



WESTERN AUSTRALIAN  
COLLEGE of AGRICULTURE  
*Denmark*

# 2024 BOARDING HANDBOOK

Excellence & Innovation in Agricultural Education





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# Welcome

Dear Boarders, Parents and Guardians

A warm welcome to students and their families into the residential community of WA College of Agriculture Denmark.

Residential students are a valued part of our college community and we believe in making our students time in residence feel welcome, safe and supportive. The transition to boarding life is a significant yet exciting step in a young person's life. The boarding experience is challenging, however offers a wide-range of experiences to enable our students to grow and develop.

Our College values are fundamental to all students and whilst living with your peers can be an effective point of reflection:

Pursuing personal excellence | Building positive relationships | Demonstrating social responsibility .

Most students will experience a smooth transition into our community, whilst for others there may be some challenges in learning to live with others. But for all students, we provide excellent staff, student councillors and role models who will assist wherever possible in learning to live in harmony together.

We do all we can to ensure that staff work together to provide students with a warm, safe and caring environment whilst boarding at WACoA Denmark. We are keen to ensure that our students are settled and happy and that they have the opportunity to produce their personal best and find friendship, in the classroom, on the farm or in their sporting or cultural pursuits.

Our boarding staff are supported by caring health professionals, a student services team and a dedicated catering and cleaning staff, all committed to providing the best possible environment for your teen to thrive and succeed.

Our residential supervisors enjoy the opportunity to create meaningful relationships with our students which also extends to families. We believe that you, as parents/guardians, remain a key part in helping your child thrive as they progress at WACoA - Denmark.

I am very proud to be part of the WA College of Agriculture - Denmark residential community and I look forward to the opportunity of not only meeting you, but also working with you and your family to create a meaningful and positive experience whilst enrolled at the College.

John Overton  
Residential Manager

## Boarding Life - Living Away From Home

In the initial stages, boarding life can be a huge challenge for children and their parents. Boarders are required to complete tasks daily that they may not have had to at home, live with people they might not necessarily associate with and accept instructions from people other than their parents.

Boarders will need to adapt to a structured program which requires them to be at pre-determined places at specified times, to do their homework and to go to bed according to our timetable. You, as parents, can assist your child (and us) in making the transition easier if they are familiar with a few life skills (boarding skills). They will need to be able to make their bed, tidy and wash up after themselves, organise their study and structure their leisure time.

The nature of boarding life requires that students are compliant and considerate; a positive attitude and a willingness to 'give it a go' should ensure that boarders get the most out of their boarding experience. Students who take pride in themselves and their environment will find the transition easier. Hygiene is essential. This applies to both personal and clothing hygiene. We provide sufficient ablution and laundry facilities to service all the students who are in residence, but the students themselves must take responsibility for their personal hygiene and for getting their laundry to the College laundry on a regular basis; sheet changing occurs weekly, a day will be allocated and is not optional.

When living with up to 96 other teenagers, personal privacy is extremely important. Boarders should treat others the way in which they would like to be treated. This entails not entering other boarders' personal areas without permission; they should not touch, take or use the possessions of others without their express permission.

Residential living is easier for some children to come to terms with than others, but all boarders develop tolerance, resilience, a sense of justice, self-discipline and independence. Interpersonal problems will arise from time to time. It is important for boarders to share any problems that they are experiencing earlier rather than later. It is far easier to deal with issues when they are small concerns, so early information is valuable information. Parents are encouraged to develop open and honest communication with the College and relevant boarding staff.

***“We aim to treat your child the way in which we would like our children to be treated by others.”***

## Residential Staff

Residential Manager—the residential manager is available on 0428 480 203, please phone or text if you have any concerns regarding residential matters.

Residential Supervisors—we have male and female residential supervisors working at the College. Each shift has male and female residential supervisors on any given day. Residential supervisors provide pastoral care and guidance for our boarding students.

Sleep Shift—The residential supervisor will come on shift at 4pm and work until 10:15pm and sleep over night in D dormitory or A dormitory.

Active Night—the active night residential supervisor is on shift from 10:00pm—08:30am and remains awake and active throughout the night. They are involved in the morning 'wake up' routine of students, reporting unwell students to parents and meeting with the Residential Manager for a handover meeting.

The Principal and Residential Manager both live on-site and rotate the on-call roster to ensure that someone is always contactable in emergencies.

The contact number for the residential supervisors are 0428 480 206 and 0428 480 207.

# Homesickness

It is normal for students to feel homesick at times. We recognise and understand these feelings and we work together to get your child through these difficult periods. It is important that they know that it is quite normal to feel homesick and is nothing to be ashamed of or embarrassed about.

It is our experience that children will often ring home when they are feeling at their lowest and circumstances may be overstated. Please encourage your child to limit their phone calls in the initial stages. Boarders who involve themselves in the various activities on offer, both in and outside the classroom, generally settle into boarding life more readily.

Please encourage your child to avail themselves of the many opportunities we offer. “A busy boarder is a happy boarder”. In the initial stages poor grades or difficulty with high learning expectations may also contribute to homesickness. Often it is simply that they are not prepared for different teaching methods, higher expectations or a more structured timetable.

All boarders adjust to boarding in their own way and a student who settles early can often suffer from homesickness once the initial excitement of boarding school wears off. In the first few weeks it is best that you let your child experience the normal routine of boarding life, especially on the weekends. We suggest you allow them to settle into these routines, to make new friends and experience the ‘whole’ boarding experience over the first few weekends. Homesickness has no simple cure, but it also doesn’t have to last long. At times, simply being able to talk about your experience of leaving home can help. What follows are some strategies students have used in the past to make the transition from home to WACoA Denmark smoother:

- Acknowledge That You Feel Homesick – missing family and friends and feeling sad are natural responses to leaving home.
- Talk About It. Talk with a residential supervisor, a friend, a parent, a brother or a sister who has experienced leaving home.
- Bring Familiar Items – Bring pictures of family, friends and animals. Bring plants, stuffed animals, old comforters, etc. to help ease the transition from home to WACoA Denmark.
- Give Yourself Time – To expect to stop missing home immediately may be unrealistic. Realise that new situations take time to get used to and that you will probably always miss home to some extent. Over time feelings of homesickness will decrease in intensity and number of episodes.
- Set Dates to Go Home – mark the dates on your calendar.
- Get Support and Get Involved – The more things you do, the more people you will meet.
- Get involved in your favourite activity or try out a new one.
- Speak to a residential supervisor or a trusted staff member.

# Preparation for Boarding – Issues that should be discussed at home

## The need to board

The decision by families to send their children away to boarding school to study is a difficult one. For the transition to be successful it is important that families discuss the reasons for the decision with their child so that they understand why they are going away to boarding school, either through necessity or the provision of opportunity. Prior to boarding, families should clarify the opportunities that boarding presents as well as setting joint goals, both in and outside the classroom.

## Communication with home

In the early stages of boarding, communication with home is especially important, fortunately modern technology facilitates this contact. The frequency and means of expected contact should be discussed and decided on. A regular time after school when contact can be made should be planned. Boarders are expected to communicate with home regularly. Every student is provided with a WACoA email address which is accessible by boarders on all computers at College as well as via the wireless internet provided in the dormitories. Incoming post is distributed daily, after school, from the residential office.

## Leave – keeping connections to home, friends and pets

We find that regular contact with home routines and family helps students adjust to boarding away from home and supports their overall mental health. All leave is to be submitted through the REACH app by Wednesday morning prior to the weekend of the leave. Parents and students can submit leave applications. Early leave will require a phone call to the College and will not be approved until permission is given.

## The importance of sleep

Most teenagers need 8-10 hours of sleep each night. Some need as little as 7 hours or as much as 11 hours.

It is very common for boarding teenagers to initially have difficulty managing and regulating their use of electronic devices. Blue light from a mobile phone or laptop is very effective at inhibiting melatonin production – which affects their circadian rhythm – the 24-hour biological cycle that influences many internal functions; the circadian rhythm needs signals from the external environment – most importantly daylight and darkness to adjust itself; interference with this will reduce both the quantity and quality of their sleep. At the college we have set times for lights out. 9:30pm for Year 10's and 10.00PM for Year 11 and 12. It is important that this is discussed with your child and positive and responsible electronic management practices are in place prior to coming to boarding.



## Teenage screen time

Please discuss with your child the expectations of screen time whilst boarding at the College. We will advise parents and remove digital devices if a student is exhibiting signs of:

- habitually waking up late
- Avoiding people, places or activities
- Show a decline in school engagement and/or achievements
- Experiencing a change in their sleep patterns
- A decline in their mental and /or physical health

## Responsible use of mobile phones and electronic devices

Students use screens for homework, entertainment, socialising and more. They often spend a lot of time on screens and regularly use more than one screen at a time. Healthy screen habits help your child make better choices about when and how to use screens while at boarding at the College.

The Department of Education bans students from using mobile phones from the time they enter school grounds to the conclusion of the school day unless for medical or teacher directed educational purpose. We have therefore set the following conditions on the use of mobile phones at the College:

1. Mobile phones are not permitted to be used or seen during the day program. This includes smart watches and listening accessories, such as headphones and earbuds.
2. Students are not permitted to be in possession of their mobile phones during the day program. Residential students are required to leave their mobile phones in their dormitory, day students are required to either leave their mobile phones at home or keep them in their lockers. All communication between parents and students, during school hours, should occur via the school's administration.
3. The mobile phone can be used in residential time but not during meal times, prep or after 'lights out'. Mobile phones should not be brought to the dining room during meal times.
4. To ensure that a student's phone is only used for legitimate reasons, photos of other students AND / OR staff must not be taken without their permission.
5. Students agree to use the phone responsibly and not to send any message or image that would offend or harass someone else.
6. Students must accept responsibility for their phone and its security and to ensure it is not being 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:

A residential student adjustment plan may be implemented based on the behaviour and use of devices, therefore resulting in restrictions of use or in some instances removal for an agreed period of time between Residential Manager student and parent or guardian

Note: In this age of technology students need to be aware of their responsibilities and legal implications of taking “inappropriate” selfies and posting them online, 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.

## **Student Services**

Naturally there is a cross-over between all elements of the College, however between managing a school or farm day, duties, activities, and study commitments at times can be overwhelming. The College is continually prioritising and dedicating resources to student wellbeing with student services playing an important role in capturing and supporting student needs. Peer & staff support is an effective tool but in some cases the need for external assistance or intervention may be required. Students have access to our Program Coordinator of Student Services Bradley Woodruff and his team, including; School Psychologist | College Chaplin | School Nurse who all offer a wide range of experience and qualifications to cater for student well-being.

## **Conflict**

The intense nature of boarding means that conflict between individuals may occur from time-to-time. Even though boarding helps in the development of resilience it is important that all boarders bring with them a tolerance and respect for the space, feelings, property and privacy of others. If conflicts arise it is important that these are amicably resolved. Communication of these concerns with boarding staff can be helpful in ensuring a suitable resolution.

## **Relationships**

Signs of affection for the opposite sex are normal and to be expected in relationships between students. However, in any 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 distressing. 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 4:30 pm farm – No physical contact

After instructional hours – 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; depending on the degree of contact the student will lose residential points/good standing points and potentially face a residential review panel.

## Personal Hygiene

All boarders are responsible for their personal hygiene at all times. Issues such as daily showering (soap, shampoo and deodorant) and changing of underwear and socks are important. Boarders are expected to change their linen weekly and to have linen and towels washed regularly.

## Security

As can happen in any environment boarders can misplace items. If, after a careful review and a good look, an item is still missing, the boarding staff should be informed. To minimise the risk of loss there are a few key steps that can assist:

- Permission must be sought before borrowing items.
- Valuable articles should not be brought to college.
- Important items are clearly identifiable, engraved or marked.
- Valuable items (Mobile phones, tablets etc.) should always be locked away.
- Dorm rooms should be locked (during the day).

## Routine

Life in a boarding school is governed by routine. It is vital, for a successful transition into boarding, that this is accepted. A timetable is located at the rear of the booklet and a uniform timetable will be provided to all students at the commencement of Term 1.

## Mail and Parcels

Mail and parcels for students can be sent to the college; (PO Box 350, Denmark 6333).

## Boarding - What to bring

Keeping creature comforts in student's rooms is a good way to feel at home but keeping belongings to a minimum means that boarders have less to move at the end of each term when residence is closed. 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 30cm**). Power sockets in rooms labeled 'for computer use only' may only have computers affixed. As the student's rooms have under floor heating, *fan and bar heaters are not permitted*. Students are **not permitted** individual televisions or fridges in their rooms. **Electrical appliances must be 'tag and tested' by an authorized electrician prior to bringing into Residence.**

**Please ensure all belongings are clearly marked with the boarder's name.**

<b>Bedding</b>	2 sets of king single sheets
	Doona or Blankets
	Pillows
	Mattress protector
<b>Towels</b>	Two bath towels
	One beach towel
<b>Clothing</b>	Casual clothing to wear around dorm e.g. jeans, t-shirts, dresses, tracksuit, shorts, Swimwear
	Appropriate clothing for social and shopping outings
	Shoes e.g. closed shoes, open shoes, thongs, running shoes
	Please note – no midriff tops, no brief shorts, brief bathers, g strings etc.
<b>Other</b>	Personal Toiletries—toothbrush, toothpaste, soap, shampoo, nail clippers, shaving gear, hairbrush / comb, deodorant, other personal hygiene needs
	Shoe-polish kit
	Laundry bag x 4 large – Can be purchased from the College Laundry
	Reusable shopping bag
	Reusable cup/straw
	Headphones
	Stationery items
	Laundry marking pen

Items to personalise own dorm

Tissues

Sunscreen/hat/cap

Small back pack (optional)

Swag (optional)

# Boarding - Banned Items

Where staff have a reasonable suspicion of harmful items or behavior, the College reserves the right to inform the student involved and, in their presence, undertake a search of their belongings in their cubicle or dorm area as well as luggage and bags, and vehicles if on site.

Any illegal substances are not permitted on the College property under any circumstances and use or possession will result in the Police being advised with exclusion from residence likely.

## **Illegal drugs**

### **Synthetic drugs**

### **Alcohol**

### **Cigarettes and or Vapes**

### **Knives**

### **Laser devices, ammunition**

### **Chewing gum is banned from the college**

### **Hair dye**

### **Singlet/tank tops are not to be worn for any purpose other than playing sport**

**Any clothing with logos that carry inappropriate branding i.e.: alcohol, drug or sexist material will be confiscated**

### **E-cigarette kits, e-juice, e-liquids and all Vape products**

### **High energy drinks, protein powder and sports supplements are discouraged**

### **R rated material and inappropriate games, DVD's or other media**

### **Inappropriate /unsafe recreational equipment (nerf guns, water pistols, dart boards)**

**Any other item that the College Leadership deems to be incompatible with a residential setting**

# Communication

## Parent contact – Transition to boarding

Parents are encouraged to keep in regular contact with the boarding staff via telephone, SMS or REACH Mobile App. Moving away from home is a huge transition and separation from family can be difficult. Staff and fellow students will assist during this critical time. Parents are encouraged to contact the Residential Manager initially if there are any concerns. Please create a new contact in your phone for the residential mobile numbers; when texting please send to this contact so both numbers receive the text. Residential Mobiles [0428 480 206](tel:0428480206), [0428 480 207](tel:0428480207) and a separate contact for Residential Manager, [0428 480 203](tel:0428480203).

## Boarder's parents/carers

To enable our residential staff to provide the best possible support, please inform both the Residential Manager and/or a residential staff member of any problems as soon as possible. If for any reason parents are not easily contactable throughout the school year, a guardian MUST be appointed by parents. Guardians must have parental authority to make decisions on matters pertaining to the boarding student under their care.

## Mobile phones

Mobile phones MUST be turned off during study time. Parents are requested not to call their child during study time - urgent messages can be conveyed via the residential staff [0428 480 207](tel:0428480207) / [0428 480 206](tel:0428480206) at any time using the number listed under contact details.

## Computers

At the College we have a network of computers for use during prep time. Students are also able to connect their own computers to the College 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 also available via Ethernet ports using a cable.

## Notice boards

Notice boards display important information for students and are located in the:

- Dining room foyer
- Dining room
- Common rooms
- Outside the Residential Office

## Contact Information

<b>Residential Manager</b>	<b>John Overton</b>	<b>0428 480 203</b>
	<a href="mailto:john.overton@education.wa.edu.au">john.overton@education.wa.edu.au</a>	
<b>Residential Supervisor</b>	<b>0428 480 206</b>	<b>0428 480 207</b>
<b>College Administration</b>	<b>Front Office</b>	<b>08 9848 0200</b>
<b>College Fax</b>		<b>08 9848 2997</b>
<b>College Email</b>	<a href="mailto:Denmark.wacoa@education.wa.edu.au">Denmark.wacoa@education.wa.edu.au</a>	
<b>Website</b>	<a href="http://www.denmarkag.wa.edu.au">www.denmarkag.wa.edu.au</a>	
<b>Facebook</b>	<a href="http://www.facebook.com/DenmarkAgCollege/">www.facebook.com/DenmarkAgCollege/</a>	
<b>Instagram</b>	<a href="https://www.instagram.com/denmark_ag/">https://www.instagram.com/denmark_ag/</a>	
<b>Nurse</b>	<b>One half day a week</b>	
<b>Chaplain</b>	<b>Wednesday 11:00am to 9:00pm</b>	
<b>Psychologist</b>	<b>Three days a fortnight from 9am to 3:30pm</b>	
<b>Program coordinator student services</b>	<b>Brad Woodruff</b>	<b>08 9848 0200</b>

To achieve the best for our students we need ongoing communication and sharing amongst the boarding staff and parents and we take every opportunity possible to work in partnership with parents/carers to achieve the best outcomes for their child.



# Leave Arrangements

The College uses the REACH app which can be downloaded to your electronic device.

The REACH Boarding APP will allow students and parents to access their school account to request and approve leave events, sign in and out of locations at school, view their personal calendar and manage their approved hosts. Please download the APP in preparation for use through the App Store or Google Play. Web access through <https://wcad.reachboarding.com.au/> and select Denmark.

## REACH App features:

- Create leave events
- View and manage leave events
- Sign in and out of school
- Manage hosts
- Personal leave calendar

Leave requests for weekend leave MUST be submitted by close of business each Wednesday? so that staff can prepare for the weekend accordingly. The College will contact you if there are any concerns regarding leave arrangements as student safety is our utmost concern when it comes to leave arrangements.

## Qualification of Leave

Leave outside normal authorised *Department of Education* breaks should be considered a privilege, and will only be granted if students:

- Ensure leave arrangements are finalised by close of business Wednesday
- Are not rostered to perform any duty
- Ensure a replacement for **weekend farm duty** (if applicable). If a replacement cannot be arranged, **leave will not be granted**
- Are dressed correctly
- Have no penalty to complete
- Have not been gated
- Short leave is only permitted with parental permission
- Email with approval is in the college administration's possession prior to departure. (Host permission, parent permission, travel permission).

## 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

## Home Weekends

Students/parents need to inform the College of their child's travel arrangements to and from the College. The College will arrange drop off and collection from the bus terminal on the Friday before and the Monday following a home weekend.

If students are not travelling home or traveling with someone other than their parents, a normal application via REACH or by email giving permission must be provided prior to the leave. If your child is traveling to Albany on School Bus Service, an email detailing this must be provided each time they access this service.

If your child is travelling home using their own vehicle, REACH leave is required detailing this and must be provided each time this occurs. One passenger only may be approved to travel with your child.

## Weekend Leave

Parents must lodge an "Application for Leave" via REACH and have it submitted by close of business Wednesday prior to the weekend. Permission is required at all times except when a student is being picked up by the parent. Phone calls are not acceptable.

If the student is being picked up by persons other than the parents, this special arrangement must be detailed via REACH. Parents/hosts must sign students out prior to their departure from the College.

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

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

For your convenience a "Standing Leave" should be submitted through REACH for students who plan to travel home each weekend.

## Short Leave

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 an explanation is required, and permission must be approved by the Principal.

Visitors are requested to check and sign in with the duty supervisor when entering the College or when collecting students for short leave.

**Parents will need to organise alternate arrangements when their child requires transport to medical appointments in Albany.**

### **Departure and Return**

Timings will normally be advised, however, on home weekends and term holidays, students are welcome to return to the College after 2.00 pm the day before classes recommence.

Students and parents are required to check out by signing with the Residential Supervisor when going on leave from the College. Rooms must be left in a clean and tidy condition. Students must report to a residential supervisor on return.

# Pastoral Care

## Chaplaincy

The College runs a chaplaincy program important to many students residing at the College. The Chaplain provides an essential social, emotional, mental health and spiritual support service. The Chaplain is here to listen, and provides a supportive place to talk, offering confidential, non-judgmental pastoral care and values education based on respect, compassion and service.

The Chaplain will be present for activities such as Orientation and group activities as specified throughout the year.

## Psychologist

Our School Psychologist works with students to support their **social, emotional, and academic outcomes**. This may include challenges around school work, relationships with friends or family, bullying, feeling down or depressed, feeling anxious or stressed, questions around gender and identity, questions around life after school, or just not feeling right in general. All contact with our School Psychologist is treated as **confidential**, unless the student agrees to involve others, or a life-threatening or child protection situation is disclosed. To **make an appointment** with the School Psychologist, students can ask a teacher, the front office, their parents, or self-refer by walking down to the Hive and using the contact details displayed on the School Psychologist door.

**Contact days: The Psychologist is on site three days per fortnight generally.**

# Medical

Boarders must report all health matters however minor to the Residential Manager or Supervisor without delay. If a boarder is sick during school hours, the class teacher will send the student to reception who will then refer the matter on if necessary. After “lights out” boarders have the option of phoning the overnight residential supervisor in the residential office, or in an emergency, open a door to set off the alarm, prompting a supervisor response.

When students are ill in residence the College will provide immediate care and will arrange necessary medical appointments. To minimise the spread of illness all students who are unwell are required to remain in their room, eat after all other students and minimise contact with other students until recovered. If students are unable to participate in the learning program for more than one day, the College will contact families to discuss alternative care arrangements. If a boarder has a contagious condition the Residential Manager may contact the parent/carer to collect the student; similarly, if the boarder is required to have more than 24 hours’ care.

The College continues to provide support to students requiring doctors and other health related appointments. Where possible these appointments are made outside of school hours to minimise disruption to the school program. For any follow up appointments with specialists the College asks parents and carers where possible to make these during school holidays.

## Doctor’s surgery and Medicare card

The College uses the services of two major medical centres - Denmark Medical Centre, 08 9848 4111 and Denmark Family Practice, 08 9848 1410. Each student will need to provide details of their Medicare Card for visits to the GP.

## Specialist Medical and Dental Appointments

Where possible please ensure that appointments are made for Home Weekend and holiday periods. If a boarder requires specialist appointments, it is the parent’s responsibility to arrange for transportation to and from the appointment.

## Medication

The College needs to be informed of all students taking any form of medication, including over the counter medications. Students are required to hand in any medication that they have to residential staff so that it can be recorded and stored appropriately. No prescription medication is to be left in a student’s room.

## Pharmacy

To ensure boarders have access to prescription medicine, parents are requested to set up an account at the Denmark Pharmacy (Ph: 9848 3635) at the commencement of the school year. This is highly important as the College has no facility to pay for pharmaceuticals which may be required immediately.

# Students - Housekeeping Information

## Student Leadership

The College prides itself on the development of its students in the areas of leadership and encourages students to nominate for the student council.

Student's issues and concerns are presented through the student council to the senior management team, where issues can be flagged and discussed.

The student council is comprised of representatives from Year 10, Year 11 and Year 12 and meets on a fortnightly basis for planning and discussion. This is led by the Program Coordinator for Student Services.

Student councillors are encouraged to take on a pastoral role of new students to help with their adjustment and help students to settle into life as a boarder.

## Uniforms and Dress Code

The College is proud of its students and enforces a strict dress code. There are two uniforms "Full dress" and "Farm HiVis".

Full dress uniform must be worn at all College functions and when not on farm. Long hair must be tied back and students are expected to take pride in their presentation. Shirts must be tucked in at all times and the correct boots worn. Farm HiVis and farm boots must be worn when on farm.

Full dress is required when leaving the school grounds for appointments.

Sports uniform must be worn for each respective sport e.g. Basketball, Netball etc.

Casual clothes may be worn on weekends.

In accordance with College policy, no body/facial piercing or tattoos are allowed.

Inappropriate dying of hair is discouraged. A student may not be admitted to class until the offending colour has been rectified.

Clothing for social events and College Ball must be appropriate and will be checked by the Residential Manager.

Jewellery may not be worn during school hours or on farm for WHS reasons. In the day program students can wear one earring or stud in each ear lobe.

## Study Prep

WA College of Agriculture has an enviable academic and vocational reputation; this is founded on the development of positive attitudes and productive work ethics. Monday to Thursday,

boarders have set study periods. This gives them the opportunity to consolidate and revise the work done during the day and to prepare for the next day's lessons.

We insist that homework is done in an atmosphere conducive to study. Boarders will not be permitted to disrupt the learning of others. All students must have a fair chance to do their work without interruption, in order to achieve their personal best.

- If students need more time to complete homework they can get up earlier in the morning, study on weekends or after school.
- Special permission to study after lights out must be sought and will be considered by the staff member on duty. Many boarders, particularly those in Years 11 and 12, will need to do extra study in their own time if they expect to achieve their personal best.
- Quiet venues are able to be accessed on request for academic study over weekends.
- Wireless internet is available in all dormitories for study purposes.
- Group study and peer tutoring opportunities are available every evening with permission from residential staff.

Boarders, like all students at WA College of Agriculture Denmark, must accept responsibility for their education. If they are having problems with any of their subjects, they need to tell someone as soon as possible and seek remedies.

## **Prep arrangements**

During prep, supervision and access to the computer rooms for assignments or study is an option between 6:45pm sharp – 7:45pm – At the completion of prep students are to go directly to the dining room; students can use the gymnasium under supervision.

Remaining students are to be in their dorms.

Year 12 ATAR students are allowed in the computer lab and are allowed to work together.

Other students are supervised in their dorm – with doors closed.

If students' complete homework they are to remain in their dorm reading quietly.

If a student has work to do but their laptop isn't working, they can ask a Residential Supervisor for permission to go to the computer lab.

No mobile phone usage is allowed during study time.

From time-to-time teaching staff may schedule extra study opportunities for students.

## **Catering**

The College provides a well-equipped dining room and kitchen. The Chef and kitchen staff ensures boarders are provided with well-balanced, nutritious and varied meals. As well as the daily set menu, individual dietary needs are catered for where a doctor's certificate is presented stating the specific requirement or allergy. Special dinners are held throughout the year to celebrate milestones.

## Meal times and Dining room duties

Please refer to the routine table in this booklet for dining room times. There are associated duties with use of the dining room facilities and students are rostered for duty on a rotating basis which include.

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

A student registered for any duty cannot go on leave or otherwise be absent from the campus without arranging a replacement and advising residential supervisors.

## Money and Valuables

Boarding activities may have costs attached to them and students are requested to discuss their attendance and associated costs prior to signing up for an activity.

Various banks are located in the township of Denmark with ATM facilities (2.5kms from the College) for students who have their own bank accounts. The amount they require varies according to what parents supply in terms of personal items and the level of participation in weekend activities.

All boarders are provided with a numbered dorm key. To keep valuables such as money, jewellery, wallets, mobile phones, laptops etc. safe, students should secure their valuables in a lockable cash box and are reminded to lock the door of their room before leaving the dorm, for extra security.

All students have a personal file in the Residential Office and may keep small valuables or money in their file. The College does not carry insurance cover for Boarder's personal effects.



## Restricted Areas

All Offices	Out of bounds	Dormitories	Out of bounds to opposite sex
Staff Sleepover Room	No student access	Kitchen	No entry without approval
Vehicles	No entry to any vehicle without supervision/express approval of staff	Store Areas	No entry without supervision
Outside College Fence-line	Restricted area	Farm Buildings	Out of bounds unless rostered on
Cemetery Fence to rear of College	Out of bounds	Behind Dorms	Driving behind dorms is out of bounds
Front Car Park	Out of bounds for socialising with visitors		
Front Entrance Admin Wall	Out of bounds for socialising		

## Dormitory and Dorm rooms

We encourage students to socialise however, students must not enter a dormitory that they are not assigned to and there must not be more than three students in a dorm room at any one time. This rule is in place to maximise individual's safety and safeness.

All rooms must be kept neat and tidy. Beds must be made and belongings stored appropriately. All lights and electrical equipment must be turned off when leaving the Dorm. As space is at a premium a square plastic stow-away container is ideal for extra books and folios. A pot plant, photos or small ornaments can personalise a room however these should be kept to a minimum. It is important to keep the amount of clothes and equipment to an acceptable level which can comfortably fit into cupboards and drawers.

## Electrical safety

Electrical equipment such as blankets, heaters, jugs and kettles are not permitted in rooms. The Dorm common area has facilities for making drinks and snacks.

## Damage

Damaging or defacing of walls or furniture or other dorm property is considered a serious matter and can result in a suspension. Repairs will be charged to parents of those responsible.

## Noise

We should be aware of other students living close by and avoid noise levels that would disturb them. Music must be turned down low. All boarders are asked to be quiet after 9pm so others can carry out extra study or go to sleep early.

## Special duties

Living in a residential community provides a framework within which students can develop co-operation and team building skills. Dorm duties are part of community living and cover the day-to-day routine and order of the dorm. Each student must be responsible for their own room and share in the rostered duties. The basic understanding of this system is to have respect for oneself, consideration for others and care of property. Possible restriction of leave will be considered where boarders are unable to fulfil these responsibilities. Rosters for dorm, college, bus washing & dining room duties will be allocated at the start of each term. Rosters are displayed in the dormitory common areas and in the dining room.

### Common room duty – Before lights out

Students are required to straighten furniture in the common area, including chair cushions. Pick up all rubbish and place it in the bin and tidy all reading material in the bookshelves provided. Please also ensure the entrance doorway is clear of shoes and boots.

## Showers

Please keep shower cubicles and floors clear of personal toiletries, place in containers in wet area clearly labelled. Please keep the wet area clean of clothing and litter and ensure taps and lights are turned off.

# Transport

## Home weekends/End of term

The College books travel for Home Weekends and the end of each Term. The return booking is the responsibility of the parent/guardian however; we request that the time is always booked for students to arrive in the afternoon of the return day for **one** pick up from the Bus Depot. Tickets that are booked to arrive at a later time will incur a pick up fee of by the College of \$100.00. All other travel arrangements throughout the term are to be arranged by the parent/guardian.

## Travel general

Boarders are transported by College buses to arranged activities.

## 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; And ALL keys must be lodged with the Residential Supervisor as soon as possible after the vehicle comes on site. A Student Vehicle Policy form is available on request or can be downloaded from our website.

Student vehicles are **only** to be used for the purpose of travelling between the College and home when on leave.

Students travelling with other students for Leave is discouraged but tolerated if notification is received from both sets of parents i.e. parents of the driver and parents of the student passenger.

Student vehicles are not to be parked on the lawn at the back of dorms.

Student vehicles must be parked in the student car park and locked and keys to be handed in to a residential supervisor, Residential Manager or at the front office.

Students who display unsafe driving practices on the College site will have permission revoked.

Please note that the College cannot take any responsibility for student safety, or responsibility for any student vehicle at the College; or for work carried out on any student vehicle.

## Driver training

The College does not provide driver training however the Denmark Driving School can be contacted directly if you would like your child to participate in lessons. Please contact Department of Transport, Albany office and/or Shire of Denmark for appointments for testing. Please ensure that ALL appointments are made for outside school hours.

# Code of Conduct

Students are reminded of the College Code of Behaviour to which they are expected to comply.

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

## Positive behaviour includes

The following rules as set down in this guide

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

Threatening behaviour of any description

Inappropriate use of mobile phone

After hours use of electronic devices

Being disruptive in the dorm

Not following College discipline procedures

## Points System – Boarding (separate to Good Standing points)

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

The points system starts at **21** 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 **21** 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.

Students become ‘gated’ when their points reach 15 or less and no leave is granted until points are earned to return 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 gating are referred to the Residential Manager.

Points tally list is located on the Residential Office door.

**Students are expected to be proactive in pursuit of tasks to gain points to remove a ‘gating’ status. It is not the responsibility of the staff to seek out gated students and allocate tasks. Leave *will not* be approved to students who are gated.**

# Behaviour - Boarding Community

It is necessary to have set guidelines in the boarding community to ensure suitable duty of care, and for organisational purposes. Life in boarding is based on trust. We must be able to trust students in their duties, their school program and in their leisure activities.

We hope that parents will encourage their child to participate in the life of the boarding community with mutual trust and accept that planning and organisation are for the common good.

**Boarders are asked to sign a boarding agreement making a commitment to abide by and support the Boarding Community guidelines.**

We expect boarders to make an honest effort to deal courteously and pleasantly with staff, as would be expected with their parents, and to show consideration and respect for their fellow boarders.

Where there appears to be a serious lack of consideration, respect, or trust, it may indicate a boarder is not suited to, or ready for, living in a residential community.

Any boarder found in possession of banned substances will have their parents notified immediately and suitable action will be taken as a consequence of their misconduct.

Absence from the boarding community which has not been approved is a serious matter and will be dealt with in the same manner as above.

Any boarder found in possession of illicit drugs can be expect to have their residency status reviewed.

## Termination of Residence

A student can have their residential status terminated for persistent and/or serious breaches of school discipline relating to residential activities or for non payment of fees. Removal from residence usually results in the student attending the school as a day student only unless the student is also suspended from attending school.

Pending investigation, the principal is likely to suspend a student from residence and possibly also from the school immediately for a serious breach of school discipline.

In the event that the student's behaviour is considered incompatible with expectations, the student, their parent or a person responsible for the student, must be informed that a Residential Status Review Panel will review and make recommendations to the Principal on the student's ongoing residential status.

The student, their parent or a person responsible for the student should be invited to make representations to the Panel either in person or in writing.

A Residential Status Review Panel will be formulated during the period of suspension and recommendations made to the Principal who makes the final decision about any ongoing sanctions for the student.

In the event of a termination of residence, the Principal must inform the student and their parent or a person responsible for the student of the following matters:

The reasons for the removal from residence,

Information regarding any particular conditions attached to the removal from residence,

The opportunities for the student to continue their education at the school,

Appeals process

The student and, their parent or a person responsible for the student, must be informed of these matters either orally or in writing as soon as possible. Oral notification must be followed up in writing.

If a parent or person responsible for the student feels aggrieved by the Principal's decision, then they may request a review of the decision. Such a request is to be made to the Regional Education Office and managed according to the Disputes and Complaints Policy and Procedures. A review does not prevent the removal from residence being imposed or continuing in effect.

# Complaints Management

## Talking to your school

The relationship between the home and the school plays a very important part in a child's education. We cannot overestimate the critical role parents play in successful learning: parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning. Teachers and trainers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents. Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems.

## What might you talk to your school about?

### Issues particular to your child:

- Attitude
- Academic progress
- Participation
- Behaviour
- How they get along with teachers and other students socially and emotionally
- Physical development and well-being
- Development of responsibility
- Non-attendance or truancy
- Learning program issues
- Special events and celebrations
- Specialised learning programs
- Parent information booklets

### School or class issues:

- Quality of teaching
- Homework
- Learning environment
- General student behaviour
- Pastoral care for students
- Schools policies and procedures
- Conduct of staff

### Access to support services:

- Student Services Team
- Program Coordinator
- Deputy Principal
- Residential Manager



- Education Department Psychologist
- Chaplain
- Visiting teachers for students with disabilities
- Programs for students experiencing difficulties with learning

### **How your school communicates with you:**

Two written reports or portfolios each year on student progress

Regular information about the school through newsletters and Facebook

Parent-teacher interviews

What's on @ WACoA

Notes

Surveys

Information booklets

### **Information that is available from the school:**

Information on Department and school policies and policy changes

What is expected in relation to homework

Student behaviour management policy

Course details

Information about participation in the School Board.

School charges and fees

Excursions

School dress code

### **What can you do if you have a problem?**

Seeking information as early as possible can solve many problems. If you have any questions or concerns about your child's progress, the homework set or the assessment procedures, contact the class teacher. The best way to do this is to contact the school office or utilise Compass to arrange a mutually convenient time for a telephone conversation or meeting.

If you have any questions or concerns about your child in boarding please contact the residential manager or the principal.

Parents have the opportunity for greater involvement in the school through the School Board. This provides the opportunity for parents to express opinions on policy issues in the school.

The complaints process for Department of Education employees can be found at

<https://ikon.education.wa.edu.au/>

**When you have a problem:**

Try to identify the problem clearly before going to the school. If there is more than one problem, list them to be sure that the extent of the problem is clear to the school.

Decide whether the problem is a query, a concern or a complaint. This will help in finding a solution.

Make an appointment to talk with the teacher. This can be arranged through the school office or via Compass. If your concern is about the conduct of a staff member, you may prefer to discuss the matter with a school administrator or, the Director of Education if your complaint involves the principal.

Try to stay calm. Even if you don't feel it, being calm will help to get your concerns across more clearly than if you are upset or angry. It may help to take someone with you.

## Routine Timetable

Monday to Thursday		Friday		Saturday		Sunday	
7.00am	Laundry open	AS FOR MONDAY TO THURSDAY					
7.15am	Move to breakfast						
7.25am	Notices/Roll call						
7.30am	Breakfast - Dining Room & duties			7.30am to 9.00am	Rolling breakfast - Dining Room	7.30am to 9.00am	Rolling breakfast - Dining Room
7.45am	Cube check						
8.00am	Residential duties			9.00am	Leisure	9.00am	Leisure
8.05am	Farm students to farm						
8.05am	Students move to class for 8.10am start						
9.50am	Dorm penalties before morning tea			12.00 noon	Lunch - Dining Room	12.00 noon	Lunch - Dining Room
9.50am	Morning Tea			Students must attend lunch for roll call			
10.10am	Class/Manual Arts/Farm						
11.50am	Lunch - Dining Room	12.30pm to 5:50pm	Leisure	12.30pm to 5:50pm	Leisure		
12.30pm	Class/Manual Arts/Farm			1.00pm to 5.00pm	Duties Students. To clean buses/falcon		
2.10pm	Recess						
2.25pm	Class/Manual Arts/Farm						
4.00pm	Class dismiss	4.00pm Class dismiss					
4.30pm	Farm dismiss	4.00pm Farm dismiss					
4.15pm	Afternoon tea						
5.50pm to 6.25pm	Dinner - Dining Room & duties	5.50pm to 6.25pm	Dinner - Dining Room & Duties	5.50pm to 6.25pm	Dinner - Dining Room & Duties		
6.30pm	Laundry open						
7.00pm	Prep (study time) start	6.25pm to 9.30pm	Leisure	6.25pm to 9.30pm	Leisure (includes 7.00pm Cube check)		
8.00pm	Year 10 Prep end - move to Gym/Dining Room						
8.30pm	Year 11 & 12 Prep end				9.00pm	Move to dorms	
8.30pm to 9.30pm	Leisure (Year 10 to 9.00pm)	9.30pm	Move to dorms	9.30pm	Move to dorms	9.15pm to 9.30pm	Roll Call
9.30pm to 9.45pm	All Years Year 10,11 & 12 Roll call Year 10, 11 & 12 Lights out Silence			10.30pm		9.30pm	(All years) Silence

# Western Australian College of Agriculture - Denmark

## Boarding Agreement

Thank you for accepting the offer of a residential place at the WA College of Agriculture – Denmark. The offer is on the understanding that the information you provided in your application was accurate and complete. Please keep all information about the student up to date while they are boarding at the college.

The boarding agreement is between a student's parent/s and the college. The signed boarding agreement confirms:

- a residential place is available for the student;
- the conditions under which the residential place is offered and accepted;
- the care and welfare arrangements while the student is at the college; and
- the grounds for terminating the boarding agreement.

## Responsibilities of the parent

By accepting the offer and signing the boarding agreement the parent/s agree to:

- provide the name, address and contact details of the person/s, in addition to the parent/s, who can be easily contacted and available in an emergency;
- inform the college, in writing of any change to student, parent/s or emergency contact information;
- provide and maintain up to date information regarding the student's needs and particular provisions for their day to day care, welfare and development;
- allow staff from the college to attend to the student's medical, physical or mental health needs as required, including taking the student to appointments with nominated health professionals;
- the college seeking emergency care for the student without obtaining prior consent if this is not practical in the circumstances; and
- provide the name, address and contact details of the person/s who can make decisions and perform the functions of a 'parent' when they are not residing in Western Australia.

## Residential Code of Conduct and personal responsibility

By accepting the offer and signing the boarding agreement the parent/s agree:

- the student will comply with the Residential Code of Conduct;
- the student is responsible for their personal property and for loss or damage to that property unless it was maliciously caused by other students or negligence of staff from the college; and
- to make arrangements for a student who has lost residential privileges to leave the college grounds when requested by the Principal or delegate.

## **Responsibilities of the college**

By offering the place and signing the boarding agreement the college will:

- provide the student with accommodation and individual services each year;
- be responsible for the student's safety, care and welfare while the student is under the care and control of staff from the college;
- request parent consent prior to attending to the student's medical needs or health condition;
- seek emergency care for the student without obtaining prior consent from the parent/s if this is not practical in the circumstances;
- accept either payment of fees and charges in full or by instalments before the agreed due date; and
- require notice in writing from the parent/s regarding withdrawal of a student from residence.
- refund parents the excess residential accommodation fees if applicable on a pro rata basis. However, if a student leaves the college through their own choice or through termination of residency, fees remain payable for the number of weeks the student has been in residence.

## **Payment for accommodation and individual services**

By accepting the offer and signing the boarding agreement the parent/s agree to:

- assign to the college any subsidies or payments received to offset the residential accommodation fees each year;
- pay the amount for residential accommodation fees;
- pay the amount for individual services each year;
- complete required payments prior to the first day of term unless a prior arrangement or payment plan has been approved by the college; and
- pay any outstanding amounts if the boarding agreement is terminated.

## **Temporary withdrawal of residential privileges or terminating the boarding agreement**

The college may temporarily withdraw the student's residential privileges or terminate the boarding agreement if:

- the student ceases to be enrolled at the school specified in the Applications.
- the student breaches the Residential Code of Conduct.
- the information in the college application is false or misleading.
- the parent/s breach this boarding agreement.

## **Withdrawal of student's residential privileges from the college**

If the student's residential privileges from the college have been withdrawn, they are unable to reside at the college for the duration of the withdrawal. Student can still attend as a day student where practicable, or work packages must be provided if learning from home.

The college will provide the student and the parent/s with written advice:

- that the student's residential privileges have been withdrawn from the college and must leave the college grounds;
- of the reason for the withdrawal;
- of the date on which the withdrawal commences;
- of the date on which the withdrawal ends and the student can return to the college; and
- if applicable, that the boarding agreement may be terminated while the student is withdrawn.

## **Terminating the boarding agreement**

To terminate the boarding agreement, the college will provide the student and the parent/s with written advice:

- that the boarding agreement is terminated meaning a residential place will no longer be provided for the student;
- of the reason for the termination;
- of the date on which the termination becomes effective; and
- about how to request a review if they are not satisfied with the decision to terminate the boarding agreement.

# Residential Code of Conduct

## Purpose

The Boarding Agreement provides that the student must obey the Residential Code of Conduct (the Code). The purpose of the Code is to set out the required standard of conduct to be observed by a student while boarding at the WA College of Agriculture - Denmark. Students who breach the Code may be subject to disciplinary action. The college can terminate a boarding agreement for substantial breaches of the Code.

## Scope

This Code applies to all students who board at the WA College of Agriculture - Denmark.

## Conduct in respect to self

Students will:

- act with proper regard for their safety, education, welfare and health (mental and physical);
- conduct themselves in a respectful, responsible and lawful manner;
- behave in a way that upholds the values, integrity and reputation of the College; and
- accept responsibility for their actions.

## Conduct in respect to other students

Students will:

- treat other students with respect, dignity, courtesy, honesty and fairness and with proper regard for others' rights, safety and welfare;
- live in harmony with other students and respect others' views and opinions;
- respect the privacy of others; and
- report a breach of the Code to appropriate staff.

## Conduct in respect to staff

Students will:

- treat staff with respect, dignity, courtesy, honesty and fairness and with proper regard for their rights, safety and welfare;
- respect their property, views and opinions; and
- comply with any reasonable request of a staff member.

## Conduct in respect to property

Students will:

- treat the college property and facilities with respect; and
- treat staff and fellow students' property with respect.



WESTERN AUSTRALIAN  
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