WESTERN AUSTRALIAN
COLLEGE *of* AGRICULTURE
Cunderdin

College Guidelines

2023

Updated March 2023

cunderdinag.wa.edu.au

267 Baxter Rd, Cunderdin, WA 6407 | PO Box 132, Cunderdin 6407
P 9635 2100 E ***cunderdin.wacoa@education.wa.edu.au***

College Map

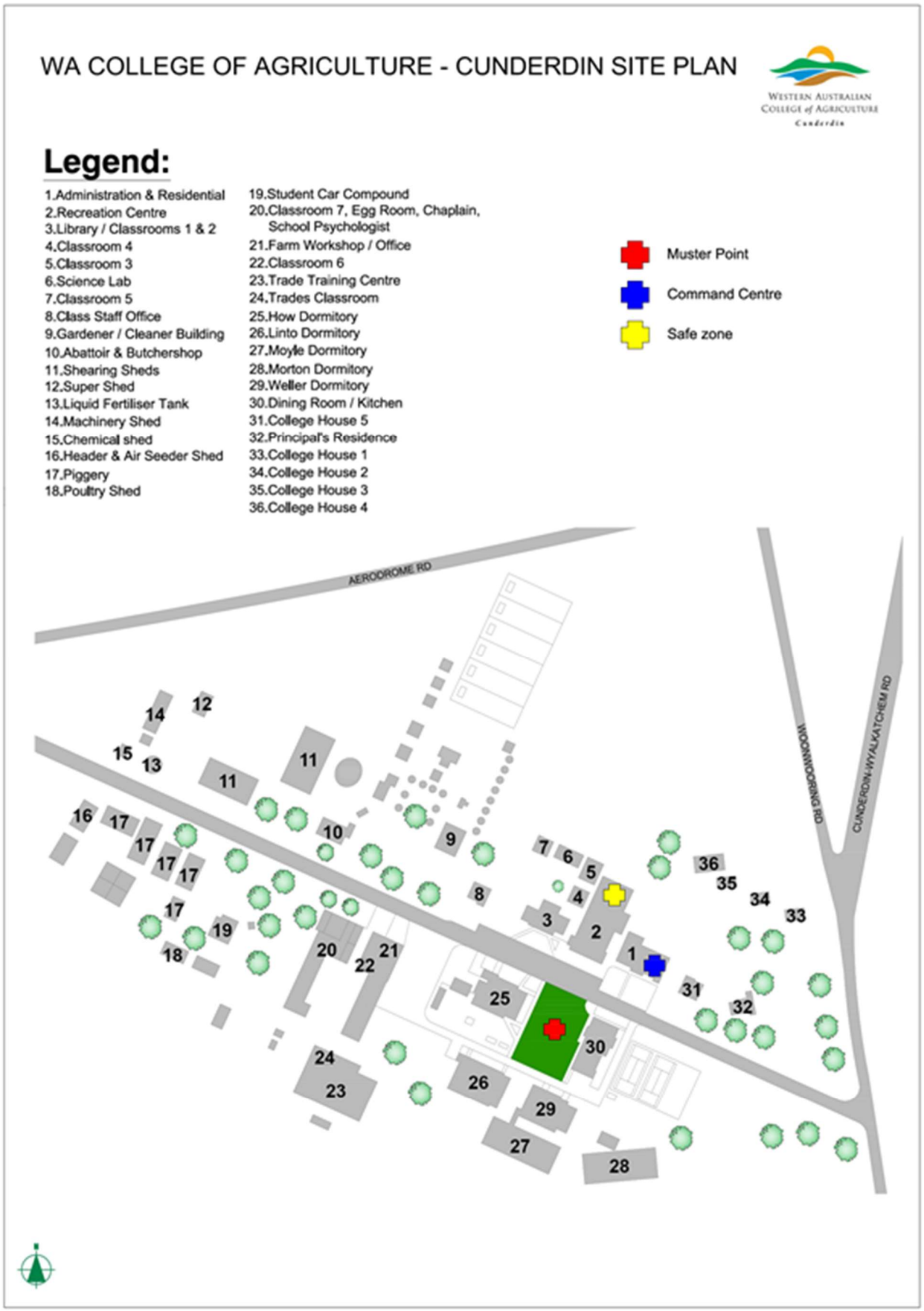

WA COLLEGE OF AGRICULTURE - CUNDERDIN SITE PLAN
Western Australian College of Agriculture Cunderdin
Legend:
1.Administration & Residential
2.Recreation Centre
3.Library / Classrooms 1 & 2
4.Classroom 4
5.Classroom 3
6.Science Lab
7.Classroom 5
8.Class Staff Office
9.Gardener / Cleaner Building
10.Abattoir & Butchershop
11.Shearing Sheds
12.Super Shed
13.Liquid Fertiliser Tank
14.Machinery Shed
15.Chemical shed
16.Header & Air Seeder Shed
17.Piggery
18.Poultry Shed
19.Student Car Compound
20.Classroom 7, Egg Room, Chaplain, School Psychologist
21.Farm Workshop / Office
22.Classroom 6
23.Trade Training Centre
24.Trades Classroom
25.How Dormitory
26.Linto Dormitory
27.Moyle Dormitory
28.Morton Dormitory
29.Weller Dormitory
30.Dining Room / Kitchen
31.College House 5
32.Principal's Residence
33.College House 1
34.College House 2
35.College House 3
36.College House 4
Muster Point
Command Centre
Safe zone
AERODROME RD
WOONWORRING RD
CUNDERDIN-WYALKATCHEM RD

TABLE OF CONTENTS

COLLEGE MAP **2**

VISION AND MISSION **8**

OUR VISION **8**

OUR MISSION **8**

CONTACTS **8**

WELCOME **9**

COLLEGE UNIFORM **10**

Full Formal College Uniform and Class Uniform 10
Physical Education / Students attending Carnivals 10
Farm and Trades Uniform 11

FEES **12**

TIMETABLE **13**

POSITIVE BEHAVIOUR CULTURE **14**

Rationale 14
Responsibilities 14
School Approach to a Positive Behaviour Culture 14
Guidelines of consequences for unproductive behaviour 14
Responses 15
Responses explained 15
Demerit Point System 16
Good Standing 17
Student / Parent Behaviour Meetings 17
Suspension Re-Entry Meetings 17
Cumulative Behaviour Review Meetings 18
End of Year Behaviour 18
Appeals 18
Acknowledging Positive Behaviour 18
Acknowledging Review 18
Student Behaviour Pathway Infographic 19
Student Behaviour Pathway Infographic 20
Staff Behaviour Flow Chart (School Day Program) 21

MOBILE PHONE POLICY **22**

CONTINUATION OF LEARNING PROCESS **24**

Overview 24

COLLEGE PRINCIPLES AND PROCEDURES (A-Z) **25**

Absences 25
Aerosol Cans (Deodorant, Fly Spray etc.) 25
Alcohol 25
Australian Boarding Schools Association (ABSA) - let's talk about boarding 25
Breakages/Vandalism 25
Bullying/Peer Abuse/Sexual Harassment 25
What's The Legal Situation with Sexual Harassment at School? 26
Sexual Harassment by a Staff Member 26
Sexual Harassment by Another Student 26
CCTV - Security Cameras 26
Common Rooms 26
Concerns and Complaints (Students) 26

Country Week, College Ball and North-West Tour 28
Day Students 28
Dining Room 29
Dormitories 29
Dress Standards (Residential Boarding) 30
Dress Standards - Dining Hall (Residential Time) 30
Residential Leisure Activities and Exercise on Campus 30
Town Run 30
Drugs 30
Duty Of Care – Workplace Health and Safety 31
Electrical Devices 31
Emergency Evacuation Plan 31
Fire Alarms/Smoke Detectors 31
First Aid - Sickness and Students with Chronic Medical Conditions 31
Procedures For Managing Unwell Students 32
Grooming and Personal Presentation 32
Hairdresser 32
Horses and Push Bikes 32
Hygiene 33
Laundry 33
LEAVE 33
Weekend Leave Process – Summary 35
Leisure Activities and Parent Consent 35
Medication (Non-Prescription) 36
Medication (Prescription) 36
Mobile Phones/Personal Electronic Devices That Allow Internet Access 36
Mobile Phones - Preventing Inappropriate Use 37
Movies 37
Out of Bounds 37
Parking at Dorms 37
Pornography 37
Preparation (Prep) 37
Racism 38
Relationships 38
Residential Leisure Activities and Exercise on Campus 38
Room Responsibilities 38
Rooms (Dormitory) 39
Security of Personal Belongings 39
Signing in and out of Inner Campus 39
Smoking, Vaping and E Cigarettes 39
Sports/Trainings 40
Stealing 40
Town Run 40
Trampolines 40
Vending Machine – Snacks 40
Vehicles 40
Visitors 41
Weekend Farm Duty 41

CLASS INFORMATION 42

Classroom Expectations 42
Excursions 42
Furniture 42
Library 42
Music 43
Out of Bounds Areas 43
Electrical Equipment 43
Printing 43

Punctuality 43
Reporting 43
Roll Call 43
Sickness 44
Stationery & Text Books 44

ASSESSMENT GUIDELINES - CLASS 45

Student Responsibilities 45

IT IS THE RESPONSIBILITY OF THE STUDENT TO: 45

Staff Responsibilities 45

IT IS THE RESPONSIBILITY OF THE TEACHER TO: 45

Curriculum and assessment documents 45

EVERY STUDENT STUDYING A WACE COURSE WILL BE PROVIDED THE FOLLOWING IN WEEK 1 OF TERM 1 45

Syllabus 45
Course Outline 45
Assessment Outline 45
Assessment Tasks 46
Security of Assessment Tasks 46
Extensions 46

LATE WORK POLICY - CLASS 47

Examinations 48
Externally Set Tasks for General and Foundation Courses 48
Students Who Transfer Between Courses 48
Students Who Do Not Have the Opportunity to Complete the Assessment Program 49
Students Who Do Not Take Advantage of the Opportunity to Complete the Assessment Program 49
Managing Assessment Information 49
Cheating, Collusion and Plagiarism 49
Appeals against College Assessment - Reviewing Marks and Grades 50
Students with Special Educational Needs 50

TRADES INFORMATION 51

Assignment Submission Dates 51
Clothing - As Per College Guidelines 51
Evacuation in Trades 51
Eye Protection 51
Failure of Students to Submit Tasks 51
General Safety 51
Hair 51
Hearing Protection 52
Masks 52
Notification to Parents 52
Practical Work 52
Repairs to Private Vehicles by Students 52
Reporting Accidents 52
Roll Call - Procedures and Consequences 52
Sickness 53
Test Examinations 53
Tool & Machine Use 53
Workshop Fire Hazards 53
Workshop Waste Disposal 53

FARM INFORMATION 54

Farm Size 54
Staff 54
Roll Call 54

Work Place Learning 54
National Training Package 54
Injury or Illness 55
General Behaviour 55
Personal Safety 55
Bushfire 55
Dress Requirements & Personal Protective Equipment 55
Reporting Damage – Accidental or Deliberate 56
Use of Equipment 56
Weekend Duty Obligations 56
Student Driving 56
Student Driving – Penalties 56
Prize Money 57
In General 58

LATE WORK POLICY – FARM & TRADES 60

Late Work Policy - Farm and Trades 60

END OF YEAR CLEARANCE 61

Clearance Forms 61

NATIONAL TRAINING PACKAGES 62

National Training Packages - Overview 62
Training and Assessment Standard 62
Training Packages 62
List of Scope of Training Packages 62
Agriculture Certificates 62
Trades Certificates 62
Course Termination 63
Competency Standards 63
Competency Based Training 63
Competency Based Assessment 63
Core Units of Competency 63
Recognition of Prior Learning 63
Credit Transfer 64
Unsatisfactory Progress towards Competence 64
Complaints & Appeals Process 64
Equity and Fairness 64
Reasonable Adjustments 64
Certification 64

COMPLAINTS AND APPEALS 65

Complaints Concerning Delivery 65
Complaints Concerning Delivery from a Third Party RTO 65
Complaints Concerning Conduct of a Trainer/Assessor 65
Complaints Concerning Conduct from Another Learner 66
Appeals Process 66
Appeals Against a Third Party RTO 66
Time Taken To Resolve Complaints/Appeals 66
Storage of Complaints 66
Mitigation 66
Unsatisfactory Progress towards Competence 67
Equity and Fairness 67
Complaints and Appeals Form 67
Complaints and Appeals Form 68

ICT POLICY 69

Use of Electronic Devices 69

EXISTING CONSEQUENCES 69
ACCEPTABLE USE POLICY 69
SANCTIONS & CONSEQUENCES 70
PRINTING 70
DOWNLOADING 70
COMPUTERS - INTERNET SECURITY 70
COMPUTER NETWORK AND INTERNET POLICY 71
BRING YOUR OWN DEVICE 71

Vision and Mission

Our Vision

Rural educational excellence through innovation, passion, and collaboration.

Our Mission

- Ensure a safe residential and learning environment which promotes the DoE values of Learning, Excellence, Equity, Care, Integrity, and Respect.
- Empower young adults in their final years of schooling through a professional workplace culture and high levels of responsibility.
- Foster opportunities for students to develop knowledge, skills, and values within the context of rural industries.
- Develop pathways that assist students to access employment and/or further education.

Contacts

WA College of Agriculture - Cunderdin
267 Baxter Road,
PO Box 132,
Cunderdin WA 6407

Phone: 08 9635 2100
Email: cunderdin.wacoa@education.wa.edu.au
Website: cunderdinag.wa.edu.au

Administration office is open from 8am - 4pm during the school term.

Residential Mobile (on duty residential staff)	0427 449 613
On Call Senior Staff Mobile (if you cannot contact the residential staff)	0436 606 857
Residential Manager	0438 971 346
Principal	0419 928 926

Welcome

It is with great enthusiasm that I welcome you to 2023 here at the WA College of Agriculture (WACoA), Cunderdin. Our College has a long proud history and a proven track record of developing competent, highly skilled graduates that are thoroughly prepared for post-school employment, further education and/or training. Thank you for selecting our College as your 'school of choice' for your child's pivotal final two years of schooling. Our WACoA family will ensure your child receives only the best in terms of educational programs, opportunities and holistic support and care.

We appreciate the trust you have extended to us to care for your child within our residential boarding facility. Positive, respectful relationships is a continued key focus within our boarding program, and we are committed to further enhancing the positive development of your child through providing a safe and enjoyable boarding experience.

State-of-the-art facilities, programs, resources and equipment across Farm, Trades and Class provide a diverse range of interactive and engaging learning programs for all WACoA students. A choice in offerings (General, ATAR, VET Certificates, Endorsed Courses and various tickets and qualifications) allow students to adequately prepare for their future endeavours toward employment, apprenticeship, traineeship, vocational or tertiary pathways. Graduates from our College are represented across the state, particularly in agricultural careers, reflecting the unique opportunities provided for our students by the College that make them so competitive when pursuing employment and further training.

Our College Guidelines outline the positive culture we encourage, foster, and expect here at the College. With a high expectation, high performance and high care mindset underpinning our clearly articulated guidelines, staff, students, and families alike are provided with a clear understanding of what is expected of them to contribute to the smooth running of the College. I encourage you to carefully read this document to ensure we are all working toward our common goal – success for all students.

To our incoming cohort, welcome to the WA College of Agriculture, Cunderdin community!

I wish you all the best for a productive and safe year ahead.

Mr Matt Dowell
Principal

College Uniform

The College Board have oversight regarding college uniform requirements. Our college has a rich and proud history of our students presenting in a neat, tidy and formal fashion. Historical and ongoing feedback indicates that this standard is to be maintained as it encourages school pride, belonging and assists with preparing our students for life beyond school.

Full Formal College Uniform and Class Uniform

Students must wear the Full Formal College uniform during formal occasions and applicable excursions when directed.

Item	Full Formal Uniform (mandatory)	Class Uniform (day-to-day)
All-black leather shoes (clean and polished)	✓	✓
Black dress trousers	✓	✓ (or shorts)
Black dress shorts		✓ (or trousers)
Black leather belt	✓	✓
Black socks	✓	✓
White short sleeved shirt	✓	✓
Black college tie	✓	
College blazer	✓	
College jumper		✓
College jacket		✓
Leavers Jumper		✓

Additional requirements:

- Uniform must be free from significant stains, tears, or rips.
- No black or coloured bras/coloured or patterned clothing to be worn under white shirts. Shirt to be tucked in at all times.
- Hairstyles must not follow the extremes of fashion with styles that may include mullets, bowl cuts, undercuts, mohawks, dreadlocks and brightly coloured hair. The back must not be noticeably longer than the top, and sides must be no shorter than a number 2.
- Students must be clean shaven.
- Hats and sunglasses not to be worn during instructional time whilst indoors
- Tattoos are to be covered during Instructional time unless otherwise pre-approved / exempt (e.g. cultural tattoos).
- Sleepers and studs only permitted in the ears, and a discrete nose stud in Class uniform. No other visible piercings.
- When in **Full Formal College Uniform**, jewellery is limited to a maximum of two sleepers or studs per ear (no other piercings or jewellery permitted / clear studs required).
- Hair longer than the collar is to be tied back at all times while in **Full Formal College Uniform** (all students).

Physical Education / Students attending Carnivals

Students must wear the Physical Education uniform for regular classes, carnivals and events.

Item	**Required** (day-to-day and for events)
Non-marking sports shoes	✓
Black college shorts and/or trackpants	✓
Black college polo shirt	✓
Black socks	✓
College cap or wide-brimmed hat	✓

Additional requirements:

- Students are to adhere to the Class Uniform 'additional requirements' and any WHS requirements as per the instruction of staff (e.g. jewellery during practical sessions etc.).

Full Formal Uniform

Class Uniform

Farm Uniform

Trades Uniform

Farm and Trades Uniform

Students must wear the below uniforms on Farm and Trades

Item	Farm	Trades
Sturdy leather work boots (must be steel or composite cap)	✓	✓
Yellow/Blue Hi-Vis long-sleeved work shirt	✓	✓
Work socks	✓	✓
Blue cotton drill work pants (long)	✓	✓
Personal issue clear safety glasses (initial set supplied by the College)	✓	✓
Yellow/Blue Hi-Vis fleecy work jumper (with name embroidered)	✓	✓
Yellow/Blue Hi-Vis lightweight college jacket (optional extra)	✓	✓
College cap or wide-brimmed hats are compulsory whilst on Farm. A hat is required during Construction while working outdoors. Hats and beanies are optional indoors while in Trades.	✓	✓

Additional requirements:

- Work clothes must be free from significant stains, tears, or rips. Loose items of clothing (scarves, jumpers around waists etc.) are not permitted.
- Sleepers and studs only permitted in the ears, and a discrete nose stud. No other jewellery is to be worn. Watches permitted (unless SWP indicates otherwise)
- Correct safety equipment and PPE is to be utilised whilst undertaking any task as per SWP's.
- Black tint safety glasses are recommended to be worn during outdoor Farm and Trades activities. Sunglasses are permitted to be worn, however clear safety glasses must be worn in workshops and when Safe Work Procedures indicate.
- Sunscreen is provided at the farm workshop and students are encouraged to make regular use of it.

Long Hair (Trades, Farm and Related Activities)

Any loose hair can easily become entangled in machinery or PTO's. If your hair can fall forward of your face, it is deemed a hazard and it must be securely fastened behind your head without any loose locks. Tying hair into a ponytail or plait may not be sufficient if the hair is long and can still fall forward of your face. You will need to further secure it, such as into a bun, or consider wearing a hat or hairnet/cover.

Individual college staff are best placed to determine what is required based on the context of the activity students are participating in. Students are expected to follow staff requests at all times regarding hair.

Determining Standards

Staff have discretionary powers to determine what is deemed appropriate dress or what meets the guidelines (as indicated above). Senior Staff are to make the final call. Any queries or concerns regarding the dress requirements are to be directed to the Principal, Associate Principal or Residential Manager. Breaches of uniform are recorded by staff and the loss of demerit points may occur following multiple breaches.

Ordering Uniforms

Parents will be contacted by the Co-op to arrange an appointment time (usually in Term 4 of the year prior to commencement) to purchase those items that they stock. Many items of hi-vis work clothes may be purchased elsewhere but must be in the style as directed by the College. The College logo can only be utilised by uniform supply businesses where there is a pre-existing agreement. Parents are to contact the College should they source alternative uniforms that require the logo to be embroidered.

Items with College colours or the logo are only available through the Co-op or via the College. On Induction Day, students will be fitted for the college track suit, blazer, polo shirt & shorts. The wide-brimmed hat and cap will be distributed by the College on Induction Day. Hi-Vis work jumpers require the student names to be embroidered on.

College Laundry

All student Class, Trades and Farm uniforms are laundered by the college and individual items are required to have student names clearly labeled. Clothing can be prone to some shrinkage and this should be kept in mind when sizing.

Fees

Fees & Charges Structure

Parents will be issued with an itemised invoice for their child's fees in February 2023, which will include the boarding fees, charges, extra cost options, personal items, and other optional costs.

Boarding fees can be substantially reduced for families eligible for assistance through a number of State and Commonwealth Government schemes. An outline of these schemes is contained in the 2023 College Fees and Charges Booklet sent to parents in 2022. Please contact Manager Corporate Services, Yvonne Bopp for queries relating to assistance schemes.

If students are eligible for Assistance for Isolated Children Allowance, a copy of Centrelink's Summary of Payments must be provided to enable the necessary adjustments to student fees.

Boarding Fees

Boarding fees are levied by the Department of Education on an annual basis and reflect those charged by the Country Hostels Authority. To assist ease of payment these are divided into three instalments, payable at the beginning of each of the first three terms. In 2023 these fees will be $9069.00. Boarding fees are GST free.

No student will be permitted to commence Year 12 as a residential student unless prior repayment arrangements have been made with the Business Manager to clear outstanding fees from 2023.

Student Services/Pastoral Care/Health and Wellbeing

This levy provides services to students in the college. These services assist in the emotional and physical care of your child.

Payment by electronic banking

Details for parents wishing to pay fees by electronic banking are as follows:

- Account name: Western Australian College of Agriculture Cunderdin
- Bank Bendigo
- BSB Number 633 000
- Account Number 155 427 040

Cheques can be made payable to "WA College of Agriculture Cunderdin" and mailed to the College.

Timetable

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. After breakfast get organised for the day, brush teeth etc.			
7.55 am	Depart for classes. Leave phone in room. Ensure you have all requirements for class. 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	**Wednesdays and Fridays Only**	
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)		
9.00 pm	Recreation Centre closes. All students return to their dormitories		
9.30 pm	All Common Rooms close. Preparation for bed (no showers after this time)		
9.45 pm	Preparation for bed		
10.00 pm	Lights out - Sunday to Thursday		
WEEKENDS (Friday & Saturday)			
10.00 am	Saturdays - town run (neat casual clothing). Activities begin.		
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.

Positive Behaviour Culture

Rationale

The WA College of Agriculture, Cunderdin is responsible for providing an environment that fosters and encourages positive behaviour of individual students towards the College, parents, and wider community. Our core values are underpinned by:

- **Respect for yourself**
- **Respect for others**
- **Respect for your environment.**

Responsibilities

Staff Responsibilities – staff members are expected to:

- Provide a safe and cooperative living and working environment for students and staff
- Respect the rights of others and develop community values
- Deliver a quality learning program
- Provide a specific statement of rights, rules and responsibilities to students, staff, and parents, outlining a clear set of behaviour standards and guidelines for students
- Implement these standards and guidelines in a fair and consistent manner
- Inform students and parents of any issues and consequences in a timely manner.

Student Responsibilities – students are expected to:

- Ensure that their behaviour does not disrupt the learning of others
- Ensure the College environment is kept neat, tidy, and secure
- Ensure that they are punctual, polite, prepared and respectful
- Behave in a way that ensures the safety and wellbeing of others
- Respect personal possessions and college property

Parent Responsibilities – parents are expected to:

- Be aware of student expectations and read the College Guidelines booklet
- Support the College in its management of student behaviour and encourage positive contribution.
- Relate matters of concern through the appropriate forum
- Inform the College of any issues that may be affecting the education, social or emotional wellbeing of their child.

School Approach to a Positive Behaviour Culture

It is important to establish and maintain an environment where students feel safe, respected and valued. The following contribute to the promotion of a positive environment at the Cunderdin campus:

- Leading by example
- Maintaining pride and a corporate image
- Recognition of achievement of both staff and students
- Pastoral care and the development of individuals through our Induction and various camps
- Active involvement in the wider community
- Active building of positive relationships between staff / students / families
- Rewarding and acknowledging students who are consistently displaying the expected behaviours.

Guidelines of consequences for unproductive behaviour

Major and minor unproductive behaviour are monitored and carefully reviewed to ensure fair and adequate follow up, consequences and support is applied based on the context of the situation. A one-size-fits-all, standard approach does not always fairly administer appropriate consequences and provide a learning opportunity for students. College staff who are experienced in working with young people collaborate to ensure issues are appropriately resolved.

Responses

- Reprimand – a concern is addressed with the student and the expected behaviours reinforced
- Alternative consequences are applied in the context of the behaviour concern displayed
- Intervention or referrals to external agencies
- Withdrawal – student is removed from area
- Cost recovery of any damages relating to an incident
- Demerits applied (contributing toward loss of Good Standing)
- Loss of Good Standing
- Withdrawal from the boarding residence
- Suspension from school
- Referral to a Residential Review Panel
- Exclusion.

Responses explained

1. Intervention or referral to an external agency: - this may include drug and alcohol counselling, mental health professionals, the Department of Child protection and/or the Police.

2. Alternative consequences such as loss of college driver's license, inability to bring their personal vehicle on site.

3. A Demerit point remains with the student for a 2-week cycle.

4. If students lose five (5) demerit points within the 2 week cycle they will lose their "Good Standing".

5. A loss of "Good Standing" will automatically exclude that student from all extra curricula activities.

6. If a student is suspended or withdrawn from residence, they will automatically lose their "Good Standing".

7. A period of suspension allows for: -

- Removal of the student from the environment in which there are issues or concerns.
- Sharing behaviour management with parents.
- Acknowledges the seriousness of the behaviour(s).

8. A Review Panel may be convened to discuss the student's behaviour. The panel will include college staff and representatives from the wider college community.

9. A panel may be formed when: -

- Where a student has been without "Good Standing" for more than a term
- Where a student has lost "Good Standing" on multiple occasions throughout the year
- Where there has been a significant issue or critical incident
- When there is the need to consider the removal from residence.

10. A student's residency may be temporarily or permanently interrupted when, in the opinion of the review panel, the college cannot risk taking responsibility for the students' behaviour. The College will follow the Department's Residential Status Review Panel process.

Grades of Conduct

- Accidental – the student commits a behaviour that happens by chance or unexpectedly.
- Careless – the student is aware of their behaviour but doesn't realise there are other consequences to their actions.
- Intentional - the student is aware of their behaviour and would be aware there are other consequences to their actions.
- Maliciously Intentional/ Intentional with forethought – the student is aware of their behaviour and behaves in such a manner as to provoke a response, harass, intimidate or bully.

Impact on Others

- The level of damage, injury or offence caused by the behaviour of the student
- The potential damage, injury or offence that may have been caused by the behaviour of the student
- The long-term consequence of the behaviour of the student on any victims.

Demerit Point System

If a student is in breach of the college guidelines a '**minor'** or '**major'** behaviour entry will be entered into our Student Management System (Compass) by college staff. The College reviews student behaviour entries on a fortnightly cycle / basis.

Major and Minor Behaviours Defined - School Day Program

MINOR BEHAVIOUR DEFINED
**** Compass Entry for Minor Behaviour ****
1 Demerit Point

Disrespect toward others
Disruptive behaviour (3 times or more in a session)
Late to session (3 times or more for this program)
Leaving area without consent (ongoing concern)
Minor swearing / inappropriate language (3 times or more in a session)
Minor violation of College Guidelines - please specify
Not following instructions (3 times or more in a session)
Out of bounds
Physical contact with others (inappropriate)
PPE - Refusing to wear required PPE
Unprepared for session (repeated concern)
Uniform Infringement (3 or more)
Unsafe behaviour
Work Avoidance (3 times or more)
Other -please specify

MAJOR BEHAVIOUR DEFINED
**** Automatic 3 Demerit Points ****

Abuse, threats, harassment or intimidation of staff
Abuse, threats, harassment or intimidation of students
Cruelty to animals
Cyber bullying / threatening
Damage (malicious) to property
Physical aggression towards staff
Possession / use / supply of substances with restricted sale
Physical aggression towards students
Possession / use / supply of illegal substance(s) or objects
Theft / stealing
Unsafe behaviour (high risk)
Violation of College Guidelines (major breach) - please describe
Violation of Student Driver Policy

Major and Minor Behaviours Defined – Residential Program

MINOR BEHAVIOUR DEFINED
**** Compass Entry for Minor Behaviour ****
1 Demerit Point

Bullying/ teasing others (minor)
Grooming / presentation (repeat concerns)
Disrespectful behaviour toward staff
Punctuality (repeat concerns)
Room requirements (repeat concerns)
Swearing (repeat concerns)
Other - please outline below
Cyberbullying on social media
Inappropriate use of Digital Technology

MAJOR BEHAVIOUR DEFINED
**** Automatic 3 Demerit Points ****

Abuse, threats, harassment or intimidation of staff
Abuse, threats, harassment or intimidation of students
Damage to property
Theft of property
Breach of College Guidelines (major)
Physical aggression towards staff
Physical aggression towards students
Possession, use or supply of illegal substance(s) or objects
Possession, use or supply of substance(s) with restricted sale

A 'minor behaviour' entry attracts **X1 demerit point**. A 'major behaviour entry attracts **X3 demerit points**. This applies to all areas of the College (Farm, Trades, Class and Residential). Higher demerit points may be applied based on the severity of the incident at the discretion of the college.

Compass entry – **Minor** Behaviour report	X1 Demerit point
Compass entry – **Major** Behaviour report	X3 Demerit Points

Each student commences the 2-week cycle with their 'Good Standing' and has **5 points allocated** to them. Should the student be issued X5 (or more) demerits over the course of that fortnight, they will **lose their 'Good Standing'**. A loss of "Good Standing" will automatically **exclude** that student from all extra curricula activities, such as:

Shearing Team, Autumn Carnival, Farm Skills Team, Fencing Team, Country Week, North West Tour, College Ball, non-curricular excursions, Dowerin Field Day, community sport and training (during the week), sporting carnivals and shields, weekly Town Run and any other event at Senior Staff discretion, loss of private vehicle privileges on site.

Please see the flow chart below outlining the **Good Standing** process:

Good Standing

Student is issued 5 or more demerit points within the 2-week cycle, suspended or withdrawn from residential boarding

▼

Student is without 'Good Standing' for 2 weeks
Student may be placed on a Behaviour Plan

▼ ▼

Student demonstrates good behaviour while without their 'Good Standing' based on the Behaviour Plan goals

▼

Behaviour Plan reviewed and Good Standing reinstated after 2 weeks

Student does not demonstrate appropriate behaviour while without their 'Good Standing' i.e. receives additional Compass Major/Minor entries

▼

Loss of Good Standing is reset and starts again (2 weeks)

▼

Should a student breach their Behaviour Plan during their loss of Good Standing, or loses their Good Standing multiple times, one or more of the following may be actioned:

- Withdrawal or suspension
- Behaviour Contract
- 'Cumulative Behaviour Review Meeting' with student/parent to discuss concerns and a Behaviour Contract developed
- Residential Review
- Application for exclusion

Student / Parent Behaviour Meetings

There is an expectation that parents attend these meetings in person. Exemptions may apply to parents who are geographically disadvantaged and a phone or WebEx interview may be arranged.

Suspension Re-Entry Meetings

If a student is suspended or withdrawn from residence, the student must participate in a re-entry meeting and be placed on a Behaviour Contract for 2 weeks. Re-entry meetings for residential-related suspensions or withdrawals will be facilitated by the Residential Manager. Re-entry meetings for school-related suspensions will be facilitated by the Positive Culture and Wellbeing Coordinator. The Principal/Associate Principal may also attend or facilitate re-entry meetings for significant or ongoing behaviour concerns.

Cumulative Behaviour Review Meetings

Cumulative behaviour review meetings in the first instance will be facilitated by the Positive Culture and Wellbeing Coordinator and Residential Manager. These meetings are conducted as a result of significant concern regarding student behaviour. Students will be issued a letter by the Principal informing them of the scheduled review meeting. Parents will be required to attend these meetings. Subsequent meetings will be facilitated by the Principal or Associate Principal and students may be withdrawn from residence or suspended from school until a student/parent meeting is conducted.

End of Year Behaviour

Any negative behaviour by Year 12 students surrounding end of year activities, including bullying of other students, vandalism, or food fights, will be seen as a deliberate show of disrespect towards the College. Students involved in such activities will not be eligible to attend the Valedictory Ceremony.

Appeals

A parent or student can request a review of the process leading to the College's decision by way of writing to the Principal at cunderdin.wacoa@education.wa.edu.au

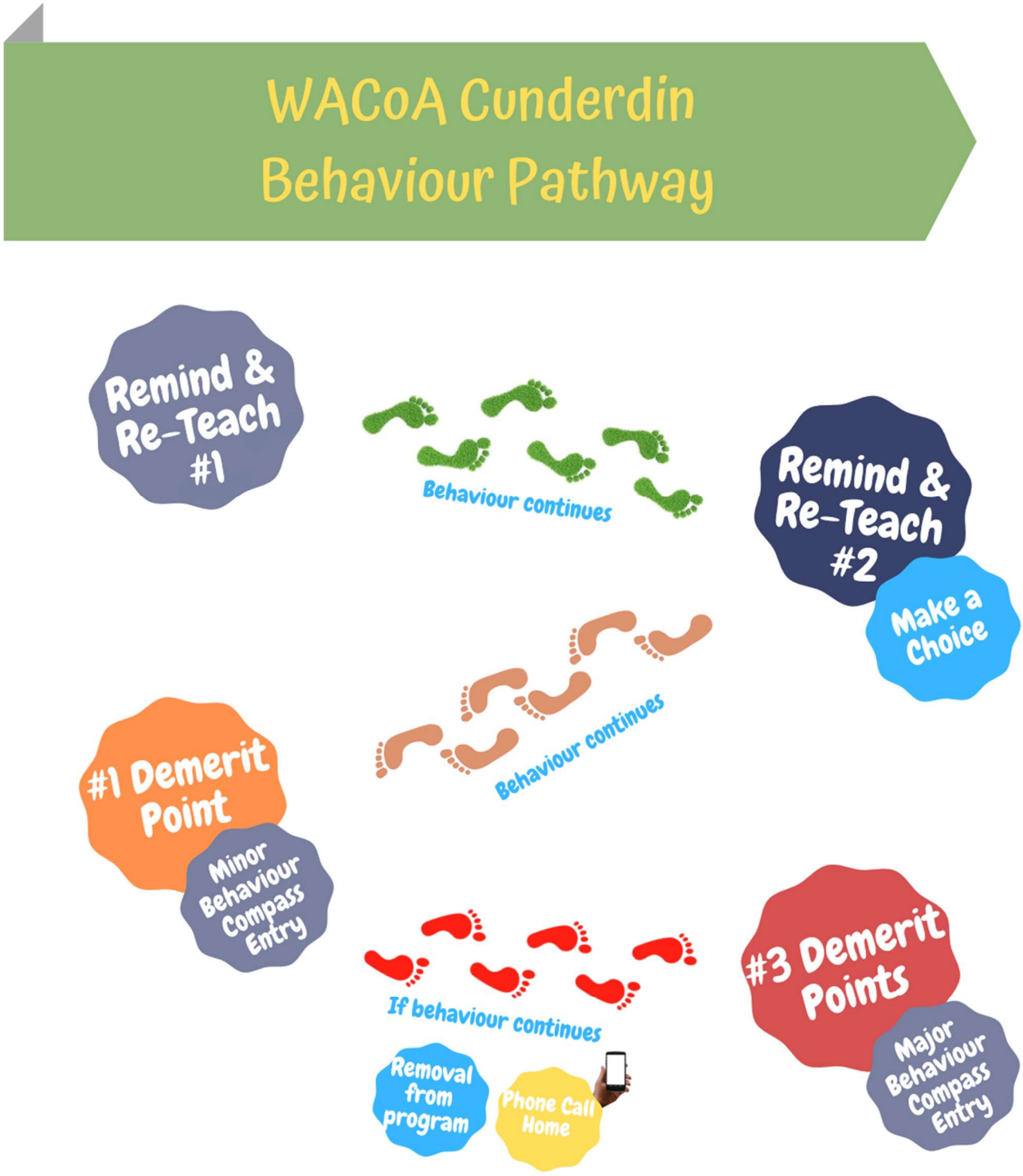
Acknowledging Positive Behaviour

Students who maintain their Good Standing for the term will be acknowledged and rewarded. Student Councillors will be provided an opportunity to recommend to the Principal the type of reward activity that is facilitated (within College Guidelines and constraints). Good Standing will be acknowledged via a reward activity each term.

Acknowledging Review

In the event that the College reviews policy pertaining to student behaviour, the College will advise parents via email of the reviewed policy implementation date and update the College Guidelines available on the College website.

Student Behaviour Pathway Infographic



WESTERN AUSTRALIAN COLLEGE of AGRICULTURE
Cunderdin

Student Behaviour Pathway Infographic

Demerit Points & Good Standing Policy

Demerit Point System

If a student is in breach of the college guidelines a 'minor' or 'major' behaviour entry will be entered into our Student Management System (Compass) by college staff. The college reviews student behaviour entries on a fortnightly cycle / basis.

Major and Minor Behaviours Defined - School Day Program

MINOR BEHAVIOUR DEFINED ** Compass Entry for Minor Behaviour ** 1 Demerit Point
Disrespect toward others
Disruptive behaviour (3 times or more in a session)
Late to session (3 times or more for this program)
Leaving area without consent (ongoing concern)
Minor swearing / inappropriate language (3 times or more in a session)
Minor violation of College Guidelines - please specify
Not following instructions (3 times or more in a session)
Out of bounds
Physical contact with others (inappropriate)
PPE - Refusing to wear required PPE
Unprepared for session (repeated concern)
Uniform Infringement (3 or more)
Unsafe behaviour
Work Avoidance (3 times or more)

MAJOR BEHAVIOUR DEFINED ** Automatic 3 Demerit Points **
Abuse, threats, harassment or intimidation of staff
Abuse, threats, harassment or intimidation of students
Cruelty to animals
Cyber bullying / threatening
Damage (malicious) to property
Physical aggression towards staff
Possession / use / supply of substances with restricted sale
Physical aggression towards students
Possession / use / supply of illegal substance(s) or objects
Theft / stealing
Unsafe behaviour (high risk)
Violation of College Guidelines (major breach) - please describe
Violation of Student Driver Policy

Major and Minor Behaviours Defined – Residential Program

MINOR BEHAVIOUR DEFINED ** Compass Entry for Minor Behaviour ** 1 Demerit Point
Bullying/ teasing others (minor)
Grooming / presentation (repeat concerns)
Disrespectful behaviour toward staff
Punctuality (repeat concerns)
Room requirements (repeat concerns)
Swearing (repeat concerns)
Other - please outline below
Cyberbullying on social media
Inappropriate use of Digital Technology

MAJOR BEHAVIOUR DEFINED ** Automatic 3 Demerit Points **
Abuse, threats, harassment or intimidation of staff
Abuse, threats, harassment or intimidation of students
Damage to property
Theft of property
Breach of College Guidelines (major)
Physical aggression towards staff
Physical aggression towards students
Possession, use or supply of illegal substance(s) or objects
Possession, use or supply of substance(s) with restricted sale

A 'minor behaviour' entry attracts X1 demerit point. A 'major behaviour entry attracts X3 demerit points. This applies to all areas of the college (Farm, Trades, Class and Residential).

Compass entry – Minor Behaviour report X1 Demerit point
Compass entry – Major Behaviour report X3 Demerit Points

Each student commences the 2-week cycle with their 'Good Standing' and has 5 points allocated to them.

Should the student be issued X5 (or more) demerits over the course of that fortnight, they will lose their 'Good Standing'.

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

Shearing Team, Autumn Carnival, Farm Skills Team, Fencing Team, Country Week, North West Tour, College Ball, non-curricular excursions, Dowerin Field Days, community sport and training (during the week), sporting carnivals and shields, weekly Town Run and any other event at Senior Staff discretion, loss of private vehicle privileges on site.

Good Standing

Student is issued 5 or more demerit points within the 2-week cycle

↓

Student is without 'Good Standing' for 2 weeks
Student is placed on a Behaviour Plan

↓

Student demonstrates good behaviour while without their 'Good Standing' based on the Behaviour Plan goals

↓

Behaviour Plan reviewed and Good Standing reinstated after 2 weeks

Student does not demonstrate appropriate behaviour while without their 'Good Standing' i.e. receives additional Compass Major/Minor entries

↓

Loss of Good Standing is reset and starts again (2 weeks)

↓

Should a student breach their Behaviour Plan during their loss of Good Standing, or loses their Good Standing multiple times, one or more of the following may be actioned:

- Withdrawal or suspension
- 'Cumulative Behaviour Review Meeting' with student/parent to discuss concerns and a Behaviour Contract developed
- Residential Review
- Application for exclusion

You are encouraged to familiarise yourself with our full 'Positive Behaviour Culture' policy located within the 'College Guidelines'

Western Australian College of Agriculture
Cunderdin

Staff Behaviour Flow Chart (School Day Program)

Managing Student Behaviour Staff Flow Chart

Staff Will:

- Be on time and prepared with meaningful, engaging lessons
- Utilise best-practice teaching instruction / strategies
- Model desired behaviour
- Check student preparedness on arrival to class (uniform, PPE, resources)
- Be clear about expectations & TEACH expected behaviors
- Avoid Power struggles. Consider tone, language and response
- Get to know your students - RELATIONSHIPS, RELATIONSHIPS, RELATIONSHIPS!

Teaching Strategies:

- Proximity
- Pause
- Planned ignore
- Non-verbal signals/cues
- Eye-contact
- Reteaching
- Verbal redirect
- Relocating student to another seat/area
- Implement a seating plan
- One-on-one conversation
- 5 minute break outside (where duty of care and adequate supervision can be maintained)
- Relationship with student and parents

Managing Minor Behaviour during Lessons

TIER 1 BEHAVIOUR (Minor)

First response to minor behaviours – Step 1

- Utilise best-practice teaching instruction / strategies
- Redirect
- Remind / re-teach / clearly state the behaviour you need to see from the student
- Explicit reminder (1st warning)

Minor behaviour continues (same session) – Step 2

- Continue using best-practice teaching instruction / strategies
- 1:1 Conversation (if possible) - remind / re-teach / clearly state the behaviour you need to see
- Provide choice (e.g move to another seat, 5 minute break, alternative activity, additional EA /teacher assistance)
- Explicit reminder (2nd warning)

Minor behaviour continues (same session) – Step 3

- Offer time for the student to re-group before implementing step #3
- If behaviour continues, inform the student (privately) that they will recieve a Compass entry
- Teacher enters Compass behaviour at earliest convenience (= X1 demerit point)
- Teacher phones home to discuss concerns if they have needed to enter Compass reports previously for similar behaviours
- Teacher to access Head of Area's support if required

MINOR BEHAVIOUR DEFINED

** Compass Entry for Minor Behaviour **

1 Demerit Point

Disrespect toward others
Disruptive behaviour (3 times or more in a session)
Late to session (3 times or more for this program)
Leaving area without consent (ongoing concern)
Minor swearing / inappropriate language (3 times or more in a session)
Minor violation of College Guidelines - please specify
Not following instructions (3 times or more in a session)
Out of bounds
Physical contact with others (inappropriate)
PPE - Refusing to wear required PPE
Unprepared for session (repeated concern)
Uniform infringement (3 or more)
Unsafe behaviour
Work Avoidance (3 times or more)
Other -please specify
Cyberbullying on social media
Inappropriate use of Digital Technology

MAJOR BEHAVIOUR DEFINED

** Compass Entry for Major Behaviour **

3 Demerit Points

Abuse, threats, harassment or intimidation of staff
Abuse, threats, harassment or intimidation of students
Cruelty to animals
Cyber bullying / threatening
Damage (malicious) to property
Physical aggression towards staff
Possession / use / supply of substances with restricted sale
Physical aggression towards students
Possession / use / supply of illegal substance(s) or objects
Theft / stealing
Unsafe behaviour (high risk)
Violation of College Guidelines (major breach) - please describe
Violation of Student Driver Policy

TIER 2 BEHAVIOUR (Major)

If the student then continues to demonstrate ongoing minor behaviours in your lesson, it becomes a MAJOR BEHAVIOUR (Violation of College Guidelines):

- Call Head of Area to collect the student
- If unavailable, call Wellbeing Coordinator (1), Associate Principal (2), Principal (3)

The student will be removed from the program. Head of Area to discuss the situation (when student is calm) and make aggangements for the remainder of the lesson

- Phone Call home from Teacher to discuss behaviour and Major Behaviour entry (3 demerit point allocation). Head of Area to support where required.
- Teacher enters Major Behaviour entry on Compass (Violation of College Guidelines)
- Head of Area to inform WB Coordinator
- Restorative process between teacher/student (facilitated by Head of Area) prior to student re-entry to program
- Behaviour Plan implemented (if required) – This will trigger a Student Services Referral

Behaviour Plans:

Developed by Staff & Head of Area

- Identify the function of the behaviour
- Indicate strategies to encourage the desired behaviour
- Identifies who will provide support
- Is strength-based and supportive in essence
- Has clear expectations and explicit consequences for non-adherence
- Pastoral Care interview with WB Coordinator
- Is communicated to all relevant staff & parents
- Is uploaded to Compass under Behaviour Plans

TIER 3 BEHAVIOUR (Major)

Student Services Referral (Behaviour Plan Administered)

Development of a 2-week Behaviour Plan (early intervention):

- Student, teacher and Head of Area meet to complete the Behaviour Plan template
- WB coordinator meets with student to discuss Behaviour Plan and offer pastoral care support – Plan finalised and returned to Head of Area
- Head of Area engages parents and sends them the Plan
- Student Services Team tracks the Plan and reviews it at fortnightly meetings
- WB Coordinator checks in regularly, possible referral to Chaplain / SPS / external agencies

Substantial, Ongoing Behavioural Concerns

- Cumulative Behaviour Review Meeting
- Behaviour Contract with explicit consequences (withdrawal, suspension, exclusion)

Mobile Phone Policy

Off and Away All Day

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purposes.

At WACoA, Cunderdin student mobile phones are not permitted to be used, seen or heard at any point of the school day including recess and lunch breaks. These devices are not permitted to be used during breakfast, evening meal, evening prep (homework) or, for residential students who have access to a mobile phone, after lights out.

Within permitted usage time, mobile phones and devices are not to be used for accessing or forwarding inappropriate material. The use of electronic devices to harass or intimidate is not acceptable and will be treated as bullying. Distributing to third parties visual, audio or written material that is designed or likely to cause offence, to harass or to intimidate is considered a higher level of bullying and will lead to a period of suspension for the student/s involved. The length and type of suspension will depend on the nature of the recording and the level of distribution.

The College takes no responsibility for mobile phones or any other personal items (eg; mobile phones, iPods, cameras, laptops, etc) lost, stolen or damaged. Students are encouraged to report lost or stolen items to staff for possible referral to Police.

Conditions

It is the students' responsibility to adhere to the conditions. Devices can only be used before 8.00am or after 4.00pm Monday, Tuesday, Thursday and Friday and after 3.20pm on Wednesday. That is, mobile phones and devices cannot be seen or heard at any point during the school day; including recess and lunch breaks or during meals and prep time.

The use of mobile phones for all students is banned:

- During the school day, including recess and lunch breaks;
- During breakfast and evening meals;
- During prep (homework/study block); and

Residential Students must leave their phones in their dorm using the lockable facilities during the school day. Students with extenuating circumstances and/or a certified medical condition that requires the use of a mobile phone or device can apply for special consideration to the Principal.

Day Students are required to leave mobile phones in their lockable locker or at the front office during the school day. Phones can be collected at the end of the day or students can opt to leave the mobile phone at home. Boarding Students are not permitted to have mobile phones in their possession during the school day, and must leave them in the dorm rooms, where a safe is available.

To support students and their families, office staff will assist students in using a College phone in the event a student does need to contact their parents and will also deliver messages phoned through by parents/caregivers.

• Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day, at meal times, during prep and after lights out.

• Listening devices, such as wireless/cable headphones and ear buds, are to be turned off and neither seen nor heard during the school day, at meal times, during prep and after lights out.

Consequences and Security in School

Phone confiscated for the equivalent of five school days and five residential nights, plus one demerit point. A register will be maintained of confiscated devices and parents will be contacted. Confiscated devices will be securely stored in the front office or the residential office.

The confiscation time does not include weekends or travel time, it is school and boarding days/nights only.

The Associate Principal and Residential Manager will manage consequences and discussions with families and changes to the policy or rules is at their discretion may apply for extenuating circumstances (e.g medical IEP).

Mobile phone in residence

Rights /Responsibilities

- To access mobile phones outside of school hours while in residence meeting the Mobile Phone Policy.
- Adhere to the Mobile Phone Policy and accept consequences if they do not adhere to the policy.
- Have mobile phone off during school hours.
- Don't touch other people's mobile phones.
- Only use mobile phone for positive communication (no cyber bullying etc.).
- Respect everyone and do not use music or have too loud/ through speakers.
- From 10.00pm onwards no use of mobile phones (lights out).
- Use the alarm system on the mobile phone to wake up in the morning.
- Parents/caregivers may request to have their child's phone collected over night.

Consequences and Security in Boarding

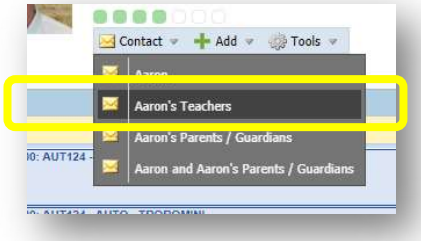
- Mobile phone confiscated for five days/nights, plus one demerit point.
- Mobile phones will be securely stored in the Dorm Office.
- The Residential Manager, will manage consequences and discussions with families and changes to the policy or rules is at their discretion. Only for extenuating circumstances (e.g medical IEP).

Continuation of Learning Process

Overview

For students who are unable to attend school for an extended period of time due to suspension, withdrawal from residence, awaiting a Residential Status Review Panel, prolonged illness or reasonable and/or extenuating circumstances impeding their ability to attend school, the College will follow the below processes to ensure continuation of learning:

Absences for 1-3 days (e.g. Illness, 1-day suspension)



Administration responsibility:

- Process leave on Compass and Reach (Associate Principal / Residential Manager)
- Email **Senior Staff** and the **student's teachers/trainers** via Compass communication (as per the diagram) the expected duration of absence (Wellbeing Coordinator / Residential Manager)
- Ensure the relevant Senior Staff are included in the communication.

Teacher / Trainer Responsibility:

- Ensure there is sufficient work on Connect / in hard copy for student.

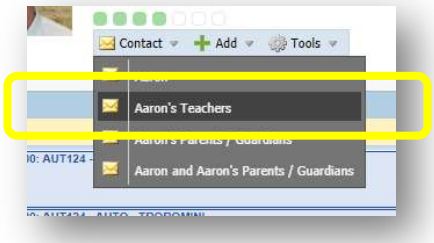
Student responsibility:

- Independently access set work on Connect and/or work through hard-copy Certificate training materials
- Contact the relevant teacher for support if required.

Parent responsibility:

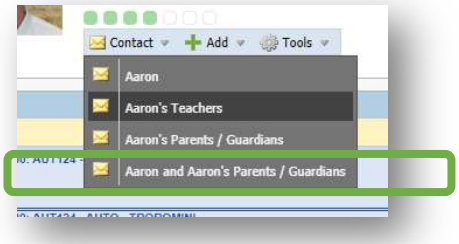
- Ensure their child is actively accessing Connect or hard copies of work to complete
- Ensure their child is engaging in the work provided
- Contacting the relevant Head of Department with any questions or concerns.

Absences for 4 days or more (e.g. COVID Isolation, 5-day suspension)



Administration responsibility:

- Process leave on Compass and Reach (Associate Principal / Residential Manager)
- Email **Senior Staff** and the **student's teachers/trainers** via Compass communication (as per the diagram) the expected duration of absence requesting contact be made and direction given (Wellbeing Coordinator / Residential Manager)
- Ensure the relevant Senior Staff are included in the mailing list.



Teacher / Trainer responsibility:

- Email student, their parents and Head of Department:
  - Work they can go on with
  - Where to access it
  - Encourage the student to contact them if they need assistance.

HoD responsibility:

- Ensure staff follow up with making contact home and providing sufficient and appropriate tasks to students.

Student responsibility:

- Check emails
- Access the work provided and engage with it
- Contact the relevant teacher for support if required.

Parent responsibility:

- Check emails
- Ensure their child is actively engaging in the work provided
- Contacting the relevant Head of Department with any questions or concerns.

College Principles and Procedures (A-Z)

Absences

The College records all absences as it must keep accurate daily attendance records for all students. Students leaving early or returning late on Mondays or Fridays for medical appointments will need to provide reasonable evidence of the appointment otherwise it may 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.

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 required. Electronic diffusers in small spaces can cause headaches, nausea and asthma related symptoms in those students that are vulnerable.

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**.**

Australian Boarding Schools Association (ABSA) - let's talk about boarding

Below is information for parents from ABSA regarding residential boarding.
https://www.boarding.org.au/uploaded/Our_Community/ABSA_Parent_Brochure_web.pdf

Breakages/Vandalism

All breakages/vandalism must 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 does not tolerate hazing, initiations, bullying or harassment of any kind. The College encourages student and parents 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 as:
"Sexual harassment is any unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated and that this reaction could have been expected by a reasonable person in the circumstances. 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.

Sexual Harassment by a Staff Member
Regardless of your age, it is unlawful for a staff member to sexually harass you and this must be reported immediately.

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 staff member. If you are harassed, you may be able to lodge a complaint against the student and in some cases, against the College.

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.

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. Students are liable for the cost of repairs to any damaged CCTV equipment.

Common Rooms

Students are expected to respect college furniture. Rubbish must be put in the bin provided. Sensible behaviour is expected at all times.

All Common 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 (including common rooms) at any time unless accompanied by a staff member.

Concerns and Complaints (Students)

It's ok to have concerns and complaints about what might be happening at school or in residence. Firstly, you have the RIGHT to feel and to be safe at all times. 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 out 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 discover that a child or young person:

- is being hurt or not being looked after properly
- is seriously thinking about hurting themself
- 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
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
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
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

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.

Country Week, College Ball and North-West Tour

Student attendance at Country Week, College Ball and North-West Tour is dependent upon satisfactory behaviour in the two terms prior to the event. The following guidelines seek to clarify college policy:

- Students who do not have their 'Good Standing' at the time of the event are unable to attend.
- Students who incurred more than 5 days suspension in the two terms prior to the event are rendered ineligible to attend. Only the Principal has discretionary powers to review eligibility based on individual circumstances.
- Students who have lost their Good Standing twice or have incurred up to 5 days suspension in the two terms prior will have their eligibility to attend reviewed by a staff panel comprising - Principal, Associate Principal, Positive Culture and Wellbeing Coordinator & Residential Manager.
- Students who display incidents of inappropriate behaviour in any areas of the college (including residential) will have their eligibility to attend reviewed by the above outlined panel.
- Students identified 'at risk' of being ineligible to attend through the consistent display of poor behaviour or attitudes may be placed on a Behaviour Plan or contract during the lead up to the event to support and encourage positive behaviour and engagement.
- All students attending Country Week and North-West Tour must reside with the student and staff group in accommodation as determined by the college.
- All students attending these events must sign a contract of acceptance of rules and guidelines.
- Students displaying inappropriate behaviour during the event period may be returned to the college or sent home at the expense of the parent. Severe departures from Guidelines may result in a period of suspension.
- Students must have a medical sign off if they have been injured in the lead up to Country Week and also have clearance from their club should they be part of a 'professional' sports team or squad.

The college must feel confident that we can maintain the Duty of Care of individual students at all times during the event for all students participating. This includes students with behavioral concerns, severe medical conditions or severe mental health concerns.

Day Students

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

Day students:

- Are obliged to conform to the College Code of Behaviour.
- Will attend all scheduled classes and activities related to their course of study.
- Will arrive at the College not more than half an hour before scheduled classes or activities and leave after completion of classes or associated activities.
- May drive a vehicle to the College each day and must park in front of the administration building. Keys are to be handed in to front office staff on arrival and will be handed back at the end of the school day.
- Will have 'visitor status' outside the hours of their course of study.
- Are not permitted in dormitories.
- Must use Recreation Centre shower facilities after P.E.
- Are eligible for election to the Student Council.

- Must attend lunch with residential students in the dining hall. Morning and afternoon tea will also be provided. The cost will be charged to student's accounts.
- Must conform to all college requirements in relation to uniform and dress codes.
- May access selection to Country Week teams. Attendance at Country Week is on a user pays basis.
- May attend all educational tours, work experiences and excursions. Attendance is on a user-pays basis.
- May be invited to participate in residential recreational activities and does so on a user-pay basis.
- Personal items must be stored in lockers provided at the side of the Recreation Centre.

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

Dining Room

Students need to arrive to mealtimes promptly but no earlier than five minutes before the meal. Boarders are to go to their allocated tables and wait for instructions.

- Footwear and a neat standard of dress must be maintained in the dining room. Hats or singlets (including sleeveless sports jerseys) are not permitted in the dining room.
- Mobile phones and electronic devices are not permitted in the dining room.
- No outside 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.

Dormitories

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 in and around the dorms.

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 must not be removed unless opening or closing windows (How and Weller dorms). Students may be financially responsible for damage to flyscreens.

Hooks are not to be screwed into pin up boards.

We encourage students to make the most of decorating their rooms to ensure they are comfy and personalised. Photos, LED lights (only), and plants are a great start as well as decorating with bedding. 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 and insects.

Students are advised they should secure any valuables within their safe or lockable cupboards.

Room inspections are done daily at 7 am. All belongings including clothes, shoes and school and sports equipment must be put away. The floors, desk and shelves must be free of clutter to allow cleaners to vacuum and mop. Clothes and footwear are not to be left outside your room. Only work boots are to be left outside if dirty.

Room searches may be conducted should there be concerns regarding student safety or breaches of College Guidelines. Similarly, random room searches may be conducted periodically.

Dress Standards (Residential Boarding)

Students must adhere to the below requirements within residence outside of school hours:

General Dress Requirements
Shorts must not expose the buttocks. Bra straps and underwear must not be visible. Tops should not expose large amounts of the chest or midriff. Offensive material, slogans, logos and references to drugs, alcohol or gambling on clothing are not permitted

Outside of Dormitories
Footwear must be worn at all times outside of dorms (socks alone can be worn in the Rec Centre). Boxers, pyjamas and gym exercise wear (such as lycra bike shorts or training singlets/crop tops) can only be worn while in dormitories or when participating in vigorous exercise such as running the DCA or in the gym.

Dress Standards - Dining Hall (Residential Time)
Footwear and a neat standard of dress must be maintained in the Dining Hall. Hats or singlets (including sleeveless sports jerseys) are not permitted in the Dining Hall.

Residential Leisure Activities and Exercise on Campus
Student dress should be appropriate for the activity the students are participating in. Students are not permitted to wear Ugg boots off site. If formal dress is required, then all students must be in uniform upon request.

Town Run
A town run will occur Wednesdays after school and Saturday mornings for students.

Wednesday Town Run
Students must be in college (Class) uniform for Wednesday Town Run.

Students are to remember that they are representing the college in the community and neat appearance is essential. The college cap is the only accepted headwear. Sunglasses of choice are permitted.

Saturday Town Run
Students going on Saturday Town Run must maintain the 'Outside of Dormitories' dress requirements.

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 RESIDENTIAL 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 (i.e., holding two knives under a flame to melt hashish etc.)

The College Drug Education Plan can be accessed here.

Duty Of Care – Workplace Health and Safety

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.

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. Chargers for laptops and devices are to be left in dorms, no charging cords are permitted to be used during the school day.

Emergency Evacuation Plan

- In the event of an incident (fire, earthquake etc.) an 'Emergency Siren' will sound to indicate that there is an emergency.
- Students are required to immediately assemble on the main lawn 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 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.

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

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 weekdays and 8.00am on weekends.

Due to our residential status, the college 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 program 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

Between 8.00 am and 4.00 pm

a. If a student is unwell in the morning, they are to go directly to the Residential Office 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 the Residential Office.
c. Doctor appointments can be requested by students at the Residential Office. 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 doctor's 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.

Grooming and Personal Presentation

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. Students presenting at school inappropriately groomed shall be referred to the Associate Principal. Similarly, for non-instructional time students shall be referred to the Residential Manager.

Students are expected to adhere to the Uniform and Dress Guidelines both during the school day and during residential time. Students who actively choose to not meet the required uniform, grooming and personal presentation standards will not be eligible for any college-facilitated off campus activities such as town run, sporting competitions and training, Graeme Wood Shield, Autumn Carnival, Surf Camp, Country Week, College Ball, North-West Tour etc.

Hairdresser

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 the College Guidelines. Most weekends there are leisure activities and trips to Perth or Northam where students can access hairdressers.

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 or their delegate 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, is required.

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 the 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.

Hygiene

Students should have at least one shower per day and roll on/pump deodorant must be used. Showers are preferably after school and/or before tea. No showers before 6.00am or after 9.30pm.

Laundry

All school uniforms (class & Hi-Vis) 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 a 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 on 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 approved 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, end of term holidays, North-West Tour and Country Week.

Weekend activities at the College are an important part of a student's social development. It is at these 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 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: https://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 available on the college website. A light meal will be provided between 5.00 - 6.00pm on return from the closed weekend if requested.

b) **Stay in 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)
- Friday leave commences at 3pm.

PLEASE NOTE: Farm weekend duty is a core component of each student's study. Parents are requested to ensure that their child 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 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 For Leave

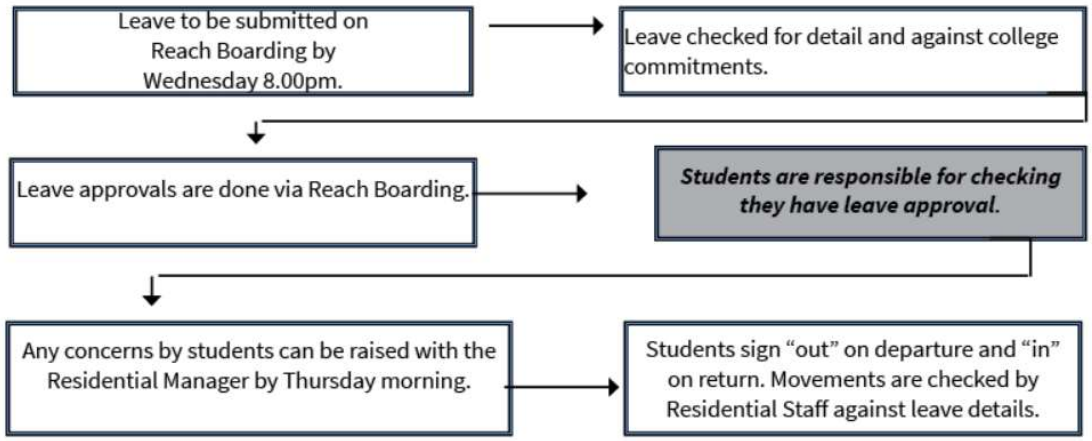
For Closed Weekends

- 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 https://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 child 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.

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.

Level	Example Activities	College Supervision	Parent Consent
Level 1	• On-campus activities (e.g., exercise, use of gym) • Town run (including Northam) for shopping, hairdresser or beautician, café, roadhouse, church, museum • Regional hobby clubs, youth groups, music or art workshops • Sport (spectating) • Fundraising, community service activities, volunteering, community events • Pre-approved horse riding (on campus) as per policy (additional one-off parent sign off required) • Regional sports – e.g. football, hockey, netball, basketball, tennis, swim club (additional one-off parent sign off required) • Picnics, BBQ's cooking activities	Nil-Limited* ** *students must carry a mobile phone and be contactable at all times **where possible, students should engage in the activity in groups	Blanket annual parent consent signed at the beginning of each year for Level 1 activities
Level 2	• Perth run (shopping centres, movies etc) • Visiting other boarding colleges, friends or family • Country shows, musters, expos • Paintballing, laserscape • Ice skating • Gaming centres, small theme parks • Go-karting • Town pool leisure trips	College staff coordinate and supervise Level 2 activities (supervision levels will vary depending on activity)	Blanket annual parent consent signed at the beginning of each year for Level 2 activities Detailed Term Planner distributed to parents
Level 3	• Open-water-based activities (beach etc) • Outdoor Education activities (e.g. abseiling, archery, bushwalking, rock climbing) • Speedway, moto cross (spectating) • Socials, disco's, concerts • Large theme parks (i.e., Adventure World) • Overnight stays	As per the Excursion in Public Schools and/or Outdoor Education and Recreation Activities Policy and Procedures supervision requirements	Individual Parent Consent required for each Level 3 activity

Medication (Non-Prescription)

Parents will be required to sign permission for their child to receive non-prescription medications such as vitamins, Panadol, Nurofen, Ponstan, 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.

Medication (Prescription)

A Student Medication Form must be completed for any students who are on prescription medication. Student medication is to be handed to residential staff, where it will be recorded and stored in a locked medical cabinet. 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 with the medical cabinet. When scripts need to be filled they will be taken by administration staff to the pharmacy. It is requested that families arrange payment directly with the Cunderdin Pharmacy over the phone 9635 1497.

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, tablets, smart watches and any other device that allows access to the internet.

- Students are not to access electronic devices such as mobile phones and smart watches 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. Click HERE for more information.

Mobile Phones - Preventing Inappropriate Use

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 is not tolerated.

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 college premises.

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

Movies

College DVDs can be obtained from the residential supervisors. 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 is not permitted in residence.

A permission slip is sent on enrolment 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, Moyle and Morton dorms, college admin/rec hall/class area and farm workshop. 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 accessed 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 phone or computer files if there is a suspicion of offending material being stored. Students will be asked to send devices home should offending material be found.

Preparation (Prep)

Prep is held every Monday to Thursday. From 6.20pm, students are to use the ablutions and fill water bottles. Students required for prep in the library will be notified. Students are to be in their designated areas for Prep by 6.30pm.

- No movement is permitted between rooms from 6.30pm - 7.30pm.
- 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/trainer concerned.
- No showers if returning from a sport activity during prep.

Racism

Students are expected to treat all members of the school community – staff, community members and other students – fairly and with respect, and to behave in ways which do not promote racism. Students who experience racism or see or know about an incident of racism should report it to ensure it is addressed.

Instances of racism will be deemed as a 'Major Behaviour – Abuse, threats or intimidation of students' and may result in loss of X3 demerits, loss of Good Standing, suspension, withdrawal from residence or referral to a Residential Review Panel.

People who take action against racism when they see it are called 'upstanders'. More information is available on the Racism. No Way! website.

Relationships

Relationship behaviour deemed 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

Constant public displays of affection are not appropriate.

Residential Leisure Activities and Exercise on Campus

Student dress should be of appropriate standard and approved by the staff member in charge.

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.

Room Responsibilities

Each school morning before 7.00am students are expected to:

- Make their bed
- Put away clothes and hang up towels leaving the floor clean
- Tidy desk
- Empty bin
- School uniform and bedding requiring laundering to be placed in laundry tubs.

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

Rooms (Dormitory)

No student should enter another student's room without their consent and 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 Residential Review Panel.

Security of Personal Belongings

Students must secure all personal items in the lockable safe (if one is provided) or lockable drawer in their room. 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 jewelry and large sums of 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 and inform Residential Supervisors. The reason for this is that if there is an emergency exercise we know where students are at all times.

Smoking, Vaping and E Cigarettes

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 / vaping will be considered to be involved unless deemed otherwise by the college.

	Smoking	**Vaping / E Cigarettes**
First Offence	• **Major Behaviour Entry** – Possession / use / supply of substances with restricted sale (5 Demerit Points) • Loss of Good Standing (2 weeks)	• **Major Behaviour Entry** – Possession / use / supply of illegal substance(s) or objects (5 Demerit Points) • Automatic suspension for **2.0 days** • Loss of Good Standing (2 weeks)
Second Offence	• **Major Behaviour Entry** – Possession / use / supply of substances with restricted sale (5 Demerit Points) • Automatic suspension for **2.0 days** • Loss of Good Standing (2 weeks) • Referral to Wheatbelt Quit Smoking Program (WQSP). Compulsory attendance for the duration of the program	• **Major Behaviour Entry** – Possession / use / supply of illegal substance(s) or objects (5 Demerit Points) • Automatic suspension for **4.0 days** • Loss of Good Standing (2 weeks) • Referral to Wheatbelt Quit Smoking Program (WQSP). Compulsory attendance for the duration of the program
Third and Subsequent Offences	• **Major Behaviour Entry** – Possession / use / supply of substances with restricted sale (5 Demerit Points) • Automatic suspension for **4.0 days** • Loss of Good Standing (2 weeks)	• **Major Behaviour Entry** – Possession / use / supply of illegal substance(s) or objects (5 Demerit Points) • Automatic suspension for **5.0 days** • Loss of Good Standing (2 weeks)

	• Parent meeting / development of a Behaviour Contract	• Parent meeting / development of a Behaviour Contract

Sports/Trainings

Football
Students may play for Cunderdin Football Club in A or B grades or their hometown teams.

For local football arrangements, 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. After training, students should show consideration of other students in prep.

Hockey
Students play in the Northam competition on Saturday mornings.

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

The college typically facilitates transportation to and from training and games that occur locally, however private arrangements must be made for all other sporting commitments.

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 after school and Saturday mornings for students to access supplies from the IGA, chemist etc. Students are required to adhere to the previously outlined dress requirements.

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. Students use the trampolines at their own risk.

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.

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 parked in the designated area 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. Similarly, the College will not accept any responsibility for any damage to vehicles and students are encouraged to not park under trees due to the risk of falling branches damaging vehicles.

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 on site.

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 Recreation 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 do 1-2 weekend farm duties per year. When students are rostered on weekend farm duty, leave will not be approved. Note: In Terms One and Four, a college wide-brimmed hat must be worn for all outdoor work situations. In Terms Two and Three, the college cap may be worn.

Class Information

Classroom Expectations

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

All behaviour is to be in line with the expectations of the Positive Behaviour Culture Policy. Inappropriate behaviour may result in a behaviour report being written up by the teacher, possible loss of demerit point and in severe or persistent cases an in school withdrawal or suspension.

Excursions

Students must wear full school uniform whilst on excursion (this includes college tie). Students will be advised if there are exceptions for some residential or farm/trade excursions.

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

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

Before being allowed on the excursion, students must make sure that:

- Parent consent is provided to the College.
- All money owing for that excursion is paid prior to going on the excursion.

Loss of Good Standing will exclude you from attending class/farm area excursions. Attendance will be determined by the teacher in charge/HoD and Associate Principal**.**

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

Furniture

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

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

Library

The Library offices are **NOT** to be entered for **ANY** reason without a staff member present. The Library is not to be used unless supervised by a staff member particularly during:

- Morning recess
- Lunch
- Afternoon recess
- After 4.00pm
- Any book or magazine without a "bar code" must NOT leave the Library.
- The Library is a formal work area and must be treated as such. No excessive noise.

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

Music

No iPods, MP3s, head, or earphones are permitted in the Class area unless permission is given for a specific learning activity. Students who bring iPods or other music-playing devices into the Class area without permission will have them confiscated and returned at the end of the day. Students are also not permitted to play or listen to music on their laptop computers during the day program in the Class area.

Out of Bounds Areas

The staff offices in the Library and the staff office, store rooms in the Library and Room 3 and 4, and cupboards in the classrooms are out of bounds to students at all times, unless specifically invited or instructed to enter by a staff member.

Electrical Equipment

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

Printing

Students at the college have the privilege of being allowed to use the printer in the Library.

- Black and White will be the default print function
- Students will be allocated a printing allowance (Papercut)
- Students will be charged for additional printing and need to purchase this via the front office
- Students do not have access to photocopying

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

Punctuality

Students shall be prompt in getting to classes on time. See Timetable on Page 13.
Please note early close on Wednesdays and Fridays at 3.00pm.
If you have to go into a class after it has commenced, you must report to the staff member in a courteous and unobtrusive manner when entering class. You will have to negotiate with your teacher as to how you make up the class time you miss. Students may incur demerit points if consistently late to classes.

Reporting

Formal parent/student/staff meetings will be held in Term One for Year 12s and in Term Three for Year 11s. Parents may request to have a meeting with staff at any time.
Semester One Report (progress report only).
Semester Two Report (statement of academic attainment). Year 11 only.

Roll Call

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

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

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

Sickness

If you feel sick during class, you must seek permission from the teacher to leave. Having gained permission go to the Residential Office for assistance. You may be placed into sick bay until you feel better. Expect visits from staff to check on your wellbeing during the day.

If you feel sick at recess or lunch report to the Associate Principal or Residential Manager who may give you permission to go to sick bay to lie down until you feel better. Expect visits from staff to check on your conditions. If you feel better you may return to class, however you MUST go to the residential or administration office first to advise staff.

Frequent absences from class will be investigated by staff and appropriate action will be taken.

Stationery & Text Books

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

Not having textbooks or stationery will not be accepted as an excuse for inability to participate or complete set tasks.
This stationery is owned by the students and if an item is lost, it is the student’s responsibility to replace it as soon as possible. Borrowing of items is not acceptable. It is expected that each student will maintain their files and stationery in good condition, that is, no graffiti or misuse.

Assessment Guidelines - Class

Student Responsibilities

It is the responsibility of the student to:

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

Staff Responsibilities

It is the responsibility of the teacher to:

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

Curriculum and assessment documents

Every student studying a WACE course will be provided the following in Week 1 of Term 1

- the college senior secondary assessment policy
- the syllabus
- the college course outline
- the college assessment outline.

Syllabus

The teacher will ensure that the syllabus used to develop the learning program and assessment program is current. The college will provide the syllabus to the students in week one of term one as a hard copy or electronically if all students have adequate access in this format.

Course Outline

The teacher will determine the sequence in which the syllabus content will be taught and the timing of delivery. The college will provide this information to the students in week one of term one in the form of a course outline. The document can be provided as a hard copy or electronically if the school ensures that all students have adequate access in this format. The format for a course outline is a college decision.

Assessment Outline

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

- the number of tasks to be assessed by the teacher delivering the course
- a general description of each task
- an indication of the coverage of the unit content provided by each task
- the approximate timing of each task (e.g. the week the task will be conducted or the start and submission dates for an extended task)
- the weighting of each assessment task
- the weighting of each assessment type, as specified in the assessment table of the syllabus
- The school must provide the assessment outline to the students in week one of term one as a hard copy or electronically if the students have adequate access in this format.

Should changing circumstances require the assessment outline to be amended (e.g. deleting a planned assessment task or re-weighting tasks), students must be informed and provided with the amended assessment outline. If the course requires small group moderation, then the partner schools must use the same assessment outline and use marking met. HoDs that will ensure student marks are on the same scale.

Assessment Tasks

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

Security of Assessment Tasks

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

Extensions

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

Late Work Policy - Class

Students will be advised of the due dates for all tasks at least one week prior to the due date.

- All assessments are expected to be handed in by the due date, either to the staff pigeonholes in the library or electronically by the set time indicated on the task.
- Extensions must be negotiated with the teacher prior to the due date. Extensions will not be granted for students who fail to manage their time adequately or do not have a valid reason.
- If a student is absent from the College for a documented reason it is the students' responsibility to inform the teacher and apply for an extension.
- If an extension has not been approved, then the late work policy will apply as stated below.
- If submission is due prior to school holiday period, weekdays of the holiday period are considered equivalent to school days. Work can be emailed to staff or uploaded to Connect over this time.

<table>
<tr><td colspan="2">FIRST OFFENCE</td></tr>
<tr><td>Assessment is ONE SCHOOL DAY LATE
Action:
• Student will be placed on immediate Compulsory Prep in the library. Be aware that this may mean missing out on scheduled sports training.
• An arrangement must be made between the individual student and the teacher regarding the reason for lateness of work (acceptable or unacceptable) and when the work must be submitted by.
• If there is no arrangement or the reason is deemed unacceptable then there will be a 5% penalty per day (including weekends) for up to two weeks, after which a zero will be awarded.
• Loading of zero (0) into RTP on due date – this will be updated once submitted and assessed.</td><td>Staff Procedures
Actions:
• Staff member to complete a behaviour report on Compass - copy to HoD. (HoD notified)
• Associate Principal to be emailed student list for Compulsory Prep by 3pm (include HoD in email)
• Parent will be advised by email or phone call that their child has failed to hand in a task on time and the consequences for late submission.</td></tr>
<tr><td>Assessment TWO – FOUR SCHOOL DAYS LATE
Actions:
• Students will remain on Compulsory Prep each evening until task is complete and submitted.
• Late penalty of 5% applied per additional day late.</td><td>Actions:
• Associate Principal to be emailed student list for Compulsory Prep by 3pm each day.
• HoD to be included in email to Associate Principal.</td></tr>
<tr><td>Assessment FIVE SCHOOL DAYS LATE
Actions:
• Student will be penalised 1 demerit point.
• Student remains on Compulsory Prep. At the completion of five Compulsory Prep sessions the student is required to submit any of the work attempted.
• Good standing will be frozen until a reasonable attempt is submitted.</td><td>Actions:
• HoD informed by email.
• HoD contacts parents and informs them that the student has failed to hand in a task and the consequences for late submission (5 days).</td></tr>
<tr><td colspan="2">SECOND OFFENCE – ACROSS ANY CLASS OR SUBJECT (TRACKED BY ASSOCIATE PRINCIPAL/ HOD)</td></tr>
<tr><td>Actions:
• If a student fails to submit a second task on time, they will be penalised 1 demerit point.
• The late work penalties still apply as referred to above.</td><td>Actions:
• Staff member to complete a behaviour report on Compass copy to HoD.
• Associate Principal to be emailed student list for Compulsory Prep by 3pm.</td></tr>
<tr><td colspan="2">MULTIPLE OFFENCE – ACROSS ANY CLASS OR SUBJECT (TRACKED BY ASSOCIATE PRINCIPAL/ HOD)</td></tr>
<tr><td>Actions:
• Immediate loss of 1 demerit point if task is not submitted on due date.
• Loss of privileges as per college Code of Conduct
• Interview with teacher(s), HoD and Associate Principal.
• Compulsory Prep until task is complete or 5-day limit is reached as per policy above.</td><td>Associate Principal to track multiple late submissions.
• Associate Principal to advise parents by email or phone call of the consequences for repeat late submission.
• Staff member to follow protocol as per 1-5 days late outlined above.</td></tr>
<tr><td colspan="2">NB – Late Work Offences will not be carried over to the following semester.</td></tr>
</table>

Examinations

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

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2 for both Year 11 and 12. Examinations may be scheduled for General courses where considered appropriate by the Head of Curriculum/Teacher-in-Charge. This will be included in the assessment outline for the unit/s. The duration of the examination is determined by the assessment requirements and mimics the final WACE Examinations. Typically, the examinations will be 3hrs and 10mins. The examination timetable and a copy of the examination rules will be issued to students 2 weeks before the commencement of the exam period.

The WACE examinations for Year 12 ATAR courses are conducted at the end of the year. Dates for these examinations are set by the School Curriculum and Standards Authority. Failure to sit compulsory examinations will affect WACE results. Students who are enrolled in a Year 12 ATAR course pair of units are required to sit the ATAR course examination. There are both written and practical examinations for some ATAR courses.
If students do not sit an ATAR course examination and do not have an approved sickness/misadventure application for that course, the grades for the pair of units completed in that year will not contribute to the calculation of the WACE achievement standard, but they will still count in the breadth-and-depth requirement.

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

Externally Set Tasks for General and Foundation Courses

All students enrolled in a Year 12 General or Foundation course are required to complete an EST for that course.
The EST is administered in Term 2 in a period prescribed by the Authority. The design brief for the EST is provided in the Year 12 syllabus.

Students Who Transfer Between Courses

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

- Term 1 Week 3
- YEAR 11 ONLY-Term 2 Week 6

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

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

Students Who Do Not Have the Opportunity to Complete the Assessment Program

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

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

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

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

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

Students Who Do Not Take Advantage of the Opportunity to Complete the Assessment Program

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

Managing Assessment Information

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

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

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

Cheating, Collusion and Plagiarism

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes
- allowing another student or students to copy their work with the intention of submitting for assessment purposes.

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).
If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the HoD/Teacher-in-Charge. As part of this process, the student will be provided with the right of reply.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised one of the following penalties will apply:

- a mark of zero for the whole assessment task, or
- a mark of zero for the part of the assessment task where the teacher can identify that it has been copied or plagiarised
- resubmission of the assessment task
- may attract in school suspension and/or demerit loss, particularly for repeat offences
-

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

Appeals against College Assessment - Reviewing Marks and Grades

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

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

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

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

Students with Special Educational Needs

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

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

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

Students who require additional assistance in assessment tasks and examinations are provided with arrangements consistent with those provided for WACE examinations by SCSA. These are students who have been identified as having a recognised disability under the Disability Discrimination Act 1992. For further information, please consult the WACE manual which can be found on the SCSA website at: https://scsa.wa.edu.au

Trades Information

Assignment Submission Dates

Issued assignments are given a date for submission which students should record. If assignments/submissions are not completed by the due date students may be removed from practical work until due work is completed.

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

Clothing - As Per College Guidelines

Students to present themselves in a clean and tidy manner. All loose clothing should be avoided in the workshop. Uniform requirements must be maintained at all times.

Evacuation in Trades

In the event of an earthquake, fire or any other need to evacuate the Trades Centre ALL students must follow the instructions of staff.

Eye Protection

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

Trades and Farm are designated safety glasses areas. Students/staff working in these areas must have their own safety glasses and must be worn at all times.

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

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

Failure of Students to Submit Tasks

See Assessment Policy & Guidelines section.

General Safety

All aspects of safety must be adhered to.
All accidents must be reported to the HoD and entered in the accident report section.

Hair

Long hair MUST be clean and tied back off the face at all times or otherwise confined by a hair net or college cap.
Consequence – Student will not be able to continue practical work.

Hearing Protection

Ear protection should be worn at all times in the machinery room and where any noisy equipment (e.g., routers, grinders) is in use in your vicinity, as per the S.W.P.

Masks

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

Notification to Parents

Parents to be notified under the following circumstance

- Students failing to complete assigned submissions.
- Students regularly handing in work late.
- Students have been required to complete work in Trades after school.

Practical Work

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

Cost of student personal projects must be paid for by the student parents. Finished projects cannot be taken home unless accounts have been paid. Interim payments may be required on costly projects to alleviate cash flow problems.

Servicing and Repairs to Private Vehicles Carried out by Students

Communication must take place with the Automotive Instructor detailing work items, costing and approximate time to carry out the repairs.

Pre-approval must be sought from the Automotive Trainer and parents/caregivers for any repairs to private vehicles by students BEFORE commencing any work. The request for keys form must be signed by the Automotive instructor the day before and given to a Residential Supervisor so keys can be ready for pick up from the Administration office the next day.

- A work card must be set up showing expenses associated with the repairs.
- All parts and consumables are to either be provided by or charged to the student.
- No work or vehicle modifications, which in the view of the Trainer render the vehicle unsafe, or unroadworthy by law will take place.
- Any accounts owing are to be finalised at the completion of the repairs prior to the vehicle being released.
- A safety and compliance inspection will be carried out by the Trainer prior to the vehicle being released to the student.
- NOTE: ALL repairs are done at the owner's risk.

Reporting Accidents

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

This record should be countersigned by the HoD. These accident files can be obtained from the Head of Department on request, and on reporting the accident. An accident and near miss form must be completed, and an investigation undertaken by a representative of the WHS Committee.

Roll Call - Procedures and Consequences

Individual Trainers will conduct roll call at the start of each period. Grooming and other issues will be identified then.

Sickness

Students to notify teacher/trainer who will determine course of action.

Test Examinations

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

Tool & Machine Use

- All safety guards must be in position before the machine is started.
- Students must have been instructed on the correct operating procedures before use.
- Students must obtain permission from an instructor before the operation of any machinery.
- Only one student should be at a machine at all times.
- Machines must be kept in a safe working order. When faulty the power to the machine should be isolated and the machine clearly labelled 'OUT OF ORDER'.

Workshop Fire Hazards

All flammable material should be kept away from naked flames or hot metal.
Welding and grinding should not be carried out in the proximity of cleaning solvents or battery chargers.
Fire extinguishers are located on a wall or post near the exits of the room and are NOT to be interfered with to ensure serviceability if required.

Workshop Waste Disposal

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

Farm Information

Farm Size

Arable area	2,516 hectares
Salt affected area	1,489 hectares
Recreational buildings etc	32 hectares
Laneways	26 hectares
Total Area	4,063 hectares

Staff

- Farm Manager - Mr Daniel de Beer
- Assistant Farm Manager - Mrs Madison Corsini
- Sheep - Mr Wayne Laird and Ms Marika Martini
- Pigs - Miss Jemma Read and Miss Melissa Davenport
- General Farm - Mr Garry Jones and Mr Gary West
- Cattle - Mrs Kylie Iles
- Abattoir & Butcher Shop - Mr Bruce Vernon
- Cropping - Mr Jon Kelly and Miss Melissa Davenport
- Workshop - Mr Tony Ball

Roll Call

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

Work Place Learning

- To fulfil requirements for WPL (Work Place Learning) students must maintain accurate records of hours worked on farm.
- For every 55 hours, students will complete one skills journal. Four skills journals will assist in earning students 2 unit equivalents and give the student full credit for their hours on farm.
- A recording system will be provided.
- Students will be responsible for recording their own details throughout the year.

National Training Package

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

Injury or Illness

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

General Behaviour

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

Personal Safety

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

Bushfire

Students are to complete training in bushfire management. Under no circumstances are students to be involved in firefighting in the event of a bushfire. Students are to evacuate to the Recreation Centre.

Dress Requirements & Personal Protective Equipment

Dress requirements for Farm are clearly outlined and must be upheld at all times. Students must be conscious of hazards within this work environment when working with animals, plant and equipment, chemicals and other materials.

Student’s must be aware of clothing or hair being a risk of getting caught in rotating tools, machinery and equipment and ensure there are no loose objects on their person (such as jumpers around waists) and that hair is tied back and secured at all times.

Correct safety equipment is to be utilised whilst undertaking any task as per the Safe Work Procedures at all times. If the correct safety equipment is not available, the supervisor must be notified to arrange supply prior to the task being proceeded with.

First aid kits are kept in most vehicles, the farm workshop, the shearing shed and other locations to cater for minor incidents. A defibrillator is located on the ute carport wall next to the workshop. Sunscreen is provided at the farm workshop and students are encouraged to make regular use of it.

Mobile phones can be an occupational hazard. No mobile phones are permitted on farm (students), inclusive of Weekend Farm Duty. College Phone Policy will be applied for breaches

Reporting Damage – Accidental or Deliberate

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

Use of Equipment

- The College has a vast array of equipment and is continuously upgrading and complimenting it to maintain the best possible work environment. Staff and students alike are required to maintain, clean and return equipment to its proper storage place upon completion of the task or days' work. This ensures that the next person who requires that item can find and use it without any delays.
- Before taking tools or equipment away from its recognised area of use, permission has to be obtained from the supervisor responsible for that item.
- Under no circumstances will taking farm tools, equipment or consumables for student use (either at Trades or off-site) be tolerated. This will be considered stealing and offenders, if caught, will be treated accordingly.

Weekend Duty Obligations

- Whilst students are in attendance at the College there is an obligation that two Year 11 and two Year 12 students assist with weekend duty. This is not a requirement over a long weekend, closed weekend or holiday periods.
- A duty roster is drawn up and advertised in advance at the farm workshop, the dormitory notice boards and published in the College Chatter.
- It is expected that students identify when they may be rostered on duty and arrange their weekend commitments accordingly.
- Leave applications will not be approved for students rostered to weekend duty.
- Under normal circumstances, two hours morning and afternoon (commencing at 8.30am and 3.00pm) is the required working time, although the supervisor on duty may vary the time.
- Any problems associated with the weekend duty commitment must be followed through with the Assistant Farm Manager.
- Any student who may have negotiated an exemption two weeks prior to their rostered weekend or who may have been ill on either day will be expected to fulfil their obligation at the next appropriate weekend.
- Failure to complete a duty each year (if rostered) may result in the student not achieving the relevant core competency and therefore jeopardise receipt of a certificate.

Student Driving

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

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

Student Driving – Penalties

- A demerit point system operates to ensure that students conform to safe and acceptable practices. The following rules apply to this system.
- A driver accumulating 10 points will have his / her license suspended for a period of three school months.
- Demerit points may be issued by any staff member.

- License suspension covers Farm, Design & Technology, class and the residential area.
- Points will be collated in the Farm Office.
- Loss of license will automatically result in a letter to parents explaining the circumstances and require an OHS report to be prepared by the student and kept on file.

Driving Demerit Points to be Imposed	
OFFENCE – Driver/Passenger Behaviour	**PENALTY POINTS**
Negligent damage – damage caused by not taking reasonable care whilst driving	5-10
Wilful negligent damage – negligence that is deliberate in nature, with the intentional disregard for others safety or property	10
Reckless driving – wilfully driving at high speed and/or in a manner which is inherently dangerous or dangerous to any person	10
Dangerous driving – driving in a manner which is inherently dangerous or dangerous to any person including not driving according to conditions and unsafe towing	5-10
Exceeding speed limits – driving faster than the maximum speed permitted	5-10
Driving whilst suspended	10
Driving without permission, including without the correct driver permit	10
Failure to follow a direct instruction from a supervisor	5-10
Interfering with the controls as a passenger – interfering with the driver's control of the vehicle, including but not limited to direction, speed and breaking or initiating the movement of any vehicle controls as a passenger	10
Travelling as an unsafe passenger – passenger behaviour that is likely to cause harm, injury to person, damage to property or loss of life, including livestock	5-10
Unnecessary use of a vehicle – including deviation from the directed activity	5-10
Failure to secure a vehicle – including leaving the keys in the ignition, doors unlocked. (May jeopardise insurance claims and incur unnecessary costs)	1-5
Failing to report an accident – (including minor incidents)	5-10
Not wearing a seatbelt – (as a driver or passenger)	5
Failure to report a mechanical issue with vehicle	1-5
Driving without current driver permit displayed as required	5
Not correctly securing a load	5-10
Use of phone while vehicle is running – vehicle must be stationary with engine turned off before using a phone	7-10

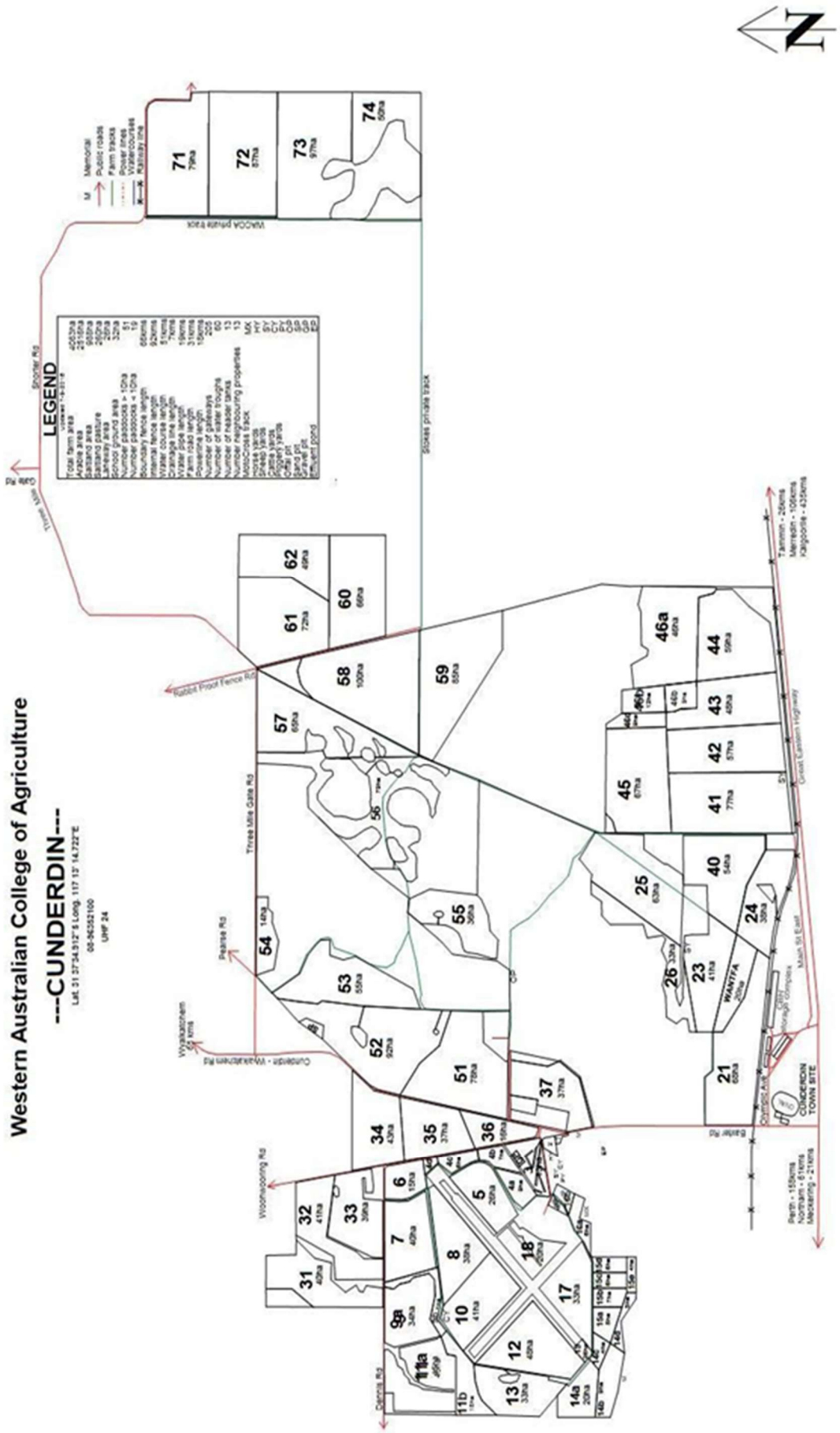
Prize Money

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

In General

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

Farm Map


Western Australian College of Agriculture
---CUNDERDIN---
LEGEND
Three Mile Gate Rd
Rabbit Proof Fence Rd
Stokes private track
WACOA private track
Pearse Rd
Woodhooping Rd
Dennis Rd
Baxter Rd
Main St East
Great Eastern Highway
CUNDERDIN TOWN SITE
WANTFA

Late Work Policy – Farm & Trades

Late Work Policy - Farm and Trades

- Students will be advised of the due dates for all tasks at least one week prior to the due date.
- All tasks are expected to be handed in to the teacher/trainer by the due date.
- Extensions must be negotiated with the teacher/trainer prior to the due date. Extensions will not be granted for students who fail to manage their time adequately or do not have a valid reason.
- If a student is absent from school for a documented reason it is the students' responsibility to inform the teacher/trainer and apply for an extension.
- If an extension has not been approved, then the late work policy will apply as stated below.

<table>
<tr><td colspan="2">FIRST OFFENCE</td></tr>
<tr><td>Assessment is ONE SCHOOL DAY LATE
Actions:
• Student will be placed on immediate Compulsory Prep in the library or compulsory workshop. Be aware that this may mean missing out on scheduled sports training.
• An arrangement must be made between the individual student and the teacher/trainer regarding the reason for lateness of work (acceptable or unacceptable) and when the work must be submitted by.</td><td>Staff Procedures
Actions:
• Associate Principal to be emailed student list for Compulsory Prep by 3pm (include HoD in email). Associate Principal to arrange input of details on Compass.
• Parent will be advised by Compass that their child is on Compulsory Prep.
• Associate Principal to monitor Compulsory Prep data.</td></tr>
<tr><td>Assessment TWO – FOUR SCHOOL DAYS LATE
Actions:
• Students will remain on Compulsory Prep each evening until task is complete and submitted.</td><td>Actions:
• Associate Principal and Residential Supervisors to be provided the student list for Compulsory Prep by 3pm.</td></tr>
<tr><td>Assessment FIVE SCHOOL DAYS LATE
Actions:
• Student will be penalised 1 demerit point.
• Student remains on Compulsory Prep. At the completion of five Compulsory Prep sessions the student is required to submit any of the work attempted.
• Good standing will be frozen until a reasonable attempt is submitted.</td><td>Actions:
• HoD informed by email.
• HoD contacts parents and informs them that the student has failed to hand in a task and the consequences for late submission (5 days).</td></tr>
<tr><td colspan="2">SECOND OFFENCE ACROSS ANY CLASS OR SUBJECT (TRACKED BY ASSOCIATE PRINCIPAL/ HOD)</td></tr>
<tr><td>Actions:
• If a student fails to submit a second task on time they will be penalised 1 demerit point.
• The late work penalties still apply as referred to above.</td><td>Actions:
• Associate Principal to be emailed student list for Compulsory Prep by 3pm (include HoD in email). Associate Principal to arrange input of details on Compass.
• Parent will be advised by email or phone call by HoD of the consequences for repeat late submission. (Email template filed on Y drive)</td></tr>
<tr><td colspan="2">MULTIPLE OFFENCE ACROSS ANY CLASS OR SUBJECT (TRACKED BY ASSOCIATE PRINCIPAL/ HOD)</td></tr>
<tr><td>Actions:
• Immediate loss of 1 demerit point if task is not submitted on due date.
• Loss of privileges as per the College Code of Conduct.
• Interview with teacher(s), HoD and Associate Principal.
• Compulsory Prep until task is complete or 5 day limit is reached as per policy above.</td><td>Actions:
• Associate Principal to advise parents by email or phone call of the consequences for repeat late submission.
• Staff member to follow protocol as per 1-5 days late outlined above.</td></tr>
<tr><td colspan="2">NB – Late Work Offences will not be carried over to the following semester.
"A reasonable attempt" is a standard of work that would get a passing grade if handed in on time.</td></tr>
</table>

End of Year Clearance

Clearance Forms

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

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

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

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

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

Special requests for students to leave early for non-educational reasons must be approved by the Principal and will be considered on a case-by-case basis.

National Training Packages

National Training Packages - Overview

The Western Australian College of Agriculture, Cunderdin is a Registered Training Organisation (RTO) Registration #50505 and can offer students the opportunity to undertake a range of qualifications contained within the National Training Framework. To become an RTO the college was required to meet the Australian Quality Training Framework (AQTF) standards for RTO's.

Training and Assessment Standard

As an RTO, our training and assessment strategies and practices must be responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses as per the Standards for Registered Training Organisation (RTO's) 2015.

Training Packages

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

List of Scope of Training Packages

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

Agriculture Certificates

Students have the opportunity to complete nominated units of competency relevant to level II and III from the AHC - Agriculture, Horticulture and Conservation and Land Management Training Package. Students complete the certificates over two years and must complete the required number of units of competence, including "core competencies", to achieve Certificate II in Agriculture (AHC20116) or Certificate III in Agriculture (AHC30116).

Additional opportunities i.e., work experience, open day preparation, extra weekend duty is available by negotiation to gain additional units. In addition, students may also apply to complete:

- Certificate II in **Shearing** AHC21316
- Certificate II in **Wool Handling** AHC21416
- Certificate III in **Advanced Wool Handling** AHC30116
- Certificate III in **Pork Production** AHC30416
- Certificate III in **Agriculture** AHC30116

Eligibility for enrolment in Certificate III/IV courses will be determined during the Year 12 subject selection process. Eligibility will be assessed on student behaviour, attendance and engagement, OLNA achievement standards and C grade minimum requirement in General Math and English (applicable to General students). Students must also commit to extra classes during prep and returning in Term 4 to complete outstanding competencies as required.

Trades Certificates

Students have the opportunity to apply for a combination of the following trades-based certificate qualifications:

- Certificate II AUR20720 **Automotive Vocational Preparation**
- Certificate II MEM20413 **Engineering Pathways**
- Certificate II MSF20516 **Furniture Making Pathways**
- Certificate II CPC20220 **Construction Pathways**

All units of competence achieved from the above Training Packages will be listed on a Record of Achievement issued at the conclusion of Year 12.

Course Termination

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

Competency Standards

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

- A number of different tasks
- Irregularities and changes in routine
- Responsibilities of the work environment, including working with others.

Unit titles - indicate what the employee needs to be able to do in the workplace.
Unit descriptors - provide additional general information about the unit of competency.
Elements of competency - are the component competencies that make up the overall unit of competency.
Performance criteria - indicate the level of performance required in the workplace for each element of competency.

Competency Based Training

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

Competency Based Assessment

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

Core Units of Competency

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

Recognition of Prior Learning

Recognition of Prior Learning or Skills Recognition is the formal acknowledgement of competencies (skills, knowledge, and attitudes) held as a result of formal training, work experience and / or life experiences.
Skills Recognition can save valuable time or give students the time to attempt additional competencies.
Any student wishing to apply for Recognition of Prior Learning or Skills Recognition should obtain a copy of the College Skills Recognition information package from their HoD or the College office.

Credit Transfer

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

Unsatisfactory Progress towards Competence

Where a student fails to achieve competency, they are encouraged to negotiate an opportunity to have the relevant Unit of Competences reassessed or seek further training. If a student repeatedly fails to present for further training or assessment parents will be contacted and a letter will be sent home to parents outlining the nature of the problem. If a student engages in behaviour or actions that jeopardise achievement of competence, parents will be contacted and a letter outlining areas of risk may be sent home.

Complaints & Appeals Process

See Complaints and Appeals Page 59-62

Equity and Fairness

- Assessment of student's competency will be made on evidence gathered on a number of occasions and in a variety of context or situations
- Assessment processes are monitored and reviewed to ensure consistency
- Assessment processes are accessible to students so they can proceed from one competency standard to another
- Assessment procedures and the criteria for judging performance will be made clear to all students
- Assessment practices will be equitable to all groups or individual students.

Reasonable Adjustments

RTO's are obliged by law to provide reasonable adjustments to ensure maximum participation of learners with disability in teaching, learning and assessment activities. To ensure participation of all learners, RTO's need to:

- make sure that course activities are sufficiently flexible
- provide additional support to learners where necessary
- where a learner cannot participate, offer a reasonable substitute activity within the context of the overall course.

The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

Certification

Students will receive a portfolio at the Year 12 Valedictory with all certifications obtained while at the College.
Should a student leave or require certification before this, all documentation will be available from the Associate Principal.

Complaints and Appeals

Complaints Concerning Delivery

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

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

The College accepts and follows the Ombudsmen's definition of natural justice and procedural fairness outlined below:
The rules of procedural fairness require:

- a hearing appropriate to the circumstances;
- lack of bias;
- evidence to support a decision; and
- inquiry into matters in dispute.

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

- In the first instance attempt to resolve the problem / concern with the appropriate staff member.
- It is the responsibility of each staff member to attempt to resolve any problem that is presented to them. They may choose to involve the Farm Manager or HoD in this process.
- If the student was unable to resolve the problem with the staff member, then they are advised to approach the appropriate HoD or Farm Manager and complete a Complaint and Appeals Form (see Appendix 1). They will be advised in writing that a resolution of the problem will be attempted at this level. The HoD or Farm Manager may choose to involve the RTO Manager.
- If the student was unable to resolve the problem at the Farm Manager / HoD level or the complaint has been levelled against either the Farm Manager / HoD then they are advised to seek the assistance of the RTO Manager or the Principal.
- Again the student will be advised in writing that a resolution will be attempted at this level.
- If the student was unable to resolve the problem at the RTO Administration level, then they are advised to seek assistance from the Office of the Training Accreditation Council on 08 9441 1910 or taccomplaints@des.wa.gov.au.

Complaints Concerning Delivery from a Third Party RTO

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

- The student is advised to approach the appropriate HoD or Farm Manager. They will assist the student in contacting the RTO in regards to their complaints policy.
- The student, with the assistance of the College, will follow the complaints policy of the provider.
- If the student was unable to resolve the problem following the third party's complaints process, then they are advised to seek assistance from the Office of the Training Accreditation Council on 08 9441 1910 or taccomplaints@des.wa.gov.au

Complaints Concerning Conduct of a Trainer/Assessor

- Any student who has a complaint in regards to the conduct of a trainer/assessor is to report the incident(s) to the Farm Manager / HoD, RTO Manager or Principal.
- The College will then follow the Department of Education's Disputes and Complaints Policy (2007).

Complaints Concerning Conduct from Another Learner

Any student who has a complaint in regards to the conduct of a fellow learner is to report the incident(s) to the college staff. The staff will then follow the College's Behaviour Management Policy as outlined earlier in this booklet.

Appeals Process

If a student is dissatisfied with a decision made by the RTO including an assessment received, they can appeal the process.

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

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

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

Following checking of the validity of an appeal the HoD will:

- Convene an appeal panel and advise the student and assessor of the date, time and location of the appeal hearing and invite the student to provide any additional evidence they may wish to present to support their appeal.
- Ensure the panel will consist of at least one member without direct ties to the college, for example a local industry member or trainer/assessor from another RTO.
- Advise the student in writing of the result of the hearing as quickly as possible. The appeal will either be dismissed, upheld and competency confirmed or subject to re-assessment.

Appeals Against a Third Party RTO

If a student is dissatisfied with a decision made by an RTO including an assessment received, they can appeal the process:

- The student is advised to approach the appropriate HoD or Farm Manager. They will assist the student in contacting the RTO in regards to their appeal process.
- The student (with the assistance of the College) will follow the appeals process of the provider.

Time Taken To Resolve Complaints/Appeals

- All efforts will be made to ensure that any complaints or appeals will be handled in as timely a fashion as possible.
- Should circumstances dictate that a process takes longer than 60 days, the student will be notified in writing of the reasons behind the delay and offered an update of the state of the process.

Storage of Complaints

Any and all correspondence following a complaint or appeal will remain in the student's college file and maintained for 30 years in accordance with Section 3.4 of the RTO Standards 2015.

Mitigation

Following a successful complaint or appeal lodged by a student the RTO Manager will convene a panel to review the circumstances behind the appeal or complaint and investigate ways of eliminating or mitigating the likelihood of a re-occurrence of the complaint.

Unsatisfactory Progress towards Competence

- Where a student fails to achieve competency they are encouraged to negotiate an opportunity to have the relevant Unit of Competence re - assessed or seek further training.
- If a student repeatedly fails to present for further training or assessment a letter will be sent home to parents
- outlining the nature of the problem.
- If a student engages in behaviour or actions that jeopardise achievement of competence, a letter outlining areas of risk will be sent home.

Equity and Fairness

- Assessment of student's competency will be made on evidence gathered on a number of occasions and in a variety of context or situations.
- Assessment processes are monitored and reviewed to ensure consistency.
- Assessment processes are accessible to students so they can proceed from one competency standard to another.
- Assessment procedures and the criteria for judging performance will be made clear to all students.
- Assessment practices will be equitable to all groups or individual students.

Complaints and Appeals Form

Definitions:

Complaint: an action taken by a client / student / member of staff in response to their dissatisfaction with any aspect of the operation of the WA College of Agriculture, Cunderdin other than the result of an assessment. The issues, of which a participant/trainee may lodge a complaint include, but is not limited to; a policy or procedure, fees, delivery styles etc.

Appeal: an action by a student to request a re-evaluation of any decision resulting from dissatisfaction or disagreement with that decision.

Complaints and Appeals Form

Name		Student ID No	
Address			
Contact No		Date of incident	
Qualification or Unit of Competency			

Nature of complaint or appeal				
I wish to lodge a	Complaint		Appeal	
Please describe the details of the complaint or appeal (you may attach supporting documentation if required				
Have you taken any steps to resolve this issue If yes please provide details				
What outcome would you like to see from raising this complaint appeal				
Participant Signature		Date		

Office Use Only	
Desired resolution or outcome	
Refund/ Credit Note	
Meeting with Training Manager	
Appeal passed (assessment re marked	
Other, please specify	
Details of action taken:	
Appropriate Action Applied	
Participant informed of outcome (letter attached	Yes No Date:
Other, please specify	Yes No Date:
Included on the RTO Complaints & Appeals Register	Yes No Date:
Raised at RTO Management Meeting	Yes No Date:
Signed	Yes No Date:

ICT Policy

Use of Electronic Devices

The term 'electronic device' includes, but is not exclusive to, items such as desktop computers, laptops, mobile phones, smart phones, iPhones, iPods, iMacs, iPads, and any other device that allows access to the internet.
While enrolled at the college students will:

- Use all college computer equipment during instructional and study prep for school purposes only.
- Keep all other personal electronic devices (not BYOD) in their dormitories, for use after school hours, exclusive of prep.
- Ensure appropriate conduct when utilising social media.
- Behave in a manner as outlined in the college's Positive Behaviour Culture when accessing any social media.
- Be aware that under the Defamation Act (WA) 2005, consequences in regard to inappropriate use of social media will apply in accordance with the Minister of Education's directive on social media.

While enrolled at the college students will NOT:

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

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

Existing Consequences

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

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

- Access material that is "pornographic, violent or illegal".
- Have an account that is used inappropriately.

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

Acceptable Use Policy

Students must not use computers to:

- Transmit any material in violation of any local, state or federal law.
- Use profanity, obscenity or any other language that may be offensive to another student, teacher, member of the community, company or institution
- Engage in cyber bullying.
- Copy and download and share commercial software or other media (e.g. music, video, movies) in violation of Federal copyright laws.
- Conduct commercial trade with computers.
- Engage in online gambling.
- Participate in illegal activities such as hacking or spamming.
- Access pornographic or obscene content or networks.
- Create and/or introduce electronic viruses or malware.

- Bypass network security and monitoring systems using any means physical (wireless devices), software manipulation and Internet sites promoting proxies and tunneling.
- Play games or connect to social networking sites during class, instructional or prep time.
- Use another student's laptop.

Sanctions & Consequences

Sanctions and consequences for misuses apply including:

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

Serious breaches will be dealt with by Senior Staff and may result in in-school withdrawal or suspension.
Consequences for accessing mobile phones during instructional time, prep and meal times will result in:

- Loss of demerit point / points; and
- The phone being confiscated at time of confiscation and stored in the school safe.

Printing

Students at the college have the privilege of being allowed to use the printer in the Library.

- Black and White will be the default print function
- Students will be allocated a printing allowance
- Students will be charged for additional printing and need to purchase this via the front office
- Students will not have access to photocopying.

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

Downloading

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

Computers - Internet Security

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

- Students found hacking into the system will face an exclusion panel and may, depending on the level of hacking, be excluded from the College.
- Changing any configurations or desktop settings will result in exclusion from the network for two (2) weeks.
- If your account is used inappropriately you will be excluded from the network for two (2) weeks for a first offence and then possible permanent removal after that. There is no excuse for allowing someone else to use your account. The person using your account will be dealt with according to the policy.

Do not share your accounts and passwords - if you feel that your password is being misused please inform the HoD.

All material that is pornographic, violent or illegal is considered inappropriate may result in suspension.
Inappropriate use of accounts includes use to harass, menace or cause offence to another person.
Inappropriate use also includes use that attempts to change the way the network operates.

Computer Network and Internet Policy

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

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

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

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

The use of equipment such as scanners, cameras and printers are only for college requirements and not for personal use.
The priority for the computer network and Internet is college work.

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

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

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

Bring Your Own Device

What is BYOD?
BYOD (Bring your Own Device) refers to students bringing a personally owned device to school for the purpose of learning.
The WA College of Agriculture, Cunderdin recognises the need to prepare students for a rapidly changing world where technology plays an increasing role in students' everyday lives.

Insurance
We recommend that parents/guardians/ arrange insurance for their child's computer and accessories. Damage to your child's device is not covered under the Department's insurance policy.

What devices can students bring to school?
Students can bring devices to school that follow the required device specifications.
These specifications mean that the device will be;

- Easily connected to the school Wi-Fi.
- They will provide access to a common platform of software and applications.
- They will allow student access to a personal device that they can take home.

You can find more information HERE

WESTERN AUSTRALIAN
COLLEGE *of* AGRICULTURE
Cunderdin