WESTERN AUSTRALIAN
COLLEGE *of* AGRICULTURE
Narrogin

RTO 50506

Residential

Operating Procedures

2027



WESTERN AUSTRALIAN COLLEGE of AGRICULTURE
Narrogin
RTO 50506

Welcome to WA College of Agriculture – Narrogin Residence

At the WA College of Agriculture (WACoA) Narrogin, we are committed to making your transition to residential life as positive, enjoyable, and successful as possible. Living away from home for the first time can be both exciting and challenging, and our residential staff are here to support you every step of the way. If you have any questions, concerns, or need assistance, please reach out to a staff member. Our dorm captains and senior students are also available to help you settle into residence life.

Parents and caregivers play an important role in supporting their child as they adjust to boarding life. We encourage all families to familiarise themselves with these guidelines, as well as the College Operating Procedures, to ensure a shared understanding of expectations and responsibilities.

While we strive to create a genuine home away from home, we are also a large residential community. To ensure everyone feels safe, supported, and respected, all students are expected to become familiar with the routines, responsibilities, and expectations of living in residence. The key to a successful boarding experience is respect. By respecting the rights, needs, and wellbeing of others, you help create a positive environment where everyone can thrive. On behalf of all residential staff, I extend a warm welcome to you and your family. We look forward to supporting you throughout your time at WACoA Narrogin and hope your residential experience is rewarding, enjoyable, and filled with opportunities for growth, lifelong friendships, and success.

Kind regards

Heather Rae

Head of Residence

WESTERN AUSTRALIAN COLLEGE of AGRICULTURE
Narrogin
RTO 50506

Index

Contents	Page
Residential Staff	4
Boarding Contract	5
Residential Code of Conduct	6
Requirements of Boarding	7-9
Leave	10-11
Student Drivers	12
Visitors	13
Residential Routines	14-15
Expectations	16-17
After School Activities	18-19
Dormitory Rooms & Common Areas	20-21
Electronic Devices & Mobile Phones	22-23
Medical	24-25
Wellbeing	26
Behaviour	27-28
Banned Items	29-30

Western Australian College of Agriculture
Narrogin
RTO 50506

Residential Staff

Residential Staff & Contact Details

Head of Residence:	Mrs Heather Rae 9881 9700 Heather.Rae@education.wa.edu.au
Duty Room After-hours:	9881 9732
Residential Staff Mobile:	0457 548 119
Excursion Staff Mobile:	0436 808 595
Residential Email:	narrogin.wacoa.residential@education.wa.edu.au

Reporting Issues & Concerns

Any issues or concerns affecting students should be reported to Residential Staff as soon as possible. Concerns can be raised in person, by phone, or via email. Early reporting allows the College to address matters promptly and prevent them from escalating.

We ask that parents and caregivers respect and adhere to the decisions made by residential staff. **We have zero tolerance for harassment, bullying or abusive behaviour towards our staff.** Any concerns or disagreements should be raised directly with the Head of Residence and/or Principal. Disputes arising outside school hours will be documented and followed up on the next school day. **We appreciate your cooperation in maintaining a safe and respectful environment for both students and staff.**

Stymie is an online anonymous reporting platform available to students and parents/caregivers for reporting concerns. Reports can be submitted through the Stymie website: www.stymie.com.au.

The **Department of Education** also provides a confidential hotline for students and parents/caregivers to report serious concerns about the Residence that cannot be appropriately addressed through College staff. The hotline number is **1800 011 114**.

Boarding Contract

1. The parents/caregivers must pay the college Residential Boarding Fees as determined by the Department of Education and in accordance with timelines set by the college.

2. Residential boarding fees must be paid prior to the first day of the term to which they relate unless a prior arrangement has been approved by the principal. The principal may refuse permission for a student to take up residence in semester 2 or the following year if any fees are outstanding or if there is no negotiated payment plan in place.

3. No refund of fees is payable for any period of short-term absence by a student from the college. Fee refunds for long-term absences should be negotiated with the principal.

4. The college reserves the right to discipline, suspend or exclude a student from Residence if the student's behaviour is:
    a. in breach of the college's rules and regulations and any code of behaviour; or
    b. deemed unacceptable at the principal's sole discretion.

5. The parents/caregivers are liable for any damage to the college or Residence caused by a negligent, reckless or wilful act of a student.

6. The college is responsible for the safety and welfare of students while under its care and control, but it is not liable for any illness, injury or death unless it was caused by the negligence of the college.

7. A student is responsible for their own property and any loss or damage to that property unless it was negligently caused by the college.

8. The parents/caregivers must ensure the punctual arrival and departure of the student at the start and finish of any period of leave.

9. The student must abide by the college's rules and regulations.

10. It is expected that the Principal and the Head of Residence are advised of any serious medical condition and/or social or emotional issues that may impact on the student's life at the college.

11. Parents/caregivers and students must agree to the above terms by **completing the Boarding Agreement form** that is sent as part of the college enrolment package.

Residential Code of Conduct

Overview

The Residential Code of Conduct identifies the college and community expectations of students. By adhering to the code, students ensure they maintain an environment that is productive and safe.

Respect for Self

Students will:

- Act with proper regard for their own safety, education, welfare, and health (mental and physical).
- Conduct themselves in a respectful, responsible, and lawful manner.
- Behave in a way that upholds the expectations, integrity, and reputation of the college.
- Accept responsibility for their actions.
- Report a breach of the Code to appropriate staff.

Respect for Other Students

Students will:

- Treat other students with respect, dignity, courtesy, honesty, fairness, and with proper regard for others' rights, safety, and welfare.
- Be respectful of other people's views and opinions.
- Respect the privacy of others.

Respect for Staff

Students will:

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

Respect for Property

Students will:

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

By accepting a place in Residence, all students agree to uphold the Residential Code of Conduct.

Requirements of Boarding

There are many new skills and responsibilities your child will learn as they transition successfully into Residence. Students are encouraged to take an active and responsible role in managing their day-to-day domestic routines. Small habits can make a big difference, and the more quickly students settle into the residential routine, the more comfortable and enjoyable their experience at the College will be. The following simple expectations will help students prepare for Residential life and should be reviewed before their arrival.

Clothing Required

- Full college uniform (labelled with student's name) as outlined in the *college Operating Procedures*
    - Two sets of Farm, Trades and Class uniform
    - One set of Formal uniform
- Tidy casual appropriate clothes for recreational activities and evening meals
- Casual closed-in footwear

Necessary Items

- Cutlery, plate, cup for the dorm area
- 2 bath towels
- Sewing kit
- Boot polishing kit
- 1 small padlock for lock box
- Coat hangers
- Large laundry bag
- Laundry basket
- Laundry powder (Not laundry pods)
- Tea towel
- Toiletries
- No aerosol cans
    - These can set off our fire alarms
    - A call-out fee of $1337 is charged by the Fire Brigade and is expected to be covered by parents/caregivers if deemed deliberate or a result of irresponsible behaviour.
- Bedding:
    - Duvet & cover
    - Spare blanket
    - Pillows & pillowcases
    - Fitted king single mattress protector
    - 2 sets of king single sheets

Requirements of Boarding Continued

Personal Hygiene

- Washing hands after using the toilet
- Showering every day
- Disposing of used sanitary materials immediately in supplied bins
- Using roll-on deodorant/antiperspirant
- Brushing teeth twice daily

Personal Appearance

- Correct uniform for the section that is clean, tidy, and in good condition
- Washed, combed and neat hair
- Wearing clean and tidy footwear

Clothing & Personal Belongings

- Sewing buttons on clothing and repairing small tears
- Changing clothes regularly
- Clothes need to be washed regularly
    - Every dorm has its own washing machines and dryers
    - An external laundry service is also provided (see below)
- Making sure all items are labelled and identified
- Being responsible for own possessions

Laundry

There is a laundry service for all students in Residence. The local laundry service collects students' laundry at 6 am three times a week. Pick-up and drop-off are as follows:

- Monday - Wednesday
- Wednesday - Friday
- Friday – Monday

When using this service, clothes need to be clearly marked, in a laundry bag and dropped into the bins at the Duty Room. We would prefer students to use this service for their farm, trades and formal uniforms.

Dorm Laundry

Each dorm has a laundry area for students' use. This is a shared area, so please remember to remove your items from the laundry when done so others can use the facilities. Do not open the washing machine until the washing cycle has finished, or place dripping wet clothes in the dryer.

Requirements of Boarding Continued

Bedroom

- Making their own bed
- Changing sheets once a week
- Keeping the cubicle clean and tidy
- Always locking the room

Personal Relationships

- Respecting others' beliefs and cultures
- Respecting others' privacy and belongings
- Changing sheets weekly
- Using manners when speaking with staff and other students
- Students are to be mindful of personal boundaries and appropriate personal contact while around the college.

Leave

All Leave

- All leave approval is at the discretion of the college. The college may contact parents to verify leave that is cause for concern.
- Any student returning to the college in an inappropriate state will need to leave the site, and they will need to be collected by a parent/caregiver.
- The college Residence does not remain open on closed weekends.
- Weekend excursions that are deemed compulsory must be attended by students remaining onsite that weekend, as staff are not on site.

Requirements of Weekend Leave for Parents/Caregivers

- Weekend leave needs to be entered through REACH before Thursday morning.
- If you are having any issues with REACH, please contact the residence.
- In the case of an emergency, leave can be accepted through the residential email narrogin.wacoa.residential@education.wa.edu.au
- Whoever is collecting or dropping off the student must come to the Duty Room and sign the student out (this will mean a physical signature).
- If a student will not be returning at the allocated time, parents need to contact Residence to inform them of any changes.
- If a student does not return at the allocated time on their leave, an SMS will be sent out to parents to confirm their whereabouts.
- If a student is going to be absent from school, parents are required to email admin narrogin.wacoa.admin@education.wa.edu.au and let them know why and for howlong.
- All students should be back on-site no later than 9.00pm unless prior arrangements have beenmade.

Requirements of Weekday Leave for Parents/Caregivers

- Weekday leave needs to be entered through REACH before 2.00pm.
- In the case of an emergency, leave can be accepted through the residential email narrogin.wacoa.residential@education.wa.edu.au
- Whoever is collecting or dropping off the student must come to the Duty Room and sign them in and out with a staff member.
- If a student will not be returning at the allocated time, parents need to contact Residence to inform them of any changes.
- If a student does not return at the allocated time on their leave, an SMS will be sent out to parents to confirm their whereabouts
- All students should be back on-site no later than 9.00pm unless prior arrangements have beenmade.
- Students who are self-driving to and from non-local sporting commitments must check in and out with a staff member and contact the college on their arrival at and departure from their destination.

Leave Continued

Requirements of Leave for Students

- During instructional time, leave passes/departure notes must be collected from Administration
- Students report to staff in the Duty Room with whoever is collecting them or dropping them off when signing in or out of the college. If a staff member is not present, please call the duty room number.
- Students must lock their rooms before leaving the college.
- Students need to sign themselves in and out of REACH.
- Students should be back no later than 8.30am (Students returning at this time should be in full uniform for section that day) and before 9.00pm

Trans WA Buses

- Students can be dropped off by the college at the Narrogin bus stop any time on Friday and collected on Sunday Evening.
- Exceptions will only be made in emergencies and must be arranged and approved in advance.
- If required to be collected or dropped off on any other day, this will need to be pre-arranged with the college.
- During closed weekends and holidays, students may be dropped off at Williams to catch the Trans WA bus. This arrangement must be approved and organised in advance through the Residence.

Closed Weekends & Holidays

- On the last day of a closed weekend or a holiday period, the college only accepts students back into Residence after 3.00pm unless pre-arranged with the Residential Manager.
- At times during the holidays and closed weekends, the college is hired out to outside groups. When this happens, we require our students to pack up their rooms and store their belongings in lockable storage rooms.

Student Drivers

Students must apply, through the Deputy Principal, to have a personal vehicle on site. New applications must be made every year.

- This permission form must be completed prior to the vehicle coming on site.
- Parents must ensure vehicles are roadworthy and licensed. It is suggested that students hold at least third-party car insurance.
- The vehicle can only be used as agreed by the parent, which will be to drive to and from home for:
    - Weekend leave to and from home
    - End and start of term to and from home
    - During exam periods in line with regular leave rules (to and from home)

Trips to town and to friends' houses overnight, etc., are NOT permitted unless for extenuating circumstances with written permission having been entered through REACH for residential students well in advance. Permission that comes in after 3.00pm for that day will be declined, and alternative solutions will be found.

Failure to comply with any of the following points will be regarded as a misuse of a private vehicle:

- In accordance with the '*Red plate. One mate.*' law, no other student is to travel in the vehicle unless written approval is received from the passenger's parent and the driver's parent:
    1. Where another student is to be transported in the vehicle, emails must be received from both sets of parents/carers permitting that one journey to or from home. If this is a recurring agreement, that must be made clear in the written permission.
    2. Parents of the passenger student must agree that it is their responsibility to ensure that they are confident in the driver's experience and that the car is roadworthy and insured.
- Cars must be parked in students' allocated bays. For WHS considerations, it is advised that vehicles are reverse parked to allow for an efficient exit
- Cars must be locked while parked on site.
- Keys will be handed to the Duty Supervisor, and locked in the Duty Room.
- No spare vehicle keys will be kept by the student at the college.
- Day students will hand their keys into the front office on arrival, once parked. If a student requires access to their vehicle during the day, they MUST be accompanied by a member of staff.
- Cars can only be worked on in the Trades section after obtaining permission from the Automotive Instructor and/or HoD Trades and the Deputy Principal. This must be arranged so that the vehicle is taken to the workshop at the start of the learning block and taken back at the end of the school day.
- Students suspected of being affected by alcohol or drugs whilst driving will have their parent contacted and possibly be referred to the Police.
- When arriving at or departing from college, students will abide by all staff directions, road rules, signage and drive in a manner appropriate to the location whilst on college property.
- College reserves the right to inspect vehicles and luggage on return for prohibited substances/objects. After gaining parental permission, this inspection will be carried out by the HoD Residence, the Principal or Deputy Principal, with the student in attendance.
- Failure to abide by these conditions may result in the car being removed from the college.

Visitors

All visitors to the college are required to sign up at the Administration Office during school hours and at the Duty Room at all other times. Visitors requiring contact with a student are requested not to arrive after 8:30pm.

Students will be called to the Duty Room or Administration to meet with the visitor. Visitors are not to enter learning spaces or the dormitories. Parents/caregivers will only be able to enter the dormitories when escorted by a staff member if the situation necessitates it.

Should a student's friend/relative wish to visit, written parent/caregiver permission must be given. Refusal to allow a visitor may occur if:

- The visit interferes with the student's educational program.
- The visitor has been prohibited from entering the college grounds.
- The visitor is suspected to be under the influence of alcohol or other drugs.
- The visitor is abusive or displays antisocial behaviour.
- The visitor has not seen a staff member and signed in on site.

If staff request a visitor to leave the site and they refuse, the police will be called.

Residential Routines

Monday to Friday Daily Routine

7.00am:	Wake-up PA announcement (7.00am and 7:30am).
7.30am to 8.30am:	Breakfast available in the dining room.
	Although not all students are required to eat breakfast, they are required to attend the dining room during breakfast hours in the full uniform required for that day and be checked off by staff.
7.00am to 8:30am:	Medication is available from the Duty Room
8:30am:	Staff start room, common room and uniform inspections.
8.55am:	Students sign out to their allocated section on reach for the day.
9.00am to 3.00pm:	Students do not have access to the dorms during the day except in the case of an emergency. Access to the dorms can be arranged through Mrs Rae or Student Services. Students attending Trades or Farm programs are not permitted to return to the dorms until 4:00 pm.

Friday Farm/Trades Daily Routine

7.00am:	Wake-up PA announcement.
7.00am to 7:30am:	Breakfast available in the dining room.
	Although not all students are required to eat breakfast, they are required to attend the dining room during breakfast hours in the full uniform required for that day and be checked off by staff.
7.00am to 8:30am:	Medication is available from the Duty Room.
8.55am:	Students sign out to their allocated section on reach for the day.
8.00am to 3.00pm:	Students do not have access to the dorms during the day except in the case of an emergency. Access to the dorms can be arranged through Mrs Rae or Student Services.

Monday to Thursday (Afternoon/Evening)

3.00pm:	Students return to the Residence.
4.00pm to 4:20pm:	Afternoon tea in the dining room.
4.00pm to 6.30pm:	Free time, town run, transport to appointments, sports.
6:30pm to 7:15 pm:	Dinner. Students on residential duties are to remain in the dining room after dinner
7.30pm to 8.30pm:	Quiet time, study time in their own dorms. Study in the dining room if required.
8.30pm to 9:00pm:	Supper in the dining room.
9.00pm:	Year 10 and 11 students return to dorms. The dorm should be quiet enough for students to sleep. Portable speakers are not to be used after 9.00pm.
9:30pm:	Year 12s return to dorms. No showering after this time.
9.40pm:	Check off starts.
10.00pm:	Lights out.

Students should not be using phones or electronic devices after 10.00pm.

Residential Routines Continued

Friday (Afternoon/Evening)

3.00pm:	Return to residence. Notify supervisors if they remain on other sections. Afternoon tea is served in the dining room.
6.30pm to 7.00pm:	Dinner, students on residential duties are to remain in the dining room after dinner.
8.00pm to 8:30pm:	Supper.

Friday/Saturday (Bedtimes)

10.00pm:	All students must be in their own dorm. Students can watch movies in the common area but must remain quiet and indoors.
10:30pm:	All students' lights out. Room doors must be left unlocked for residential supervisors. Doors must be left unlocked for safety reasons. Students are not permitted to sleep overnight in common areas or other students' rooms.

Saturday/Sunday (Morning)

6.00am to 9.00am:	Continental breakfast available. (BBQ breakfast on Sunday)
8:30am to 9.00am:	Medication available from the Duty Room.
12.00pm to 12:30pm:	Lunch.

Expectations

Dining Room

- Sit quietly and chat with those at your table
- Staff will send one table up at a time
- Students should be dressed appropriately; no hats or singlets are to be worn during mealtimes
- Mobile phones are not to be used in the dining room
- Students behaving inappropriately in the dining room will be removed from the dining room to eat after everyone else has left
- Students who are late to meals without an acceptable reason are to wait outside the dining room and come in for their meal once all other students have been sent up to collect their meals
- Students not wishing to have dessert may leave the dining room once their table has been sent up for dessert
- Students must clean down the table before leaving the dining room.
- Students are not to remove cutlery, plates, cups, appliances or condiments from the dining room

Late Meals

Late meals can be booked due to appointments or sporting commitments. Students are required to place their own name on the late meal list and will be kept in the kitchen for when they return.

Residential Duties

Each evening, we will have a lotto system where 3 names are pulled out, and they will be required to do dining room and kitchen duties.

Room & Uniform Inspections

- Students are required to be standing at their door waiting for staff to check them off
- Students' beds are made, nothing on the floor, tidy desk area, no dirty laundry lying around
- Students must have sheets on their beds
- Be wearing a tidy and clean uniform, clean shoes
- Common area tidy, dishes washed and put away
- Room must be locked before you leave for the section

Expectations Continued

Town Run

Students must let staff at the Duty Room know that they wish to go on Town Run:

- Students who are off Good Standing cannot attend Town Run.
- Students must stay within the boundaries set by the college.
- Students must wear clean and tidy class uniform with the college logo visible.
- If students wish to walk to sport commitments during the Town Run, they must have permission from a parent.
- Students are to comply with the college Code of Conduct whilst in town.
- On return from Town Run, all rubbish is to be removed from the bus.
- On return from Town Run, students may have their shopping bags searched for banned items.
- Students cannot be transported in other vehicles whilst on Town Run.

Appointments

The college will assist with taking students to appointments during residential time. The appointments must be made only after 4 pm. Please submit any appointment times into REACH. The college will not make appointments for students; this is the responsibility of the parent or caregiver.

Quiet Time

All students are expected to be doing something quietly in the dorm during this time. Homework or appropriate studying should be every student's priority during this time. The college Quiet Times are 7.30pm to 8.30pm from Monday to Thursday. During this time:

- Students may study quietly in their own room or in the dining room.
- Students must have the door open during this time
- Students may be doing other quiet activities during this time.
- Supervisors will walk through, checking on and assisting students as required.
- Any student who disrupts the dorm during quiet time will be removed to the dining room for a period determined by the Head of Residence.
- Headphones are to be used during this time to listen to music; **no speakers**
- Students may do laundry during this time
- Students may shower during this time (**no speakers to be used**)
- Students can only access the gym at this time if they have a card and the area is being supervised.
- Students must be in their own dorm during this time.

After School Activities

Trades, Class & Farm

Throughout the year, there are times when other college sections are open during residential time. This includes after-school tutoring in class, preparation for shows on the farm, and working on projects with trades staff. Students are expected to let residential staff know when they remain on sections other than the Residence.

Television & Film

Students may view up to Mature (M) rated films and television. Students may only view appropriate content at the discretion of the residential supervisors. All media must not breach Australian Copyright Laws.

Bikes

Students are allowed to bring personal bicycles onto the site, not e-bikes or electric scooters. They must follow the expectations below.

- All bikes must be roadworthy.
- Helmets must always be worn.
- Long pants and a long-sleeved shirt must be worn
- Bikes are to be locked in the designated area.
- Bikes are not permitted to be ridden in the residential area.
- All riders must ride safely.

External Sports/work

Students are permitted to participate in external sporting activities and undertake after-school employment while residing at the College. The College will provide transport to and from local sporting activities and local places of employment.

Where employment or sporting activities are located outside the local area, the College is unable to provide transport. In these circumstances, parents and caregivers are responsible for making suitable transport arrangements.

If an external person is involved in transporting a student, parents and caregivers must notify the College via Reach and provide the relevant transport details prior to the arrangement commencing.

Students wishing to spectate at sporting activities may only do so when College staff are present and supervising the event. Students may also attend as spectators if they have signed out overnight with a responsible adult and all required leave arrangements have been approved by the College.

After School Activities Continued

Gymnasium

The gymnasium is a communal area that is open every evening and weekend to all students under the following conditions:

- Always wear sand shoes
- Respect others using this area
- No food is permitted in the gymnasium

Weights Room

- The weights training room is available to members of the weights club.
- To use the weight room, students need to have appropriate permission forms signed by a parent/guardian.
- When using the weight room, the student's gym card must be left at the Duty Room for residential supervisors.
- Students using the weights area must always have a buddy with them.
- Students are to leave the weight room clean and tidy and report any broken equipment
- **NO FOOD**

Other Sports Facilities

The college has an oval, one netball court, three tennis courts, and cricket nets. Students are encouraged to use these facilities. Sporting equipment can be arranged through the Duty Room.

Recreational Room

The Recreation Room is a communal area open from 4:30pm to 9.00pm and on weekends at the supervisor's discretion. All equipment (e.g., pool cues, remotes) is to be signed out and returned to the Duty Room.

To use the room, students need to:

- Treat each other with respect
- Do not stand on furniture
- Bedding is not permitted
- Keep the area clean and tidy
- Do not move furniture
- Lights must always be on
- Respect each other's personal space
- Food and drinks are not to be consumed in this area

Dormitory Rooms and Common Areas

Student Rooms

- Students' rooms should be kept clean and tidy.
- If a student has others in their room, they must have their door open; they can have no more than 3 in a room at a time.
- Damage should be reported to staff as soon as possible.
- Students are not to have TVs or gaming consoles set up in their rooms.
- Students should not enter other rooms unless the occupant is present and they have permission.
- No nails, staples, drawing pins or screws are to be driven into walls, ceilings, or woodwork.
- Each student will be provided with a key to lock their door. Lost keys will be replaced at a fee.
- It is a college requirement that when students are not in their rooms, they are locked; damage to rooms will be assumed to be the responsibility of the occupant.

Electrical Equipment

- Students may bring their computers, small music devices, clock radios, and an electric blanket. For safety and cost reasons, no other electrical devices are permitted.
- Power sockets are in rooms.
- Large speakers are not permitted in residence. Speakers are not permitted to be used after 9.00pm or during quiet time.
- Any electrical item brought on site must have an approved test and tag label authorised by a qualified professional. This is to be organised by a Parent/Caregiver.
- Students may also have a small benchtop fridge (picture below); this must be tagged and passed by the Head of Residence before going into the room.



Dormitory Rooms and Common Areas Continued

Common Areas

- Common areas should be kept clean and tidy.
- Dishes should be cleaned and put away after use.
- Lounges should not be shifted.
- Fridges should be kept clean and tidy, with out-of-date food removed.
- Damage should be reported to staff.
- Students should only take food or drinks from common areas that belong to them.
- When using the microwave, students should not leave the appliance unattended or set the timer for longer than 2 minutes. Microwaves are to be used for heating food only
- Treat the facility as a family room and respect the right of fellow occupants to relax and socialise.
- No cooking in common areas or bedrooms.

Students in Other Dorms

- Students of the same gender are permitted to visit each other's dorms, provided they stay in the common area and do not go into other students' rooms.
- Students are required to be in their own dorms by 9.00pm Sunday through Thursday
- Students are to be back in their own dorms before 10.00 pm on Friday and Saturday night.
- Exceptions can be made when there is only one student in a dorm for the weekend.
- If there is more than one student in a room, the door must be open.
- No more than 3 students in a room at any time.

Electronic Devices & Mobile Phones

The college has a One-to-One Laptop program for students to have access to a computer for educational purposes across the college. These laptops and other electronic devices must be turned off after lights out. All students must adhere to the *Usage Agreement for college Internet and Network Facilities* policy.

If you use the online services of the Department of Education, regardless of if it is through school computers, personal items, or mobile phones, you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not give anyone my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online service accounts.
- I understand that I am responsible for all activities associated with my online services account, including overuse.
- I will tell my teacher if I think someone has interfered with or is using my online services account.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it. Examples of inappropriate content include violent, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating, or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any communication that I send is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes that support my learning and educational research.
- I will not use the Department's online services for personal gain or illegal activity, to bully, offend or intimidate others or send inappropriate materials, including software that may damage computers, data or networks.
- I will not damage, interfere or disable the computers, computer systems or computer networks of the school, the Department of Education, or any other organisation.

Electronic Devices & Mobile Phones Continued

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in the withdrawal of access to services and other consequences
- I may be held legally liable for offences committed using online services.
- I may be held financially liable for damage I cause.

Mobile Phones in Residence

Students are allowed to use electronic devices, including phones, during their time in the Residence. They are asked not to use mobile phones during mealtimes to encourage positive behaviour and interactions in a social setting. Phones cannot be used after lights out to ensure good sleeping habits for our students.

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

The college takes no responsibility for mobile phones or any other electronic personal items that are lost, stolen or damaged. Students are encouraged to report lost or stolen items to staff.

Students are not permitted to have mobile phones in their possession during the school day. Signage around the college and, on occasion, through residential supervisors, will remind students to leave their phones in the dorms. Students will have the opportunity to hand their phones in to the staff at the start of the day if they still have a phone in their possession. If a student is found to have a phone on them during the school day, it will be confiscated as per the following process.

Smartwatches must be in ‘aeroplane mode’ so phone calls and messages cannot be sent or received during mealtimes, during prep and after lights out.

Parents/caregivers of any student may request to have their child’s phone collected overnight.

Parents will be contacted if students breach the phone policy to discuss suitable action.

Medical

Medication

Please ensure that any medication supplied to the college:

- Is provided in a Webster pack if required daily.
- Is supplied in the original packaging if not required daily.
- Is clearly labelled with your child's name.
- Is within the expiration date.
- Is in the correct dosage, as staff are not permitted to cut or alter the medication.
- Is signed in when provided to the college and is signed out when returned to the parent/caregiver.

Medication Management

- Medication cannot be kept in the students' dormitory
- Students can only store and self-administer herbal supplements and the contraceptive pill.
- Medications are stored in the locked medical cabinet in the Duty Room and dispensed at the allocated times by a staff member. Students who do not present for their medication will have a reminder issued over the PA.
- Students are to present to the Duty Room, Admin or Student Services during the school day to have medication.
- Administered medication is recorded in the folders stored in the medication cabinet. Both staff and the student must sign off.
- The residence should be supplied with a reasonable amount of daily medication so as not to run out.
- Scripts can be stored at the local pharmacies, which will ensure staff can call to order and collect when required.
- Students can request non-prescription medication as required throughout the year from the Duty Room, Student Services or Admin. This includes Paracetamol, ibuprofen, antihistamines (cetirizine, loratadine, fexofenadine), antacids and electrolytes. Cold and Flu tablets are treated as a short-term medication and need the appropriate paperwork filled in for us to administer.

Illness

- If your child is showing signs of illness at home, they will need to remain home until they are symptom-free.
- Students exhibiting viral symptoms (vomiting, diarrhea), high temperatures, or other flu-like symptoms will be required to return home until symptom-free.

Medical Continued

Sick Bay

- Students who are unwell and not able to attend will stay in sick bay until collected by a parent/caregiver that day.
- Students in sick bay are required to contact their parents and inform them that they are in sick bay. If required, staff are on hand to talk with the parents as well.
- Students are checked regularly throughout the day.
- Meals will be taken to the students.

Injuries

- Any students presenting with injuries will be provided with first aid. If the injury is serious, staff will take them to the hospital and contact parents. Head injuries must be taken to the hospital to beassessed.
- If any student is injured while at home or playing organised sport, they will need their injury assessed by a professional before returning to the college.

Please respect the judgement of residential staff when they contact you to collect your child due to illness or injury. These decisions are made with the health, safety and wellbeing of students in mind. Prompt collection helps ensure your child receives appropriate care and supports the wellbeing of the other students and staff.

Wellbeing

Support for Students in the Residence

- All new residential students will be allocated to a dorm group with a residential supervisor who will take an active interest in the students and report to parents and the Head of Residence on progress.
- All dorms have a designated Year 12 Dorm Captain who can give advice and support to those students in their dorm.
- All residential students have access to Student Services support. Students may be supported through the School Psychology Service, School Chaplaincy or the School Nurse as required.
- Students and parents with well-being concerns are asked to contact the Head of Residence or the Head of Student Services.

Homesickness

It is normal for children to feel homesick at times. Staff recognise and understand these feelings and 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 or embarrassed about. Boarders who involve themselves in the various activities on offer, both in and outside the classroom, generally settle into boarding life more readily.

Please explain to your children that they need to seek assistance before small problems become large problems. All boarders adjust to boarding in their own way. A child who settles early can often suffer from homesickness once the initial excitement of boarding school wears off.

Homesickness has no simple cure, but it also doesn't have to last forever. 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 the Residence 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.
- Give yourself time – realise that new situations take time to get used to and that you will probably always miss home to some extent.
- Set dates to look forward to – mark the dates on your calendar.
- Get support and get involved – the more things you do, the more people you will meet.
- Speak to a residential supervisor or a trusted staff member.

Behaviour

Every person has the right to live, learn and work at the college without a negative impact from others. Below is an outline of some of the terminology and procedures used in Residence.

Common Area Expectations and Behaviours of Concern

All areas accessible to residential staff as part of their normal duties are considered common areas. These areas include common rooms, dorm corridors, and all areas outside the dormitories. Students are expected to conduct themselves appropriately in common areas and in a manner that does not expose other students/staff to increased risk or unreasonable discomfort. Inappropriate behaviours are such as nudity or exposing staff/students to explicit material are considered major breaches to the code of conduct.

Residential Good Standing

All students commence each term on Good Standing. If students have repetitive low-level behaviours or are returning from a Temporary Loss of Residential Privilege, they may lose good standing. Students who have lost good standing:

- Can still attend formal sports training or scheduled team sports as a player only. If the students are in over the weekend, they can attend residential activities and excursions.
- Cannot attend town runs or attend any planned residential activities during the week.

In-House Loss of Residential Privilege

Breaches in the Residential Code of Conduct may result in an In-House Loss of Residential Privilege. During this period, students will:

- Spend the allocated time in the sick bay area.
- Have all meals taken to them during this time.
- If they stay overnight, they are to remain in the sick bay until it is time to leave for class, farm or trades.
- Use the showering and toilet facilities in the sick bay area.
- Do not return to the dorm areas for any reason during this time.

Temporary Loss of Residential Privilege

For repeated or major breaches of the Residential Code of Conduct, the college may temporarily withdraw residential privilege. During this time, the student is unable to remain in the residential facility but may be able to attend the college as a Day Student.

The Head of Residence will provide the student and parent/caregiver with written advice:

- That residential privilege has been temporarily withdrawn. The reason for the withdrawal.
- The date on which the withdrawal commences and the date the student may return to residence.
- Upon return, the student and parent/caregiver will have a return to Residence meeting with the Head of Residence and the Head of Student Services. Other Senior staff maybe present at the meeting.

Behaviour Continued

Termination of Boarding Agreement at the college

As soon as possible following the behaviour or incident, parents will be contacted to inform them:

- of the decision to temporarily withdraw boarding privileges for up to 7 days while a residential status review is done.
- of the reasons for the decision.
- that the student can attend school as a day student, if practicable.
- that home education material is available, if attendance as a day student is not practicable.
- about the opportunity to provide information on the context of behaviour, within 5 days of written notification about the temporary withdrawal.
- of the option to appeal the final decision through the education regional office.

Within 48 hours, parents will receive a letter to confirm the information discussed over the phone.

Suspension

If the student is suspended from the college, they are unable to reside at the Residence for the duration of the suspension. The Principal or Deputy Principal will provide the student and the parent/caregiver with written advice:

- That the student is suspended from the college and must leave the college grounds.
- The reason for the suspension.
- The date on which the suspension commences.
- The date on which the suspension ends, and the student can return to the college. Upon return, the student and parent/caregiver will have a return to college meeting. If the suspension was due to behaviour in the Residence, the Head of Residence will be present in the return meeting.

Parent/Caregiver Refusing to Collect Their Child

If a child has to leave the Residence and the parent/caregiver refuses to collect their child within a reasonable time frame, the college may have to place the child under the care of the Department of Child Protection.

Banned Items

Drugs & Alcohol

Students need to be aware of the college's expectations surrounding alcohol and other drugs. The WA college of Agriculture – Narrogin does not permit students in the Residence, on college grounds or at college events to:

- Smoke or possess tobacco products.
- Consume, possess or be affected by alcohol.
- Use, possess or be affected by illicit drugs.
- Possess drug-related equipment or paraphernalia.
- Possess pharmaceutical drugs (over the counter or prescription).
- Use pharmaceutical drugs that have not been issued by staff.

Please note that all vaping devices and paraphernalia (regardless of nicotine content) are considered the same as possessing tobacco products.

If a student is found to be in breach of the above stipulations, the college will follow the Alcohol and Other Drug Guidelines for behaviour and wellbeing support.

The use of alcohol or other drugs (AOD) on College grounds is taken very seriously. If a student is found to be in possession of, under the influence of, or in the presence of AOD products, they will temporarily lose their residential privileges for a specified period or permanently forfeit their residential placement. Students may also lose other College privileges and be subject to additional disciplinary action in accordance with College and Residential policies.

Firearms & Dangerous Weapons

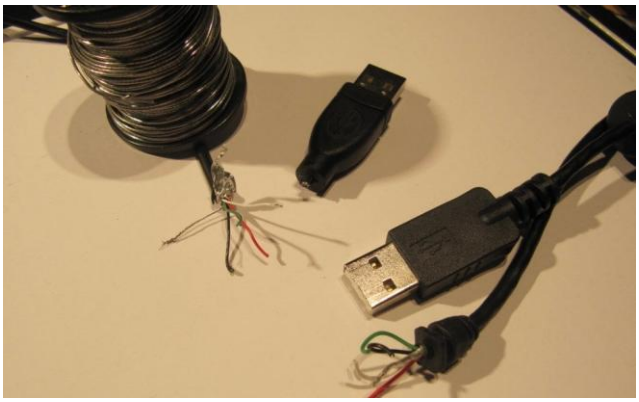
Firearms or replicas of firearms (including ammunition or magazines), weapons (including items such as crossbows, arrows, knives and other dangerous weapons), flammables, explosives or dangerous instruments are prohibited in any part of the college.

Students found with firearms and/or dangerous weapons will have them immediately confiscated, and the Police will be contacted.

Banned items Continued

Occupational Health and Safety

Items that may increase health and safety risks to students and staff are not permitted within the Residence. Examples include power tools, electrical cords with exposed wiring (see image below), and tools that can damage college property. Students are encouraged to consult staff if they are unsure whether an item is permitted within the Residence.



Common Items

Students may not bring into the Residence the following items:

- Any aerosol products
- MA 15+ and above material and inappropriate games, DVDs, CDs, or other media
- Matches or lighters
- Energy drinks (Red Bull, Monster Energy, V, etc.)
- Stock whips
- Laser devices
- Accelerants
- Strong adhesives (Supa Glue)
- Chewing gum
- Laundry pods

Where staff have a reasonable suspicion of banned items, the college reserves the right to inform the student involved. Then, in their presence, undertake a search of their cubicle as well as luggage and bags on return to the college. Banned items will be confiscated and returned to a parent/caregiver.