Information Booklet 2017

(08) 9848 0200
www.denmarkag.wa.edu.au

An Independent Public School
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1. **College Buildings**
2. STAFF STRUCTURE

Kevin Osborne
Principal

Steve Swallow
Acting Deputy Principal

Fred Knight
Farm Supervisor

Craig Armstrong
Manager, Corporate Services

Residential Supervisors
Aaron Bailey
Eric Bogensperger
Zoe Taylor
Doug Thompson
Bernard Wong
Dane Carter
Peter Worthington
Pania Payne
Terri Keblewheile

Kevin Ryan
Chef

Enzo Manera
1st Cook

April Atkinson
Don Hunt
Ruby Breaden
Rosie Botica
Maighan McAleese

Jan King
Acting Head Cleaner

Debbie Ryan
Carol Ravenhill
Maria Arima
Mel Martin
Keith Stretton
Daniel O’Neill

Tracy Milton
Carol Ravenhill
Laundry

Lynn Willson
Gardening

Leon Durrant
Chaplain

Teachers
TBA
Animal Production
Claire Petrie
Animal Production Equine
David Morrell
Beekeeping
Allan Matson
Metals & Engineering
Peter Kemp
Automotives
Deb Hatch
Mathematics
Stuart Irwin
Plant Production
Mark Boynton
Mathematics Computing
Kylie Warburton
English
Brad Woodruff
English Health Education Physical Education Career and Enterprise

Shiralee Goodwill
HASS English

Daniel Gibbins
Accounting & Finance
Plant Production Conservation and Land Management
Trevlyn Smith
Animal Production

Rob Calcraft
Biology Science
Darren Scahill
VET Coordinator

Agricultural Instruction Training Officers
John Hendry
Assistant Farm Supervisor
Terry De Vos
Assistant Farm Manager — Dairy
TBA
Sheep

Tracy Cooper
Equine
Nigel Levinson
Horticulture Viticulture Forestry

James Skipper
Slaughtershop

Gary Jones
Workshop

Alex Bentink
Beef Cattle

Neville Koenig
Graeme Bain
David York

Support Staff
Julie Lehane
Robin Gibb
Barb Piercey
Rosemary Wolter
Merida Watson
Admin staff

Janice Axe
Library Officer

Alison Topping
Education Assistant

Paula Stretton
College Nurse

Bree Crockett
College Psychologist
3. **College Vision**

3.1 **The Vision for Agricultural Education in the Western Australia Public School System**

Students engaging in agricultural education and training programs achieve success and contribute to the health, wealth and sustainability of the State of Western Australia, embracing the diversity of its people and valuing the richness of its resources.

3.2 **College Mission & Purpose**

To develop in students the skills, knowledge and attitudes in rural education which enable them to undertake further education, gain employment and participate positively in society.

3.3 **College Performance Indicators**

The success of the WA College of Agriculture, Denmark in achieving its purpose will be determined by analysis of the following:

- Student subject grades in Years 10, 11 and 12 and the extent to which they improve their grades;
- Extent to which students achieve national certification;
- Student performance outside the college (e.g., work experience);
- Student destination survey, current and immediate past graduates;
- Customer satisfaction, measured by parent and student surveys; and
- Australia’s Tertiary Admissions Rank (ATAR scores).

3.4 **Graduation Outcomes**

On successful completion of the two/three year program, students will have the opportunity to graduate from the WA College of Agriculture-Denmark with the following:

- Western Australian Certificate of Education;
- A selection of nationally recognised Certificates to Level III from the Agriculture, Horticulture and Conservation and Land Management, Metals and Engineering, Automotive Service, Forest & Forest Products training packages;
- Record of Achievement from WA College of Agriculture, Denmark on competencies achieved; and
- Statement of attainment listing units of competency that contribute to an incomplete AQF qualification.

Students who undertake the Year 12 ATAR programme will have the opportunity to sit for external examinations, attain an ATAR (Australian Tertiary Admissions Rank) and entry to University.

4. **Code of Practice**

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

4.1 **Delivery and Assessment of Education and Training Services**

We will ensure that appropriately qualified staff and adequate resources are available and utilised in the provision of education and training services.

4.2 **Marketing of Education and Training Services**

We will market college education and training services with integrity, accuracy and professionalism. In the provision of information, no false or misleading comparisons will be drawn with any other provider or course.

4.3 **Student Recruitment**

We will ensure that the recruitment of students is conducted at all times in an ethical and responsible manner and that selection decisions are fair and comply with equal opportunity legislation.

4.4 **Student Information**

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

4.5 **Financial Management**

We will ensure that all financial procedures comply with the Financial Management Act 2006 and that a fair and equitable policy is applied for the refund of student fees and charges.

4.6 **Certification**

We will provide accurate and current information to students and prospective customers concerning course outcomes and competencies to be achieved, assessment procedures including the recognition of prior learning and the certification arrangements on completion and partial completion of the course.
5. **General Information**

5.1 **Start of 2017**

New Year 10, 11 and 12 Residential and Day students commence Monday 30th January 2017. They are required to be at the college by **12 noon** for lunch. Parents are requested to bring their son/daughter to the administration building on Jack Moore Avenue to meet with the office staff and Manager Corporate Services for finalisation of the enrolment process. Residential staff will also meet with parents and students. Incoming students will be shown to their dormitories. **There will be a Principal’s address at 11am and 1pm in the Lecture Theatre for all students and parents. Please attend one of these sessions. Afternoon tea and farewells at 2.00pm. Residential program begins at 2.30pm for all new students.**

New Year 10, 11 and 12 Day students are required to stay in Residence the nights of Monday 30th January and Tuesday 31st January returning home after school on Wednesday 1st February, 2017. They will need to bring their personal items, sheets and doona or sleeping bag. Good casual clothing with closed in shoes are required for the 2 days orientation. Farm and Class uniforms are required on Wednesday 1st February, 2017.

Existing Residential students commencing Year 11 or Year 12 in 2017 are required to return to the college after 3pm on Wednesday 1st February, 2017. Existing Day students commencing Year 11 or Year 12 in 2017 return by 8am on Thursday 2nd February, 2017.

5.2 **Absentee Notes for Students**

The college uses an SMS message service to advise parents when their child is absent from school. Parents of day students who are absent from college for any reason are required to provide an explanation for their child’s absence. Parents of residential students who are absent from the college for any reason are also required to notify the college explaining the reason for absence.

5.3 **Dress Standards**

Through their personal presentation, students are to project maturity, respectability and a positive public image for the college.

Students are to maintain high standards of dress during college time. There are several modes of dress, as well as areas of the college where standards are applicable. In some cases, students will be required to change prior to attending an activity.

**Personal Standards:**

College policy requires students to:

- Maintain personal hygiene and grooming to exemplary levels
- Wear clean and ironed clothing, which is in a good state of repair (eg all buttons sewn on, no rips/tears etc)
- No singlets/sleeveless tops or hats/beanies to be worn in dining room
- Workboots to be removed and placed neatly outside dining room
- Socks are not to be worn on footpaths
- Not to wear dirty or soiled clothing:
  - in the dining room
  - at official meetings or interviews
  - when proceeding on leave
  - during leisure in the dormitory (work boots to be removed always and left outside)
  - in the TV and recreation room (work boots to be removed always and left outside)
  - on college lounges
- Males to be clean-shaven at all times
- Hair must be brushed before breakfast and kept tidy
- Not to wear excessive jewellery

5.4 **Hair**

As part of our dress standard, and in keeping with the positive image that we wish to maintain at the college, our policy on hair length is clear.

- Hair longer than collar length must be tied back during meal and instructional time and while on school excursions. For occupational health and safety reasons hair longer than collar length must also be tied up in a bun when students are in their practical uniform. Hair must not impair vision.
- Hair must be clean and tidy and is not to be cut less than a “number 2” length.
- Hair styles are not to follow the extremes of fashion. Styles considered unacceptable include: under-cuts, mullets, mohawks, dreadlocks, multi-dyed and hair dyed an unnatural colour. Within reason students may be permitted to have shades or tints. **Any dying of hair must not take place on campus.**
- Hair styling products are not to be used during the day program (Mon-Fri).
5. **General Information (Cont)**

5.4 cont
- All students require a brush or comb.
- Students should confer with the Residential Manager or Deputy Principal before committing to a particular style.

Students who present to the College with hair that does not meet our guidelines will be given a reasonable amount of time to rectify the situation, but will not be permitted to represent the college on any extra-curricular excursions until they do so. Ultimately students are offered a place at the College on the condition they meet the standards of grooming and presentation.

5.5 **Dress Types (Please refer to the fees & contributions booklet for a more comprehensive list)**

<table>
<thead>
<tr>
<th>Full college uniform</th>
<th>Where or When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blazer or blue V neck pullover, moleskins, blue shirt, belt and polished dress boots.</td>
<td>Town leave week days Mon—Fri On official college business As directed at other times</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom uniform</th>
<th>Where or When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moleskins with belt and polished dress boots. Blue shirt, tucked in, with or without tie. No T-shirt under shirt. Pullover and/or blazer may be worn if cold.</td>
<td>Classroom, weekday town leave. Breakfast/lunch as appropriate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Farm/Physical work uniform</th>
<th>Where or When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue work pants or shorts and Hi Vis work shirt, tucked in. A belt is to be worn. High Visibility shirts (Orange) No T-shirt under shirt Blue farm jumper or windcheater Polished farm boots or Wellington boots</td>
<td>Farm work Manual Arts Physical work on campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Smart casual</th>
<th>Where or When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trousers, jeans, shorts, shirt, enclosed footwear. Collared shirt.</td>
<td>Town/local leave Weekend</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Casual/sport</th>
<th>Where or When</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Sports top College Polo top College Tracksuit pants</td>
<td>Sporting events Outings as directed At leisure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Casual</th>
<th>Where or When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trousers, shorts, jeans T-shirts, collared shirts</td>
<td>Evening meals and weekend.</td>
</tr>
</tbody>
</table>

5.6 **Jewellery**

Jewellery is not to be worn on farm and D&T due to safety reasons. One set of sleepers/studs can be worn in the earlobe during class time. “Spacers” are not permitted. No other visible piercing is permitted. Facial/tongue piercing is not permitted. Self piercing is not allowed on campus due to health and safety reasons.
5. **GENERAL INFORMATION (CONT)**

### 5.7 THE DINING ROOM

**GENERAL:**

The dining room is, by necessity, a place within the college where students are required to conduct themselves in a mature manner, displaying appropriate behaviour and good manners.

**Procedures and requirements:**

To assist prefects and students alike, the following points are listed:

- remove work boots before entering dining room. Socks only (no bare feet). Ugg boots in winter allowed.
- hats or caps to be removed
- shower and change into clean clothes when rostered on to farm or manual arts
- enter in an orderly manner
- allow visitors to move in advance of students
- observe and practice hygiene and good table manners
- restrict conversation to your own table
- clear off and clean your table before departure, stack chairs (4 each end of table)
- inform the residential supervisor of requirements for late meals
- be courteous and grateful to kitchen staff and other diners at all times
- be considerate of staff and other students
- remain until instructed to leave
- Soft drinks/energy drinks not allowed in dining room
- Mobile phones are not to be used in the dining room during meal times.

**NOTICES:**

Notices will be given by a staff member or prefects before each meal.

**SECONDS:**

The provision of “seconds” will be conducted in an orderly, well-mannered way upon the announcement from supervisors or kitchen staff. This is to ensure that there are adequate supplies for all.

**SUPPER:**

Students may make tea and milo in the dining room. The supper area MUST be left in a clean and tidy state. Supper is a privilege and may be withdrawn for unacceptable behaviour.

**MEAL TIME TASKING RESPONSIBILITIES:**

**AFTER ALL MEALS:**

- collect and return to kitchen all cutlery, crockery
- clear tables completely of all condiments and food
- push chairs into tables neatly
- wipe down tables
- milk jugs/margarine to dining fridge

**MORNING TEA:**

- collect and return all equipment to servery
- wipe tables

**AFTER SCHOOL:**

- 4.15—4.45pm
- cereal and toast
- wipe tables and clean up

### 5.8 MEDICAL TREATMENT

There may be occasions when your son or daughter will need medical treatment. If necessary, he or she may be admitted to the Denmark Hospital (9848 0600). Parents will be advised as soon as possible of admission to hospital or of an accident or serious illness.

Where parents cannot be contacted immediately, the college needs your authority to be free to act in the best interests of your child. It is essential therefore for you to complete the “Student Health Care Summary”. The college strongly recommends that your son/daughter is a member of the St John Ambulance fund.
5. **GENERAL INFORMATION (CONT)**

5.9 **DENTAL VAN**

The School Dental Service continues to provide free general and preventative dental care for all enrolled students up to Year 11. If your child is in need of dental care please feel free to contact the Dental Therapy Mobile Clinic on 0437 486 143 (8am—4pm).

5.10 **YOUTHCARE CHAPLAINCY SERVICE**

The Chaplain appointed for 2017 is Leon Durant. The college YouthCARE Chaplain, is available to assist students and parents with issues of concern. His hours of employment can vary from term to term as negotiated with the Principal. Assistance provided can be practical and may relate to academic, relationship, personal or spiritual issues. The Chaplain is answerable to the Principal and YouthCARE. Any communications are treated with professional confidentiality.

5.11 **DISCIPLINE**

All students and parents are requested to read this book and retain for reference during the college year.

All students coming into the college for the first time will be asked to sign a "Contract of Undertaking" to comply with the College Code of Behaviour. The college Code of Behaviour outlines the broad parameters of behaviour whilst students are in the care of college staff. Parents are encouraged to support the college in this regard.

Whilst disciplinary action is generally discussed with the Leadership Team and consequences set appropriately, it is important that parents and students are aware that the following breaches may impact upon a student’s tenure in the college and residency may be withdrawn.

a. Involvement with prohibited drugs  
b. Involvement with alcohol  
c. Harassment of other students (bullying/verbal and physical intimidation)  
d. Breach of boy/girl codes of behaviour

The discipline is fair and firm and based on mutual respect. Students are treated as young adults and are expected to respond in the appropriate manner. A structure of positive reinforcement is the preferred approach to developing mature working and living habits, however in some circumstances students may be given penalty work which needs to be carried out prior to departure.

5.12 **STUDENT MOBILE PHONES**

WA College of Agriculture-Denmark encourages students to be respectful to all members of the college community. We have therefore set the following conditions on the use of the above items at the college.

1. Mobile phones are not permitted to be used during the day program. The mobile phone can only be used in residential time but not during meal times, prep or after 10pm. Mobile phones should not be brought to the dining room during meal times.  
2. To ensure that a student’s phone is only used for legitimate reasons, photos of other students must not be taken without their permission.  
3. Students agree to use the phone responsibly and not to send any message or image that would offend or harass someone else.  
4. Students must accept responsibility for their phone and its security and to ensure it is not be used by anyone other than themselves.

As a consequence of breaking the policy students will lose the privilege of having and using their mobile phone etc at the college:

- For a first offence breach of this policy the phone will be confiscated for 24 hours and held by the Deputy Principal or Residential Manager.  
- For a second offence breach of this policy the phone will be confiscated and held by the Deputy Principal or Residential Manager for one week.  
- A third and final offence will result in the phone being sent home.

**Note:** In this age of technology students need to be aware of their responsibilities and legal implications of taking “inappropriate” selfies and posting them on line, sexting and cyberbullying. There are many resources available to assist parents with these issues and from time to time the College will source awareness training for our students.
5. **GENERAL INFORMATION (CONT)**

5.13 **PORTABLE MUSIC PLAYERS, iPODS AND MP3 PLAYERS**

Whilst it is recognised that portable music players (MP3 and iPOD) have some limited use in classes for previewing audio resources, their general use in the classroom is discouraged.

If students bring these items to the college they must accept:
- The college has no liability of loss, theft or damage.
- Use of these items in a classroom or connection of the device to any college computer or electrical circuit, without the express permission of the teacher as part of the learning program, is not permitted.
- These items are not permitted between 8.10am—4.00pm during classroom time. Failure to comply with the points outlined above will result in the student being asked to surrender the item to a teacher who will deliver it to the Residential Manager or Deputy Principal. Parents will be contacted and further breaches will result in more severe consequences.
- Use of the players to display offensive material is not permitted and will result in the player being immediately surrendered to the Residential Manager or Deputy Principal and parents being called to retrieve the item.
- Laptops, computers, DVD players, portable music players, iPOD pods and MP3 players are not to be used at meal times, prep (apart from homework) or after 10pm.
- No large speakers.

5.14 **SPORTING & RECREATIONAL ACTIVITIES**

Sport forms an integral part of the college programs and facilities are adequate to cover most needs. Students are encouraged to participate in a wide variety of sports and many represent the college in local and inter-school competitions.

Some of the events planned for 2017 include:
- Agricultural Colleges’ Autumn Carnival:- an inter-agricultural college carnival of football, rugby, badminton, tennis, hockey, basketball, volley ball, netball and squash, held at other colleges prior to the winter sports season.
- Country Schools Sports Championships (Country Week):- Sunday 25th June—Friday 30th June
- Denmark town local sports
- Albany sporting competitions

Sport also forms part of the Year 10 and 11 students’ weekly timetable. For this reason all students must have the required sports clothing.

5.15 **SMARTRIDER CARDS**

The Public Transport Authority (PTA) advises parents that students will require a Student SmartRider card to access concession travel on Transperth bus, rail and ferry services and TransWA country rail services.

In order to issue the card in the first instance the PTA requires than parents/guardians give their permission to schools to provide student details to the PTA, for the purpose of registering the student for concession travel. This form was part of your enrolment pack.

The college will apply for a SmartRider card for your child in 2017.
5. **General Information (cont)**

### 5.16 Regional Bus Services

Those students (Day and Residential who live between Albany and Denmark) requiring transport to and from school by Loves Bus service in Albany will need to complete the following form on line. Please go to the website as indicated below and follow instructions.

2. Select: Parents; On-line forms; New Application for Transport Assistance
3. Complete this form online then click the SUBMIT button which will send it through to School Bus Services.

For further enquiries please phone 9326 2483.

**Note:** The College recommends all students who may require this service to complete the form. The School Bus Services do not accept faxed applications or posted application forms.

### 5.17 Relationships

Signs of affection for the opposite sex are normal and to be expected in relationships between students. However, in any particular society there is an unwritten code of behaviour about the display of affection in public. Overdoing the affection has wider implications, notably the effect on other people. Sometimes this can be distressful. Students need to display behaviours commensurate with the situation, i.e.:

- **During instructional time** 8.00 am to 4.00 pm class – No physical contact
- 8.00 am to 5.00 pm farm – No physical contact

During instructional time – demonstrations of affection must be discreet and not embarrass others or present a poor image in public. Holding hands, hugs and walking with an arm around a partner’s shoulder or waist is acceptable—**while lying together on floors, couches and mattresses is not**. Students should not be found together alone in dark or obscure locations.

### 5.18 Alcohol

Students are **NOT** permitted to bring alcohol in any form onto the property nor are they allowed to consume alcohol in any form whilst they are in the charge of the College or are identified as College students. Students guilty of this offence are advised that this will lead to suspension and possible exclusion from residence. Should a student return to College under the influence of alcohol, their parents will be required to pick them up and take them home until the matter can be resolved. Consequences will apply to students found in the company of students consuming alcohol.

### 5.19 Tours & Trips

Overnight tours and trips will require faxed, emailed or written permission for students to attend. Additional excursion and permission forms are emailed to parents where possible. Some of these tours will involve additional costs and parents will be requested to help meet these. Where an educational excursion is planned for a group of students, all students will be expected to attend unless excluded from the tour for disciplinary reasons. This may include non compliance in dress code.

### 5.20 Fire Drill

If a fire is detected in the college:

- The person discovering the fire raises the alarm by shouting “**FIRE! FIRE! FIRE!**” whilst moving quickly to residential supervisor/instructional staff on duty. The supervisor/instructional staff member will activate the sirens located in residential/farm office.
- All students are to evacuate buildings immediately – no running – and assemble on the lawn to the west of the computer room. This is the designated evacuation point.
- Instructional staff/residential supervisors are to account for students by name and total number. Roll call.
- All students are to obey the directions of staff.
- No one is to enter a building until approval from the person in authority.

### 5.21 Residential Programs/Excursions

Students are encouraged to attend Residential programs and excursions. Inclusion in activities gives students the opportunity to experience a healthy and balanced life in residence.
6. **BEHAVIOUR MANAGEMENT PLAN**

6.1 **INTRODUCTION AND AIMS**

The establishment of positive relationships within our college community is of paramount importance for a sense of school pride and commitment. Successful relationships foster positive self-concepts and attitudes, which lead to successful performance. Relationships based on trust, respect and a demonstrated caring approach by the school staff can make a real difference to the attitude and behaviour of our students.

The Behaviour Management Plan for WA College of Agriculture-Denmark reflects the diverse nature of the living and learning environments of its students. While providing guidelines for action, the Plan needs to be sufficiently flexible to account for different circumstances and changes to what is perceived to be ‘best practice’.

The aim of this Plan is to create an environment in which students are able to learn and are encouraged to be responsible for their own behaviour.

**WACOA-Denmark AIMS TO:**

- establish and maintain a positive environment within the college so that staff and students can work together in harmony.
- use appropriate curriculum and recreational programs that encourage engagement by students.
- create a safe and caring environment where the rights and responsibilities of the individual are recognised and respected.
- encourage adherence to the College Code of Behaviour and establish clear, (fair and reasonable) consequences for individuals whose behaviour breaches this code.
- develop the interpersonal skills of both students and staff so that conflicts can be resolved in a positive non-violent manner.
- develop the interpersonal skills of both students and staff so that conflicts can either be avoided or resolved in a positive, non-aggressive manner.
- manage student behaviour in ways that promote restorative practices and are educative in nature.

6.2 **RIGHTS AND RESPONSIBILITIES OF THE COLLEGE COMMUNITY**

WA College of Agriculture-Denmark supports the right of both staff and students to work and learn without being impeded by disruptive behaviour. With a number of different learning environments and the additional responsibilities associated with residential students, strategies employed to reduce inappropriate behaviours will vary. It is essential however, that staff adopt a consistent approach to inappropriate behaviours within and between different environments.

Students at WA College of Agriculture-Denmark **have a right to:**

- feel safe at school
- participate and learn to the best of their ability
- be treated with dignity and respect.

6.3 **ROLES AND RESPONSIBILITIES OF TEACHERS, TRAINERS AND ADMINISTRATORS**

Teachers and administrators at WA College of Agriculture-Denmark **have a responsibility to:**

- participate in the development and implementation of the Behaviour Management Plan
- reinforce positive behaviours
- establish good relationships with students and a positive college atmosphere
- set an example by their own behaviours
- ensure the curriculum content meets the needs of the students
- create a learning environment which is relevant and interesting
- establish and maintain college rules consistent with the Code of Behaviour
- consistently apply logical consequences for breeches of the Code of Behaviour
- involve parents in the education/residential and behaviour management processes.
6. **Behaviour Management Plan (cont)**

### 6.4 Promoting a Positive College Environment

A college’s ethos and culture influences the learning of its students. It is therefore important to establish and maintain an environment where students feel safe, respected and valued. The following contribute to the promotion of a positive environment at WA College of Agriculture-Denmark.

- leading by example (e.g. uniform)
- information sharing
- assisting students to achieve their own personal goals thereby motivating them to achieve those of the organisation.
- maintaining pride and a corporate image
- respect with some informality
- recognition of achievement and participation
- shared benefits and responsibility (students and the college rely on each other for success)
- counselling
- pastoral care and the development of individuals
- conflict resolution
- peer mediation.

### 6.5 Code of Behaviour

Students while at the WA College of Agriculture-Denmark are expected to:

- report for all activities on time, be prepared for the activity and be dressed appropriately
- maximise their opportunities to learn and participate and not hinder the education or participation of others.
- interact with others in a courteous and respectful manner
- maintain clean and tidy living habits and safe work habits
- respect property belonging to both the college and individuals
- remain within the boundaries of the residence and not enter the dormitories of the opposite sex
- limit male/female interaction to residential time based on discreet and non-sexual relationships
- adopt a healthy lifestyle free of tobacco, alcohol and use of illegal drugs
- use all vehicles, machines and equipment in accordance with the relevant policies.

### 6.6 Praise/Reward

Mechanisms in place for praising or rewarding appropriate behaviours or outstanding achievement include:

- personal praise
- telephone contact to parents
- advertising achievements via college newsletter
- public recognition during lunch time announcements
- certificates of commendations

### 6.7 Good Standing

A student has demonstrated he/she is a worthy member of the WA College of Agriculture, Denmark school community by maintaining Good Standing through:

- Satisfactory attendance: full-time attendance at a class when normal classes are in operation. An absence is deemed unsatisfactory if it is unexplained or, in the view of the Deputy Principal, is inadequate or inappropriate.
- Satisfactory behaviour by adhering to the standards of the College’s codes of behaviour (School and Residential).
- Punctuality and preparedness: being on time to class and prepared with the necessary materials.
- Completion of all course requirements in accordance with subject/course outlines.
- Work co-operatively with teachers and others.
- Meeting the requirements of the College’s dress, jewellery and grooming code.

All students will begin the year in Good Standing and remain in Good Standing while any penalties they incur remain below the specified level. While they remain in Good Standing, students are eligible to attend all extracurricular activities. A student will lose Good Standing status if absences, participation or behavioural penalties equal or exceed the specified rate.
6. BEHAVIOUR MANAGEMENT PLAN (CONT)

6.7 cont

PROCEDURE

Students who fail to adhere to the code of behaviour may be given demerit points. A demerit point can only be given by a member of the Senior Staff. A student who receives 5 demerit points loses Good Standing. An out-of-school suspension will automatically attract the loss of Good Standing.

At the time of losing Good Standing it will be indicated in writing to the student and parent. After 4 weeks without losing a demerit point a student will regain one point and, therefore, Good Standing.

The Deputy Principal is expected to keep records for student demerit points and manage the Good Standing process.

CONSEQUENCES OF LOSS OF GOOD STANDING

A student without Good Standing will not be allowed to represent the College, will face the loss of privileges and therefore will not be permitted to participate in activities such as:
- School social events including the College Ball
- Extra-curricular excursions of a social or non-assessment nature.
- Sporting carnivals including Harvey Sports Carnival and Country Week.
- Agricultural shows including Wagin Woolorama and The Perth Royal Show.
- Residential excursions including AFL trips and Beach Camps.
- Any other event at the Senior Staff’s discretion.

FURTHER CONSEQUENCES

- Where a Residential student has been without Good Standing for 8 College weeks a compulsory review panel will be convened.
- Where a Residential student has lost Good Standing on two occasions within a semester or three occasions within a year a compulsory review panel will be convened.
- Any student councillor who loses Good Standing will automatically lose membership of the School Council.
- Any Year 12 student who loses Good Standing twice within the year will not receive a school reference.
- Any student who loses Good Standing will also lose the privilege to bring their car to the College during the period they remain without Good Standing.

SPECIFIC BEHAVIOURS LINKED TO OUR COLLEGE’S CODE OF CONDUCT

- Obvious disrespect for other students and/or staff, their rights and property.
- Insulting language /abuse to students/staff.
- Behaving in a manner that places students/staff/themselves in danger.
- Being disruptive in class and impacting on other students’ right to learn.
- Being unprepared for class.
- An unexplained attendance at school or to a specific class.
- Lateness to class without an acceptable reason.
- Not making a genuine attempt to complete set work or homework assigned.
- Unacceptable behaviour in Residence.
- Failure to meet the College’s dress and code and grooming requirements.
- Being out of bounds in Residential time.
- Any Residential student who is ‘gated’ three times in one term will automatically lose two Good Standing demerit points.
- Persistent failure to adhere to College/Residential guidelines or rules.
6. Behaviour Management Plan (cont)

6.8 Day Program Behaviour Management Procedures Flowchart

The following is a flowchart of the behaviour management process followed in the College’s day learning program:

**STEP 1**
- Be prepared with interesting, stimulating activities.
- Establish routines [punctuality, signal to start/finish, working files, pencil case, tidy before and after lesson, medication if required, explanations for lateness]
- Establish positive relationships. [give positive reinforcement, “time of day”, be polite, show respect, fairness]
- Create and maintain a safe, neat and friendly learning environment.

**ISSUES**
- interfering with others
- not working to capacity
- punctuality
- not being prepared
- inappropriate language
- interfering with equipment
- disruptive behaviour
- bullying (low level)

**ACTIONS**
- low key responses [proximity, name, gesture, pause, planned ignore]
- discuss behaviour [refer to behaviour not student]
- positive reinforcement [acknowledge positive behaviours]
- ask student to move
- discussion with student re. observations of bullying

**STEP 2** Instructional Time

**ISSUES**
- continuing low key issues by one or more students

**ACTIONS**
- student contact sheet with clear information on behaviour issue
- give choices and indicate consequences
- in-class isolation
- informal agreement
- if necessary – parent contact
- instruct student to leave classroom
- loss of Good Standing demerit point(s)

**STEP 3** Instructional Time

**ISSUES**
- steps 2 & 3 interventions unsuccessful and issues continue

**ACTION**
- seek collegiate support from other teachers, HOD, psychologist, Deputy Principal
- teacher initiated detention/time out [student isolated or moved to another teacher’s class]
- contact parents
- document with another contact sheet
- formulate contract / period by period check.
- Good Standing affected: possible exclusion from Royal Show, Study Tour, excursions, camps etc.

**STEP 4**
6.8 Day Program Behaviour Management Procedures Flowchart (Cont.)

**STEP 5**

**ISSUES**
- Steps 3 & 4 interventions unsuccessful and issues continue.

**ACTION**
- refer to DP
- contact parents—Deputy Principal
- student isolated from peers (Supervised if possible)
- behaviour documented—Teacher & DP
- probable internal & external suspension
- Good Standing affected.

**STEP 6**

**ISSUES**
- serious challenging behaviour
- refuses teacher instruction
- bullying behaviours

**ACTION**
- refer to DP
- contact parents—Deputy Principal Case management
- interview
- student isolated from peers [Supervised if possible]
- behaviour documented [Teacher & DP] - history of
- behaviour, actions and resolutions
- probable internal or external suspension
- Good Standing affected.

**STEP 7**

**Exclusion from College**

**ISSUES**
- Repeated acts of extreme disruption
- Gross acts of violence
- Repeated acts of wilful damage

**ACTION**
- exclusion from the College as outlined in the Education Act 1999
6. **BEHAVIOUR MANAGEMENT PLAN (CONT)**

6.8 **BULLYING AND VIOLENCE PREVENTION**

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion. This may involve verbal, physical, relational and psychological forms of bullying.

Strategies adopted at WA College of Agriculture-Denmark aimed at the prevention of bullying focus on the following factors:

The college
- is responsible for establishing an environment where bullying is seen as inappropriate
- should provide appropriate resources to train teachers to identify and minimise bullying
- should monitor bullying and adopt proactive strategies where required
- should support staff and respond appropriately to bullying

The students
- should have confidence in staff to deal with situations
- need to understand the difference between ‘telling’ and ‘dubbing’
- are counselled to avoid the role of colluder or bystander

The staff
- should have adequate training and support to identify and respond to bullying
- should be proactive in order to limit bullying
- maintain adequate supervision of student interaction
- respond appropriately when bullying occurs

(Refer to the College’s Preventing and Managing Bullying policy for more information.)

6.9 **ATTENTION DEFICIT HYPERACTIVITY DISORDER**

**College Responsibilities**

Staff are made aware of the:
- names of students diagnosed with ADHD
- characteristics of students diagnosed with ADHD
- the relationship between ADHD and school performance
- role they have in supporting students diagnosed with ADHD
- issues of confidentiality with any students diagnosed with ADHD
- possible need to provide feedback to parents and physicians
- college policy with respect to the storage and administration of medication

**Student Responsibilities**

Students diagnosed with ADHD are expected to:
- keep a one week supply of medication under lock and key
- have additional medication stored by administration staff
- self administer medication
- report any lost or stolen medication
- report any harassment related to their ADHD status

6.10 **COLLEGE SPECIFIC ISSUES**

**COLLEGE FARM**

Specific issues related to behaviour management on the college farm include:
- the farm is considered to be a work site
- issues of safety have a high priority
- elements of presentation (dress, jewellery, hair length) and punctuality are considered when assessing student performance
6. **BEHAVIOUR MANAGEMENT PLAN (CONT)**

**COLLEGE RESIDENCE**
Specific issues related to behaviour management in the college residence include:

- provision of separate accommodation units for male and female students

6.11 **CONSULTATION AND REVIEW**

- Input from all members of the college community
- Policies apply to all members of the community
- Rights, responsibilities and Code of Conduct are reviewed regularly
- Role of student councils
- Monitoring

The college will employ the following communication strategies to ensure that all staff, students and members of the college community are aware of and understand the school’s behaviour management processes:

- Provide all students, parents and staff with a Student/Staff Information Booklet that includes the college’s Behaviour Management Plan.
- Make announcements to classes, a school assembly, or in the college newsletter.
- Use written circulars to college staff.

To ensure that the school’s Behaviour Management Plan is monitored and reviewed annually the college will:

- Seek feedback from students and parents in annual surveys.
- Seek feedback from staff at end-of-term all staff meetings.
- Maintain a working party of representative college staff to regularly meet and review the Behaviour Management Plan.

6.12 **SUSPENSION, EXCLUSION AND TERMINATION OF RESIDENCE**

When considering temporary or permanent removal of a student from the college environment it is essential that such consequences are considered to be appropriate and consistent. To this end, the Leadership Team of the college are usually consulted before these sanctions are implemented.

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

- removal of student from the environment in which they are causing problems
- sharing behaviour management with parents
- highlighting the seriousness of the behaviours and putting the students ‘on notice’.

**EXCLUSION**
Exclusion is a sanction of last resort and is only applied where serious and consistent breaches of the college Code of Behaviour put staff or student welfare, or the education of others, at risk.

In the event a student is suspended, parents must have a strategy in place for their son or daughter to collected.

6.13 **TERMINATION OF RESIDENCE**

A student’s residency may be temporarily or permanently interrupted when, in the opinion of the Leadership Team, the college cannot risk taking responsibility for the student’s behaviour during residential time. This decision may be subject to appeal after a minimum time has been spent out of residence. A student can have their residential status terminated for persistent or serious breaches of college discipline relating to residential activities. Removal from residence usually requires the student to attend classes as a day student only unless the student is also suspended from attending classes.

The principal may remove a student from residence immediately for a serious breach of college discipline. (See Categories of Breaches that could result in Immediate Removal from Residence)

For persistent breaches of school discipline the student, his/her parent or a person responsible for the student, must be informed that removal from residence will be recommended for any further breaches.

The decision to terminate the residential status of a student must be made by the College Discipline Review Panel before or as soon as possible after the student has been removed from residence.
6. **BEHAVIOUR MANAGEMENT PLAN (CONT)**

**CATEGORIES OF BREACHES THAT COULD RESULT IN IMMEDIATE REMOVAL FROM RESIDENCE**

**CATEGORY 1:** *Physical assault of college staff*
This may include physically threatening behaviour towards school staff.

**CATEGORY 2:** *Physical assault of another student*
This may include physically threatening behaviour towards a student.

**CATEGORY 3:** *Possession and use of illegal substances*
The substances referred to in this category are those deemed illegal under the Criminal Code.

**CATEGORY 4:** *Wilful offence against property*
A wilful offence occurs when there is intent to deface or cause damage to property. It also encompasses the act of theft.

**CATEGORY 5:** *Substance misuse*
Incidents involving substances that are not illegal but threaten the good order and proper management of the school. Substances such as cigarettes, alcohol and misuse of prescribed medicines are covered by this category.

**CATEGORY 6:** *Verbal abuse or harassment of staff*
Verbal abuse or harassment of staff including offences such as racist remarks, stalking, sexual harassment, sexual innuendo and manipulation.

**CATEGORY 7:** *Verbal abuse or harassment of students*
Verbal abuse or harassment of other students including offences such as stalking, sexual harassment, sexual innuendo and manipulation.

**CATEGORY 8:** *Violation of college Code of Conduct and residential behaviour management rules.*
This includes all rules but particularly with regard to sexual behaviour.

**CATEGORY 9:** *Other serious incidents.*
This category is retained for other serious breaches that are not encompassed by the first eight categories.

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6.14 **COLLEGE BALL**

The ball is an exciting event on the school calendar and forms an important part of the students’ social life on campus. To ensure that it is also a safe event and to discourage students from attending ‘afters’ parties, it is our preference that students return to the College after the ball. Students will only be released on Friday night from the College to Parents or Guardians. No students will be allowed to self-drive from the College on Friday night. Students requiring travel arrangements will need to submit a travel request. Students will be transferred on Saturday morning to Albany to catch the TRANSWA bus. Parents who are collecting students from the College on Saturday can join us for breakfast before departing.

As this is a school initiated activity, students are required to abide by the established school rules. Where there is a breach of any of these rules, contact will be made with parents and appropriate action will be taken. This may include parents being asked to collect their son or daughter from the College ball. Students are reminded that the College has a no tolerance policy in relation to alcohol and other drug use.

Students can leave residence after the ball according to the following guidelines:

- A leave form is submitted by a parent/guardian stipulating the responsible adult collecting them. This will be approved by the College and needs to be a parent/guardian. If your child is on the Ball Committee they will be required to stay back and assist with the clean-up. Please take this into consideration re your leave forms.

- Students requiring bus transport on Saturday will not be given leave and will return to College after the Ball finishes. Students are deemed to have commenced leave from the time of collection by a Parent or Guardian and may not return to residence until commencement of Term 2.
7. **NATIONAL TRAINING PACKAGES—OVERVIEW**

The WA College of Agriculture-Denmark is a Registered Training Organisation (RTO) and can offer students the opportunity to undertake a range of qualifications contained within the National Training Framework. To become an RTO, the college was required to meet the Australian Qualifications Framework and Standards for RTO’s (2015).

7.1 **AUSTRALIAN QUALIFICATIONS FRAMEWORK**

All training packages offered at this college are based on National Competency Standards identified under the Australian Qualifications Framework. AQF levels 1 to 6 cover Certificate I, II, III or IV, Diploma or Advanced Diploma (See AQF table below). In the higher education sector, AQF level 7 and 8 cover “Degree” qualifications or higher. The AQF links competency standards to qualifications. Its levels of qualifications cover eight levels of competency.

<table>
<thead>
<tr>
<th>AQF Level</th>
<th>Sample AQF Qualification</th>
<th>Sample Competency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>PhD</td>
<td>Senior Executive</td>
</tr>
<tr>
<td></td>
<td>Masters Degree</td>
<td>Specialist Professional</td>
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<tr>
<td></td>
<td>Graduate Diploma</td>
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<tr>
<td></td>
<td>Graduate Certificate</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Degree</td>
<td>Senior Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Specialist Professional</td>
</tr>
<tr>
<td>6</td>
<td>Advanced Diploma</td>
<td>Middle Manager</td>
</tr>
<tr>
<td>5</td>
<td>Diploma</td>
<td>Junior Manager</td>
</tr>
<tr>
<td>4</td>
<td>Certificate IV</td>
<td>Advanced Tradesperson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Para-Professional</td>
</tr>
<tr>
<td>3</td>
<td>Certificate III</td>
<td>Qualified Tradesperson</td>
</tr>
<tr>
<td>2</td>
<td>Certificate II</td>
<td>Advanced Operator</td>
</tr>
<tr>
<td>1</td>
<td>Certificate I</td>
<td>Competent Operator</td>
</tr>
</tbody>
</table>

Table 1.1—Australian Qualifications Framework

WA College of Agriculture, Denmark offers AQF qualifications at Certificate I, II and III levels.

7.2 **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 a that a person with a particular qualification can be expected to demonstrate in the workplace.

7.3 **LIST OF SCOPE OF TRAINING PACKAGES**

Offered by WA College of Agriculture-Denmark:

The WA College of Agriculture-Denmark offers Certificates I, II and III from four endorsed National Training Packages. These certificates are from the following industry areas:

- Agriculture, Horticulture and Conservation and Land Management
- Automotive Industry Retail, Service and Repair
- Conservation and Land Management
- Engineering
- Forest and Forest Products
7. NATIONAL TRAINING PACKAGES—OVERVIEW (CONT)

7.4 AGRICULTURE CERTIFICATES

All Year 10 students have the opportunity to complete nominated units of competency relevant to the Certificate I in AgriFood Operations AHC10210. All Year 10, 11 and 12 students have the opportunity to complete nominated units of competency relevant to a Certificate II in Agriculture AHC20110 from the Agriculture, Horticulture and Conservation and Land Management Training Package AHC10. Year 12 students will have the opportunity to complete nominated units of competency relevant to Certificate III in Agriculture AHC30110.

In addition students can achieve through their On-The-Job Workplace Training on the College Farm the following qualifications:

- Certificate II in Wool Handling AHC21410
- Certificate II in Shearing AHC21310

All Units of Competence achieved from the AHC10 training Package will be listed on a Statement of Attainment at the completion of Year 12.

Students also have the opportunity, through their Year 12 Plant Production Systems course and/or their timetabled “Options”, to complete:

- Certificate II in Production Horticulture AHC20310
- Certificate II in Conservation and Land Management AHC21010
- Certificate II Forest Growing and Management FPI120105
- Certificate II in Equine Studies 22246VIC

7.5 AUTOMOTIVE CERTIFICATES

All students selecting Automotives in Design and Technology have the opportunity to complete up to a Certificate II in Automotive Vocational Preparation AUR20716.

All Units of Competence achieved from the Automotive Industry Retail, Servicing and Repair AUR12 training package will be listed on a Statement of Attainment at the completion of Year 12.

7.6 ENGINEERING CERTIFICATES

All students selecting Engineering in Design and Technology have the opportunity to complete up to Certificate II in Engineering Pathways MEM20413

All Units of Competence achieved from the Manufacturing Engineering Training Package MEM05 will be listed on a Statement of Attainment at the completion of Year 12.

7.7 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 or Statement of Attainment for an incomplete qualification listing competencies achieved.

7.8 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.
7. NATIONAL TRAINING PACKAGES—OVERVIEW (CONT)

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.

7.9 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 underpinning knowledge required to demonstrate competence against required standards.

7.10 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.

7.11 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.

7.12 RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning is the recognition that learners often come with a range of existing skills. Competence can be achieved through; Work Experience, Formal Training or Life experience

RPL assists learners to save time by moving directly to assessment.

If a learner feels that they have already developed skill and understanding in a particular area, they can seek RPL from their instructor. Instructors must provide opportunities for learners to demonstrate RPL. RPL is demonstrated by the learner undertaking the required assessment tasks and meeting the requirements of the unit.

7.13 CREDIT TRANSFER

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

7.14 FEEDBACK AND APPEALS

The College will ensure that candidates are provided with feedback which should include the assessment outcome, recommendations for further training and appeals and re-assessment options.

The College has an appeals policy in place which allows candidates to challenge the assessment decision and enables them to be re-assessed. The grounds for an appeal are:

- The judgement as to whether competency has been achieved and demonstrated, was made incorrectly and/or
- The judgment was not made in accordance with the assessment plan (See also College Operating Procedures Handbook)

Applications for appeal must be made within 7 days of the assessment outcome being known in writing to the Deputy Principal with supporting grounds of appeal.

7.15 STUDENT SUPPORT

Students experiencing difficulties have a number of support mechanisms including the school Chaplain and Psychologist. In addition, the College employs Educational Assistants whose role is to assist students to access the curriculum more easily. You should approach your instructor first to seek assistance if you are experiencing difficulty. They will then direct you to appropriate support people or services.
7.14 Complaints

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

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

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

- In the first instance attempt to resolve the problem/concern with the appropriate staff member.
- It is the responsibility of each staff member to attempt to resolve any problem that is presented to them. They may choose to involve the Farm Supervisor or VET Coordinator Agriculture in this process.
- If the student was unable to resolve the problem with the staff member, then they are advised to approach the VET Coordinator Agriculture or Farm Supervisor. Resolution of the problem will be attempted at this level. The VET Coordinator Agriculture or Farm Supervisor may choose to involve the RTO Manager or the Principal.
- If the student was unable to resolve the problem at the Farm Supervisor / VET Coordinator level then they are advised to seek the assistance of the RTO Manager or the Principal. Again resolution will be attempted at this level.
- If the student was unable to resolve the problem at the RTO Administration level then they are advised to seek assistance from the Office of the Training Accreditation Council.

7.15 Appeals Process

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

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

- The judgement has been made incorrectly; or the judgement was not made in accordance with the assessment plan provided by your instructor.
- An appeal must be lodged within seven days following receipt of the assessment result and should be lodged with the relevant VET Coordinator Agriculture or Deputy Principal.

Following checking of the validity of an appeal the VET Coordinator Agriculture or Deputy Principal will:

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

7.16 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.

7.17 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.
8. ASSESSMENT POLICY

This policy is provided to all students at WA College of Agriculture-Denmark and is based on School Curriculum and Standards Authority requirements.

All students are enrolled in a combination of School Curriculum and Standards Authority accredited courses of study. Some students may also be gaining credit for the Western Australian Certificate of Education by undertaking one of the VET programs (Automotive, Metals & Engineering, Conservation & Land Management, Rural Production, Forest Growing & Management).

This policy covers the assessment of all School Curriculum and Standards Authority accredited courses of study.

The VET programs are assessed according to Australian Quality Training Framework (AQTF) Standards for Registered Training Organisations.

8.1 STUDENT RESPONSIBILITIES

It is the student’s responsibility to:

- complete all course or subject requirements by the due date
- maintain an assessment file for each course or subject 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 completing the course unit or subject requirements).
- 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.

8.2 TEACHER RESPONSIBILITIES

It is the responsibility of the teacher to:

- develop a teaching/learning program that meets the syllabus requirements
- provide students with a course or subject outline and an assessment outline at the start of the course or subject
- ensure that assessments are fair, valid and reliable
- provide students with timely assessment feedback and guidance
- maintain accurate records of student achievement
- meet school and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate.

8.3 INFORMATION PROVIDED TO STUDENTS

At the start of every course or subject, the teacher will provide a printed copy of the following to each student:

- the syllabus
- a course unit or subject outline that includes at least the following information:
  - the content
  - the sequence in which the content will be taught and the approximate time to teach each section.
- an assessment outline that includes at least the following information:
  - the assessment types
  - the weighting for each assessment task
  - a general description of each assessment task
  - a general indication of the content covered by each assessment task
  - the approximate timing of assessment tasks (i.e. the week in which each assessment task is planned or the due dates for significant stages of each extended task).

In each course unit or subject a number of assessment tasks occur during the semester/year (including, in some cases end of semester exams – see Section 11 for details). Some tasks are completed in-class and others are completed out-of-class. Each task provides evidence of student achievement, the combination of which the teacher uses to assign a grade at the completion of the course unit or subject.

During every course or subject, the requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). Where appropriate, the criteria against which the task will be marked or rated will also be provided.
8. **ASSESSMENT POLICY**

8.4 **MODIFICATION OF THE ASSESSMENT OUTLINE**

When a student’s disability or specified learning disability does not allow them to complete a particular assessment task, the teacher may modify the task. This will normally occur in consultation with the Head of Department - Studies. An individual education plan will be developed showing any modifications to the assessment outline for the course unit or subject.

When a student’s cultural beliefs do not enable them to complete a particular assessment task, the teacher may modify this task in consultation with the Head of Department - Studies. An individual education plan will be developed showing any modifications to the assessment outline for the course unit or subject.

When a student's personal circumstances limit his/her capacity to complete a particular assessment task, the teacher, in consultation with the student and others involved, may negotiate a variation to the submission date. The teacher will consider fairness for all students when making decisions about adjusting timelines for a particular student.

If circumstances change during the teaching of a course unit or subject that requires the teacher to make adjustments to scheduled assessment tasks then an updated copy of the assessment outline clearly indicating the changes will be provided to students.

8.5 **COMPLETION OF A COURSE UNIT OR SUBJECT**

A grade is assigned for each course unit or subject completed (i.e. the student completes the college’s structured education and assessment program within the given timeframe).

Students are required to:

- submit all out-of-class assessment tasks for marking on the due date
- attempt all in-class assessment tasks on the scheduled date

Unless there is a reason that is acceptable to the college, failure to attend a scheduled in class assessment task or submit on time an out-of-class assessment task may result in the student either:

- receiving a lower grade than expected at the end of the course unit or subject (if there is sufficient evidence from the assessment tasks completed to assign a grade), or
- receiving a “U” notation instead of a grade (if there is insufficient evidence to assign a grade).

**Note:** A “U” notation will result in no record of this course unit or subject on the student’s Statement of Results from the School Curriculum and Standards Authority and may affect their achievement of the Western Australian Certificate of Education.

For any late out of class assessment task, where the student does not provide a reason which is acceptable to the college, the following penalties apply:

10% reduction in the mark for each working/school day late.

**Note:** Where a student is likely to experience difficulty meeting a deadline they must discuss the matter with the teacher at the earliest opportunity before the due date. For any missed in class assessment tasks where the student does not provide a reason which is acceptable to the college, the following penalties apply:

**a mark of zero**

If a student does not submit an assessment task or attend a scheduled in class assessment task, the teacher will contact the parent/guardian to discuss the risk of the student not completing the course unit/subject and to negotiate a solution.

**Examinations**—All Students studying ATAR courses must sit exams on the day/time specified. The only exception to this requirement will be if the student has a medical certificate from a doctor confirming that the student was too unwell to participate on the day. Any students who do not attend the exam and/or fails to provide a valid medical certificate will, without exception, receive a zero mark for the exam.

8.6 **ACCEPTABLE REASONS FOR NON-SUBMISSION OR NON-COMPLETION**

The penalty for non-submission or non-completion will be waived if the student provides a reason acceptable to the college. For example:
\textbf{8. Assessment Policy (cont)}

- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion and submission
- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task is scheduled

In such cases the parent/guardian must:

- contact the teacher involved by telephone, email or fax or
- provide a medical certificate or a letter of explanation immediately the student returns

Where the student provides a reason acceptable to the college for the non-submission or non-completion of an assessment task the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student’s return), or
- re-weight the student’s marks for other tasks (if there is sufficient evidence to assign a grade), or
- decide on an alternate assessment task if, in the opinion of the teacher, the assessment is no longer confidential, or
- statistically estimate the student’s mark for the assessment task on the basis of their marks in similar tasks

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver’s licence test, preparation for the college ball).

Family holidays during the term are not considered a valid reason for non-completion or non-submission of an assessment task. In exceptional circumstances, the parent/guardian may negotiate with the teacher the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any modifications to the assessment outlines for each course unit or subject.

\textbf{8.7 Changes of Course Units or Subjects}

When a student commences a course unit or subject late they are at risk of being disadvantaged compared to others in the class. An application to transfer is made through the Deputy Principal. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the new course unit or subject.

The deadlines for changes are:

- Friday of Week 4 of Term 1 for all Semester 1 units.
- Friday of Week 2 of Term 3 for all Semester 2 units.

When a student transfers to a different unit in the same course, or a unit in a similar course or a similar subject, the marks from any assessment tasks that assess the syllabus will 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 extra 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.

\textbf{8.8 Transfer from Another School}

It is the responsibility of any student who transfers into a class from the same course or subject at another school to provide the college with the details of all completed assessment tasks. The Deputy Principal will contact the previous school to determine:

- the part of the syllabus that has been completed
- the assessment tasks which have been completed
- the marks/ratings awarded for these tasks.
The teacher in consultation with the Head of Department - Studies will:

- determine how the marks from assessment tasks at the previous school will be used
  Note: Where necessary these marks will be statistically adjusted to ensure that they are on the same scale as those at WA College of Agriculture-Denmark
- determine the additional work, if any, to be completed
- determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the extra 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.

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

Note: where a student permits others to copy their work they will also be penalised.

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

- a mark of zero for the whole assessment task, or
- A mark of zero for part of the assessment where the teacher can identify the part of the assessment task that has been copied or plagiarised.

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

8.10 SECURITY OF ASSESSMENT TASKS

Where there is more than one class in a course unit or subject most or all of the assessment task 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 WA College of Agriculture, Denmark uses the same assessment task or exam as other schools, the task and the student responses will be retained by the teacher until the task has been completed by all school/s.

8.11 EXAMINATIONS

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2. In some courses and subjects a practical exam will also be held.

Examinations may be held in Year 11 and Year 12 General courses where considered appropriate by the subject teachers.

Examinations are typically 1 or 2 hours in Year 11 and 1.5 to 3 hours in Year 12. The examination timetable and a copy of the examination rules will be issued to students two weeks before the commencement of the exam period.

8.12 REPORTING ACHIEVEMENT

WA College of Agriculture-Denmark reports student achievement at the end of Semester 1 and at the end of Semester 2. The report provides a comment by the teacher for each course unit or subject and the following information:
8. **ASSESSMENT POLICY (CONT)**

**Semester 1**: Anticipated grade for year units and a final grade for semester units

**Semester 2**: A grade for the unit.

Interim Reports may also be completed at the end of Term 1.

All grades reported are subject to School Curriculum and Standards Authority (SCSA) approval at the end of the year.

The parent/guardian will be notified of any changes to that result from the School Curriculum and Standards Authority’s (SCSA) review of the student results submitted by the WA College of Agriculture, Denmark.

For all Year 11 and 12 ATAR course units, a statistically adjusted college mark is reported by the School Curriculum and Standards Authority (SCSA) on the student’s Statement of Results. Details of the marks adjustment process are available on the School Curriculum and Standards Authority (SCSA) website at www.curriculum.wa.edu.au

**8.13 REVIEWING MARKS AND GRADES**

When a student considers that there is an issue about the marking of an assessment task or about the grade assigned for a course unit or subject they should, in the first instance, discuss the issue with the teacher.

If a marking or grading issue cannot be resolved through discussion with the teacher then the student or parent/guardian should approach the Head of Department - Studies.

The student or parent/guardian can request, in writing, that WA College of Agriculture- Denmark conducts a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessments outline for the course unit or subject does not meet School Curriculum and Standards Authority (SCSA) 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 and/or grade
- computational errors have occurred in the determination of the mark and/or grade.

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 (SCSA) using an appeal form which is available from the Deputy Principal. SCSA representatives will then independently investigate the situation and report to the Council’s appeal panel. If the panel upholds a student appeal, WA College of Agriculture, Denmark will make any required adjustments to the student’s marks and/or grades and re-issue reports as necessary.
## 9. Residential Section

### 9.1 Routine Table

<table>
<thead>
<tr>
<th>Monday to Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.30am</td>
<td>5.30am</td>
<td>5.30am</td>
<td>5.30am</td>
</tr>
<tr>
<td>Farm (dairy only)</td>
<td>Farm (dairy)</td>
<td>Farm (dairy)</td>
<td>Farm (dairy)</td>
</tr>
<tr>
<td>7.00am</td>
<td></td>
<td>7.30am</td>
<td>5.30am</td>
</tr>
<tr>
<td>Laundry open</td>
<td></td>
<td>Rolling</td>
<td></td>
</tr>
<tr>
<td>7.15am</td>
<td></td>
<td>breakfast</td>
<td></td>
</tr>
<tr>
<td>Move into breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.25am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notices/roll call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.30am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.45am</td>
<td></td>
<td>10.00am</td>
<td></td>
</tr>
<tr>
<td>Dining room duties</td>
<td></td>
<td>Leisure</td>
<td></td>
</tr>
<tr>
<td>8.00am</td>
<td></td>
<td>10.00am</td>
<td></td>
</tr>
<tr>
<td>Cube check</td>
<td></td>
<td>Leisure</td>
<td></td>
</tr>
<tr>
<td>Residential Duties</td>
<td></td>
<td>12.00 noon</td>
<td>Lunch</td>
</tr>
<tr>
<td>8.05am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farm students to farm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.05am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students move to class for 8.10am start</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.50am</td>
<td></td>
<td>12.30pm</td>
<td></td>
</tr>
<tr>
<td>Dorm penalties before morning tea</td>
<td></td>
<td>1.00pm-5.00pm</td>
<td>Duties Students. To clean buses/falcon</td>
</tr>
<tr>
<td>9.50am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morning Tea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.10am</td>
<td></td>
<td>12.30pm</td>
<td></td>
</tr>
<tr>
<td>Class/Manual Arts/ Farm</td>
<td></td>
<td>Leisure</td>
<td></td>
</tr>
<tr>
<td>11.50am</td>
<td></td>
<td>12.00 noon</td>
<td>Lunch</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.30pm</td>
<td></td>
<td>12.30pm</td>
<td></td>
</tr>
<tr>
<td>Class/Manual Arts/ Farm</td>
<td></td>
<td>Leisure</td>
<td></td>
</tr>
<tr>
<td>2.10pm</td>
<td></td>
<td>5.00pm</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td></td>
<td>Farm dismiss</td>
<td></td>
</tr>
<tr>
<td>2.25pm</td>
<td></td>
<td>5.50pm</td>
<td></td>
</tr>
<tr>
<td>Class/Manual Arts/ Farm</td>
<td></td>
<td>Attend Dining Notices</td>
<td></td>
</tr>
<tr>
<td>4.00pm</td>
<td></td>
<td>5.55pm</td>
<td></td>
</tr>
<tr>
<td>Class dismiss</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.30pm</td>
<td></td>
<td>6.00pm</td>
<td></td>
</tr>
<tr>
<td>Farm dismiss</td>
<td></td>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>4.15pm</td>
<td></td>
<td>6.30pm</td>
<td></td>
</tr>
<tr>
<td>Afternoon tea</td>
<td></td>
<td>Leisure</td>
<td></td>
</tr>
<tr>
<td>5.45pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry Open</td>
<td></td>
<td>7.00pm</td>
<td></td>
</tr>
<tr>
<td>5.50pm to 6.25pm</td>
<td></td>
<td>Cube check</td>
<td></td>
</tr>
<tr>
<td>Dining Room and duties</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prep</td>
<td></td>
<td>Leisure</td>
<td></td>
</tr>
<tr>
<td>8.00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 10 Prep. Move to Gym/Dining Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.30pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Prep and Supper.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.00pm-9.15pm</td>
<td></td>
<td>9.00pm</td>
<td></td>
</tr>
<tr>
<td>Leisure</td>
<td></td>
<td>Move to dorms</td>
<td></td>
</tr>
<tr>
<td>9.45pm</td>
<td></td>
<td>Move to dorms</td>
<td></td>
</tr>
<tr>
<td>Roll Call</td>
<td></td>
<td>9.30pm</td>
<td>Silence</td>
</tr>
<tr>
<td>10.00pm</td>
<td></td>
<td>Roll Call</td>
<td></td>
</tr>
<tr>
<td>Lights out &gt; Silence</td>
<td></td>
<td>9.30pm</td>
<td>Silence</td>
</tr>
<tr>
<td>10.00pm</td>
<td></td>
<td>Silence</td>
<td></td>
</tr>
</tbody>
</table>
9. RESIDENTIAL (CONT)

9.2 STUDENT ROOMS

GENERAL:
- All students are allocated a room, and therefore are responsible for its cleanliness and tidiness.
- Students are responsible to ensure their rooms are locked, and will be accountable for damage or loss of property from their room.
- Room keys are issued for each room and a replacement cost of $25 will apply if lost.

EXPECTATIONS:
- A room condition sheet is to be completed on arrival and on departure from a room.
- Beds to be made, unless being slept in.
- Bed linen to be changed at a designated time each week.
- Bin emptied each morning.
- Lights and appliances turned off when not in use.
- No sticky tape or similar substances to be used on room walls. Blu Tack only, may be used to affix posters.
- Desks to be clean and uncluttered. Files to be stored neatly.
- Clothes to be put in cupboards or in laundry.

ROOM INSPECTION

Students to maintain room in neat and presentable standard at all times.

- Note 1: Rooms to be kept ready for inspection 8.00am to 4.30pm (Monday to Friday).
- Note 2: If room does not meet standards, students will be required to clean and tidy at morning tea.
- Note 3: Continual failure to meet room standards will result in further consequences.
- Note 4: Students on leave must ensure that their room is tidy before departure.
- Note 5: Students rostered for dairy are still required to ensure their room meets the cleanliness standards prior to leaving for morning milking.

FULL ROOM INSPECTION: 7.00 PM SUNDAY
(as daily room inspection, but more detailed)
STUDENTS MUST BE IN ATTENDANCE

9.3 DORMITORY AND HOUSE RULES

TELEPHONES AND THEIR USE:

Five telephones are available to students for incoming calls.

<table>
<thead>
<tr>
<th>Residence</th>
<th>Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>9848 0264 (Female)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>9848 0266 (Female)</td>
<td>9848 0267 (Male)</td>
</tr>
<tr>
<td>C</td>
<td>9848 0271 (Female)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>9848 0268 (Male)</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>9848 0272 (Male)</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>9848 0276 (Male)</td>
<td></td>
</tr>
<tr>
<td>Residential Office</td>
<td>9848 0270</td>
<td></td>
</tr>
<tr>
<td>Residential Supervisor</td>
<td>0428 480 206 / 0428 480 207</td>
<td></td>
</tr>
</tbody>
</table>

Reverse charge phone calls must not be accepted on incoming lines.

Students should be mindful that other students and parents need to access the telephones and keep call times to a reasonable timeframe.

Phone use not permitted (i.e. calls received on college or mobile phones) during:
- dining room meals
- during prep between 7.00-8.30pm Monday-Thursday
- after lights out

No stereo use before school.
9. RESIDENTIAL (CONT)

9.4 PRIVATE CD/DVD/VIDEO TAPES

Residential staff will confiscate any CDs, DVDs and tapes considered inappropriate for listening and viewing. Classification guidelines are strongly enforced and students will face disciplinary action if found contravening these laws. Students are reminded that this is a shared residential facility and as such need to be conscious of the strength of their sound systems. Excessive volume will be penalised by confiscation of system.

All visual content will be monitored by residential staff. NO MA+

9.5 ELECTRICAL GOODS

Students may bring their computers, stereos, clock radios. Please be aware there is only limited space available for stereo systems in the student's room (speakers should be no larger than 300mm (30 cm). Power sockets in rooms labeled “for computer use only” may only have computers. All other electrical goods must be plugged into “RCD outlet” holes. As the student's rooms have under floor heating, fan and bar heaters are not permitted. Students are not permitted individual television or fridges in their rooms. Electrical appliances must be ‘tag and tested’ by an authorized electrician before being brought on site.

9.6 RELIGIOUS SERVICES

Students who wish to attend religious services should contact the Residential Supervisor on duty who will arrange for them to have access to services in Denmark.

9.7 LAUNDRY

The college has its own laundry service, whereby each student has a service for personal washing and ironing, and a sheet and pillow slip washed and ironed each week. It is essential that all items of clothing and bedding are clearly labelled with permanent marking tape. The laundry is unable to undertake major mending which will be required to be done by parents during college vacations. Please ensure that any new items of clothing purchased during the year are clearly labelled. The college will not wash unlabelled items and takes no responsibility for lost or stolen items or clothing. It is unreasonable to bring significant loads of washing back to the college after weekend leave. Laundry Open 7.15am—8.00am; 4.15pm—5.45pm.

9.8 BREAKAGES:

Breakage or damage is to be reported as soon as possible to residential staff, who in turn are to inform the Residential Manager so that the breakage or damage can be fixed. Damage caused by wilful misconduct or inappropriate behaviour will be repaired at student expense.

9.9 BANNED ITEMS:

- Aerosol containers are banned from the college e.g. deodorant, hairspray etc
- Chewing gum is banned from the college.
- Hair dye
- Knives
- Energy drinks

9.10 STUDENT ILLNESS OR INJURY—IN RESIDENCE

A student who becomes ill or injured whilst in residence is to report to a residential supervisor without delay. After lights out, students have the option of phoning the overnight residential supervisor in the residential office or, in an emergency, open a door to set the alarm off, thereby prompting the supervisor to respond.

Note: The following broad principles apply when students are sick:

- Sick students must attend sick bay to be organised and monitored by Residential Manager or Deputy Principal. A medical appointment will be made if required.
- If a student is sick for the whole day, then they will be confined to their residential unit after hours.
- A student who is sick for part of the day must seek approval from Residential Manager to be able to access activities off site.
9. **RESIDENTIAL (CONT)**

- Sick students will dine after other students have left the dining hall. Only in exceptional circumstances will meals be provided to students in their rooms.
- If your child has a contagious condition the Residential Manager may contact you to collect your child.
- Students who are ill and likely to be require care for more than 24 hrs may be required to return home to recover.

9.11 **PRESCRIPTION MEDICATION**

The College needs to be informed of all students taking any form of medication, this includes over the counter. In the case of ADD/ADHD parents are to provide written authority for the college to store and provide weekly supplies to students. Usage will be monitored by the Residential Manager.

9.12 **INFORMATION ON PHARMACY—HIGH IMPORTANCE**

To ensure that your child has access to pharmaceutical prescriptions when needed, parents are to set up an account at the Denmark Pharmacy at the commencement of 2017. This is extremely important as the college has no facility to pay for pharmaceuticals and often students require them immediately.

**Name of Pharmacist:** Denmark Pharmacy—Strickland Street, Denmark—Phone No: 98483635

9.13 **VALUABLES AND MONIES**

Students should secure their own cash and valuables in a lockable cash box. **Rooms to be locked to ensure added security.** All students have a personal file in the residential office and may keep small valuables or money in their file.

9.14 **BANKING**

The amount required varies according to what parents supply in terms of personal items and also on the level of participation in weekend activities. Students may access this money by using their plastic cards. The banks in town are BankWest (ATM), Westpac, and NAB (ATM). There is also an ANZ—ATM available at Morrisons Newsagency.

9.15 **STUDENT VEHICLES**

Students are permitted to have cars at the college provided that a Student Vehicle Policy form issued by the college is completed by student and parent. Student vehicles are only to be used for the purpose of traveling between the college and home when on leave. All keys must be lodged with Residential Supervisors as soon as possible after the vehicle comes on site. Students traveling with other students for LEAVE is discouraged but tolerated if FAXES or EMAILS are received from both sets of parents i.e. parents of the driver and parents of the student passenger. The College cannot take any responsibility for student safety or responsibility for any student vehicle at the College nor for work carried out on any student vehicle. Student vehicles are not to be parked on lawn at the back of dorms. Student vehicles to be parked in student car park and locked. Students who display unsafe driving practices on the College site will have this permission revoked. Any student who is suspended will not be able to use their vehicle to drive home. A Student Vehicle Policy form is available on request or can be downloaded from our website.

9.16 **DRIVER TRAINING**

The college does not provide driver training however the service provider below can be contacted directly if you would like your son or daughter to participate in lessons.

<table>
<thead>
<tr>
<th>Denmark Driving School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Mackenzie</td>
</tr>
<tr>
<td>0407 119 613</td>
</tr>
</tbody>
</table>

9.17 **COMPUTERS**

At the College we have a network of computers for use during class time. Students are also able to connect their own computers to our network to access the internet. Student computers access the internet through the Department of Education’s filtered proxy server. Students wishing to use their own computers in dorms will need to agree to the Memorandum of Understanding (Connection and Use of Student Owned Device on the WA College of Ag Denmark Network). Internet access is available via ethernet ports using a cable.
Emailing for students to and from the College is usually completed using a Department of Education email address; this is easily accessed from any computer. The address will be:

eg: firstname.lastname@student.education.wa.edu.au

Or

firstname.lastname3@student.education.wa.edu.au

We recommend students make full use of the emailing system as it is available in all areas of the school.

External access of the internet is not allowed. This includes the use of USB wireless internet connectors.

9.18 HORSES

Students wishing to be involved with the equine section need to read the horse policy which fully explains the rules regarding horses on College property. Approval to attend the equine area is managed by the relevant trainers. Students with approval to attend the equine area must ensure they adhere to the guidelines set out in the horse policy. Copies of the policy are available on request from the front office. Only limited numbers of horses can be housed on site.

9.19 SPECIAL DUTIES

GENERAL:

Duties are an essential function of the college in that their completion assists greatly the quality of life for all collegians and staff. Students are rostered on to house/college duties weekly.

DUTIES:

Listed below is the outline of the tasks associated with each duty, although common sense applies, and individuals should apply themselves in completing the duty and/or task to a high standard. This includes anything extra as appropriate.

1. DINING ROOM (EVERY MEAL – DUTY STUDENTS)
   - Students to remain in dining room until duties are completed
   - Clean off and wipe down tables and return sponges to kitchen
   - Wipe down tea and coffee trolley
   - Push chairs in after meal
   - Clean up excess food off carpet
   - Vacuum floor after supper

2. BUSES (DUTY STUDENTS)

   EVERY SUNDAY:

   Wash and internal clean to the satisfaction of supervisors and farm staff.

3. RESIDENTIAL COMMON ROOM (DUTY STUDENT BEFORE LIGHTS OUT)
   - Straighten furniture in room including chair cushions
   - All rubbish to be picked up and placed in bin
   - Tidy all reading material in the bookshelves provided
   - Ensure entrance doorway clear of shoes and boots

4. SHOWERS
   - Keep shower cubicles and floors clean of clothing and litter
   - Ensure taps and lights are turned off

5. BLUE ROOM
   - Food and drinks not permitted.
   - Students vacating room to replace chairs and cushions and leave TV room tidy

DUTY RELIEF:

A student rostered for duty cannot go on leave or otherwise be absent from the campus without arranging a replacement and advising Residential Supervisors.
9. **Residential (cont)**

9.20 **Preparation System**

**Study and/or Assignments**

**General:**

To foster learning and maximise student potential, there is compulsory prep time for study and assignments. Students are to clearly understand that this time is dedicated to study and assignments and is viewed by the college as an essential part of the learning program.

Students are expected to do at least 1½ hours study during the evening, Monday to Thursday. All set assignments must be completed and students will be reminded of set and overdue assignments. Evening prep is designed to **assist** students in task completion and reinforcing concepts learnt. In essence, participating wholeheartedly in evening prep significantly aids graduation.

**Students who attend sporting commitments during prep time are responsible for making up this lost time.**

**Timings:**

Are as follows:

- Monday to Thursday 7.00pm to 8.30pm
- Yr 10 students only Monday to Thursday 7pm to 8pm in the computer lab. Year 10 students move to dining room/gym area at 8pm and must remain there until 8.30.

**Procedures:**

To be followed during prep are as follows:

- Students are to have all books and equipment in their possession prior to commencement.
- Students to be in their rooms with their door open and on their own unless otherwise organised prior to commencement.
- Music only permitted in conjunction with headphones.
- No personal letter writing or emails.
- **No** telephone calls or texting, incoming or outgoing.
- Students are to work **quietly** at their desks (no lying on beds).
- If all assignments are complete, students are to read quietly by themselves.
- Group study is not generally acceptable unless completing group assignments and residential staff have been notified by teaching staff in writing.
- No games to be played on computers
- No movies
- Students must remain in their own rooms during prep.

**Conclusion:**

Students should understand that if assignments are unable to be completed, for whatever reason, during their set prep hours, they should be prepared to work over and above these times. In addition, if a student does not perform prep to expectations, extra time will be awarded.

**Planning Time is Positive**

9.21 **Post Prep**

**Sunday**

9.00 PM  Students move to dormitories
9.15 PM  Roll call. This may require Residential Supervisors to enter students’ room to check if students are present.
9.30 PM  Lights out. Total silence.
          All students MUST be in their own rooms.
          No mobile phones, music, television, or computers
9. **Residential (cont)**

### Monday to Thursday

- **8.30pm** Supper—dining room
- **8.30-9.15pm** Student access areas: dining room, inside gym area, outside tables in front of dining area, and own dormitory. 9.15: Students move to dormitories
- **9.45pm** Roll call. This may require Residential Supervisors to enter students’ room to check if students are present.
- **10.00pm** Lights out. Total silence. All students MUST be in their own rooms. No mobile phones, music, television, or computers

Except for emergencies and dairy duties students are not permitted to leave the dormitory between 10.00pm and 6.55am.

### Friday and Saturday

- **10.15pm** Quiet time – may have TV on, CD’s etc on quietly.

Between 10.30pm and 7.00am students are not permitted to leave the dormitory without the Residential Supervisor’s permission unless on dairy.

#### 9.22 Notice Boards

Notice boards displaying important information for students are located:

- in the dining room foyer
- in the dining room
- in common rooms
- outside the residential office

#### 9.23 Liability for Student Possessions

*The college does not accept responsibility for student possessions brought to the college which are damaged, lost or stolen.*

Although students have keyed access to their own room they are still advised to store all valuables, medication and even CD’s in a locked tool box. Students should ensure that their possessions are permanently labelled in some way, so ownership can be established and items returned to those who have lost them.

#### 9.24 In House Behaviour

Students are reminded of the College Code of Behaviour and, accordingly, are expected to comply.

*“Be respectful and tolerant and consider how your actions affect others”*

**Positive Behaviour Includes**

- Following rules as set down in this book
- Make a positive contribution to the College through volunteering your help
- Respecting personal space and belongings
- Reporting unacceptable behaviours

**Unacceptable Behaviour Includes**

- Bullying
- Damage to property
- Swearing
- Not following College discipline procedures
9. **RESIDENTIAL (CONT)**

### 9.25 **POINT SYSTEM**

Reward and consequence points will be allocated to students for positive and unacceptable behaviours.

**The point system:**

- Starts on 25 points at the start of the year. The top ten students at the end of each term are rewarded. From that date the points resume at 25 for the following term.
- Two points are rewarded at the end of each week to those students who have not lost points. Points may also be granted for positive behaviour.
- Points tally located on residential office door.
- Students become ‘gated’ when their points reach 15 or less and **no leave** is granted until points are earned to returned to 21 or more. Gating includes denial of leave for sports, training, horse riding, and visits to town. Students may earn points for various tasks in residence by negotiation with the Residential Supervisors on duty.

**Students must reach 21 points or more by Thursday evening to take weekend leave.**

When “gated” the maximum points that can be regained per day is six.

All gatings are referred to the Residential Manager.

The Residential Manager will inform parents when students become gated.

Students to monitor their own points tally and take it upon themselves to regain points lost.

Any student who is “gated” three times in one term will automatically lose two Good Standing demerit points.

### 9.26 **BICYCLES**

- Always wear helmets
- Only to be ridden in designated areas
- No riding in Admin courtyard or on walkways
- Bikes can be ridden at the back of gym car park
- Bikes to be locked in bike shed at the end of the gymnasium

### 9.27 **DISCIPLINE POLICY—RESIDENCE** (Supplementary to college Code of Behaviour paper)

**GENERAL:**

This policy simply enforces the College Code of Behaviour. In order that both students and staff are given every opportunity to achieve both college and personal goals, it is necessary that discipline be carried out in a firm, but fair manner. Staff and students are informed as to their expectations and limits to which they are able to go. The discipline policy clearly outlines the consequences of discipline breaches.

**CATEGORIES OF POLICY BREACH:**

There are three categories into which a discipline breach may fall, depending on the nature or the severity of that breach. They are as follows:

- Minor breach
- Serious breach
- Major breach

9.28 Residential Behaviour Management Procedures Flowchart

The following is a flowchart of the behaviour management process followed by staff in the College’s residential program:

**STEP 1**
- Establish positive relationships. [give positive reinforcement, “time of day”, be polite, show respect, fairness]
- Be prepared with interesting, engaging residential activities to suit a range of student interests.
- Establish routines [For personal hygiene, room cleanliness, school day preparation and meals ]
- Create and maintain a safe, neat and friendly residential environment.

**ISSUES**
- interfering with others
- punctuality
- not being prepared
- inappropriate language
- interfering with equipment
- disruptive behaviour
- bullying (low level)

**ACTIONS**
- low key responses [proximity, name, gesture, pause, planned ignore]
- discuss behaviour [refer to behaviour not student]
- positive reinforcement [acknowledge positive behaviours]
- provide alternative activity options
- discussion with student re. observations of bullying

**STEP 2**
- Residential Time

**ISSUES**
- continuing low key issues by one or more students

**ACTIONS**
- give choices and indicate consequences
- residential point penalties
- informal agreement between residential supervisor and student regarding behaviour change
- isolation from activity where negative behaviour is exhibited
- student contact sheet with clear information on behaviour issue filed with Residential Manager

**STEP 3**
- Residential Time

**ISSUES**
- steps 2 & 3 interventions unsuccessful and issues

**ACTION**
- collegiate support from Residential Manager
- contact parents
- document with another contact sheet
- formulate residential behaviour contract in consultation with Residential Manager
- “good standing” affected: possible exclusion from residential activities (gating)
9. Behaviour Management Plan (cont)

**STEP 5**

**ISSUES**
- Steps 3 & 4 interventions unsuccessful and issues continue.
- Serious challenging behaviour
- Refuses Residential Supervisor instructions
- Bullying behaviours

**ACTION**
- Refer directly to Residential Manager and School Leadership team—case management
- Contact parents—Residential Manager
- Remedial tasks performed during residential time [supervised if possible]
- Student isolated from peers [supervised if possible]
- Behaviour documented—[Residential Supervisor and Residential Manager]
- Actions and resolutions [Residential Manager in consultation with Residential Supervisors]
- Probable internal or external suspension

**STEP 6**

**ISSUES**
- Unresolved step 5 behaviour
- Escalating behaviour such as verbal and physical abuse, threatening behaviour toward staff or students
- Fighting or other dangerous acts
- Theft or wilful property damage
- Substance abuse

**ACTION**
- Parent interview
- At Principal’s discretion Residential Discipline Review Panel meeting
- Internal or external suspension
- Possible denial of residence
- “Good standing” affected restricted freedom
- Formal behaviour contract

**Please note:** Exclusion from the College as outlined in the Education Act [1999] may result from some behaviours listed in STEP 6.
9. **Residential (cont)**

**Qualifications of Breaches are as follows:**

**Minor Breach (eg failing to complete rostered duty)**

This would be dealt with by staff or residential supervisors and in conjunction with house penalties and penalty task list. These breaches are recorded, and penalties are issued at the discretion of staff. Although students are not permitted to argue with staff over an incident or the resultant penalty, they do have the right to have their case heard by the Residential Manager. Loss of two points.

**Serious Breach (eg out of bounds)**

Residential supervisors would deal with this initially. These matters are almost, without exception, referred to the Residential Manager. Suspension may also be considered. Contact sheet is issued and parents notified, counselling and possible suspension may occur. Loss of five points.

**Major Breach (eg sexual misconduct)**

Suspension. Parents are notified and immediately required to pick their son/daughter up that day. Possibility of student being denied residence.

9.29 **No Go area and restricted areas**

The college administration requires nominated areas to have controls placed upon them. These are:

1. **All offices**
   - Out of bounds at all times unless by invitation and then only when supervised.

2. **Dormitories**
   - Male and female dormitories are out of bounds to their opposite sex at all times.

3. **Staff sleepover room**
   - No student access.

4. **The kitchen**
   - No student to enter without approval.

5. **Vehicles**
   - No student to enter any vehicle without supervision and/or express approval of staff.

6. **Store areas**
   - No student to enter without approval or supervision.

7. **Outside college fence line**
   - Restricted area

8. **College farm and Buildings**
   - Out of bounds unless rostered on farm or farm activities

9. **Cemetery fence (to rear of college)**
   - Out of bounds

10. **Behind Dorms**
    - Driving vehicles behind dorms is out of bounds other than at the commencement of the year and end of year.

11. **Front Car Park**
    - Out of bounds for socialising with visitors.
### 9. Residential (cont)

#### 9.30 Penalty Action

<table>
<thead>
<tr>
<th>Action/Behaviour</th>
<th>Specifically</th>
<th>Response/Outcome</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swearing</td>
<td></td>
<td>Dealt with by Residential Supervisor/</td>
<td>-2 points</td>
</tr>
<tr>
<td>Wrestling/fighting in dorm</td>
<td></td>
<td>Recorded in residential diary</td>
<td></td>
</tr>
<tr>
<td>Not doing prep</td>
<td></td>
<td>Repeat offenders—dish duties</td>
<td></td>
</tr>
<tr>
<td>Untidy cube</td>
<td>Cleaned before morning tea</td>
<td></td>
<td></td>
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<tr>
<td>Not doing duties</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Incorrect dress</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Late for meals</td>
<td>Stay in blue room, late breakfast/dinner</td>
<td></td>
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<tr>
<td>Riding bikes/skateboards on walkways</td>
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<tr>
<td>Trampolining – 2 people</td>
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<tr>
<td>Trampolining – with shoes on</td>
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<tr>
<td>Up after lights</td>
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<tr>
<td>Walking on grassed areas</td>
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<tr>
<td>Not following vehicle/horse policy</td>
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#### 1

<table>
<thead>
<tr>
<th>Action/Behaviour</th>
<th>Specifically</th>
<th>Response/Outcome</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying behaviours</td>
<td></td>
<td>Verbally inform Residential Manager/Deputy Principal.</td>
<td>-5 points</td>
</tr>
<tr>
<td>Out of bounds</td>
<td></td>
<td>Fill in Contact Sheet</td>
<td></td>
</tr>
<tr>
<td>Substance misuse</td>
<td></td>
<td>Parent notified/possible interview</td>
<td></td>
</tr>
<tr>
<td>Swearing at College staff</td>
<td></td>
<td>Counselling</td>
<td></td>
</tr>
<tr>
<td>Refusing to follow reasonable directions/instructions</td>
<td></td>
<td>Possible suspension</td>
<td></td>
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<tr>
<td>Smoking</td>
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<tr>
<td>Throwing cans in firepit</td>
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<tr>
<td>Inappropriate male/female conduct</td>
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<td></td>
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<tr>
<td>Wilful damage</td>
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<tr>
<td>Leaving the College while gated</td>
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</table>

#### 2

<table>
<thead>
<tr>
<th>Action/Behaviour</th>
<th>Specifically</th>
<th>Response/Outcome</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual misconduct</td>
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<td>Counselling</td>
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<tr>
<td>Illicit drug use/possession</td>
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<td>Suspension</td>
<td></td>
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<tr>
<td>Alcohol possession/consumption</td>
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<td>Possible termination of residence.</td>
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<tr>
<td>Physical &amp; verbal abuse</td>
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<tr>
<td>Violent bullying behaviour/threatening staff or students</td>
<td></td>
<td></td>
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<tr>
<td>Gross wilful damage</td>
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</table>
9. RESIDENTIAL (CONT)

9.31 LEAVE

APPROVING AUTHORITIES:

- Town or local leave (not overnight) - Residential Supervisor on duty
- Town or local leave (overnight) - Residential Manager
- Weekend leave or other—Residential Manager
- Leave during school hours—Principal

Leave can be broadly grouped into the following three categories:

(A) HOME WEEKEND

These are weekends (generally 3 or 4 days) set aside when the college closes down and all students are required to return home or have alternative accommodation. The first home weekend for students will extend from 4pm Friday 3rd March to Tuesday 7th March, 2017. Students will need to be in residence on Tuesday evening of 7th March after 4pm to resume classes on Wednesday morning (8th March). Term 1 school holidays commence after 4pm Friday 7th April, 2017. Home weekends for other terms will be notified in the college newsletter. Generally there is one home weekend per term. Students requiring TransWA buses will be booked and charged by the college. Residential staff will transport to and from the Albany bus terminal on the designated travel days only. **The College will only book bus tickets for home weekends and end of term. All other tickets are the responsibility of the parent.**

- Students rostered on weekend farm may only be granted leave under extenuating circumstances. Parents need to contact the Farm Supervisor to validate the leave request. On request being granted a replacement for weekend farm will need to be found within the same year group, otherwise leave will not be granted.

- Weekend farm is an integral part of the core competency assessment procedure. Students will have had to completed at least four weekend farms to achieve these competencies.

(b) WEEKEND LEAVE

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

- The student is not required for **weekend farm roster** or other college activities;
- The student is not on **residential** duties. Leave will only be approved if a replacement has been found and substantiated;
- All times and transport details are confirmed with Residential Manager prior to departure; and
- The student is not “gated” for discipline reasons.

Any transportation requiring TransWA bus services needs to be organised and booked by the student or parent before Thursday morning prior to the weekend of leave. **Note: A student on weekend farm duty will not be permitted leave except when the parents make phone contact and explain the circumstance to the Principal in advance. This would only occur in exceptional situations.**

(c) SHORT LEAVE

Students may take short leave for such things as day excursions with family, sporting activities or other social outings. The same conditions apply for short leave as for weekend leave. Students must return by 9.00pm on the day of short leave.

(d) TOWN LEAVE

Students are permitted to walk to Denmark townsite after school or on weekends. To do so they must be in the company of at least one other student, notify staff, sign out and carry a mobile phone. Town leave is limited to two hours and within specified boundaries. Students are to sign in on return.

(E) TERM HOLIDAYS 2017

Term 1  
Friday 7th April after 4pm — Wednesday 26th April (students return after 4pm)

Term 2  
Friday 30th June after 4pm — Monday 17th July (students return by 12noon)

Term 3  
Friday 22nd September after 4pm — Sunday 8th October (students return after 4pm)

Term 4  
Friday 20th October Year 12’s depart and return for Graduation Friday November 17th.

(NB: All the above dates may be subject to slight changes)
9. RESIDENTIAL (cont)

9.32 LEAVE—PROCEDURE FOR APPLYING FOR LEAVE

HOME WEEKENDS

a. Students/parents need to inform the college of their son/daughter’s travel arrangements to and from the college. The college will arrange drop off and collection from the Albany bus terminal on the Friday before and the Monday following a home weekend.

b. If students are not traveling to home or traveling with someone other than their parents, a normal leave letter by fax or email giving permission must be provided prior to the leave. If your son/daughter is traveling to Albany on Loves Bus Service, a fax or email detailing this must be provided each time they access this service.

c. If your son/daughter is traveling home using their own vehicle, a fax or email detailing this must be provided each time this occurs.

WEEKEND LEAVE

a. Parents must lodge an “Application for Leave” form and have it submitted by 3pm Wednesday prior to the weekend. FAXED or SCANNED EMAILED parent permission is required at all times except when a student is being picked up by the parent. Phone calls are not acceptable. Application for Leave forms can be downloaded from the college website or obtained from front office. From 2017 parents can log on to the College website (www.denmarkag.wa.edu.au) and submit an online leave request.

b. If the student is being picked up by persons other than the parents, this special arrangement must be detailed by letter or on the fax. Parents must sign students out prior to their departure from the college.

c. Students will be denied weekend leave if they are down on points and subsequently gated.

d. It is the student’s responsibility to ensure they do penalty work to redeem their points to remove the gating for the following weekend.

e. A “Standing Leave” form should be submitted for students who plan to travel home each weekend.

FOR SHORT LEAVE

a. Short leave is only permitted with parental permission. Parents are asked, if possible, to make specialist appointments during term breaks. If for any reason you require student leave during school hours, permission must be approved by the Principal.

b. Parents may complete a list of significant adult names whom their son or daughter may visit on short leave or weekend leave and submit it to the office at the beginning of the year. (Contact Leave Sheet). Faxed permission required from parent each time this occurs.

c. Visitors are requested to check and sign in with the Duty Supervisor when entering the college or when collecting students for short leave.

d. Students requiring transport to medical appointments in Albany will be charged accordingly commencing at $80. Parents will be notified for confirmation prior to transportation for trips other than medical. The college may assist parents if staff are available.

RETURNING FROM LEAVE

The return time must be nominated on the leave form:

a. Before 9.00pm on the Sunday night
b. Parents are requested to return students to college with clean clothing.
LEAVE FORM

PLEASE EMAIL TO  kelli.gillies@education.wa.edu.au
OR FAX TO  98482 997 by WEDNESDAY 3PM

Name : ___________________________________________ Mobile No : ____________________________

Leave requested :  ☐ WEEKEND DATE ____________________________
☐ SCHOOL DAYS ____________________________

Leave Arrangements

DEPARTURE from College : Travelling with ______________________________________________________
Day ___________________________ Date ____/____/____ Time ________________am/pm

RETURN to College : Travelling with ______________________________________________________
Day ___________________________ Date ____/____/____ Time ________________am/pm

PARENT / GUARDIAN SIGNATURE: ____________________________________________________________

<table>
<thead>
<tr>
<th>Destination Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination : ____________________________</td>
</tr>
<tr>
<td>Address : __________________________________</td>
</tr>
<tr>
<td>Contact Person : ______________________ Phone : __________________________</td>
</tr>
<tr>
<td>Relationship to you : ____________________________</td>
</tr>
</tbody>
</table>

Weekend Farm

☐ No ☐ Yes Replacement to sign ____________________________________________________________

Residential Duties

☐ No ☐ Yes Replacement to sign ____________________________________________________________
### 10. **College Administration**

#### 10.1 **Provisional Term 1 Dates: 2017**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Officers commence</td>
<td>Wednesday 25th January, 2017</td>
</tr>
<tr>
<td>Public Holiday Australia Day</td>
<td>Thursday 26th January, 2017</td>
</tr>
<tr>
<td>School Management commence</td>
<td>Friday 27th January, 2017</td>
</tr>
<tr>
<td>Teaching staff commence</td>
<td>Monday 30th January, 2017</td>
</tr>
<tr>
<td><strong>New Year 10, Year 11 &amp; 12 Residential &amp; Day students commence</strong></td>
<td>Monday 30th January, 2017 by 12 noon for lunch (for room allocation and Residential Orientation program). All families to attend Principal’s address at either 11am or 1pm in the Lecture Theatre. Afternoon tea and farewells at 2.00pm. (Day students are required to stay in Residence nights of Monday 30th January and Tuesday 31st January returning home after school 4pm on Wednesday 1st February, 2017)</td>
</tr>
<tr>
<td>Orientation for all new students</td>
<td>Monday 30th January, 2017 8.00am-4.00pm</td>
</tr>
<tr>
<td>Class and Farm Orientation for all new students</td>
<td>Tuesday 31st January, 2017 8.00am-4.00pm</td>
</tr>
<tr>
<td>Existing Residential students commencing Year 11 or Year 12 in 2017 return to college</td>
<td>3pm onwards on Wednesday 1st February, 2017.</td>
</tr>
<tr>
<td>Existing Day students commencing Year 11 or Year 12 in 2017 return to college</td>
<td>8am Thursday 2nd February, 2017.</td>
</tr>
<tr>
<td>Normal Timetable commences for all students</td>
<td>8am Thursday 2nd February, 2017.</td>
</tr>
<tr>
<td>Term ends (Interim Reports issued)</td>
<td>Friday 7th April, 2017 after 4pm</td>
</tr>
</tbody>
</table>

#### 10.2 **College Office Hours**

| Office Hours               | Julie Lehane  
|----------------------------|----------------|
| 8.00am – 4.00pm            | Robin Gibb  
|                            | Barb Piercey  
|                            | Jan Axe       |
|                            | Merida Watson |
|                            | Rosemary Wolter |

<table>
<thead>
<tr>
<th>Business Manager</th>
<th>Craig Armstrong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Kevin Beal</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Kevin Osborne</td>
</tr>
<tr>
<td>Residential Manager</td>
<td>Kelli Gillies</td>
</tr>
<tr>
<td>HOD Agricultural Studies</td>
<td>Steve Swallow</td>
</tr>
<tr>
<td>Farm Supervisor</td>
<td>Fred Knight</td>
</tr>
</tbody>
</table>

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**Please Note:**

College Newsletters are emailed (preferred), or posted home twice a term. Please access the college website for Term Planners, Newsletters, Farm rosters and latest college news.

www.denmarkag.wa.edu.au
11. NOTES