



WESTERN AUSTRALIAN  
COLLEGE *of* AGRICULTURE  
*Cunderdin*

# Residential Information Booklet 2022

[cunderdin.wa.edu.au](http://cunderdin.wa.edu.au)

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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 focused on innovation and excellence, with STEM a key priority of the college. The college is located adjacent to the Wheatbelt town of Cunderdin, approximately 1.5 hours east of Perth and 45 minutes from Northam. 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 144 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 work ready young adults.

## VISION & MISSION

### Our Vision

Rural educational excellence through innovation, passion and collaboration.

### Our Mission

- Foster a safe and healthy residential and learning environment in which the whole college promotes the DOE values of Learning, Excellence, Equity, Care, Integrity and Respect.
- Enable all students to develop the knowledge, skills and confidence to achieve their individual potential and contribute to society.
- Provide opportunities for students to develop knowledge, skills and values within the context of rural industries.
- Ensure all students achieve nationally recognised vocational qualifications and Secondary Graduation (WA Certificate of Education).



# INTRODUCTION FROM RESIDENTIAL MANAGER

## Ms Kristine Van

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 most of our 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 instill 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 dormitories: Linto, How, Weller, Moyle and Morton. Linto and Moyle dorms are 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 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 have current First Aid qualifications. Each year staff are required to update their professional learning.

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 2022.

Kind Regards

Kristine Van

Residential Manager



# COMMUNICATION WITH THE COLLEGE AND IMPORTANT CONTACT INFORMATION

<b>College Reception Opening hours 8.00am-4.00pm during school term</b>	267 Baxter Road PO Box 132 Cunderdin WA 6407	Phone: 9635 2100 cunderdin.wacoa@education.wa.edu.au
<b>On Call Senior Staff Mobile</b>	Use for all leave enquiries	0436 606 857
<b>Residential Mobile</b>	On duty residential staff	0427 449 613
<b>Residential Manager</b>	Kristine Van	0419 928 926 Kristine.van@education.wa.edu.au
<b>Principal</b>	Matt Dowell	0419 928 926 matthew.dowell@education.wa.edu.au
<b>Associate Principal</b>	Paul Beecham	paul.beecham@education.wa.edu.au
<b>Manager Corporate Services</b>	Yvonne Bopp	yvonne.bopp@education.wa.edu.au
<b>Website</b>	www.cunderdinag.wa.edu.au	

## STUDENT ENQUIRIES

The following table is enclosed for you to seek assistance on a variety of issues. It is not an exhaustive list.

<b>SITUATION</b>	<b>PERSON LIKELY TO BE ABLE TO ASSIST</b>
<b>Weekend leave including transport to public transport connections</b>	Residential Manager
<b>Signing out of residential areas</b>	Residential Supervisor
<b>Damage /accident reports</b>	Person on Duty
<b>Recreational activities</b>	Residential Supervisor
<b>Sport</b>	Residential Supervisor
<b>Vehicle approval</b>	Residential Manager
<b>Horse Approvals</b>	Assistant Farm Manager
<b>Uniforms</b>	Residential Manager
<b>Post</b>	Administration
<b>Farm roster/weekend stock</b>	Assistant Farm Manager

<b>Subject / course information</b>	Associate Principal
<b>Work experience or industry release</b>	Associate Principal
<b>Career information</b>	Associate Principal
<b>Psych appointment</b>	Residential Manager
<b>Doctors appointment / health issues</b>	Administration Residential
<b>Grievances: harassment</b>	Indicate to the person in the situation at the time, then line manager of section: usually Residential Manager or Associate Principal, then follow the lines of communication upwards to the Principal
<b>Grievances: assessment and results</b>	Indicate to the instructor of the area, then to the Head of Deptment, teacher in charge or Farm Manager, then Associate Principal, then Principal, then DET or SCSA
<b>Grievances: financial</b>	Manager Corporate Services then Principal, then Regional Executive Director
<b>Grievances: operational procedures</b>	Appropriate HOD / Teacher in Charge / Farm Manager / Manager Corporate Services, Associate Principal then Principal, then Regional Executive Director
<b>Late tea / meal held</b>	Residential Manager or Residential Supervisor
<b>Computer access assistance</b>	IT Officer

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 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 and this is charged to student accounts.

# TIME GUIDELINE FOR STUDENTS

6.30 am	Students rise (Students are responsible for waking themselves)		
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 when told to do so by a staff member.		
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		
11.20 am	Period 4		
12.20 pm	Lunch	<b><u>Wednesdays and Fridays Only</u></b>	
1.05 pm	Period 5	1.05 pm	Period 5
1.55 pm	Period 6	2.00 pm	Period 6
2.45 pm	Recess	3.00 pm	End of School Day
3.00 pm	Period 7	3.30 pm	Town Run (After school on Wednesday)
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		
<b>WEEKENDS (Friday &amp; Saturday)</b>			
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, GENERAL CLOTHING & BOARDING ITEMS

Please ensure that your son or daughter is fully equipped as all students are expected to comply with the uniform guidelines for all classes, trades and farm.

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 of the year prior to enrolment. Items with college colours or the logo are only available through the Co-op. On Induction day, students will be fitted for the college tracksuit, blazer, polo shirt & shorts. The bucket hat and peak cap will be distributed by the college on Induction.

**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

A College wide-brimmed 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 fitted and allocated a blazer as part of the Induction Day program. Extra sizes will be ordered if required.

## High Viz

The college Farm and Trades uniforms are a high visibility uniform to conform with Work Health and Safety requirements. These are available at the Cunderdin Co-op.

### NOTE:

**Students are expected to follow College Guidelines in respect to uniform and grooming in order to participate in college activities.**

<b>COLLEGE UNIFORM</b>	
College jumper	1
College tie	1
Black dress shorts	1
College white short sleeved shirt	3
Black trousers	2
Black belt	1
Black socks	3 pairs
Black leather dress shoes (not available at Co op	1 pair
College blazer (collected from the College on Induction day	1
<i>No bicycle shorts ski pants jeans flares or tight fitting pants</i>	
<b>FARM / D&amp;T UNIFORM</b>	
Navy work socks	3 pairs
Black work boots (safety toe capped)	1 pair
College high viz navy/yellow work shirts	3
College navy work trousers	3
High viz navy/yellow work fleecy jumper	1
Black belt	1
College high viz navy/yellow weatherproof jacket	1
<b>SPORTS UNIFORM</b>	
Black socks	2 pairs
Black College sports shorts (available on Induction day)	1 pair
Black College polo shirt (available on Induction day)	1
Joggers or sports shoes	1 pair
College track suit (available on Induction day)	1
College cap or bucket hat (available on Induction day)	1

**NO RIPS OR GRAFFITI ON CLOTHING. SHIRT TO BE TUCKED IN AT ALL TIMES.  
ANY DAMAGED OR OLD CLOTHING WILL NEED TO BE REPLACED AT PARENTS EXPENSE.**

<b>GENERAL WEAR DORMITORY REQUIREMENTS</b>	
Underclothes	8 sets
Pyjamas	2
Shoe polishing kit (black)	1
Casual weekend clothing	
Bathers	1
Toilet bag	1
Comb brush	1
Soap powder (front loader machine)	
Pegs	1 packet
Coat hangers	
<b>GENERAL ITEMS</b>	
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 sets
Pillow cases	2
Pillow, blankets or doona	1
Swag (optional- required at different times during the year)	1

## **FULL SCHOOL UNIFORM ALL STUDENTS**

Polished black leather shoes (not desert boots or joggers)

Black socks

Black dress trousers (not black jeans) or black dress college shorts

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)

No black or coloured bras/coloured or patterned clothing to be worn under white shirts

### **Sport/Students Attending Carnivals**

Non-marking sports shoes

Black college shorts

Black college polo shirt

Black socks

College tracksuit

College cap or bucket hat

## **Absences**

The college records 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. It is the student's responsibility to catch up on his/her requirements for each class and trade.

All students are expected to maintain an attendance rate of 90% or above. Unacceptable absences below this percentage may result in loss of Good Standing.

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

## **Aerosol Cans (Deodorant, Fly Spray etc)**

Aerosol cans are not permitted due to the college being an Asthma Friendly school and the use of aerosol cans often result in the triggering of fire alarms. Pump or roll-on deodorant is to be used. All aerosols will be confiscated from student rooms and kept to be returned home.

## **Alcohol**

Students are NOT permitted to bring alcohol in any form onto the property or in their vehicles, nor are they allowed to consume alcohol in any form whilst they are under the care 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 the same consequence will apply as above.

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

## **Relationships**

For students in relationship the following behaviour is only ACCEPTABLE:

- Holding hands
- A quick welcoming/departing kiss or hug (e.g. beginning/end of day prior to bedtime)
- Being in a visible, public place that is well lit
- Appropriate time and place for conducting acceptable behaviour.

## **Breakages/Vandalism**

All breakages/vandalism should be reported to staff immediately. Students will be required to pay for damage if it is caused by carelessness or willful actions.

## **Bullying/Peer Abuse/Sexual Harassment**

The college will not tolerate bullying or harassment of any kind including hazing and initiations. The college encourages the use of the STOPit App to report concerns (parents and students will be briefed at induction on the use of this app) or to discuss the concern directly with college staff. Students are encouraged not to get intimidated by the *dobber* or *snitch* tag as this only protects the perpetrator. Incidents of bullying, abuse or harassment will not be tolerated and may lead to the loss of Good Standing, suspension, expulsion or a Residential Review Panel (possible suspension or permanent withdrawal from residence). Respect for others is expected at all times.

Types of bullying and harassment include:

- physical: including hitting, poking, tripping and pushing
- verbal: such as name calling, insults and abuse
- workplace bullying: such as when a worker repeatedly behaves unreasonably in the workplace
- sexual harassment: for example, unwanted sexual advances or behaviour towards an individual.

Students are strongly encouraged to report incidents of ongoing bullying and harassment.

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.”*

## **What’s The Legal Situation With Sexual Harassment At School**

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

## **Sexual Harassment By Another Student**

Regardless of your age, it is unlawful for a 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, in any form you are encouraged to speak to a staff member or the Residential Manager, IMMEDIATELY.

## Concerns and Complaints (Students)

You have the RIGHT to feel and to be safe at all times. It's ok to have concerns and complaints about what might be happening at school or in residence. Safety concerns may include things like:

- Inappropriate social approaches by a person to make friends with you or start a close relationship with you
- Inappropriate touching by a person which makes you feel uncomfortable
- Sexual talk, personal emails or personal contact via mobile phones or social media
- Derogatory graffiti
- Unwanted invitations to go on a date or requests for sex
- Inappropriate physical handling (hitting, pushing, hugging)

There are times you may not be able to discuss your concerns with staff at the college. Department of Education staff can help you and are trained in protective behaviours. They care and understand that you may feel a range of emotions about contacting us including anxiety, shame or relief.

When you contact them, the information you tell them is not shared with any person or organisation outside this service unless it is part of an investigation. An exception to this is if staff are told something that creates a 'Duty of Care' situation.

A 'Duty of Care' situation occurs when Department staff find out that a child or young person:

- is being hurt or not being looked after properly
- is seriously thinking about hurting him/herself
- has hurt, or is seriously thinking about hurting, someone else
- or if they have significant concerns about a child/young person's health and safety

If this happens, Department staff will let you know that they are concerned and will work with you to try and make sure you remain safe. They may encourage you to give information about yourself (like your name and where you are).

They may then share this information with emergency services or a child protection agency so they can act to ensure your safety and the safety of anyone else involved.



# How to contact the Education Department

You can choose to talk with them on the telephone. You can remain anonymous or give them your details. You can also email them and tell them as much or as little as you like - the more information you give, the more they can help. If you would like them to call you, please put your telephone number in the email.

T: 1800 011 114 (Monday to Friday, 8am to 5pm)

E: [residentialstudentcomplaints@education.wa.edu.au](mailto:residentialstudentcomplaints@education.wa.edu.au)

**If your complaint is urgent or is an emergency please call Police, Crisis Care or Kids Helpline.**

## Police

**24 hours a day, seven days a week**

**Telephone: 131 444 (000 for emergencies)**

**Web: [police.wa.gov.au](http://police.wa.gov.au)**

When you call you will be asked to:

Press '1' for immediate police attendance

Press '2' to report an incident that does not need immediate police attendance

Press '3' for general information and other matters

Remember, if it's an emergency, immediately hang up and call 000.

## Crisis Care

**24 hours a day, seven days a week**

**T: 9223 1111**

**T: 1800 199 008 (country free call)**

**T: 9325 1232 (TTY)**

**Web: [dcp.wa.gov.au/crisisandemergency/Pages/CrisisandEmergency](http://dcp.wa.gov.au/crisisandemergency/Pages/CrisisandEmergency)**

Crisis Care is a crisis information and counselling service of the Department for Child Protection and Family Support for people needing urgent help.

Crisis Care can help when:

- you need immediate help with a serious problem
- you are concerned about your wellbeing or that of another person
- you are alone or afraid and urgently need to talk with someone
- you need counselling, information or other support.

## Kids Helpline

**24 hours a day, seven days a week**

**T: 1800 55 1800**

**Web: [Kidshelpline.com.au](http://Kidshelpline.com.au)**

Kids Helpline is Australia's only free, private and confidential telephone and online counselling service specifically for young people aged between five and 25.

- If you need to talk with someone now, the fastest way is to call and speak with a counsellor
- If you're not sure about talking with someone on the phone, or you can't get to a phone, use the web or email service
- Calls from mobile phones, landlines and payphones are free if you are calling from within Australia
- You can talk with Kids Helpline about anything including:
  - relationships with your family, boyfriend or girlfriend
  - a friend who needs help
  - school or study worries
  - how you are feeling such as angry, sad or confused

## Dining Room

Students need to arrive to meal times promptly but no earlier than five minutes before the meal and file through in an orderly manner for their meals.

Neat and tidy dress is required in the dining room.

Mobile phones and electronic devices are not permitted 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. Students should seek staff permission before entering the kitchen. Staff will dismiss students at the end of the meal.

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 will result in appropriate consequences.**

## Dorm

It is expected that students respect the dorms in which they reside. Any behaviour such as running, fighting or horseplay in the dorms is not permitted. Students are expected to use appropriate language around the dorms. An ‘all in’ dorm consequence will be initiated for cases in which students have not taken responsibility for inappropriate behaviour.

Noise including radios, computers and electronic devices shall be kept to a reasonable level. 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 should not be removed unless opening or closing windows (How and Weller). Students may be disciplined and will be financially responsible for damage to flyscreens.

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 are expected to:

- 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.**

## 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

Footwear and a neat standard of dress must be maintained in the dining room.

## 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).

## Drugs

Any student found in possession of suspected illegal drugs or a drug smoking implement with possible traces of drugs **WILL BE SUSPENDED IMMEDIATELY, THE POLICE CONTACTED 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 suspected drugs/alcohol being located on/or in a person in/down clothing, carried in wallets/pockets etc.
- Found in possession as far as suspected 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)

## Drug Education Plan

[Western Australia Agriculture College/ Cunderdin \(cunderdinag.wa.edu.au\)](http://WesternAustraliaAgricultureCollege/Cunderdin(cunderdinag.wa.edu.au))



## **Duty Of Care - Occupational Safety And Health**

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

- Students have an obligation to act in a manner which maintains the health and safety of others while at the college or in a workplace.
- Students are to follow safety directions given by members of the college staff.
- Over consumption of energy drinks will be monitored and referred if necessary.

## **Electrical Devices**

Students may use the following electrical devices in their rooms: computers, mobile phones, bluetooth speakers/radios, alarm clocks, hair dryers and shavers. Please leave all other electrical devices at home. 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.

## **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.

If students set fire alarms off consequences may be imposed. In these cases, students will be invoiced the cost of FESA attending for false alarm.

## **First Aid - Sickness And 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 medication please report to your dorm supervisor between 6.50am - 7.50am. On weekends, report to Linto Dorm.

Due to its residential status, the WA College of Agriculture – Cunderdin has a heightened responsibility in respect to managing students who are unwell or who have a chronic medical condition. This policy is in place to ensure students receive prompt and appropriate medical attention. 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 unwell or have a chronic medical condition:

1. It is the student's responsibility to let a staff member know if they are unwell.
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. Unwell students will be regularly monitored.
4. Where appropriate, students will be given specialist medical attention.

# Procedures For Managing Unwell Students

## During working day

- a. If a student is unwell in the morning, they are to go directly to Student Services and see the Residential Manager at 8.00am.
- b. If a student is unwell during instructional time they need to let the staff member responsible for them know of their illness and proceed to Student Services.
- 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. Cunderdin has a pharmacy and parents will be invoiced by the college for any medication collected.
- d. Students who are unwell 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.
- e. 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.

## During residential time

- a. The student needs to let a supervisor know of their illness. If their condition worsens students can contact a supervisor by phoning the active shift supervisor on residential mobile number 0427 449 613.
- b. Students may request a doctors appointment through residential staff or in exceptional circumstances be taken to the medical centre. 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 (prescription or non-prescription) of any kind in their possession unless pre-approved by the Residential Manager. Students are required to hand all medication in to residential staff.**

## Prescription Medication

Student medication is to be handed to residential staff, where it will be recorded and stored in the locked medical cabinet in Linto Dormitory. If a student requires medication it will be dispensed by staff. The name, dosage, time and date will be recorded and signed for by the dispensing staff member. Students requiring medication during the day program will report to the residential office or administration for medication. Medication scripts will be kept in the medical cabinet in Linto Dormitory, when scripts need to be filled they will be taken by administration staff to the chemist.

## Non-Prescription Medication

Parents will be required to sign permission for their child to receive non-prescription medications such as Panadol, Nurofen, anti-histamines etc. If any non-prescription medications are dispensed by staff the dosage, type, date and time dispensed will be recorded and signed by staff. Students are not to store non-prescription medications in their dorms or carry them on their person. Students are to follow the 'prescription medication' process for the storage of non-prescription medications such as Nurofen, Panadol, anti-histamines etc.

## 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 or graffiti.
- Black belts must be worn with all uniform trousers and work clothes (Compulsory).
- Uniforms should be ironed and shirt 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. The back must not be noticeably longer than the top (see example), and it must be neat and tidy. Sides must be no shorter than a number 2. Extremes with short sides and long top/back are not permitted.
- 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, Associate Principal or Residential Manager before committing to a particular style.
- Shoes and boots must be cleaned and polished in the courtyard area of the dorm.
- Students presenting at school inappropriately groomed shall be referred to the Associate Principal.
- Reasonable standard of dress to be maintained outside college (eg sports carnivals).
- Jewellery is not to be worn on Farm and Trades due to safety reasons (earrings exempt, see below).
- A maximum of two sleepers or studs per ear, no other visible piercings (in all areas of the College, including full College Uniform). No other visible piercing is permitted.



## Hairdresser

There is a hairdresser in Cunderdin. Students can request office staff to make an appointment on their behalf. Students may be booked a haircut at their expense if hairstyle or grooming standards don't comply with college policy.

## 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.

## Laundry

All school uniforms (class & high viz) along with linen will be laundered. Students are to collect their clean laundry after school each day before 5.30pm.

Students washing personal items 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 need to have an approved leave application prior to leaving the college through the Reach Boarding System.** Reach Boarding is an electronic leave system the college uses. On Induction day 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 7.30pm 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 Semester 1 and 2.**

Students are 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 Associate 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 a students social development. It is at this time student 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 and students 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 (except Term 4) and are included in the Term Planner sent out each term. A light meal will be provided between 5.00 - 6.00pm on return from the closed weekend if requested.

### b) **Compulsory Weekend**

Each semester 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:

- 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 of each student’s study. 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 on weekend for such things as day excursions with family, sporting activities or other social outings. Students intending to travel via 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.

### 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 to make train and bus bookings for students. The ticket can be emailed to the front office for distribution to students, if required.
- 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 name of driver and passenger to the notes in REACH.

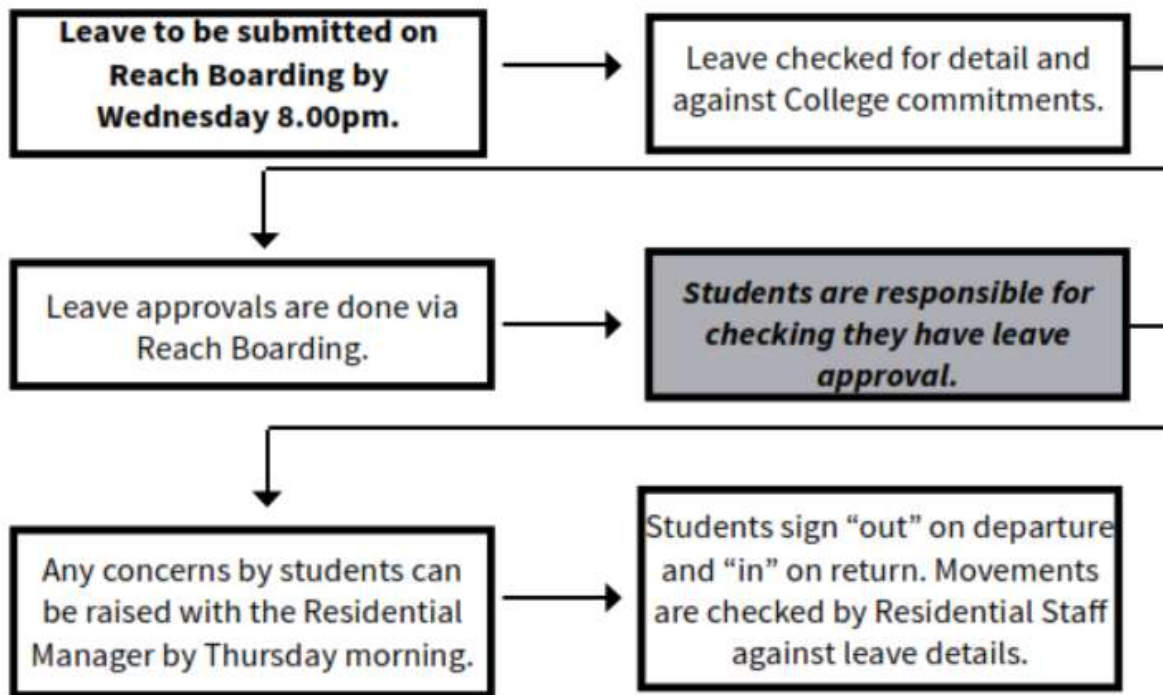
## Weekend Leave

- Students/parents must have completed an application for leave via Reach two days prior to leave. This is 8.00pm on the Wednesday of a normal week.
- Emails/phone calls are not acceptable as a request for weekend leave unless in exceptional circumstances (to the Residential Manager, NOT Residential staff).

**NB: Students may not commence leave prior to school finishing unless there are exceptional circumstances.**



## 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 a 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 7.30 pm on the Sunday night for all transport types

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.

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

## CCTV - Security Cameras

The college has an extensive network of CCTV around the premises. 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 a 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, in the dining hall or after lights out.
- Students are to leave mobile phones and all other personal electronic devices in their dormitories during school hours.
- Students are to ensure appropriate conduct when utilising social media.
- Students are expected to behave in a manner as outlined in the College Guidelines 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.

Students who film, distribute or upload footage involving fights, will automatically be suspended in accordance with the Education Minister's policy.

## **Horses and Push Bikes**

Please refer to the Bicycle & Horse Guidelines & Permission Forms on our website and be aware that Horse Permission forms must be approved by the Assistant Farm Manager before horses are brought to the college. Horses & bikes are not to be ridden until all students are aware of the rules that apply to each activity. Appropriate safety gear must be worn at all times.

Students must care for their horses and properly feed them. Feeding must be completed by tea time. No allowances for late meals. Proper headgear and clothing must be worn when riding horses and students are not permitted to ride alone. Written permission is required, and strict adherence to the College Guidelines as per the department's Equine Program Guidelines & Procedures, Feb 2020.

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.

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



## Movies

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

1. Only G, PG, M, MA 15+ related content may be shown in residence with parental permission.
2. R rated content are not to be shown in residence.
3. Supervisors may record appropriate programs for students to watch at a later time.
4. Movie 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 DVDs on laptops in the dormitories may do so only before and after prep, and not before school.

## Out of Bounds

Student boundaries are defined by the college basketball courts/tennis courts and Moyle and Morton dorms. Students should remain within these areas unless permission has been given by residential supervisors. Entry to airport grounds is prohibited unless with a staff member on official business.

## Parking at Dorms

Parking at the dorms is allowed at the beginning and end of term for the purpose of dropping off and collecting student belongings. Please park outside the Recreational Centre at all other times.

## Pornography

Pornography in any form is not to be at the college. Content deemed to be offensive by any staff member will be immediately removed.

No pornographic material is to be kept on walls or on personal devices. Staff will search computer files if there is a suspicion of offending material being stored. Devices with offending material will be sent home.

## Preparation (Prep)

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

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.

**Mobile phones MUST be turned off during prep.**

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.

## Residential Leisure Activities And Exercise On Campus

Student 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 leave submitted via Reach Boarding prior stating that they will be collected from the excursion. Students may access the Gym in the Recreation Centre once parents have signed and returned the Weights Room Policy Permission Form. Access to the Gym is permitted 6.00am-6.30am, 4.00pm-5.30pm, 8.00pm-9.30pm by arrangement with residential supervisors. Other areas for exercise are walking, jogging or bike riding around the DCA (Department of Civil Aviation). Access to the DCA is to be negotiated with residential supervisors. If students are accessing these areas, they must sign out via Reach Boarding.

## 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 should not be brought to the college.

## Signing in and out of Inner Campus

Students must obtain residential permission to access out of bounds areas. This applies to areas such as horses, weekend farm duty, trades 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 exercise 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 or in possession of tobacco products or smoking implements. 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, intervention with either WA County Health Services Wheatbelt Quit Smoking program (Primary Health District Health Promotion Officer) or No More Nyumree program (Wheatbelt Aboriginal Health Service). If implement is a Vaping device an intervention with external agency – Holyoake is required (please see agency referrals). 4 hours community service
Second Offence	Letter to parents Smoking assignment and intervention with either WA County Health Services Wheatbelt Quit Smoking Program (Primary Health District Health Promotion Officer) or No More Nyumree program (Wheatbelt Aboriginal Health Service). If implement is a Vaping device an intervention with external agency – Holyoake is required (please see agency referrals). 8 hours of community service
Third and Subsequent Offences	In school withdrawal with community service and detention. Interview with parents to develop behaviour modification plan - this will include referral to external agency with either WA County Health Services/ Wheatbelt Quit/Smoking program (Primary Health District Health Promotion Officer) or No More Nyumree program (Wheatbelt Aboriginal Health Service). If implement is a Vaping device an intervention with external agency –Holyoake is required (please see agency referrals). Persistent offences may result in out of school suspension.

## Sports/Trainings

**Football:** Students may play for Cunderdin Football Club in A or B grades or their 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.

**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 or student councillor. No student to use the weights room unless they have appropriate permission forms signed by parent/guardian.

**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.

### Leisure Activities and Parent Consent

Student experiences of boarding at the residential facility can be enhanced by participating in a range of leisure, recreational and sporting activities which are a key part of boarding life.

Leisure activities are not connected to the school curriculum and do not include educational excursions arranged by the school, or the continuation of school activities by a student after hours.

The college has categorised three 'levels' of leisure activities and the management / parent consent required for each.

**See Table Following Page**



LEVEL	EXAMPLE ACTIVITIES	COLLEGE SUPERVISION	PARENT CONSENT
<b>LEVEL 1</b>	<ul style="list-style-type: none"> <li>• On-campus activities (e.g exercise, use of gym)</li> <li>• Town run (including Northam) for shopping, hairdresser or beautician, café, roadhouse, church, museum</li> <li>• Regional hobby clubs, youth groups, music or art workshops</li> <li>• Sport (spectating)</li> <li>• Fundraising, community service activities, volunteering, community events</li> <li>• Pre-approved horse riding (on campus) as per policy (additional one-off parent sign off required)</li> <li>• Regional sports – e.g. football, hockey, netball, basketball, tennis, swim club (additional one-off parent sign off required)</li> <li>• Picnics, BBQ's cooking activities</li> </ul>	<p>Nil-Limited* **</p> <p>*students must carry a mobile phone and be contactable at all times</p> <p>**where possible, students should engage in the activity in groups</p>	<p>Blanket annual parent consent signed at the beginning of each year for Level 1 activities</p>
<b>LEVEL 2</b>	<ul style="list-style-type: none"> <li>• Perth run (shopping centres, movies etc)</li> <li>• Visiting other boarding colleges, friends or family</li> <li>• Country shows, musters, expos</li> <li>• Paintballing, laserscape</li> <li>• Ice skating</li> <li>• Gaming centres, small theme parks</li> <li>• Go-karting</li> <li>• Town pool leisure trips</li> </ul>	<p>College staff coordinate and supervise Level 2 activities (supervision levels will vary depending on activity)</p>	<p>Blanket annual parent consent signed at the beginning of each year for Level 2 activities</p> <p>Detailed Term Planner distributed to parents</p>
<b>LEVEL 3</b>	<ul style="list-style-type: none"> <li>• Open-water-based activities (beach etc)</li> <li>• Outdoor Education activities (abseiling, archery, bushwalking, rock climbing)</li> <li>• Speedway, motor cross (spectating)</li> <li>• Socials, disco's, concerts</li> <li>• Large theme parks (i.e Adventure world)</li> <li>• Overnight stays</li> </ul>	<p>As per the Excursion in Public Schools and/or Outdoor Education and Recreation Activities Policy and Procedures supervision requirements</p>	<p>Individual Parent Consent required for each Level 3 activity</p>

# 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” other students’ belongings without permission.

# Town Run

A town run will occur Wednesdays at 3.30pm and 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 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. The college cap is the only accepted headwear.

**SATURDAY:** Students going on town run must wear neat casual clothes. Students will be taken into Cunderdin at 10.00am to shop until 11.00am.

# Vending Machine - Snacks

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

# Trampolines

Students are expected to use the trampolines sensibly and only one person is permitted on a trampoline at a time. No footwear is to be used on the trampoline as it may damage the mat. There will be consequences for inappropriate use of trampolines.

# TV Rooms

Students are expected to respect college furniture. 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.

Students are not permitted to access other dormitories except with the permission of residential supervisors. Male students may access each other’s common rooms on the weekend with the permission of residential supervisors due to lower numbers in residence. Male and female students are not permitted to enter each other’s dormitories at any time unless accompanied by a staff member.

## 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. Students are required to sign the policy associated with vehicle permission.

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 at the college. If there are 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 in the notes section 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.

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 7.30pm on Sunday night. Failure to do so may lead to a student losing their privilege to have their car at the college.

**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 in front of the Rec Centre.

All visitors must leave by 9.00pm.



## **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 college broad brimmed hat must be worn for all outdoor work situations. In Terms 2 and 3, the college cap may be worn.

## **Australian Boarding Schools Association - let's talk about boarding**

Please visit the following website for some useful information about boarding.

[https://www.boarding.org.au/uploaded/Our\\_Community/ABSA\\_Parent\\_Brochure\\_web.pdf](https://www.boarding.org.au/uploaded/Our_Community/ABSA_Parent_Brochure_web.pdf)



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