



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Denmark

2024 INFORMATION BOOKLET

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Welcome

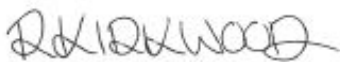
It is my pleasure to welcome you to our school community. At the WA College of Agriculture - Denmark, we pride ourselves on producing students who demonstrate our values, personal excellence, positive relationships, and social responsibility.

Our school's vision of providing a place that allows our young people to thrive is evident in all that we do. As a residential college with approximately 96 boarding and 50 day students, we believe that relationships are important. I believe the key to successful student outcomes is partnerships. Strong relationships, built on trust and credibility, with staff, students, families and the wider school community, are an essential ingredient for student success. At WACoA - Denmark, we understand that success criteria can be different for each student and we take great pride in creating conditions where individual pathways are recognised, catered for and celebrated.

We offer a variety of pathways for students. Our trades, agriculture and ATAR program is uniquely built to cater for student success, be it employment, training or further education. I am genuinely passionate about my role in public education and feel privileged to lead a school such as ours. We offer most of what you would find in a secondary setting with an added difference, our school is set on a 560 hectare farm which provides the perfect backdrop for an amazing hands-on learning experiences for our students.

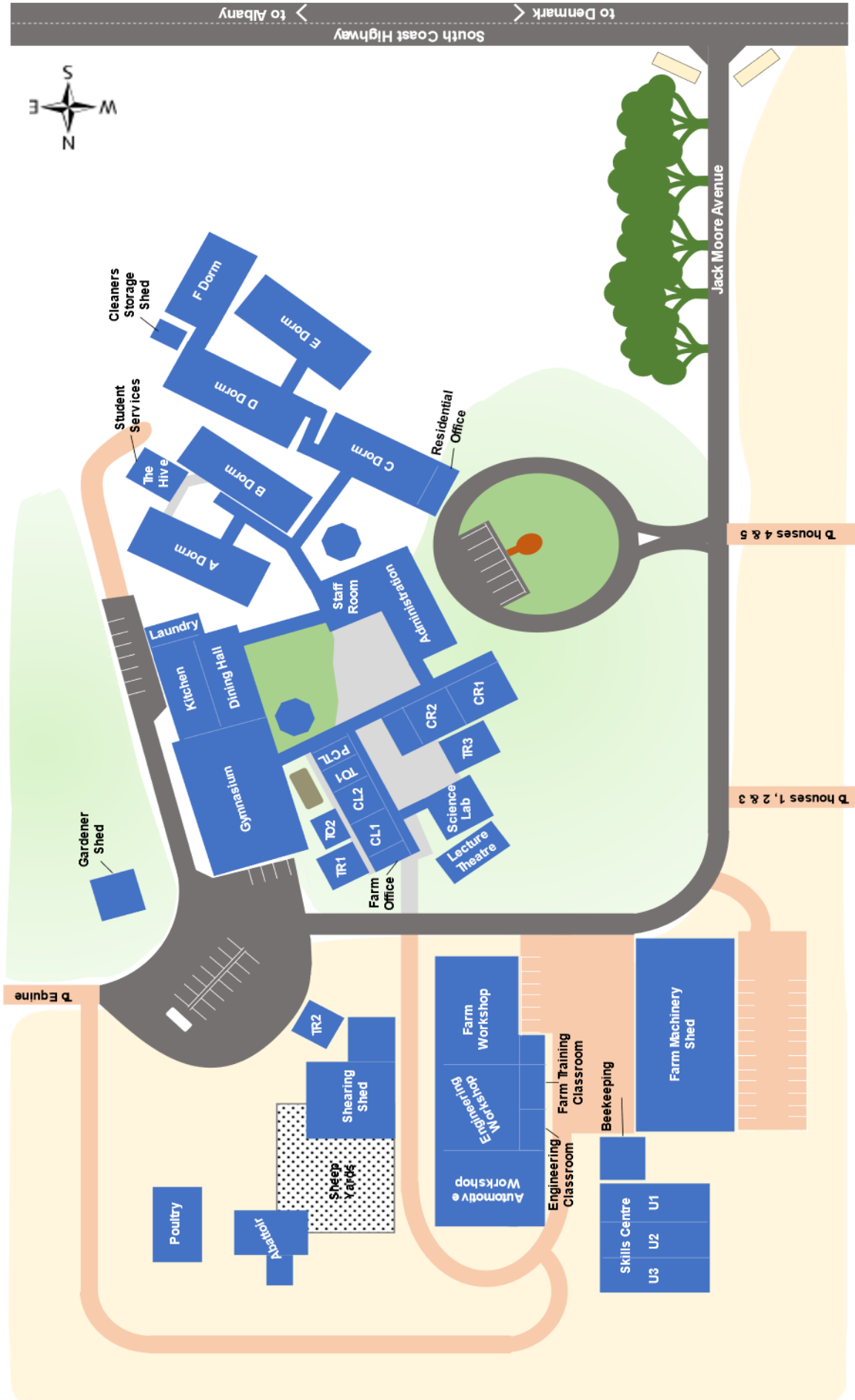
As a small school, with only 146 students, we have a wonderful opportunity to create meaningful relationships with our young adults. As the Principal, I live on site with my own family; providing me with a stronger connection to our school community.

I look forward to meeting your child and helping them achieve their goals.



Rebecca Kirkwood
Principal





OUR VISION

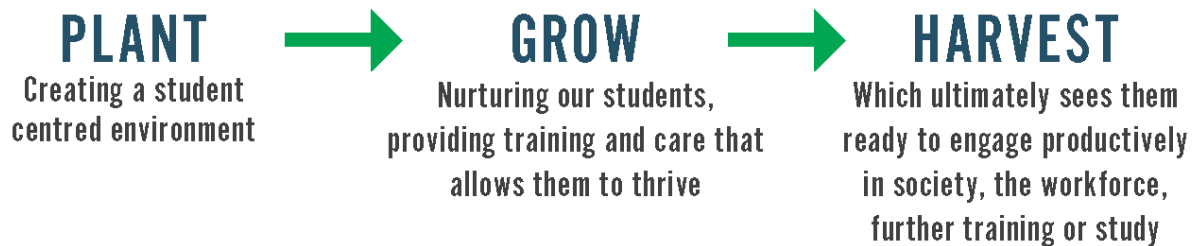
PLANT • GROW • HARVEST

Excellence & Innovation in Agriculture

MISSION:

We provide a place that allows our young people to thrive

WE ACHIEVE THIS BY:



OUR VALUES



Pursuing **personal excellence** by:

- setting high expectations and meaningful goals
- persevering when faced with challenges and building resilience
- accessing help and support



Building **positive relationships** by:

- promoting mutual respect and trust
- engaging in teamwork and cooperative learning
- contributing to a productive learning environment



Demonstrating **social responsibility** by:

- behaving ethically
- recognising and supporting the needs of others
- contributing to a sustainable community

Staff Structure

Principal	Rebecca Kirkwood
Deputy Principal	Alf Mungioli
Manager Corporate Services	Craig Armstrong
Residential Manager	John Overton
Head of Department - Trades	Mark Boynton
Head of Department - Class	
Farm Manager	Kevin Marshall
Head of Student Services	Brad Woodruff
Classroom Teaching Staff	
Robert Calcraft	Brenton Stone
Trudi Romano	Chris Kirkwood
Shiralee Goodwill	Sarah Johnson
Shelley Parker	Deborah Hatch
Phillip Toon	Marcus Hamilton
Education Assistant / Trades Assistant	Tracy Green / Mark Spencer / Holly Pepper
Laboratory Technician	Erik Christensen
Vocational Education Trainers	
Automotive	Peter Kemp
Forestry	Albert Adams
Bee Keeping	Belinda Dufall
Equine	Emily Pagan
RTO Compliance officer	Darren Scahill
Farm Staff -TOAI	
Assistant Farm Manager	Terry De Vos
Dairy	Jack Marney
Beef	Brad Seib
Sheep	Roger Schulz
Dairy	Nia Campbell
Horticulture	Dai Thomas
General Farm	David York / John Ward
Workshop	Gary Jones
Viticulture	John Cosby
Abattoir /Poultry	James Skipper
Residential Staff	
Keir Mulder	Pania Payne
Bernard Wong	Dane Carter
Doug Thompson	Eric Bogensperger
Megan Butt	Peter Worthington
Terri Kebblewhite	Vicky Day
Duncan Macnish	Jenny Scahill

Administration Staff		
Rosemary Wolter	Finance / VET	Courtenay Lockyer Work Ex / VET
Tamara Cybula	Administration	Tracy Hardiman VET
Alexis Steyn	Marketing	
Facilities Co Ordinator		Tracy Milton
Catering Staff		
Ray Benson – Head Chef		Aldo De Franco - First cook
Malcolm Keala – Second cook		Ashleigh Young – Second cook
Crimson Breden – Kitchen Hand		Peita Robinson
Carrie Snow		
Cleaning Staff		
Peta Otway – Cleaner in charge		Michael Wigley
Suzanne Wakefield		Keith Stretton
Nancy Te Moana		Kirsty O’Toole
Lynn Willson - Gardener		Kris Henwood - Wimpenny
Student Services		
Bree Crockett (Psychologist)		
Chris Urschitz (Chaplain)		
Emma Pascoe (Nurse)		

Contacts

WA College of Agriculture - Denmark
 872 South Coast Highway
 PO Box 350,
 Denmark, WA 6333
 Phone: 08 9848 0200
 Email: denmark.wacoa@education.wa.edu.au
 Website: denmarkag.wa.edu.au

Residential mobile (on duty residential staff)	0428 480 206 or 0428 480 207
Principal	0447 607 422
Residential Manager	0428 480 203
Farm Manager	0428 480 205

**MOST COLLEGE COMMUNICATION TAKES PLACE VIA EMAIL SO PLEASE
 MAKE SURE YOUR EMAIL CONTACT INFORMATION IS UP TO DATE.**

College Office Hours

Office Hours	Monday to Friday	8:00am to 4:00pm
	Public Holidays & Term Breaks	Closed
Phone (all hours)	[after hours - automatic call diversions are applied]	(08) 9848 0200
Email Address	Administration	denmark.wacoa.adminstaff@education.wa.edu.au
	General Enquiries	denmark.wacoa@education.wa.edu.au
	Financial Enquiries	denmark.wacoa.finance@education.wa.edu.au

General Information

WACOA – Denmark - Lesson Times

Name	Code	Start	Finish
Period 1	1	08.10 am	09.10 am
Period 2	2	09.10 am	10.05 am
Recess	3	10.05 am	10.25 am
Period 3	4	10.25 am	11.25 am
Period 4	5	11.25 am	12.20 pm
Lunch	6	12.20 pm	12.55 pm
Period 5	7	12.55 pm	01.55 pm
Period 6	8	01.55 pm	02.50 pm
Recess	9	02.50 pm	03.05 pm
Period 7	10	03.05 pm	04.00 pm

Attendance

Parents of day students who are absent from College for any reason are required to provide an explanation for their child's absence. Parents will use the Compass School Management System to lodge an attendance note for their child's absence. Alternatively, parents are welcome to call admin 98480 200 or Text on 0437 485 286 with advice about their child's absence from school.

All leave to go home, attend appointments, after school activities and any other absences for residential students during the school day or after must be entered in REACH - including the reason for the absence.

Any students arriving after the school day has started must report to office staff first to obtain a late note and be recorded as present.

Parents/Guardians of students needing to leave early or attend appointments during the school day, must advise the school office before 9am when possible. Students will be issued with a pass to leave class or farm to meet parents/guardians in the school office and **be signed out**. Residential students with medical appointment during the school day also require a pass to leave class. Please advise office staff in advance of any appointments.

Medical Treatment

There may be occasions when your child will need medical treatment. If necessary, they 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 child is a member of the St John Ambulance fund.

Note : Any changes to your child's medical details needs to be conveyed immediately

Q Fever Vaccinations (Q-Vax)

Q Fever is a bacterial disease that affects humans and other animals. The organism is uncommon but may be found in cattle, sheep, goats and other domestic mammals as these animals are carriers of the disease. Humans can be exposed to the bacteria through contact with faeces, urine, milk and blood of these animals.

Whilst vaccination is not compulsory, it is highly recommended that all new students to the College are vaccinated against Q Fever. The vaccine offers the highest level of protection against Q Fever. Students must be aged 15 or older to be vaccinated against Q Fever. Parents and Carers are required to organise vaccinations for their child directly with their nearest or preferred GP.

For further health information, visit: https://www.healthywa.wa.gov.au/Articles/N_R/Q-fever

Student Mobile Phones

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. This is in line with the direction provided by the Minister of Education, banning the use of mobile phones in schools and is reflected in the Student Mobile Phones in Public Schools Policy effective 3rd February 2020.

At WACoA Denmark, we cater to the needs of our young adult learners so that they can take their next important steps in their life. Our primary goal is to move students to increasing independence where they understand, appreciate and accept responsibility for the choices they make and, in doing so, make the most of their opportunities. As part of this approach, we seek to teach our students to be responsible and accountable for their actions in all aspects of school life, including mobile phone and other device usage.

CONDITIONS OF USE AT WACOA DENMARK DAY PROGRAM BETWEEN 8.10AM AND 4PM

Department of Education policy states that students are permitted to be in possession of their mobile phone during the school day, but they should be turned off and put away all day ("turned off and neither seen nor heard"). This includes during break times. All smart watches must also be "off & away" so phone calls and messages cannot be sent or received during the day. For the purpose of this policy, 'mobile phones' includes smart watches and devices, associated listening accessories, such as (but not limited to) headphones and ear pods.

With this understanding, the following conditions of use apply:

BEFORE SCHOOL

Students are allowed to access their phones until 8:10am only. After this time, their mobile devices are expected to be turned "off & away".

DURING CLASS TIME

The Principal and staff are responsible for determining when a mobile phone can be used by a student for educational or other specific purposes. Examples may include, but are not limited to:

- Viewing web-based material, recordings, catalogues
- Photo taking such as lesson notes

As such, during class time, phones are to be “off & away” before the student enters the classroom. This includes the time in which students may need to leave class (toilet, collecting printing or photocopying, attending a meeting etc.)

Devices can only be used with the explicit permission of the teacher.

The use of personal headphones/earphones is not permitted. The use of headphones/earphones is only allowed with explicit instruction from the teacher/trainer. The student must use school provided headphones/earphones.

LUNCH BREAKS AND IN-BETWEEN CLASSES

Phones are to be “off & away” during these times.

AFTER 4.00PM

Students are permitted to use their mobile phones after the end of the school day, unless involved in an activity which is teacher led, ie Cattle Club, and therefore ‘during class time’ conditions apply.

EXEMPTIONS, PARENT/GUARDIAN COMMUNICATIONS

- Exemptions to this ban include where a student requires a mobile phone to monitor a health condition as part of a school approved health care plan; or under the direct instruction of a teacher for educational purposes.
- Upon application to Student Services, students may be granted access to their mobile phone and personal earbuds as a support mechanism if it is mentioned in the student’s support plan. In these instances, approval may be granted by the line manager in consultation with staff.
- Whilst at WACoA Denmark, students are the responsibility of the school. All communication between parents/guardians and students during school hours, should occur via the administration office.

BREACHES OF THIS POLICY DURING THE DAY PROGRAM

Breaches of this policy will be managed in accordance with the associated Behaviour Management Policy and Procedures.

1. In the first instance students are required to hand the phone to the classroom teacher / vocational trainer / technical officer where it will be taken to the front administration building and stored. Students can collect at the end of the day.

2. Administration officer will complete a Compass entry notifying parents of a mobile phone confiscation.
3. Repeated offences, the student is not to collect the phone at the end of the day, Parent/Guardian to collect.
4. At the end of each term, all student's mobile phone breaches will be re-set.
5. Students who use a mobile phone (still and video) to film people and their activities without their knowledge and/or permission and any student found to be involved in recording, distributing or uploading inappropriate images, videos of students, parents or staff on school grounds will be suspended immediately.

STAFF

Staff are to consider alternative methods of communication in place of mobile phones and are not to use them for personal matters in teaching areas or duty areas.

Regional Bus Services

All new College students (Day and Residential who live between Albany and Denmark requiring bus transport on the Albany—Denmark school bus in 2024) will need to submit a new application for Transport Assistance. This can be completed online through the School Bus Services website

Please go to the website as indicated below and follow instructions.

1. <http://www.schoolbuses.wa.gov.au>
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 School Bus Services on 9326 2483.

It's highly recommended that new applications are submitted to School Bus Services as soon as possible. School Bus Services expects to notify families of the outcome of applications for 2024 before mid-January 2024.

Please note: Due to limited places on the bus, day students requiring the bus each day will have preference over supplementary passengers travelling to and from the College on weekend leave.

Swan Transit operates the service between Denmark and Albany. The school bus will return to Albany early on the final day of the school term to accommodate the early close for residential students traveling home from 2.10pm. Refer to term planners.

Uniform

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. As a worksite, students are expected to conform with industry Workplace Health and Safety requirements and their adherence to this policy should reflect this. 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
- No singlets/sleeveless tops or hats/beanies to be worn in the dining room
- Work boots to be removed and placed neatly outside dining and classroom
- Not to wear dirty or soiled clothing:
 - in the dining room
 - at official meetings or interviews
- Males to be clean-shaven at all times
- Not to wear excessive jewellery

Dress Types (Please refer to the Uniforms & Booklists Handbook for a more comprehensive list.)

Jewellery

Students are required to respect the following guidelines for the following situations:

1. **Jewellery when wearing the Hi Vis uniform:**
 - a. No jewellery is to be worn at all- there are no exemptions to this rule
 - b. All jewellery must be removed while wearing Hi Vis. This includes all new piercings. Regardless of new piercing instructions, students will be directed to remove the piercing
 - c. Please note that the College does not support the taping of jewellery
 - d. Families considering additional piercings for their children should do so over the longer Summer vacation period.
 - e. The failure to remove piercings will result in the student being directed into their class uniform, thus restricting their access to some College programmes.
2. **Jewellery when wearing the classroom uniform:**
 - a. Maximum two small sleepers/stud in each ear
 - b. Single nose stud plain
 - c. Single simple chain
 - d. No rings

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 when in any College uniform regardless of gender. Hair longer than collar length must also be tied up in a bun when students are in their Hi-Vis uniform.
- Hair styles are not to follow the extremes of fashion. Styles considered unacceptable include: under-cuts, mullets, mohawks, dreadlocks, top-knots, multi-dyed and hair dyed an unnatural colour. Within reason students may be permitted to have shades or tints.

Students who present with hair that does not meet our guidelines will be given two school days to rectify the situation but may not be permitted to represent the College on any extra-curricular excursions or attend some College activities until they do so. Ultimately students are offered a place at the College on the condition they meet the standards of grooming and presentation.

Failure to comply with the uniform policy will result in application of the Behaviour Support Policy

Dress Types (Please refer to the Uniforms & Booklists Handbook for a more comprehensive list.)

Full College uniform	Where or When
Blazer and navy-blue V neck pullover or navy jacket, moleskin trousers, blue shirt, dress belt and polished dress boots.	Town leave weekdays Mon— Fri On official College business As directed at other times
Classroom uniform	Where or When
Moleskins with belt and polished dress boots. Blue shirt, tucked in, with or without tie. No T-shirt under shirt. Pullover or navy jacket and/or blazer may be worn if cold.	Classroom, weekday town leave. Breakfast/lunch as appropriate.
Farm/Physical work uniform - HiViz	Where or When
Cotton drill navy work pants and Hi Vis orange long-sleeve work shirt, tucked in. A belt is to be worn. High Visibility Waterproof jacket and pants (orange and navy) No T-shirt under shirt Orange and navy work jumper Broad rimmed navy cotton hat Polished farm boots or Wellington boots	Farm work Manual Arts Physical work on campus
Smart casual	Where or When
Trousers, jeans, shorts, shirt, enclosed footwear. Collared shirt.	Town/local leave Weekend
Casual/sport	Where or When

College navy and grey polo shirt College tracksuit navy and white top College tracksuit pants	Sporting events Outings as directed At leisure
Casual	Where or When
Trousers, shorts, jeans T-shirts, collared shirts	Evening meals and weekend.

Student Council

Why do we have a Student Council?

Our Student Council give the student body a voice. Our student council meet regularly with Mr Woodruff our Head of Student Services and voice any questions or concerns they may have had brought forward by the student body. From there we can action these queries and make the changes if any. From this group of Councillors, a College Captains are announced. Our College Captains then represent our college at many functions and events, for example Country Week the Perth Royal Show and many, many more. If elected, they will be the face and voice of our college not an easy task at times but one of the upmost importance and responsibility.

Student Services

The Student Services team coordinates the monitoring and provision of support to students identified as at risk and oversees student well-being initiatives. Staff liaise with parents, staff and external agencies in developing support and management plans for students or identified cohorts. Student services staff are available to assist students with a wide range of matters including:

- transition to boarding
- pastoral care
- social, emotional, mental and physical wellbeing
- peer relationships

The Student Services team consists of – Program Coordinator (Student Services) – Brad Woodruff, Deputy Principal, Alf Mungoli, Residential Manager – John Overton, School Psychologist – Bree Crockett, Chaplain – Chris Uschitz and the School Nurse – Emma Pascoe.

Program Coordinator – Brad Woodruff



Oversees the functioning of Student Services and coordinates the development, implementation and review of related programs, processes and policy.

Responsibilities include but are not limited to –

- liaising with parents, support staff, and external agencies;
- facilitating mental and emotional health support for students;
- facilitating support plans for students with social/emotional concerns;
- implementing policies to improve outcomes for all students;
- delivery of student well-being programs.
- setting the strategic direction of Student Services.
- maintaining attendance.

Deputy Principal – Alf Mungoli



Provides guidance and support to the Student Services team. Reviews the strategic direction set by the Program Coordinator.

Residential Manager – John Overton



Works in partnership with the Program Coordinator – Student Services to coordinate the support of identified students and promote student well-being. The Residential Manager is the primary contact for parents, if their child has emotional/social concerns related to the boarding nature of the college. The Residential Manager delivers on a need's basis, programs that support and enhance the mental health of specified groups of students and individuals.

Chaplain – Chris Urschitz

Chaplains are employed by YouthCARE, whose three core values of respect, compassion and service shape the actions and impact students and the wellbeing of WA school communities. The role of the Chaplain is to focus on positive, empowering work as well as mentoring. The School Chaplain works with the student services team to meet the school's educational objectives and support the students in the challenges that they face throughout their high school years.

The Chaplain is available to provide positive support, life skills and leadership to the students and their families as well as the staff at WACOA Denmark. The aim is to create and support a positive school culture through pastoral care, mentoring and involvement in school initiatives.

Psychologist – Abigail Weber

The school psychologist is a uniquely qualified member of the Student Service team that support students' ability to learn and teachers' ability to teach. School psychologists apply expertise in mental health, learning, and behavior, to help students succeed academically, socially, behaviorally, and emotionally. The school psychologist helps college staff meet the social, emotional, learning and behavior needs of students. The school psychologist works closely with Student Services, administration, teachers' students and parents to help the College make improvements that are good for all students, particular groups of students or individual students.

School Health Nurse – Dana Boston

School Health Services are an easy access point for health care for students. The support encourages development of knowledge, skills and behavior, and encourages the young person to deal with their health issues and make healthy lifestyle choices. Individual students can seek information guidance and support about a range of issues that may include coping with illness, culture or racism issues, feeling anxious, stressed or unhappy, healthy eating and nutrition, healthy weight and body image, mental health and wellbeing, loss and grief, problems at home, relationships, sexual health, smoking, alcohol and drug use, other adolescent health concerns.

Our Health Educator also conducts education sessions in the classroom around health issues.

Communication with the College

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 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.

- **CONNECT:** Information on learning materials and assessment results for each subject and learning area enabling parents to communicate with staff and remain up to date with their child's progress.
- **COMPASS:** Every Parent /Guardian receives a separate log in to our College compass site, from there you can access your child's attendance notes and email the teachers directly, you will also be asked to access Compass to give consent to events and excursions.
- **WHATS ON @WACOA:** Newsletter emailed each week to parents and staff.
- **DINING ROOM ADDRESS:** At times, students are addressed at the conclusion of recess and lunch.
- **SMS:** Text messages are used to communicate short or urgent messages with parents and absentees. Our contact number is 0437 485 286 if you ever need to text the school.
- **FACEBOOK and INSTAGRAM:** Photos and news of College events are regularly uploaded to social media.
 - Instagram: @denmark_ag
 - Facebook: WA College of Agriculture Denmark
<https://www.facebook.com/denmarkagcollege/>
- **REACH:** Residential students leave requests and parent permission for certain excursions.
- **EMAIL:** emails are used to communicate directly with individuals or groups of parents.

Sometimes you may be unhappy with school decisions. If this occurs, please make the College your first contact for further discussions.

If you remain dissatisfied with school decisions, you are welcome to contact the Department of Education for support to address your concerns: <http://www.education.wa.edu.au/complaints>

Visitors to the College

All visitors to the College are required to sign in at administration during school hours. Students will be called to the Administration office to meet with the visitor. Visitors are not to enter learning spaces.

Should a student's friend/relative wish to visit, written parental permission must be given.

Refusal to allow a visit by a relative or friend will occur if:

- a) The visit interferes with the student's educational program
- b) The visitor has been prohibited to enter the College grounds
- c) Visitors are suspected to be under the influence of alcohol and/or drugs
- d) Visitors are abusive or display antisocial behaviour

Visitors who display inappropriate behaviour or do not follow instructions will be asked to leave the College and may be prohibited from coming on site.

The entire College site is smoke free

Student Leave & Signing In and Out

Day Students

Where a day students' needs to leave school during the school day they must be signed out in school office by parent, carer or person authorised in writing by parent to do so. If returning from an appointment during the school day, students must sign in at the school office.

Residential Students

No student is to leave the College campus without gaining official permission from an appropriate staff member. Parents and Carers of residential students are responsible for submitting leave requests via the REACH Boarding system.

Student Farm Driving Procedures

Student Driving Procedures

Driving Permits

To drive a range of farm vehicles and machines relevant to the agricultural program, students must progress through three stages of instruction and assessment. Students are not permitted to operate certain vehicles without first attaining the specified permit level which will then allow training of that vehicle/machine to achieve a Unit of Competency from a National Training Package. These vehicles/machines include skid-steer loaders (Bobcats) and motorbikes. Students cannot be endorsed to drive a quad bike, forklift or any class of school bus.

Probationary Permit

Students must:

- be at least 15 years old, in Year 10 and have written permission from parent/guardian to drive college vehicles including confirmation that the student has no impairment related to medical or physical condition that will affect their driving capabilities
- undertake theory and practical instruction on the operation of utility vehicles and light tractors;
- understand and sign the Student Driving Rules;
- satisfactorily complete a written theory test; and
- undertake a practical driving test for a utility and a basic tractor. (Test No. 1)

This permit enables students to drive under the instruction of a staff member with the staff member in the front seat of the vehicle, if a passenger vehicle, or in the case of a non-passenger vehicle with the staff member in close proximity. Passengers are permitted subject to the professional judgement of the supervising staff member.

Stage 1 Permit

Students who hold a Probationary Permit can be tested for a Stage I Permit on turning 16 years of age and when they are confident to do so, subject to an authorised staff member determining that they have had the necessary training and experience. This permit allows students to drive a utility and a light tractor to undertake an approved task under supervision.

Students must:

- satisfactorily complete a written test;
- satisfactorily complete a practical driving test (Test No. 2); and
- meet any special requirements for specific vehicles/machines –

This permit enables the student to drive a utility with other students as passengers but only when the staff member is in the vehicle, or the vehicle is within line of sight of the supervising staff member. This permit also allows students to be trained to operate a range of farm vehicles relevant to the agricultural education program in preparation for the Stage II Permit. Students must have a staff member present in the vehicle or in close proximity whilst undergoing training.

Students must remain on a Stage 1 Permit until at least the end of Semester One.

Stage 2 Permit

At the end of Semester One a student competent at Stage 1 may undertake a Stage 2 Permit. When a student has completed the training and feels competent, they may be assessed for a Stage II Permit and endorsed to drive and/or operate any of the following vehicles and machines:

- Rigid trucks
- Medium and large tractors (fixed and articulated)
- Combine harvester
- Loaders (fixed and articulated)
- Mules and gators
- Skid-steer loaders (additional assessment required)

To achieve a Stage II Permit students must:

- satisfactorily complete a written test;
- satisfactorily complete a practical driving test for each vehicle/machine included; and
- meet any additional requirements for specific vehicles/machines

Driver Assessment

There are two assessment steps for each Permit level, written and practical. A student must pass the written test component before undertaking the practical driving test and have any impairment related to a medical or physical condition assessed for its influence on driving capability before obtaining any permit.

Staff Supervision Procedures

Staff members must ensure that adequate supervision of students driving vehicles or machines is achieved at all times. The level of supervision required is determined after ascertaining the students' level of driving permit endorsement, their demonstrated positive attitude and competence with a particular vehicle or machine and the task to be undertaken.

Supervision Specific to Permit Level

Probationary Permit

- **utility**, with a staff member in the front seat at all times who uses their professional judgement as to whether it is appropriate to have passengers (refer to the information provided below under guidance); and
- **light tractors**, when undertaking an approved task within a designated area and with a staff member in close proximity at all times.

Stage 1 or Stage II Permit

- Passenger vehicle – students permitted to drive (utilities and trucks) when undertaking an approved activity in a specified area and with a staff member instructing the student who has line of sight or if line of sight is obstructed, always supervised by a staff member.

- Non-passenger vehicles and machines - students permitted to drive (tractors, harvesters, motorbikes etc.) when undertaking an approved task in a specified area and with a staff member instructing the student who has line of sight or if line of sight is obstructed, always supervised by a staff member.

Emergency Response Plan

Staff and students must be aware of the following procedures in the event of an emergency involving a vehicle or machine.

Students must:

- seek medical aid if injury has occurred;
- implement basic first aid measures only if safe to do so;
- advise the nearest staff member by whichever means is most appropriate;
- confirm no other persons are likely to become involved in the immediate situation; and
- follow precisely the instructions of staff and/or emergency personnel.

Staff must:

- assess the situation, contact other personnel to assist, as appropriate, and activate procedures as per the School/College Crisis Management Plan;
- implement basic first aid measures if safe to do so;
- if at the scene, ensure the site is safe and no other persons are likely to become involved in the immediate situation; and
- take photographs and make accurate notes in dot form outlining the event as it unfolds or as soon as possible after the event.

First aid packs are located in each utility and a portable kit is available in the farm office.

Student Driving Rules

- Students can only operate a vehicle or machine if they are in possession of the correct driving permit and under explicit direction of a staff member
- Students must display a responsible attitude and drive safely at all times.
- Students must be appropriately dressed to participate in driving activities and wear protective clothing, when required.
- Students are not permitted to drive school/college vehicles on public roads.
- Students must carry out basic checks of vehicles and machines prior to use, ensure that they are kept in a clean and tidy condition and report any faults, breakdowns or damage to their supervisor or other staff member immediately.

- Students may only operate a vehicle or machine under explicit direction of a staff member and in compliance with school/college rules. They may only operate a vehicle or machine if they are in possession of the issued driving permit.
- Students must ensure that all passengers within the vehicle or machine are correctly wearing seat belts, when provided before commencing the drive
- Students must adhere to any signage posted and/or modify operation to suit road and paddock conditions. Speed limits are 10 km per hour in the farm building area, 20km in cattle yard, silo, slaughter shop, stable area, 40 km per hour in all other areas and a maximum speed of 40 km per hour whilst driving any trucks and Utes. Road rules such as correct indication, keeping to the left, etc. are to be used at all times.
- Tractor maximum speed 20km per hour
- Students are not permitted to ride on the back of utilities, trucks, or trailers, unless a staff member is present and the student is engaged in work that requires travelling on the back of the vehicle, e.g. loading hay, etc. In these circumstances the vehicle must be driven on predominantly flat terrain at a speed less than 10 km per hour.

Failure to comply with these rules will incur loss of demerit points for minor breaches and may in turn result in loss of driving privileges. It could also result in suspension from the school for serious breaches.

Dates

Provisional Term 1 Dates: 2024

Admin Office Open	Wednesday 24th January, 2024
Public Holiday Australia Day	Friday, 26th January, 2024
New Year 10 and 11 <u>Residential & Day</u> students commence	Tuesday 30 th January 2024 Residential students arrive after 11.00 am. Day students after 1.30pm. Please come to the Admin building first. All families to attend Principal's address (Q&A) at 2pm in the Gymnasium, followed by afternoon tea in the dining room.
Existing Residential students commencing Year 11 or Year 12 in 2024 return to College	2pm onwards on Tuesday 30 th January 2024 go to Boarding house and unpack.
Normal Timetable commences for all students	8.10am Wednesday 31 st January, 2024.
Term ends (Interim Reports issued)	Thursday 28 th March, 2024 at 2.00 pm.

Term Holidays 2024 (dates to be confirmed)

Term 1 Wednesday 31st January 2024 School classes commence at 8am

Thursday 28th March 2024 term holidays begin

Term 2 Monday 15th April 2024

Friday 28th June 2024 term holiday begins

Term 3 Monday 15th July 2024.

Friday 20th September 2024 term holiday begins

Term 4 Monday 7th October 2024 classes commence

Thursday 12th December 2023 End of School Year.

(NB: All the above dates may be subject to slight changes please check finalised school planners available through admin or on school website)



WESTERN AUSTRALIAN
COLLEGE *of* AGRICULTURE
Denmark

www.denmarkag.wa.edu.au

T: 9848 0200 | **E:** denmark.wacoa@education.wa.edu.au | **A:** 872 South Coast Highway Denmark