room. **No Rips, Tears OR Graffiti In Clothing & No Hats.**

Students must change out of their respective College Uniform before going to the dining room for the evening meal. Alcohol, lewd advertising on clothing will not be tolerated.

4.14B Dress Standards - Out of School Hours

All Dorms - boxers are **NOT** to be worn outside of rooms.

Footwear – is to be worn at **ALL** times outside of dormitory (except for grassed area - main lawn area centre).

4.15 Drugs

Any student found in possession of illegal drugs or a drug smoking implement with traces of drugs WILL HAVE THEIR RESIDENCY TERMINATED IMMEDIATELY AND THE POLICE INFORMED.

Any student found with an unused drug smoking implement will face a minimum 5 day suspension and possibly referral to a disciplinary panel.

(1) Possession defined as

- Found in possession as far as drugs/alcohol being located on/or in a person in/down clothing, carried in wallets/pockets etc.
- Found in possession as far as drugs/alcohol being located in personal belongings or in the control of personal carry bags, toilet bags, bedding drawers/closets, rooms etc. Unless proven to be a shared/communal room that a single person could not be identified as being the one in possession.

(2) Drug paraphernalia defined as anything made or modified to be used by a person to –

- Administer a prohibited drug or plant to a person.
- Smoke, inhale or ingest a prohibited drug or plant.
- Smoke or inhale the fumes resulting from burning or heating a prohibited drug or plant (ie holding two knives under a flame to melt Hashish etc).

4.16 Duty of Care - Occupational Safety & Health

Students have a “Duty of Care” under section 20 of the Occupational Safety and Health Act 1984.

- Students **MUST NOT** act in a manner, which endangers the health and safety of others while at the College or in a workplace.
- Students **MUST** carry out safety directions given by members of the College staff.
- Students **MUST NOT** wilfully or recklessly interfere with anything provided in the interest of health and safety at the College or in the workplace.
- Students who do not comply with these requirements are in breach of the Act and may face termination of residence.
- Over consumption of Energy Drinks will be monitored and referred if necessary.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

4.17 Electrical Devices

Students may use the following electrical goods in their rooms; blankets, computers, mobile phones, CD players / radios, alarm clocks, hair dryers and shavers. All other electrical appliances are not to be brought on site. Excessive noise from electrical items will mean confiscation for a period of time to be determined by Residential Supervisors and Duty Staff.

4.18 Emergency Evacuation Plan

- In the event of an incident (Fire / Earthquake etc) staff will sound the “**Emergency Siren**” three times to indicate that there is an emergency situation.
- Students are required to immediately assemble in Dormitory order on the main quadrangle area as directed by Staff.
- Staff will check students are present and accounted for.
- Under no circumstances are students permitted to leave the designated area unless directed by staff.
- Appropriate drills will be conducted throughout the school year to ensure all persons are familiar with correct procedures.
- **In the event of a bushfire threat students are to evacuate to the Recreation Centre.**

4.19 Excursions

Students dress should be of good standard and approved by the staff member in charge. (**No thongs / ugg boots / singlets**). If formal dress is required then all students must be in uniform.

On any excursion normal guidelines for the College apply. Parents / Guardians who collect students from an excursion must have a leave form submitted prior to the excursion and must also sign the excursion form when collecting their child.

4.20 Fire Alarms / Smoke Detectors

Smoke alarms are installed in each room. These are sensitive devices and are prone to being activated. Staff are able to determine which room / detector has been activated and if found to be a deliberate act the consequences will be serious and any costs associated will be passed on to the student or students concerned. Staff will determine if there is a need to assemble – Refer to Emergency Evacuation Plan.

4.21 First Aid – Sickness & Students with Chronic Medical Conditions

First aid is available if required for minor concerns. For other matters, students will be referred to the Doctor and / or Hospital. In case of emergency, contact any available staff member.

For regular treatment please report to the Linto House staff at 6.50am - 7am.

Due to its residential status, the WA College of Agriculture – Cunderdin has a heightened responsibility in respect to managing students who are sick or who have a chronic medical condition. This policy is in place to ensure any student’s need of medical attention is appropriately looked after. It is also in place to ensure students with a chronic medical condition have regular access to medical support and are able to safely access as much of the educational programme as their condition allows.

The following broad principles apply when students are sick or have a chronic medical condition:

1. **It is the student’s responsibility to let a staff member know if they are sick.**
2. **It is a parents responsibility to let the college know of any ongoing medical condition that might “impact upon” or be “aggravated by” college daily routines.**
3. **Sick student will be regularly monitored.**
4. **Where appropriate students will be given specialist medical attention.**

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

Procedures for managing sick students

1. During working day

- a. If student is sick in the morning they are to go directly to Student Services and see the Residential Manager at 8am.
- b. If student is sick during instructional time they need to let the staff member responsible for them know of their illness. If they intend signing out they must let the front office know of their intent and make arrangements to sleep in the Students Services Medical Centre. Front office staff will notify the Residential Manager.
- c. Students may request front office staff make a doctor's appointment. On occasions the Residential Manager may also request a student see a doctor.
- d. Students in bed will be regularly monitored.
- e. Students who are sick in bed for a full working day, recommendation will be made for student to be confined to their dorm for the duration of the evening at the Residential Manager's discretion.
- f. If conditions persist the Residential Manager may request the student to recover at home. In this case the student will need to be picked up by their parents.

2. During residential time

- a. The student needs to let a supervisor know of their illness and their intent or otherwise to go to bed.
After "lights out" and if the sickness is serious enough students can contact a supervisor by phoning the active shift supervisor.
- b. Students may request a doctor's appointment through residential staff or in exceptional circumstances be taken to outpatients. On occasions residential staff may request a student see a doctor.
- c. Students in bed will be regularly monitored.
- d. If conditions persist the Principal or Residential Manager may request the student be picked up by their parents.

For any illness or injury requiring absence from the College day, notify the duty staff in the morning and fully explain the circumstance. The staff member will enter details in a file in the Administration Office. If you are able to return to work, report to the Administration Office and sign in. If ill during the day, report to the Administration Office and sign out, report to the Residential Manager to go into sick bay in the Student Services building.

Students are not to have medication of any kind in their possession unless deemed appropriate by Residential Manager.

4.22 Graffiti / Vandalism

This will **not** be tolerated under any circumstance. Students will be required to pay for damages and their actions may lead to suspension.

4.23 Grooming

When students are offered a place at WA College of Agriculture - Cunderdin it is conditional on meeting the standards of grooming required by the College.

- Uniforms should be neat and clean - no rips, tears or graffiti.
- **Belts must be worn with all uniform trousers** (black belt) and work clothes (black belt) (**COMPULSORY**).
- Uniforms should be ironed and **shirts must be tucked in** at all times.
- Students shall be clean – shaven. **No facial hair will be tolerated.** Side burns – no lower than earlobe.
- Hair must be clean and combed, and is not to be cut to less than a Number 2. Hair of greater length than collar length is to be tied back during meal and instruction time, and while on school excursions.
- Hair styles are **not** to follow extremes of fashion. Styles considered unacceptable include undercuts, Mohawks, dreadlocks, multi dyed, and brightly coloured hair. Within reason, students may be permitted to have dyed tips.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

Please confer with the Principal, Deputy Principal or Residential Manager **before** committing to a particular style.

- Shoes and boots must be cleaned and polished using the courtyard area of the dorm.
- White socks are not to be worn under black trousers.
- Jewellery is not to be worn on Farm and D&T due to safety reasons while wearing this uniform.
- Students presenting at school inappropriately groomed shall be referred to Residential Manager.
- Reasonable standard of dress to be maintained outside College (eg Sports Carnivals).
- **One set of sleepers / studs can be worn in the earlobe during Class time. No other visible piercing is permitted.**
- No ankle socks with School Uniforms.

4.24 Hairdresser

There is a hairdresser in town. Students to see Office Staff who will make bookings on their behalf.

Students failing to comply with College Policy in regard to their hair being washed with shampoo regularly, keeping it neat and tidy will be booked a haircut at their expense.

4.25 Hygiene

Students should have at least one shower per day and deodorant must be used. Showers are preferably after school and / or before tea.

No showers before 6.00am or after 9.45pm. Students who have been on Farm or Design and Technology or have "dirty" clothes on **must shower, wash their hair and change prior to Dinner.**

4.26 Laundry

All Student clothing and bedding needs to be **clearly marked** with student name. Names need to be sown on tags or written in laundry marker.

All School uniforms (class & high viz) along with linen will be laundered.

Depending on workload casual and personal clothing may be also laundered.

Students are to collect their clean laundry after school each day before 5.30pm.

4.27 Laundry - Personal Washing

Students are asked to take care with washing machines and irons. Make sure irons and dryers are unplugged after use. Clothes must be hung out with pegs and brought in within reasonable time or the student will be banned from using the laundry facilities. The laundry is not to be used during prep time or after lights out.

No footwear is to be dried in clothes dryers.

Single items must be hand washed and hung out on the line to dry.

College dryers are not to be used in Terms 1 and 4.

4.28 Leave

Students are not permitted to leave the College grounds without a "Leave Application" being submitted through the Reach Boarding System, room must be tidy.

Reach Boarding is an electronic leave system the College uses. On induction you will be given information and spoken to about the system and how it works.

Students who are transporting other College students must report to a Residential Supervisor before leaving the College grounds. Leave applications must be checked as to whether they indicate students travelling with another and both students leave applications must reflect this.

Students are required to return to the college by **8.30pm** on a Sunday night.

Students must sign in immediately on return to the College.

There will be at least one closed weekend in term 1, 2, and 3.

Students are also allowed optional leave on weekends, **except when they are on weekend Farm Duty.**

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

Leave Applications are required for all leave including closed weekends and end of term holidays.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

Trains

Because trains fill up quickly it is advisable to book ahead. This can be planned for by using the term planner made available to students and parents each term. These planners are also available on the internet at our website. www.cunderdinag.wa.edu.au

Leave Applications must be received by: 8.00PM WEDNESDAY.

Telephone calls will not be sufficient.

Via: Reach Boarding website/app available on smart phones

Students must return from leave by the following times:

Sundays 5.30pm If requiring an evening meal. (As indicated on leave application).

Those returning by late train / bus are to ensure that they have correctly submitted a request for an evening meal.

Students on optional weekend leave who return to the College to see other students will be treated as visitors.

4.29A CCTV – Security Cameras

The College has an extensive network of CCTV around the College. If an incident occurs the Principal or Residential Manager may review the CCTV footage to determine whether students have behaved inappropriately.

Students who interfere with the operation of any part of the CCTV network or who make attempts to conceal their identity when behaving inappropriately will attract consequence which may include suspension.

4.29B Mobile Phones / Personal Electronic Devices that allow Internet Access

The term 'electronic device' includes, but is not exclusive to, items such as desktop computers, laptops, mobile phones, iphones, ipods, imacs, ipads and any other device that allows access to the internet.

- Students are not to access electronic devices, such as mobile phones **during normal class hours, prep or in the dining hall or after lights out.**
- Students are to keep all other personal electronic devices in their dormitories, for use after school hours, exclusive of prep.
- Students are to ensure appropriate conduct when utilizing social media.
- Behave in a manner as outlined in the College's Good Standing Policy when accessing any social media.
- Be aware that under the Defamation Act (WA) 2005, consequences in regard to inappropriate use of social media will apply.
- Refer to College staff on any social networking website.
- Refer in a defamatory way to any College student on any social networking website.

Failure to adhere to these policies result in students losing demerit points and the phone will be sent home. In more serious cases a suspension as well as loss of 'Good Standing' will apply.

PREVENTING INAPPROPRIATE USE OF MOBILE PHONE IN THE COLLEGE

Not only is mobile phone use disruptive, using mobile cameras (still & Video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.

Therefore, in line with departmental policy, The College will suspend immediately any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or school staff on school premises.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

4.30 Motor Bikes, Horses and Push Bikes

None of these are to be used until there has been a meeting of the clubs and all students are aware of the rules that apply to each activity.

Motor bikes must not exceed 250cc/2 stroke, 450cc/4 stroke. They can only be ridden in designated areas. Correct protective clothing must be worn while riding. **Written permission of parents must be supplied.** Students must have two students with them in any of the above activities.

Students must care for their horses and properly feed them. Proper feeding arrangements are the **responsibility of the student** and feeding must be completed by tea time. No allowances for late meals. Proper headgear and clothing must be worn when riding horses. **Written permission of the parents to ride must be provided.**

If it is deemed that horses are not being properly cared for students may be requested to remove them from the College. Only students responsible for horses and who have signed the Horse Policy are eligible to be at the horse compound unless prior arrangements are made with Residential Staff. Arrangements must be made if on leave for animal welfare, and staff advised of person in charge of the horse.

Students must not ride alone and helmets must be worn at all times.

Motor Bike equipment must be placed in store rooms cleaned.

Motor Bike riding should stop 20 minutes prior to meals.

4.31 Movies

College videos and DVD's can be obtained from the Residential Office. The student who borrows the movie will be responsible for their return. Unreturned or lost movies will be billed to the person who borrowed them. Personal movies or DVD's **must be shown** to staff for verification before students will be allowed to watch them.

1. **Only G, PG, M, MA related videos and DVD's may be shown in residence with parental permission.**
2. **R rated videos and DVD's are not to be shown in residence.**
3. **Supervisors may tape appropriate programs for students to watch at a later time.**
4. **Video and DVD's viewing to be programmed to specific times on weekends.**

A permission slip is sent out at the beginning of each year to indicate the rating that your child can have.

Students watching movies or DVD's on laptops in the dormitories may do so only before prep. and after prep. and not before school. **ANY BREACH** of this will result in laptop / computers being confiscated.

4.32 Out of Bounds

Students are not allowed to go past the basketball courts / tennis courts, Moyle and Morton houses unless **permission has been given by Residential Supervisors.**

Students must not cross any road to access oval, D&T, Farm building or past Library / Rec Centre.

Students are not permitted to enter the airport grounds unless with a staff member on official business.

4.33 Pornography

Pornography in any form is not to be bought to the College. Posters or magazines deemed to be offensive by any staff member will be immediately removed and disposed of when discovered.

Posters should only be placed on pin up boards. **No pornographic material is to be kept on walls or kept on personal computers.** Staff will search computer files if there is a suspicion of offending material being stored. Students will be asked to send the computer home should offending material be found.

4.34 Preparation (Prep)

6.20pm - 6.30pm students are to utilise the ablutions, fill water bottles, and obtain library cards.

No movement between rooms from 6.30pm - 7.00pm. From 7.00pm - 8.00pm students may gain staff permission to leave their room for study reasons only. (Max 4 students per room).

Music can only be played **using personal earphones.**

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

No telephone calls are to be made or received during prep. **Mobile phones MUST be turned off.**
If movies are to be viewed as part of prep, permission must be given in writing from the teacher concerned.
Rec Centre computer room - computer room will be closed between the hours of 5.45pm - 8.00pm Monday to Thursday.
No showers if returning from a sport activity during prep.

4.35 Security

Students must secure all personal items in the lockable draw in their wardrobe. Students need to supply their own padlock. **The College will not accept responsibility for lost or stolen goods.**

It is recommended that serial numbers of valuable items be recorded with staff.

Valuable jewellery and cash may be stored in the College safe upon request, or **preferably not brought to the College.** **Students must clearly label all clothing.**

4.36 Signing In and Signing Out of Inner Campus

Students must obtain Residential permission to access out of bounds area. This applies to areas such as horses, motor - cross track, weekend farm duty, design and technology area and town run etc.

Students must sign out at the Rec centre to the area they will be out of bounds during this time. The reason for this is that if there is an emergency we know where students are at all times.

4.37 Smoking

The College is a “Smoke Free Environment” and will take the following steps if a student is found smoking:

Students caught with other students who are smoking will be considered to be smoking.

First Offence	Letter to parents advising them of the offence Interview with the School Nurse or similar Four hours community service
Second Offence	Letter to parents Smoking assignment Two nights detention Eight hours community service
Third and Subsequent Offences	In school suspension with Community Service and detention Interview with parents to develop behaviour modification plan Persistent offences may result in out of school suspension

4.38 Sports / Training

Football Students may play for Cunderdin Football Club in A or B grades or hometown teams. After training students should show consideration of other students in Prep.

An agreement form must be signed by students, parents and the Club President at the start of the season.

Students are taken to football and brought back straight after the game unless the Cunderdin Football Club President accepts responsibility on the day to supervise students.

Hockey Students play in the Northam competition on Saturday mornings. Training is on one afternoon per week.

Weights Training The weights training room is available to members of the weights club, while under supervision of a staff member

No student to use the weights room unless they have appropriate guidelines forms signed by parent/guardian. All members need to receive instructions on weights usage.

4.39 Stealing

STEALING WILL NOT BE TOLERATED IN ANY FORM AT THIS COLLEGE.

Any student found stealing or receiving stolen goods may have their residency terminated. This includes “borrowing” students’ clothes without permission.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

4.40 Town Run

A town run will occur Wednesdays at 3.30pm and on Saturdays at 10:00am for students to access EFTPOS.

WEDNESDAY

Students are reminded that they must be in College uniform for the town run. Please check that your shirt is tucked in properly and your hair must be brushed or combed. If hair is below collar length it is to be tied back.

Your appearance is to be neat tidy or you will NOT be allowed on the bus.

Remember you are representing the College in the community and neat appearance is essential. The College cap is the only accepted headwear.

SATURDAYS

Students going on town run, must wear neat casual clothes, (fashion shirts / singlets are **not** to be worn). **Your appearance is to be neat tidy or you will NOT be allowed on the bus.** Remember you are representing the College in the community and neat appearance is essential. The students will be taken into Cunderdin at 10.00am to shop until 11.00am. A bus will go in at 10.00am to bring students back to the College if they do not wish to wait

for the 11.00am bus as per the **Saturday Morning Shopping Permission Form** signed as part of the enrolment package.

4.40a Vending Snacks Machine

The vending machine is to be used to purchase snacks during residential time only. It is not to be used during school hours.

4.41 Trampolines

Trampolines are to be used sensibly and only **one person on a trampoline at a time.**

No footwear to be worn. Breaches of trampoline rules will result in being banned from their use. Trampolines are to be used only for the purpose for which they are designed.

4.42 TV Rooms

Students are not permitted to put their feet on chairs at any time. Rubbish must be put in the bin provided. Sensible behaviour is expected at all times.

All TV rooms are to be vacated 30 minutes prior to lights out and left in a neat and tidy condition, with chairs and mattresses stacked away.

Weller	Common room is for Weller Students only.
How	Common room is for How Students only.
Linto	Common rooms for Linto students only.
Morton	Common room is for Morton Students only.
Moyle	Common room is for Moyle students only.

4.43 Vehicles (Cars & Motorbikes)

Students may bring vehicles on site, either to work on them during Automotive Workshop periods, or as a means of transport to and from the College, on leave.

A permission form must be presented to the Residential Manager before any vehicle can be brought on site.

This form is available from the Office. Students will not be given their vehicles for short runs unless in exceptional circumstances.

All vehicle keys are to be left in the safe keeping of the Residential Supervisors and cars securely locked in the car compound until required. **Keys must have a legible name - tag identifying the owner and a register will be kept of those students who have cars.**

Any breaches of the car policy students will be asked to take their car home for the term.

Students may only transport other students when parents of the driver and passengers include their information on relevant leave forms.

Students with a current drivers licence are permitted under very strict rules to have cars at the College provided that a Vehicle Permission form issued by the College is completed. Students travelling with other students are discouraged but tolerated if letters are received from both sets of parents (ie. parents of the driver and parents of the student passenger). The College cannot take any responsibility for student safety or vehicle roadworthiness under these circumstances.

SECTION FOUR - RESIDENTIAL INFORMATION - cont'd

The College will not accept responsibility for any student vehicle at the College nor for work carried out on any student vehicle. Whilst on College property, the same driving rules and regulations apply as on farm. Loss of points associated with College Driving Guidelines apply and may result in the loss of driving privileges of College vehicles and result in the student not having the privilege of bringing their car to the College.

Students driving themselves back to the College after leave must return to the College by 8.30pm on Sunday night. Failure to do so may lead to a student losing their privilege to have their car at the College.

Students are required to sign the guidelines associated with vehicle permission.

If a student is out of Good Standing, they will not be permitted to have their vehicle at the College.

SECTION FIVE - DAY STUDENT GUIDELINES

4.44 Visitors

Students may have visitors during their free time. They must immediately inform a member of the residential staff they have visitors. Visitors must park their cars by the Recreation Centre or Library areas and sign in at the Recreation Centre.

Students are not permitted to sit in visitors' cars with the exception of their parents' cars.

Visitors except parents are not allowed into the dormitory buildings. They may use the lawn area by the Dining Room or the Library.

All visitors must leave by 9.00pm (9.30pm Friday and Saturday Nights).

4.45 Weekend Farm Duty

Normal Farm Uniform must be worn when on Farm Duty.

Note: In Terms 1 and 4 the wide brimmed hat or College bucket hat **must** be worn for **all** outdoor work situations.

In Terms 2 and 3 the College cap may be worn.

Continued non adherence to the Residential Guidelines WILL result in the student being referred to the Residential Manager.

These Guidelines may be reviewed by the Residential Manager due to exceptional circumstances.

They are designed to make your time at Cunderdin a more rewarding experience.

DAY STUDENT

Day students can be defined as those students attending only during instructional hours and do not reside at the College. Day students have access to all curriculum and associated activities. These guidelines address the underlying philosophy that students can attend as day students.

Are obliged to conform to the **COLLEGE CODE OF BEHAVIOUR**.

Will attend all scheduled classes and activities related to their course of study.

Will arrive at the College not more than half an hour before scheduled classes or activities and leave after completion of classes or associated activities.

May drive a vehicle to the College each day, and must park at the rear of the Administration block. This area is out of bounds to all students during the instructional day.

Will have "visitor status" outside the hours of their course of study.

Are not permitted in dormitories.

Must use Recreation Centre shower facilities after P.E.

Are eligible for election to the Student Council.

Must attend lunch with residential students in the dining hall. The College will charge 10% of the boarding fee for this service.

Must conform to all College requirements in relation to uniform and dress codes.

May access selection to Countryweek teams. Attendance at Countryweek is on a user pays basis.

May attend all educational Tours / Work experiences and excursions. Attendance is on a user pays basis.

May be invited to participate in residential recreational activities and does so in a user pay basis.

Personal items must be stored in lockers provided at the rear of the Admin.

Students are not permitted to leave College grounds during the school day without the express approval of the Principal or Deputy Principal.

SECTION SIX – COUNTRY WEEK ELIGIBILITY

Student attendance at Countryweek is dependant upon satisfactory behaviour in the two terms prior to Countryweek. The following guidelines seek to clarify College policy.

Students who are out of 'Good Standing' are unable to attend Countryweek.

More than 5 days suspension in the two terms prior to Countryweek renders a student automatically ineligible to attend.

Students incurring up to 5 days suspension will have their eligibility to attend reviewed by a staff panel comprising - Principal, Deputy Principal & Residential Manager.

Students who display incidents of inappropriate behaviour in any areas of the College (including residential) will have their eligibility to attend reviewed by the staff panel.

Students identified "at risk" of being ineligible to attend through the consistent display of poor behaviour or attitudes may be placed on a behaviour contract during the lead up to Countryweek.

All students attending Countryweek must reside with the student and staff group in accommodation determined by the College.

All students attending Countryweek must sign a contract of acceptance of rules and guidelines.

Students displaying inappropriate behaviour during the Countryweek period may be returned to the College or sent home. Severe departures from guidelines may result in a period of suspension at the beginning of Term Three.

SECTION SEVEN - CLASS INFORMATION

7.1 Classroom Expectations

It is expected that all students will engage in useful and meaningful work while in the Library or Classroom areas. It is also expected that all students will be polite, courteous and respectful of each other and their environment. All students are expected to follow teacher directions and to work co-operatively with others at all times.

All behaviour is to be in line with the expectations of the Good Standing Policy (section1.12).

Inappropriate behaviour may result in a behaviour report being written up by the teacher, possible loss of demerit point and in severe or persistent cases an in school withdrawal or suspension.

7.2 Use of Electronic Devices

The term 'electronic device' includes, but is not exclusive to, items such as desktop computers, laptops, mobile phones, smart phones, iphones, ipods, imacs, ipads and any other device that allows access to the internet.

While enrolled at the College students will:

- Use all College computer equipment during instructional and study prep for school purposes only.
- Keep all other personal electronic devices in their dormitories, for use after school hours, exclusive of prep.
- Ensure appropriate conduct when utilising social media.
- Behave in a manner as outlined in the College's Good Standing Policy when accessing any social media.
- Be aware that under the Defamation Act (WA) 2005, consequences in regard to inappropriate use of social media will apply.

While enrolled at the College students will NOT:

- Upload onto social media sites any inappropriate activity.
- Use College equipment for any purpose other than school work (i.e. students will not use the College computers to access social networking internet sites such as Facebook).
- Use personal electronic devices, such as mobile phones etc, during normal class hours, prep or in the dining hall.
- Refer to College staff on any social networking website.
- Refer in a defamatory way to the College.
- Refer in a defamatory way to staff, parents or students of the College.

Failure to adhere to these policies may result in students losing demerit points or in more serious cases a suspension as well as loss of 'Good Standing' or termination as per Director General's policy on Inappropriate use of electronic devices.

7.3 Computer/Laptop and Network Use

The computers represent a major expense item and if students are able to continue the "privilege of access" they now enjoy, some simple rules must be adhered to.

While at the school, students are expected to:

- Use the laptop in a responsible manner adhering to the Acceptable Use Policy.
- Comply with in use or not in use instructions from teachers. Teachers will decide when students are to use the laptops in class.
- Take care of the laptop and carry bag to prevent physical damage.
- Use the laptop for educational purposes in line with the school's learning programs.
- Do not leave the laptop unattended

SECTION SEVEN - CLASS INFORMATION – cont'd.

Existing Consequences

The College already has consequences to ensure students use the computer network in a responsible manner.

Students are excluded from the internet for two weeks if they:

- Change any configurations or desktop settings.
- Access material that is “pornographic, violent or illegal”.
- Have an account that is used inappropriately.

If students continue to misuse the computers in any of the above ways they may face permanent removal from the network and/or loss of demerit points, in-school withdrawal or suspension.

Additional Consequences

In addition to the existing consequences the Class Area has introduced further strategies to ensure that the Library Area of the College, and other computer networked areas, remain a place where students can and do work purposefully and productively.

Acceptable Use Policy

Students must not use the school supplied laptop to:

- Transmit any material in violation of any local, state or federal law.
- Use profanity, obscenity or any other language that may be offensive to another student, teacher, member of the community, company or institution
- Engage in cyber bullying.
- Commit any form of vandalism to or with the supplied laptop or carry bag.
- Copy and downloading and sharing of commercial software or other media (e.g. music, video, movies) in violation of Federal copyright laws.
- Conduct commercial trade with the laptop.
- Engage in online gambling.
- Participate in illegal activities such as hacking or spamming.
- Access pornographic or obscene content or networks.
- Create and/or introduce electronic viruses or malware.
- Bypass network security and monitoring systems using any means physical (wireless devices), software manipulation and Internet sites promoting proxies and tunnelling.
- Hack or jailbreak the laptop.
- Play games or connect to social networking sites during class, instructional or prep time.
- Use another student’s laptop.

SECTION SEVEN - CLASS INFORMATION – cont'd.

Sanctions & Consequences

Sanctions and consequences for misuses apply including:

1. First and Second instance. A behaviour report will be written by the teacher.
2. Third instance. A behaviour report will be written by the teacher and student will be penalised 1 demerit point. Parents and the ICT Services Manager will be informed of the instance.
3. Continued offences may result in further demerit point penalties, in school suspension or possible restriction of internet access at the discretion of the Head of Department and/or Deputy Principal.

Serious breaches will be dealt with by Senior Staff and may result in in-school withdrawal or suspension.

Consequences for accessing mobile phones during instructional time, prep and meal times will result in:

- Loss of demerit point / points; and
- The phone being sent home.

Insurance

- School owned assets – including the student supplied laptop and carry case are covered by Riskcover with some exceptions. If the laptop is not used in the manner as required by the school and there is loss or damage to the computer, Riskcover may take action against the family to recover any loss.
- If the loss or damage is wilful or deliberate on the part of the family, Riskcover may seek recovery as a separate action against the family.
- If a laptop is damaged and covered by Riskcover, it will be repaired – the same notebook will be returned to the student.
- Riskcover requirement is that a suitable carry bag must be used to protect the laptop.
- Damage claims require comprehensive descriptions (time, place, date, how, when and where) of how damage occurred otherwise claims will be rejected.
- If the laptop and carry bag is stolen, a comprehensive police report is required.
- Accidental damage is covered for all authorised use and locations. However, cover may not extend for non school business. (e.g. students using laptops on school holidays, travel etc outside of the school terms may be deemed as private use and not subject to cover if lost or damaged). Parents would have to pay for damage/loss in these circumstances.

Printing

Printing will be monitored and quotas on printing will be set. Once a user meets the set quota the account becomes disabled. Users may incur fees if excess paper has been used.

Downloading

Downloading of material will be monitored. Unreasonable download usage may result in lose of internet privileges and/or further consequences.

SECTION SEVEN - CLASS INFORMATION – cont'd.

7.4 Computers - Internet Security

Students must become security conscious. Passwords should never be shared and you should never stay logged in if you leave your computer unattended.

- Students found hacking into the system will face an exclusion panel and may, depending on the level of hacking, be excluded from the College.
- Changing any configurations or desktop settings will result in exclusion from the network for two (2) weeks.
- If your account is used inappropriately you will be excluded from the network for two (2) weeks for a first offence and then possible permanent removal after that. There is no excuse for allowing someone else to use your account. The person using your account will be dealt with according to the policy.
- **Do Not Share Your Accounts and Passwords – If you feel that your password is being misused please inform the Head of Department.**
- **All material that is pornographic, violent or illegal is considered inappropriate may result in suspension.**
- **Inappropriate use of accounts includes use to harass, menace or cause offence to another person.**
- **Inappropriate use also includes use that attempts to change the way the network operates.**

SAMPLE ONLY



Permission for student to use College Internet Access

I _____ give permission for my son / daughter
_____ to use the College Internet access.

I understand that use outside the guidelines as stated above may result in loss of access and / or disciplinary action.

Signature: _____ **Date:** _____

7.5 Computer Network and Internet Policy

Internet access at WA College of Agriculture - Cunderdin is provided to expose students to new technologies and to allow them to access another source of information for research purposes. Students will be permitted to use the network as long as they do so in a responsible manner.

Students need to be aware that like other sources of information, the Internet can be inaccurate or misleading. It is necessary that students take care when using information from this source.

Students will have access to the network and the Internet both in class time and after hours. Personal use, i.e. use other than to support class work, must be carried out in after - hours time. The Rec Centre room is available for after hours use.

SECTION SEVEN - CLASS INFORMATION - cont'd

The College residential situation presents a unique situation to that of other schools. Students are provided with access to the network and the Internet to enable them to have similar access to what they would have at home. This requires a high level of trust and responsibility from those students using the computer network. Unreasonable usage will be monitored.

The use of equipment such as scanners, cameras and printers are only for College requirements and not for personal use.

The priority for the Computer Network and Internet is College work!

All work is monitored and if inappropriate material is found the following steps will be taken:

- Inappropriate material will be deleted.
- Inappropriate material processed on College equipment will result in two (2) weeks exclusion from the computer network, for a first offence.
- Other consequences will be implemented as part of the Behaviour Management Plan. These can include suspension or exclusion from the College.
- Repeat offenders may be permanently removed from the computer network and will face discipline action.

Students excluded from the network will be provided with access to any work that may be under construction. They can have this printed or downloaded to a disk. It is then their responsibility to complete that work without access to the network.

7.6 Excursions

Students must wear full school uniform whilst on Excursion (this includes College tie).

Excursions are designed to give students a practical extension from their normal theory routines. Students must at all times earn the right to go on these excursions. A student's **CONDUCT** around the College determines whether or not they will go on an excursion.

During the excursion you are expected to maintain a high level of presentation at all times. Students who choose to lower dress and behaviour standards will jeopardise their chance to attend future activities.

Before being allowed on the excursion, students must make sure they have:
Returned a permission slip signed by a parent / guardian.
Paid all money owing for that excursion prior to going on the excursion.

Loss of Good Standing may exclude you from attending class area excursions. Attendance will be determined by the teacher in charge/Head of Department and Deputy Principal.

STUDENT'S CONDUCT DURING ALL EXCURSIONS MUST BE COURTEOUS, POLITE, WITHOUT BAD LANGUAGE AND RESPECTFUL AT ALL TIMES.

7.7 Furniture

Students have the benefit of larger desks at the College than would normally be available in a high school. **As furniture is a costly item to replace, any student defacing furniture will be severely dealt with.**

Rocking on chairs weakens the legs, and is NOT permitted. If the chair is damaged or destroyed, the student may be charged for the damages.

7.8 Library

The Library is a useful resource available to all students. However, it is a privilege and can only be used effectively if the Library rules are strictly adhered to.

The Library offices of Mr Skinner and Mrs Sullivan are **NOT** to be entered for **ANY** reason without a staff member present.

The Library is not to be used unless supervised by a staff member particularly during:

- Morning recess
- Lunch
- Afternoon recess
- After 4.00pm
- No book will leave the Library unless signed out or "checked out" by the Librarian. Borrowing rules must be followed.
- **Any book or magazine without a "bar code" must NOT leave the Library.**

SECTION SEVEN - CLASS INFORMATION - cont'd

- The Library is a formal work area and must be treated as such. No excessive noise.
- **Students not engaged with class work will be required to leave the area.**
- Movement in and around the Library is in an orderly manner. The Library must be left tidy - chairs in, desk straight, and no rubbish on the floor.
- **NO EATING OR DRINKING IN THE LIBRARY.**
- Do not interfere with any other classes that may be in progress in the Library.
- Fans, air - conditioning, lights, heaters and curtains are off limits to students and must not be adjusted in any way.

7.9 Mobile Phones

PREVENTING INAPPROPRIATE USE OF MOBILE PHONE IN THE COLLEGE

Not only is mobile phone use disruptive, using mobile cameras (still & Video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.

The College will suspend immediately any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or school staff on school premises.

The term 'electronic device' includes, but is not exclusive to, items such as desktop computers, laptops, mobile phones, iphones, ipods, imacs, ipads and any other device that allows access to the internet.

- Students are **not** to use personal electronic devices, such as mobile phones etc, during normal class hours, prep or in the dining hall.
- Students are to keep all other personal electronic devices in their dormitories, for use after school hours, exclusive of prep.
- Students are not permitted to bring mobile phones into the Class area. Students found with mobile phones will have them confiscated and posted home to parents and will incur a 1 demerit point loss.
- Students are to ensure appropriate conduct when utilizing social media.
- Behave in a manner as outlined in the College's Good Standing Policy when accessing any social media.
- Be aware that under the Defamation Act (WA) 2005, consequences in regard to inappropriate use of social media will apply.
- Students are not to refer to College staff on any social networking website.
- Students are not to refer in a defamatory way to any College student on any social networking website.

Failure to adhere to these policies may result in students losing demerit points or in more serious cases a suspension as well as loss of 'Good Standing'.

7.10 Music

No "ipods", "MP3's", head / ear / phones are permitted in the Class area unless permission is given for a specific learning activity. Students who bring ipods or other music-playing devices into the Class area without permission will have them confiscated and returned at the end of the day. Students are also not permitted to play or listen to music on their laptop computers during the day program in the Class area.

7.11 Out of Bounds Areas

The Staff Offices in the Library and the Staff Office, the Library Assistant's Desk and Chair, Store Rooms in the Library and Room 3 and 4, and Cupboards in the Classrooms are **out of bounds to students at all times**, unless specifically invited or instructed to enter by a Staff Member.

7.12 Electrical Equipment

All equipment supplied for use by teaching staff is **not to be used by students** unless permission is given by a staff member.

7.13 Photocopier

Students at the College have the "**privilege of being allowed to use the photocopier in the Library**", provided the following rules are observed.

- Only one student to operate the copier at a time.
- Only curriculum relevant material to be copied.
- No more than 10 copies to be done at any one time.
- Copy only those sections **you need**.

SECTION SEVEN - CLASS INFORMATION - cont'd

Students found to be misusing the photocopier will be banned from using the copier at the discretion of the Librarian.

7.14 Punctuality

Students shall be prompt in getting to classes on time.

Period 1	8.00am - 9.00am
Period 2	9.00am - 10.00am
Morning Tea - 10.00am - 10.20am	
Period 3	10.20am - 11.20am
Period 4	11.20am - 12.20pm
Lunch - 12.20pm - 1.05pm	
Period 5	1.05pm - 1.55pm
Period 6	1.55pm - 2.45pm
Period 7	3.00pm - 4.00pm

Please note early close on Wednesdays 3.20pm.

If you have to go into a class after it has commenced you must report to the staff member in a courteous and unobtrusive manner when entering class.

You will have to negotiate with your Teacher as to how you make up the class time you miss.

7.15 Punctuality

Every morning the roll is called to check presence of students and their dress standards. This is undertaken in each of the First Period classes.

When your name is called a **clear "YES"** reply is all that is required to indicate your presence. Dress standards and appearance are a part of roll call. If you do not meet the required dress and appearance standards it will be noted on the roll call and dealt with by the Deputy Principal.

You must present the teacher with a late note from the front office or staff member you have been meeting with. Consistent lateness may result in a loss of demerit point or sitting out at morning recess.

7.16 Sickness

If you feel sick during class you must seek permission from the teacher to leave. Having gained permission go to the Office and "sign out sick" (in the file on the reception desk.) and then report to the residential manager and into sick bay until you feel better. Expect visits from staff to check on your wellbeing during the day.

If you feel sick at recess or lunch report to the Deputy or Residential Manager who may give you permission to go to sick bay in the Student Services area to lie down until you feel better. Expect visits from staff to check on your conditions.

If you feel better you may return to class, however you **MUST go to the office first and "sign in"**. **Frequent absences from class will be investigated by staff and appropriate action will be taken.**

7.17 Stationery & Text Books

Students are expected to have at the commencement of the course ALL text books and ALL stationery items as outlined in the booklist. Students are advised to name everything and keep them safe.

Not having textbooks or stationery will not be accepted as an excuse for inability to participate or complete set tasks.

This stationery is owned by the students and if an item is lost, it is the student's responsibility to replace it as soon as possible. Borrowing of items is not acceptable.

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

7.18 Uniforms & Presentation - Class Area

Class uniform is worn while in Class.

Ironed white shirts and black shorts / trousers (NOT JEANS).

Female students can wear black skirts.

Black socks only to be worn with trousers and shorts. (No white socks under black pants). White socks and stockings may be worn with skirts / shorts.

Black leather shoes only are to be worn. These are to be cleaned and polished at all times.

SECTION SEVEN - CLASS INFORMATION - cont'd

(No sneakers / joggers/shearing boots/Vans these are unacceptable footwear for Class).

Only approved College jumpers will be worn.

One earring per **ear lobe** can be worn but must be either studs or sleepers.

7.19 Uniform Standard

Boys:

Polished Black leather shoes or black dress boots (no desert boot, joggers or street wear shoes such as vans etc)

Black socks

Black dress trousers (not black jeans)

Black leather belt (must be worn at all times with black trousers / shorts) **COMPULSORY**

White dress shirt - dress collar (able to be buttoned comfortably) and long sleeves,

White short sleeved shirt

Black College tie - formal wear only

College jumper

College Blazer

Coloured or Patterned clothing are **NOT** to be worn under white shirts

NO RIPS OR TEARS IN CLOTHING

Girls:

Polished Black leather shoes (not desert boots or joggers)

Black socks to be worn under black trousers

White socks (plain) (For skirts / shorts only)

Black Trousers or Black College skirt / shorts

White dress shirt - dress collar (able to be buttoned comfortably) and long sleeves

White short sleeved shirt

Black College tie - formal wear only

College jumper (no names on back)

College Blazer

Black leather belt (must be worn at all times with black trousers / shorts) **COMPULSORY**

No black or coloured bras to be worn under white shirts

Coloured or Patterned clothing are **NOT** to be worn under white shirts

NO RIPS OR TEARS IN CLOTHING

SHIRTS TO BE TUCKED IN AT ALL TIMES

SECTION EIGHT- DESIGN & TECHNOLOGY

8.1 Assignment Submission Dates

Issued assignments are given a date for submission, which students should record. Submission dates will be posted on the assignment board in the D&T foyer. If assignment / submissions are not completed by the due date students may be removed from practical work until due work is completed.

Students to notify teacher prior to due date of inability to complete tasks and provide reasons for action. Students who are absent when work is due should submit the required work on their return to school. In situations where the work has been assessed and returned to the class before the absent student returns, the teacher / senior teacher will advise of procedures.

8.2 Clothing - As Per College Guidelines

Students to present themselves in a clean and tidy manner. All loose clothing should be avoided in the workshop.

Boots must be worn at all times in the Design and Technology workshops.

Jewellery **must not** be worn in the workshop, particularly rings and bracelets. **Consequence - confiscation of article. Further breaches may result in loss of good standing.**

Protective clothing (eg: leather apron and gloves) must be worn when using hot metals or welding.

8.3 Evacuation in D&T

In the event of an earthquake, fire or any other need to evacuate the D&T centre **ALL** students are to assemble on the oval adjacent to the cricket practice nets for a roll call and injury assessment.

8.4 Eye Protection

Safety of the eyes should be given priority in the workshop, as eye injuries are both the most serious and most likely to occur in a workshop.

Automotive, Woodwork and Engineering workshops are designated safety glasses areas. Students / staff working in these areas must have their own safety glasses and **must be worn at all times.** Eye safety reminders are located around the room.

It is obligatory for all students to wear a face shield or safety glasses when working with any powered machine (hand or fixed), hot metals or chemicals.

Arc welding should only be carried out in an area screened from the rest of the class. (This is a welding regulation). Anyone within a screened area must use a welding helmet or hand shield. Safety glasses or a clear visor should be worn when chipping slag from a weld.

8.5 Failure of Students to Submit Tasks

See section 3.16, Assessment Policy & Guidelines

8.6 General Safety

All aspects of safety must be adhered to.

All accidents must be reported to the Head of Department and entered in the accident report section.

8.7 Hair

Long hair **MUST** be clean and tied back off the face at all times or otherwise confined by a hair net or College cap. **Consequence - Student to comply or will stop all practical work.**

8.8 Hearing Protection

Ear protection should be worn at all times in the machinery room and where any noisy equipment (eg routers, grinders) is in use in your vicinity.

SECTION EIGHT- DESIGN & TECHNOLOGY - cont'd

8.9 Masks

Students should wear protective breathing masks when using a spray gun or working on machines that cause a dust hazard.

8.10 Notification to Parents

Parents to be notified under the following circumstances:

- Students failing to complete assigned submissions.
- Students regularly handing in work late.

8.11 Practical Work

Cost of Student Personal Projects must be worn by the student. Finished projects cannot be taken home unless **accounts have been paid.** Interim payments may be required on costly projects to alleviate cash flow problems.

Unsatisfactory performance in the practical area by a student will result in an interview with the teacher concerned to address remedial strategies. **Continued poor performance will require the parents to be notified.**

8.12 Repairs to Private Vehicles by Students

Approval must be sort from the Automotive Instructor for repairs to private vehicles by students **BEFORE** commencing any work.

Communication with Automotive Instructor detailing costing and approximate time to carry out the repairs.

Set up a work card showing expenses associated with the repairs.

All parts to be used are to be charged to the student.

Any accounts owing are to be finalised at the completion of the repairs.

No work or vehicle modifications, which in the view of the instructor render the vehicle unsafe, or unroadworthy by law will take place.

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

8.13 Reporting

Parent Meetings

Semester One Report (progress report only).

Semester Two Report (statement of academic attainment). Year 11's only.

8.14 Reporting Accidents

Injuries requiring treatment by a doctor to be reported to the front office where transport and medical forms can be arranged.

This record should be countersigned by the Head of Department. These accident files can be obtained from the Head of Department on request, and on reporting the accident.

8.15 Roll Call - Procedures and Consequences

Individual class teachers to conduct roll call and address grooming and other issues in Period 1.

8.16 Sickness

Students to notify teacher who will determine course of action.

8.17 Test Examinations

Students who are absent for tests or examinations should report to the teacher as soon as possible after returning to school. At the discretion of the teacher / senior teacher, it may be possible for the student to sit for a similar test / examination at a later date. Depending on the circumstances, a penalty may be imposed.

SECTION EIGHT- DESIGN & TECHNOLOGY - cont'd

8.18 Tool & Machine Use

All safety guards must be in position before the machine is started.

Students must have been instructed on the correct operating procedures before use.

Students must obtain permission from an instructor before the operation of any machinery.

Only one student should be at a machine at all times.

Machines must be kept in a safe working order. When faulty the power to the machine should be isolated and the machine clearly labelled "**OUT OF ORDER**".

8.19 Workshop Fire Hazards

All flammable material should be kept away from naked flames or hot metal.

Welding and grinding should not be carried out in the proximity of cleaning solvents or battery chargers.

Fire extinguishers are located on a wall or post near the exits of the room and are **NOT** to be interfered with to ensure serviceability if required.

8.20 Workshop Waste Disposal

In the case of scrap metal, oily rags and solvents, special waste disposal containers should be used and regularly cleared. General waste to be deposited in skip bin.

SECTION NINE - COLLEGE FARM

Farm Size

Arable ground	2,516 hectares
Salt affected ground	1489 hectares
Recreational buildings etc	32 hectares
Landways	26 hectares
Total Area	4,063 hectares

9.2 Staff and responsibilities

Farm Manager - Mr Gray

- Responsible for the management of the College farm in conjunction with the Principal and Farm Advisory Group and staff members. Direct liaison with the Head of Department – Training to ensure National Training Package content is being undertaken.

Assistant Farm Manager – Ms Grant-Willaims

- Assists Farm Manager to ensure day to day operations is met.
- Liaise with farm staff members to ensure sections are being run and maintained efficiently.
- Assist workshop section with student workload and training requirements.

Vocational Trainer & Assessor – Simon Longmire

- Responsible for overseeing training of the certificate II and III students and managing all of the farm RTO operations.

The farm is divided into sections to best accomplish commercial and training obligations.

Sheep - Mr Laird

- The management and husbandry of the AMS Merino flock and Poll Dorset stud flock.
- Responsible for National Training Package material relating to the sheep certificate.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.

Pigs – Miss Davey

- The management and husbandry of the 45 sow, birth to bacon, pig breeding unit.
- Responsible for National Training Package material relating to the pig certificate.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.

General Farm – Mr Jones & Mrs Iles

- General assistance to all other enterprise areas on a 'as needs' basis.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.
- Assistance with National Training Package material as required ie: piggery, multi comps etc.

Cattle – Mr Byrnes

- The management and husbandry of the of the cattle and poultry enterprises.
- Responsibility for the National Training Package material relating to the cattle and poultry certificates.
- Assistance with the maintenance of College infrastructure as per general farm.

Abattoir & Butchershop – Mr Frantom

- The management of the College abattoir and butchershop.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.

Grains & General Farm – Mr Childs & Mr Dumbrell

- Management and implementation of the College cropping and pasture program.
- Maintenance of associated machinery.
- Assistance with the maintenance of College infrastructure as per general farm.

Workshop - Mr Ball

- The day to day maintenance of the College vehicle and machinery fleet.
- Assist with fabrication and repair of College infrastructure.
- Responsible for some of the National Training Package material common to each of the certificate areas.

SECTION NINE - COLLEGE FARM - cont'd

9.3 Roll Call

- Each morning that students are rostered to farm they are required to meet in the farm workshop and are checked off against the roll. General information relating to current activities is disseminated.
- Students must seek permission from their supervisor prior to leaving the farm area, be it for morning or afternoon break, lunch, end of day etc.
- Prompt attendance at the correct time is required at all times.
- A record of late returns is kept – being late 3 times will result in a behaviour management report being made and loss of 1 point of good standing.

9.4 Work Place Learning

- To fulfil requirements for WPL (Work Place Learning) students must maintain accurate records of hours worked on farm.
- For every 55 hours, students will complete one skills journal. 4 skills journals earn students 2 units of competency.
- A recording system will be provided.
- Students will be responsible for recording their own details throughout the year.

National Training Package

- To obtain certificates in National Training Packages on offer at this site, students need to take responsibility in maintaining / managing their progress.
- A review process is available on an individual basis to assist.
- Refer to Section Two – for general details on National Training Packages.

9.6 Injury or Illness

- If a student injures themselves, however slight, or falls ill during the work period, they are required to report such injury or illness to the staff member in charge or if necessary, to the nearest staff member. Students who are sick need to sign out through the Administration Office.
- It is an obligation of the student to advise the relevant staff members if they have any medical condition, injury or illness that may impact upon their ability to work on farm. Alternative work may be assigned as a result.

9.7 General Behaviour

- Students must co-operate when working with their peers and staff to foster a successful work relationship.
- Students are expected to behave responsibly in the work area and refrain from conduct likely to place themselves, others or equipment at risk.
- Students must refrain from interfering with other students engaged in set tasks or working in other sections.
- When participating in College related excursions, students are expected to maintain a positive image at all times. If necessary, a student will be returned to the College or if appropriate, contact with the relevant parent or guardian will be made requesting the removal of the student from the event. Either of these actions will incur follow up disciplinary consequences.
- These guidelines are fundamental to the National Training Package process and closely align with the core competencies, especially relating to Occupational Health and Safety, and Working Effectively in the industry.
- Failure to comply will jeopardise the completion of these competency standards and in turn result in the inability to receive a certificate.
- Students are not permitted to enter the airport grounds unless with a staff member on official business.

9.8 Personal Safety

- An awareness of the need for safety is critical at this College. With so many people and different types of machinery and vehicles being used, safety is of the utmost importance.
- Incoming students must complete the Induction process at the beginning of term one or at time of enrolment.
- Students must adhere to the instructions of the staff member present and comply with the safety instructions that accompany any machines or equipment being used.
- Failure to comply with safety rules will not be tolerated and may result in the student being “Stood Down”. This means removal from the work site and equates to being dismissed in the work place.

Bushfire

Students are to complete training in Bushfire Management. Under no circumstances are students to be involved in fire fighting in the event of a bushfire. Students are to evacuate to the Recreation Centre.

SECTION NINE - COLLEGE FARM - cont'd

Dress Standards & Safety Equipment

- **All students** are required to wear **High Viz** farm clothing as per clothing list.
- College farm work clothes consist of neat clean shorts or trousers and shirts, jumper or College jacket, free from tears or rips. The shirt must remain tucked in, a belt worn, and the jumper not tied around the waist.
- Sturdy work boots, preferably steel capped, must be worn. These must be maintained in a clean tidy manner with regular applications of polish. When necessary, rubber boots will be supplied where conditions warrant.
- Students will be required to wear overalls during spraying activities or when on sections such as the piggery.
- Broad brimmed or College bucket hats are compulsory during terms one and four, whilst these or College Caps and or beanies are optional during terms two and three.
- No jewellery to be worn during farm time.
- Long hair needs to be tied back at all times and if necessary secured with a hair net.
- Correct safety equipment is to be utilised whilst undertaking any task.
If the correct safety equipment is not available, the supervisor must be notified to arrange supply prior to the task being proceeded with. It is strongly recommended that students bring their own personal issue safety glasses to farm.
- First aid kits are kept in the Ute glove box, the farm workshop, the shearing shed and other locations to cater for minor incidents. DEFIB kept on workshop wall.
- Sunscreen is provided at the farm workshop and students are encouraged to make regular use of it.
- No mobile phones on farm (students). The phone may be confiscated and posted home. Breaches will be recorded and a third offence will result in a behaviour management report being written and loss of 1 point good standing.

9.10 Reporting Damage – Accidental or Deliberate

- If you are aware of damaged equipment, either as a result of your use or prior to you using it, you have a duty of care to report the damage to your supervisor and arrange repair or the “tagging out” of the item.
- It is always far better to advise your supervisor of damage you may have caused rather than try to cover up the problem.
- Deliberate damaging resulting in repair costs will be charged to students / parents.

9.11 Use of Equipment

- The College has a vast array of equipment and is continuously upgrading and complimenting it to maintain the best possible work environment. Staff and students alike are required to maintain, clean and return equipment to its proper storage place upon completion of the task or days work. This ensures that the next person who requires that item can find and use it without any delays.
- Before taking tools or equipment away from its recognised area of use, permission has to be obtained from the supervisor responsible for that item.
- Generally speaking, tools and equipment will not be loaned to students for after hour's private use.
- Under no circumstances will taking farm tools, equipment or consumables for student use, either at D&T or off-site, be tolerated. This will be considered stealing and offenders, if caught, will be treated accordingly.

9.12 Weekend Duty Obligations

- Whilst students are in attendance at the College there is an obligation that two Year 11 and two Year 12 students assist with weekend duty. This is not a requirement over long weekend, closed weekend or holiday periods.
- A duty roster is drawn up and advertised in advance at the farm workshop, the dormitory notice boards, and published in the College newsletter.
- It is expected that students identify when they may be rostered on duty and arrange their weekend commitments accordingly.
- **Leave applications will not be approved for students rostered to weekend duty.**
- Under normal circumstances, two hours morning and afternoon commencing at 9.00am and 3.00pm is the required working time, although the supervisor on duty may vary the time.
- Any problems associated with the weekend duty commitment must be followed through with the Assistant Farm Manager or Deputy Principal.
- Any student who may have negotiated an exemption, or who may have been ill on either day, will be expected to fulfil their obligation at the next appropriate weekend.
- Failure to complete a duty each year (if rostered) may result in the student not achieving the relevant core competency and therefore jeopardise receipt of a certificate.

9.13 Student Driving

The process for student driving is outlined in the Student's Driving Regulations Booklet and students are required to read and sign the regulations handout sheet prior to operating College vehicles and/or for the student to bring their own vehicle to the college.

Driving guidelines also apply to the students private vehicle, penalties can be applied that will affect the ability to drive college vehicles.

SECTION NINE - COLLEGE FARM - cont'd

9.14 Student Driving - Penalties

- A demerit point system operates to ensure that students conform to safe and acceptable practices. The following rules apply to this system.
- A driver accumulating 10 points will have his / her licence suspended for a period of three school months.
- Demerit points may be issued by any staff member.
- Licence suspension covers Farm, Design & Technology, class and the residential area.
- Points will be collated in the Farm Office.
- Loss of licence will automatically result in a letter to parents explaining the circumstances and require an OHS report to be prepared by the student and kept on file.

Driving Demerit Points to be Imposed	
OFFENCE	PENALTY POINTS
Deliberate damage	10
Dangerous driving	10
Unnecessary wheel slip	5
Driving without permission	10
Excessive speed / Careless driving	6
Interfering with the controls as a passenger	8
Travelling as an unsafe passenger	5
Failing to report an accident	10
Unnecessary use of a vehicle	5
Not wearing a seatbelt	6
Driving without licence displayed	4
Using someone else's licence	6
Driving whilst suspended	10
Trying to board a moving vehicle	5
Interfering with a moving vehicle	8

9.15 Prize Money

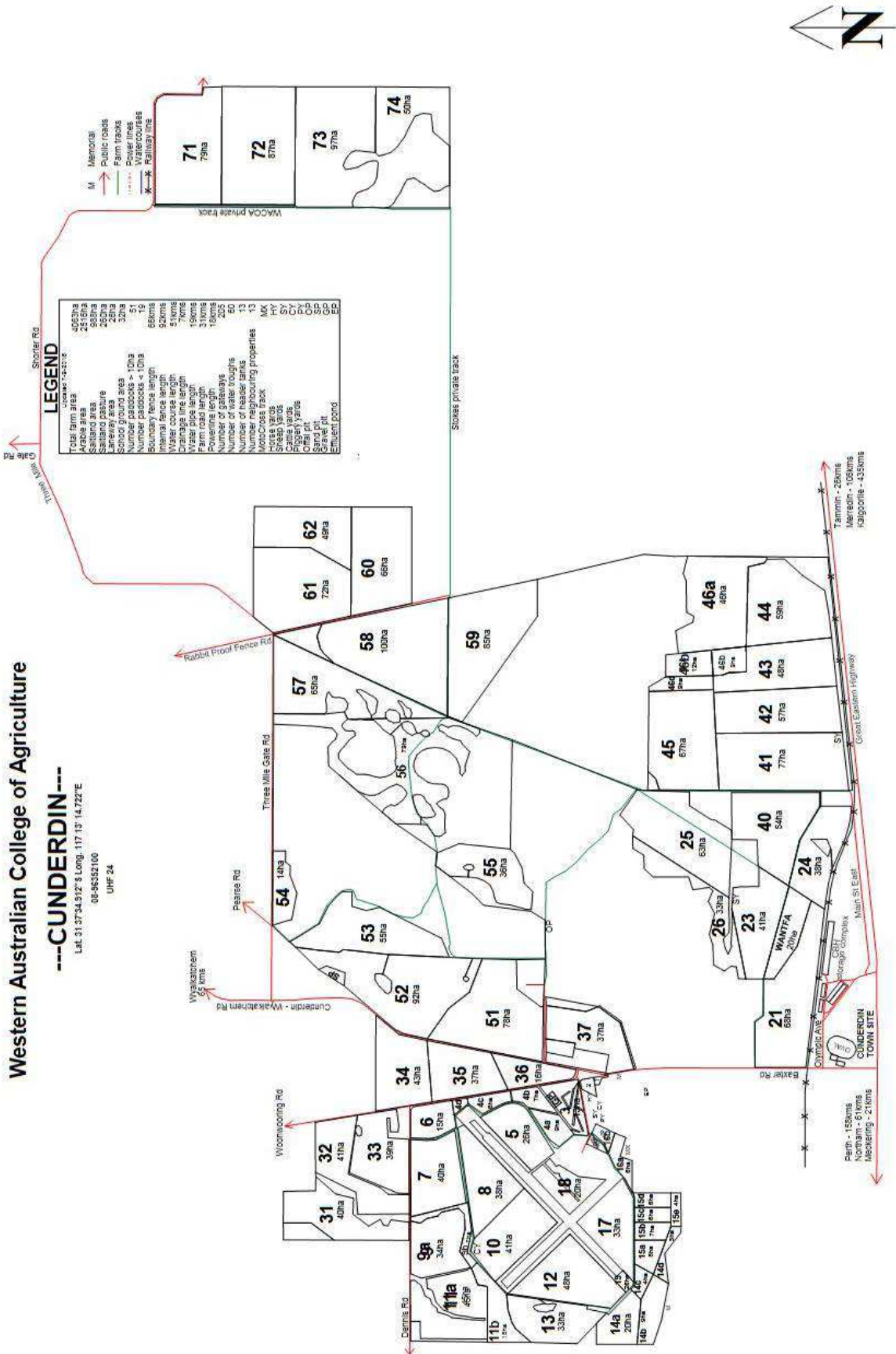
- Prize money won by a College animal will be retained by the College.
- Prize money won by an individual for an individual judging event will be retained by the student.
- Prize money won by an individual using College animals in a team event, (eg Led Steer), or won as a member of a team event, will be retained by the College. This may be used in part or in full to fund a group dinner or outing for students or to purchase items for future events.

9.16 In General

- The valuable resource in equipment and trained experienced staff is provided at the WA College of Agriculture - Cunderdin by the Department of Education for the educational benefit of all students. You are encouraged to make proper use of those resources and your time here to prepare fully for the world beyond College.
- The College is obligated to fulfil SAEC (Schools Animal Ethics Committee) guidelines in relation to all animals on site. Students must ensure that they treat all animals in accordance with relevant codes of conduct at all times. Failure to do so will result in serious consequences.
- Should you have any questions or if a problem occurs for you within the farm section, please don't hesitate to talk to Mr Gray or Mr Longmire or any other farm staff member.

SECTION NINE - COLLEGE FARM - cont'd

9.17 College Map



SECTION TEN – END OF YEAR PROCEDURE

10.1 Clearance Forms

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

The purpose of these forms is to enable staff and students to ascertain that all requirements have been met, all work has been completed and all school owned resources have been returned. It also enables feedback and revision time after end of year examinations and tests.

Individual staff will sign the form when the student completes all work for that subject or course.

Please note- the date clearance forms are issued is not the finishing date for the students.

Students who have not completed work on form to a pre determined level, will be requested to remain for additional time in order to catch up.



WESTERN AUSTRALIAN
COLLEGE *of* AGRICULTURE
CUNDERDIN

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2017 College Student Guidelines Agreement Form

I _____

Student Name (Please print)

Have read and understand the Student Information Booklet and will abide by these Guidelines.

I understand that College staff are not responsible for any loss or damage to my personal property that may occur during the course of the year.

I am aware that any costs incurred as a result of premeditated action or misconduct leading to damage of College property will be charged to myself and my parents.

Student Signature

Parent Signature

___/___/___