



WESTERN AUSTRALIAN  
COLLEGE *of* AGRICULTURE  
*Cunderdin*

# Residential Information Booklet 2019

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## BOARDING AT WA COLLEGE OF AGRICULTURE – CUNDERDIN

The WA College of Agriculture - Cunderdin provides Year 11 and Year 12 students with a unique educational experience focussed on innovation and excellence. The College is located adjacent to the Wheatbelt town of Cunderdin, 160kms east of Perth. Students are offered the opportunity to achieve the best possible educational outcomes within the context of a commercially operating farm, state of the art trade training facilities and a 134 bed residential facility.

Students boarding at the College have access to academic support and many social, cultural and sporting activities allowing them to develop a balanced lifestyle in a caring and supportive environment. Being part of the residential campus at Cunderdin allows students the opportunity to participate in local and community activities as well as extra-curricular activities which are strongly aligned to the learning environment at the College.

At the completion of their final two years of schooling it is hoped students will leave the College and their residential environment as confident, respectful and courteous young adults.

## VISION, MISSION & VALUES

### Our Vision

Rural educational excellence through innovation, passion and collaboration.

### 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 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.

# INTRODUCTION FROM RESIDENTIAL MANAGER

Mr Darryl McCart

I would like to welcome students and their families to the residential community at WA College of Agriculture - Cunderdin.

Boarding is an integral part of our College operation as our entire Year 11 and 12 student cohort reside on campus.

We welcome students from all over WA and hope that the diversity of backgrounds and hometowns will enrich your boarding experience and instil a sense of respect, consideration and co-operation.

This handbook will provide useful information for students and parents about boarding at the College. Please take the time to familiarise yourselves with the information to help make the most of your time in residence.

The College has five boarding houses: Linto, How, Weller, Moyle and Morton. Linto Dorm is assigned to Year 11 & 12 girls while the remaining boarding houses are split between Year 11 & Year 12 boys. Rooms are either single rooms or twin share.

We have 9 experienced residential staff employed on a roster basis, including an active night shift to provide a safe and caring environment for students outside school hours. We require all residential staff to complete their Certificate IV in Residential Care and complete Child Protection and Abuse Prevention training.

You can look forward to an array of sporting and recreational activities during your time at the College and I would encourage you to embrace these opportunities with a positive attitude.

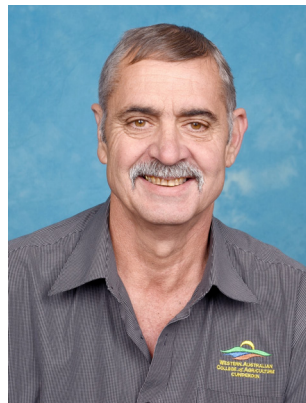
Communication is a vital part of boarding life and I would urge students and parents to contact me with any issues or concerns you may have during the year.

I look forward to meeting you all in 2019.

Kind Regards

Darryl McCart

Residential Manager



## COMMUNICATION WITH THE COLLEGE AND IMPORTANT CONTACT INFORMATION

College Reception Opening hours 8am-4pm during school term	267 Baxter Road PO Box 132 Cunderdin WA 6407	9635 2100
On Call Senior Staff Mobile	Use for all leave enquiries	0436 606 857
Residential Mobile	On duty residential staff	0427 449 613
Residential Manager	Darryl McCart	0438 971 346 darryl.mccart@education.wa.edu.au
Principal	Sally Panizza	0419 928 926 sally.panizza@education.wa.edu.au
Deputy Principal	Travis Hooper	travis.hooper@education.wa.edu.au
Manager Corporate Services	Laura McCart	laura.mccart@education.wa.edu.au
Email	cunderdin.wacoa@education.wa.edu.au	
Website	www.cunderdinag.wa.edu.au	

Your first point of contact for all residential matters should be the Residential Manager Darryl McCart. All curriculum enquiries should be directed to Deputy Principal Travis Hooper and financial queries to Manager Corporate Services Laura McCart.

Most College communication takes place via email so please make sure your email contact information is up to date.

The College Chatter is emailed fortnightly with happenings and upcoming events at the College.

The College Newsletter is emailed once a term with reports and photos from each area of the College.

The College's yearbook, The Agricollegian, provides an extensive summary of the many activities conducted during the year. There is a cost of \$45 for the annual publication, this is charged to student accounts.

### 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 for the purpose of dropping off and collecting student's belongings.

# 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 a dorm group told to do so by a staff member.	
when		
7.55 am	Depart for classes. Turn off all heaters / lights / fans/music	
8.00 am	Period 1	
9.00 am	Period 2	
10.00 am	Recess	
10.20 am	Period 3	<u>Wednesdays Only</u>
11.20 am	Period 4	1.05 pm Period 5
12.20 pm	Lunch	2.00 pm Recess
1.05 pm	Period 5	2.20 pm Period 6
1.55 pm	Period 6	3.20 pm End of School Day
2.45 pm	Recess	3.30 pm Town Run (students to be dressed in school uniform)
3.00 pm	Period 7	
4.00 pm	End of school day	
4.45 pm	Students return from Farm (4.00 pm Fridays)	
5.40 pm	Dinner	
6.20 pm	Prepare for prep	
6.30 pm	Prep	
8.00 pm	End of prep	
8.00 pm	Supper (9.00 pm 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)	
10.00 pm	Lights out - Sunday to Thursday	
WEEKENDS (Friday & Saturday)		
10.00 am	Saturdays - town run (neat casual clothing)	
10.20 pm	Recreation Centre closes. All students return to their dormitories	
10:30 pm	Preparation for bed (no showers after this time)	
10.45 pm	Lights out	

After 10pm lights on for homework and reading at the discretion of supervisor.

## UNIFORM AND GENERAL CLOTHING ITEMS

Please ensure that your son or daughter is fully equipped as all students are expected to comply with the uniform guidelines in all situations.

All uniform items may be purchased at the Cunderdin Co-op, ph 9635 1304. Parents will be contacted by the Co-op to arrange an appointment time, usually in Term 4. Whilst many items of high viz work clothes may be purchased elsewhere, and must be in the style as directed by the College, items with College colours or the logo are only available through the Co-op. On Induction day, students will be measured for the College track suit, blazer & polo shirt. The bucket hat and peak cap will be distributed by the College on Induction day.

All clothing must be clearly and permanently marked with the student's name. Permanent cloth name tapes are required.

Stick on name tapes are not acceptable. Names must be:

- a) On the collars of shirts, jumpers, T-shirts and similar
- b) On the waistbands of underpants, shorts, trousers and similar
- c) On the foot of all socks
- d) In one corner of pillow slips, sheets, towels and similar

### Hat Policy

An appropriate broad brimmed or College bucket hat is compulsory for all outside work in Terms 1 and 4. A peaked College cap or College beanie may be worn in Terms 2 and 3. Cost for hats and beanies are itemised in College Fees.

### Blazers

Students will be measured for their blazer as part of the enrolment day program.

### High Viz

The College farm and D&T uniforms are high visibility uniform to conform with Occupational Health and Safety requirements. These are available at the Cunderdin Co-op. (To ensure the Co-op has sufficient sizes on hand, it is advisable to ring the Co-op to advise the student's size).

NOTE:

Students who do not follow the correct grooming and uniform will have their names recorded. Repeat offences may lead to the loss of demerit points.



COLLEGE UNIFORM FEMALE	
** College jumper	1
** College tie	1
* Black dress shorts (optional)	1
** White long sleeved dress shirt	1
** White short sleeved shirt	2
Black trousers	2
Black belt	1
Black socks	3prs
White medium sports socks	2 prs
Black leather dress shoes (not available Co-op)	1 pr
Black box pleat skirt (optional)	1
* No bicycle shorts, ski pants, jeans, flares or tight fitting pants	
College blazer (ordered from the College on Induction day)	
FARM & D&T UNIFORM FEMALE	
Navy work socks	3 prs
Black work boots (steel capped)	1
** Navy work shorts	3
** High viz navy/yellow work shirts	3
** High viz navy/yellow overalls	1
** Navy work trousers	3
** High viz navy/yellow work fleecy jumper	1
Black belt	1
** High Viz Navy/yellow weatherproof jacket	1

SPORTS UNIFORM FEMALE	
Black or white socks	
Black sports skirt or shorts	2prs
Black College sports shirt (collared)	1
Joggers or sports shoes	1
College track suit	1
College cap or bucket hat	1
(College track suit, College sports shirt, cap and bucket hat to be ordered from the College on Induction day).	

COLLEGE UNIFORM MALE	
** College jumper	1
** College tie	1
* Black dress shorts	1
** White long sleeved dress shirt	1
** White short sleeved shirt	2
Black trousers	2
Black belt	1
Black socks	3prs
White medium sports socks	2 prs
Black leather dress shoes (not available Co-op)	1 pr
College blazer (ordered from the College on Induction day)	
FARM & D&T UNIFORM MALE	
Navy work socks	3 prs
Black work boots (steel capped)	1
** Navy work shorts	3
** High viz navy/yellow work shirts	3
** High viz navy/yellow overalls	1
** Navy work trousers	3
** High viz navy/yellow work fleecy jumper	1
Black belt	1
** High viz navy/yellow weatherproof jacket	1

SPORTS UNIFORM MALE	
Black or white socks	2prs
Black sports shorts (not board shorts)	2prs
Black College sports shirt (collared)	1
Joggers or sports shoes	1
College track suit	1
College cap or bucket hat	1
(College track suit, College sports shirt, cap and bucket hat to be ordered from the College on Induction day)	

## GENERAL WEAR & DORMITORY REQUIREMENTS FEMALE & MALE

Underclothes	8 sets
Pyjamas	2
Shoe polishing kit (black & tan)	1
Casual weekend clothing	
Bathers	1
Toilet bag	1
Comb/brush	1
Laundry requirements:	
Soap powder (front loader machine)	
Pegs	1 dozen
Coat hangers	
GENERAL ITEMS (Female & Male)	
2 Laundry bags (approx 60cm x 92cm) (An additional laundry mesh underwear bag is supplied by the College. Cost included in College fees)	
Towels	4
Single sheets	2
Pillow cases	2
Blankets or doona	1
Pillow	1
Swag (optional)	1
Additional Items (available Co-op Hardware) sleeping bag, electric blanket	
** Items have College logo	

# FULL SCHOOL UNIFORM

## 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

## 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

## 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

## Students attending Carnivals

Boys/Girls:

Black College polo shirt.

Appropriate sports uniform and tracksuit

## ABSENCES

The College will record student absences. Students leaving early or returning later on Mondays or Fridays for medical appointments will need to provide evidence of the appointment otherwise it will be considered an unauthorised absence. Students who are absent for three days or more are requested to provide a doctor's certificate to the College. When work is missed it is the student's responsibility to find out and catch up on his/her requirements.

All students are expected to maintain an attendance rate of 90% or above.

The College is required to report attendance to the Commonwealth Government. More than 5 days of unauthorised absences in a term may result in loss of Youth Allowance and/or other benefits.

## 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.

## 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.

## RELATIONSHIPS

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

## BREAKAGES

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

## 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 College encourages the use of the STOP IT App to report bullying. Parents and students will be briefed at induction on the use of this app.

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 staff member

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.

## COMMUNITY SERVICE

Students may be given Community Service for misbehaviour.

## 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 or electronic devices are allowed in the dining room.

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 and result in appropriate consequences.**

## 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 consequence 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**
- **School uniform and bedding requiring laundering to be placed in laundry tubs**

**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.

Any student found entering the room of the opposite sex will result in both students being suspended for three days.

Students found in a "compromising" situation will be referred to a Residency Review Panel.



# 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 and lewd advertising on clothing will not be tolerated.

## 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).

## DRUGS

Any student found in possession of illegal drugs or a drug smoking implement with traces of drugs WILL BE SUSPENDED IMMEDIATELY AND REFERRED TO A RESIDENCY REVIEW PANEL.

Any student found with an unused drug smoking implement will face a minimum 5 day suspension and possible 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 drugs/alcohol being located in personal belongings or in the control of personal carry bags, toilet bags, bedding drawers/closets, rooms, cars 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).

## 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.

## 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.

## 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.

## EXCURSIONS

Students dress should be of appropriate 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.

## 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.

## 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 parent's responsibility to let the College know of any ongoing medical condition that might "impact upon" or be "aggravated by" College daily routines.
3. Sick students will be regularly monitored.
4. Where appropriate students will be given specialist medical attention.

## PROCEDURES FOR MANAGING SICK STUDENTS

1. During working day
  - a. If a student is sick in the morning they are to go directly to Student Services and see the Residential Manager at 8am.
  - b. If a 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 Student Services Medical Centre. Front office staff will notify the Residential Manager.
  - c. Students may request front office staff make a doctor's appointment. The College will assess if a doctor's appointment is required. Parents will be notified of the outcome. On occasions the Residential Manager may also request a student see a doctor. Cunderdin has a pharmacy in the main street. Parents will be invoiced by the College for any medication collected.
  - d. Students will be regularly monitored while in the Medical Centre.
  - e. Students who are sick in bed for a full working day, may be confined to their dorm for the duration of the evening at the Residential Manager's discretion.
  - f. If conditions persist the Principal or 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.

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

## 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.

## 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, mullets, mohawks, dreadlocks, multi dyed, and brightly coloured hair. Within reason, students may be permitted to have dyed tips.  
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.

## HAIRDRESSER

There is a hairdresser in Cunderdin on a Tuesday. 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 and keeping it neat and tidy will be booked a haircut at their expense.

## 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.

## LAUNDRY

All student clothing and bedding needs to be clearly marked with the student's name. Names need to be sewn 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.

## 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.

## LEAVE

Students are not permitted to leave the College grounds without a "Leave Application" being submitted through the Reach Boarding System. 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 are travelling together 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 and one compulsory "stay in" 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.

Weekend activities at the College are considered to be an important part of the student's social development. It is at this time students interact with each other, with staff from the College and with people from outside the College in a more relaxed environment. For this reason excessive demand for weekend leave is discouraged. Parents need to submit leave on Reach Boarding no later than 8.00 pm on the Wednesday prior to leave for every weekend a student leaves the College.

Leave applications can be accessed on our website: [wcac.reachboarding.com.au](http://wcac.reachboarding.com.au)

Leave can be broadly grouped into the following five categories:

a) Closed Weekend

These are weekends (generally 3 to 4 days) set aside when the College closes down and all students are required to leave. These usually occur once a term and are included in the Term Planner sent out each term. A light meal will be provided between 5-6pm on return from the closed weekend if requested.

b) Compulsory Weekend

Each term the College will host a compulsory “stay in” weekend. This will enable students to participate as a whole and build relationships with staff and students.

c) Weekend Leave

Students may take leave on any weekend provided the following conditions are met:

- the student is up to date with all classroom work
- permission is granted by the Residential Manager
- application for leave is received via Reach Boarding by 8.00pm on the Wednesday preceding the weekend
- they do not have a rostered farm duty – see note

PLEASE NOTE: Farm weekend duty is a core component. Parents are requested to ensure that their son / daughter is available as per the roster. Failure to comply with this will incur detrimental results which may impact upon final farm grades. Leave will not be granted unless it is for exceptional circumstances.

d) Short Leave

Students may take short leave for such things as day excursions with family, sporting activities or other social outings. Students intending travelling on non-College transport to sporting events/ fixtures must supply prior written permission from parents. Short leave is granted for no longer than two meal times (usually lunch and tea). Return time should be negotiated with the Residential Manager. Students are not to take their own vehicle for day leave.

e) Term Holidays

These are as for all other Government Schools.

## Conditions Applying To Leave

### For Closed Weekends

- Students/parents need to make arrangements for travel to and from the College. This can be either on the Prospector train, bus or by car.
- Parents must complete an online application for leave on Reach at [wcac.reachboarding.com.au](http://wcac.reachboarding.com.au)
- Parents are encouraged to make train and bus bookings for students. The ticket can then be emailed to the front office for distribution to students.

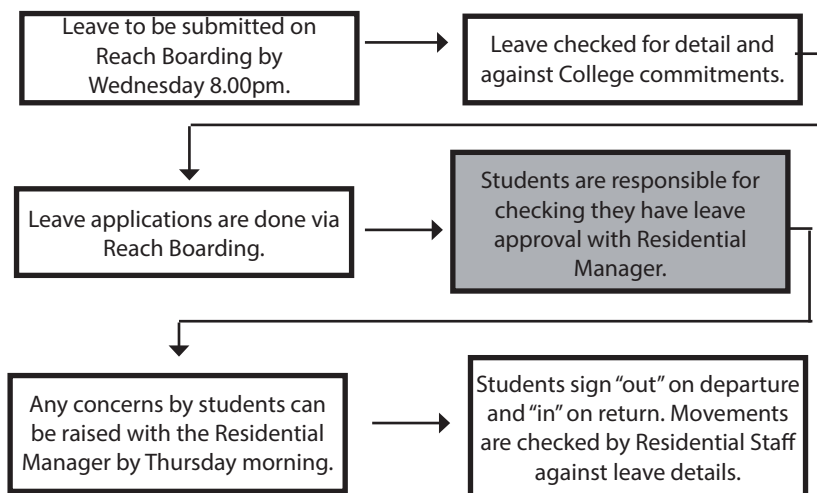
- If students are not travelling home or they are travelling with someone other than parents or leaving early, details must be provided on their Reach Boarding leave application. If “another student driving” is selected as the means of transport, both students must add this to the notes in REACH.

### Weekend Leave

- Parents must have completed an application for leave via Reach two days prior to leave. This is 8.00 pm on the Wednesday of a normal week.
- Phone calls are not acceptable as a request for weekend leave unless in exceptional circumstances, to the Residential Manager or Principal, NOT Residential staff.

NB: Students may not commence leave prior to the designated finish time unless there are exceptional circumstances. Parents must make telephone contact with the Deputy Principal and/or Residential Manager to negotiate any early departures.

### Weekend Leave Process – Summary



### For Short Leave

Parents are requested to complete a list of names of those people whom their son or daughter may visit on short leave and populate Host List on Reach Boarding.

Visitors are requested to check with the Residential Supervisor when entering the College or when collecting students for short leave.

### Returning from Leave

There are two main times by which all students must return from weekend leave. (These times do not apply to students on the train or bus.) The return time must be nominated on the leave form:



- Before tea (5.30 pm) on the Sunday night (if a meal is required)
- Before 8.30 pm on the Sunday night

NOTE: The College does not grant leave for seasonal help at home, local shows or unscheduled holidays. Leave, apart from the above will only be granted in extreme circumstances.

Students must sign out and in on Reach Boarding tablets in the Recreation Centre. This is an essential tool for monitoring attendance and should be strictly adhered to.

All students driving themselves back to the College after leave must return to the College by 8.30pm on Sunday night.

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

## 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.

## 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.
- Students are expected to behave in a manner as outlined in the College's Good Standing Policy when accessing any social media.
- Students should 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 or refer in a defamatory way to any College student on any social networking website.

Failure to adhere to these policies will result in students losing demerit points and the phone being confiscated and kept in the school safe. In more serious cases a suspension as well as loss of 'Good Standing' will apply.

## Preventing Inappropriate Use Of Mobile Phones 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.

## 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.

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.

Hay for horses will be provided by the College at a cost. All other feed or requirements to be provided by student.

## 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 record appropriate programs for students to watch at a later time.
4. Video and DVD 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 view.

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

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

## 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.

## PREPARATION (PREP)

6.20pm - 6.30pm students are to utilise the ablutions and fill water bottles. Students required for prep in the library will be notified.

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, (maximum of 4 students per room).

Music can only be played using personal earphones.

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.

No showers if returning from a sport activity during prep.

## SECURITY

Students must secure all personal items in the lockable safe in their room if one is provided. 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.

## SIGNING IN AND OUT OF INNER CAMPUS

Students must obtain residential permission to access out of bounds area. This applies to areas such as horses, weekend farm duty, design and technology area and town run etc. Students must sign out at the Recreation 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.

## SMOKING

The College is a “Smoke Free Environment” and the following steps will be taken if a student is found smoking. This includes Vapes and E cigarettes:

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 Residential Manager or senior staff member. 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

## 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.

**Netball:** Students may play for the Cunderdin Netball Club. The College may also participate in netball competitions during the week.

Basketball: Students may play in the Cunderdin Basketball Association competition.

Tennis: Students may participate in Cunderdin Tennis Club's social tennis on a Sunday afternoon. Membership or visitors fees may apply.

## 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.

## 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.

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

## 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.

## TRAMPOLINES

Trampolines are to be used sensibly and only one person is permitted on a trampoline at a time. No footwear to be worn. Breaches of rules will result in the student being banned from trampoline use. Trampolines are to be used only for the purpose for which they are designed.

## 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.

## VEHICLES

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 or on the College website. 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. If there are any breaches of the car policy, students will be asked to take their car home for the term. If students are found in possession of a second set of keys they will be required to leave their car at home for a period of time determined by the Residential Manager.

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

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.

## 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).

## WEEKEND FARM DUTY

Normal farm uniform must be worn when on Farm Duty.

Weekend farm duty will be set at the beginning of each term giving the student plenty of notification. Students will not be permitted to change their roster without consultation with the Assistant Farm Manager.

Students only do 1-2 weekend farm duties per year.

When students are rostered on weekend farm duty, leave will not be approved.

Note: In Terms 1 and 4 a 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.



WESTERN AUSTRALIAN  
COLLEGE *of* AGRICULTURE  
*Cunderdin*

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