



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Narrogin

Residential Operating Procedures 2025

Western Australian College of Agriculture Narrogin

216 Cooramining Road, Narrogin Postal address: PO Box 38, Narrogin WA 6312

t: 9881 9700 f: 9881 9754 e: narrogin.wacoa@education.wa.edu.au w: narroginag.wa.edu.au

Tb: @wacoanarrogin

Welcome to WACoA – Narrogin Residence

At WACoA – Narrogin, we strive to make your transition to a residential environment as positive as possible. The residential staff will be on hand to assist you with any problems or questions you may have about boarding. You can also ask our dorm captains and senior students to help you.

Parents/caregivers play an important role in supporting their child to settle into the Residence and having an understanding of these guidelines is essential. The Residential Operating Procedures should be read in conjunction with the College Operating Procedures.

While we try to make our Residence a home away from home, we do have a larger than average family! To keep things running smoothly, we require all students to familiarise themselves with the routines and expectations of living here. The main thing to remember is to be respectful – if you respect the needs and rights of others, they are more likely to respect your rights and needs in return.

On behalf of all the staff I would like to extend a warm welcome to you and hope you enjoy your time here at the WA College of Agriculture – Narrogin.

Kind regards

Heather Rae
Head of Residence



Index

<i>Contents</i>	<i>Pages</i>
Residential Staff	4
Boarding Contract	5
Residential Code of Conduct	6
Requirements of Boarding	7 - 8
Leave	9
Use of Personal Vehicles	10
Visitors	11
Residential Routines	12 - 13
Expectations	14 - 15
After School Activities	16 - 17
Dormitory Rooms & Common Areas	18
Electronic Devices & Mobile Phones	19 - 20
Medical	21
Wellbeing	22
Behaviour	23 - 24
Banned Items	25

Residential Staff

Residential Staff & Contact Details

Head of Residence:	Mrs Heather Rae 9881 9700 Heather.Rae@education.wa.edu.au
Duty Room Afterhours:	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 that cause concern to students or parents/caregivers should be reported to staff. You can report concerns in person, via phone or by email. This will enable the college to deal with matters before they become larger.

Stymie is an online anonymous notification system that students and parents can use to report concerns. You can access this at www.stymie.com.au

The Department of Education has a hotline for students and parents to forward serious concerns about the Residence that cannot be brought to school staff. The 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 is 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 peoples' 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 a lot of things that your child will have to learn as they successfully transition into the Residence. Students are expected to take an active and responsible role in their own domestic arrangements. Little things make a big difference and the quicker a child settles into the residential routine, the happier they will be at the college. Below are some simple expectations that students should familiarise themselves with before arriving at the Residence.

Clothing Required

- Full college uniform as outlined in the College Operating Procedures
 - Two sets of Farm, Trades and Class uniform
 - One set of Formal uniform
- Tidy casual clothes for recreational activities and evening meals
- Casual closed in footwear

Necessary Items

- Cutlery, plate, cup for 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 \$1040 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

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

Requirements of Boarding — cont'd

Personal Appearance

- Correct uniform for 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

A complimentary laundry service is provided by the college for all students in Residence. The local laundry service collects students' laundry three times a week at 6am. 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 advise that students use this service for their uniforms. There is a laundry area in each dorm for student 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 driers.

Bedroom

- Making own bed
- Changing sheets regularly
- Keeping cubicle clean and tidy
- Locking room at all times

Personal Relationships

- Respecting others' beliefs and cultures
- Respecting others' privacy and belongings
- Using manners when speaking with staff and other students

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 site.
- The college Residence does not remain open on closed weekends.
- Weekend excursions that are deemed compulsory must be attended by students remaining over the 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.
- In the case of an emergency leave can be accepted through the residential email narrogin.wacoa.residential@education.wa.edu.au
- Whoever is collecting the student must come to the Duty Room and sign student out (this will mean a physical signature, so staff know they are leaving with the correct person).
- If a student will not be returning at the allocated time, parents need to contact Residence to inform of any changes.
- 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 how long.
- All students should be back onsite no later than 8:30pm unless prior arrangements have been made.

Requirements of Weekday Leave for Parents/Caregivers

- Weekday leave needs to be entered through REACH before 2pm.
- In the case of an emergency leave can be accepted through the residential email narrogin.wacoa.residential@education.wa.edu.au
- Whoever is collecting the student must come to the Duty Room so staff know the student is leaving with the correct person.
- If a student will not be returning at the allocated time, parents need to contact Residence to inform of any changes.
- All students should be back onsite no later than 8:30pm unless prior arrangements have been made.

Requirements of Leave for Students

- Students report to staff in the Duty Room with whomever is collecting them when signing out of the college.
- Students must lock their rooms before leaving the college.
- Returning students must come to the Duty Room to sign in through REACH.
- Students need to sign themselves in and out of REACH.

Leave — cont'd

TransWA Buses

- Students can be dropped off by the college at the Narrogin bus stop any time on Friday.
- Exception will be made in the case of an emergency.

Closed Weekends & Holidays

- On the last day of a closed weekend or a holiday period, the college only accepts students back into Residence after 3pm.
- 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 storerooms.

Use of Personal Vehicles

Students must apply, through the Deputy Principal, to have a personal vehicle on site. Applications must be made each year.

Students are only permitted to have a vehicle on site whilst they are on 'Good Standing'. In the event of them losing 'Good Standing', they will not be permitted to have any vehicle on site until they return to 'Good Standing'.

Parents must ensure vehicles are roadworthy and licensed. It is suggested students hold at least third-party car insurance in the event that they are responsible for damage to property belonging to others.

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 3pm for that day will be declined and alternative solutions found.

- 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, permission emails must be received from both sets of parents/caregivers prior to 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.
- Luggage is to be packed and unpacked in the car park immediately adjacent the residential Duty Room.
- Cars must be parked in the areas set aside for student parking.
- Cars must be locked while parked on site.
- Keys to be handed to the residential supervisors who will lock them 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 week, they MUST be accompanied by a member of staff.
- Cars can only be worked on in the workshop area after obtaining permission from the Automotive Instructor and the Head of Trades. This must be arranged so that the vehicle is taken to the workshop at the start of the day 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 to 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. This inspection will be carried out by the Head of Residence, the Principal or a member of Senior Staff at the discretion of the Principal or Deputy Principal.
- 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 in at Administration 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.

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 to enter the college grounds.
- The visitor is suspected to be under the influence of alcohol or other drugs.
- The visitor is abusive or displays antisocial behavior.
- The visitor has not seen a staff member and signed onsite.

Residential Routines

Monday to Friday Daily Routine

7am	Wake up PA announcement (7am and 7:30am).
7am to 8am	7am continental breakfast available – 7:30am cooked breakfast served. Although all students are not required to have breakfast, they are required to come to the dining room during these hours and be checked off by staff. Medication is available from the Duty Room between 7am and 8:50am.
8:30am	Staff start room and uniform inspections.
9am	Students go to their allocated sections for the day.
9am to 3pm	Students do not have access to the dorms except in the case of emergency. Students can access the dorms through Admin. Students on Trades or Farm cannot return until 4pm.

Friday Farm/Trades Daily Routine

7am	Wake up PA announcement.
7am to 7:30am	7am continental breakfast available – 7:30am cooked breakfast served. Although all students are not required to have breakfast, they are required to come to the dining room during these hours and be checked off by staff. Medication is available from the Duty Room between 7am and 8:50am.
8am to 3pm	Students go to their allocated sections for the day. Students do not have access to the Dorms except in the case of emergency. Students can access the Dorms through Student Services.

Monday to Thursday (Afternoon/Evening)

3pm	Students return to Residence.
4pm to 4:20pm	Afternoon tea in the dining room.
4pm to 6pm	Free time, town run, transport to appointments, sports.
5:50pm & 6:10pm	First dinner & second dinner – alternate between 10s/11s and 12s.
6:30pm to 7:30pm	Free time, staff will transport any students with sports commitments.
7pm to 8pm	Quiet time, study time in their own dorms. Study in the dining room if required.
8pm to 8:30pm	Supper in the dining room.
9pm	Year 10 and 11 students return to dorms. Dorm should be quiet enough for students to sleep. Portable speakers are not to be used after 9pm.
9:30pm	Year 12s return to dorms. No showering after this time.
10pm	Lights out. Students should not be using phones or electronic devices after 10pm.

Friday (Afternoon/Evening)

3pm	Return to residence. Notify supervisors if remaining on other sections. Afternoon tea is served in the dining room.
6pm to 6:20pm	Dinner. Students on residential duties to remain in dining room after dinner.
8pm to 8:30pm	Supper.

Residential Routines — cont'd

Friday/Saturday (Bedtimes)

- | | |
|---------|--|
| 10pm | 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 light 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. |

Saturday/Sunday (Morning)

- | | |
|-----------------|--------------------------------------|
| 6am to 9am | Continental breakfast available. |
| 8:30 to 9am | Medication available from Duty Room. |
| 12pm to 12:30pm | Lunch. |

Expectations

Dining Room

- Sit quietly and chat between those at your table
- Eight students per table
- Tables will be sent up one at a time by staff
- Hats or singlets are not to be worn during mealtimes
- Mobile phones are not to be taken into the dining room
- Students behaving inappropriately in the dining room will be isolated or 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 may request to leave the dining room once dessert is being served if they do not wish to have dessert
- Students are not to remove cutlery, plates, or cups from the dining room
- After meals, two students are rostered on to kitchen duties to assist with the dishes and clear the dining room

Late Meals

Late meals can be booked due to appointments or sporting commitment. 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

Students are rostered on to dining room and kitchen duties throughout the week.

Room & Uniform Inspections

- Bed made, nothing on floor, tidy desk area
- Wearing tidy and clean uniform, clean shoes
- Common area tidy, dishes washed and put away
- Standing at their door
- Room must be locked before you leave for section

Town Run

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

- Student who are off Good Standing cannot attend Town Run.
- Students wear clean and tidy class uniform with the college logo visible.
- Students with sport commitments or appointments during Town Run are to be dropped off by staff.
- 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.
- Students cannot be transported in other vehicles whilst on Town Run.

Expectations — cont'd

Appointments

The college will assist with taking students to appointments during residential time. It is important the appointments are only made after 4pm. Please submit any appointment times into REACH.

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 7pm to 8pm from Monday to Thursday.

During this time:

- Students may study quietly in own room or in the dining room.
- Students may be doing other quiet activities during this time.
- Supervisors will walk through, checking on and assisting students as required.
- Any student who causes disruptions in 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
- Students may do laundry during this time
- Students may shower during this time (no speakers to be used)

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 in 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.

Equine

Students must ensure they are familiar with, and adhere to, the college Horse-Riding Policy when at Equine during residential time. Details can be found on the college website.

- Students must sign out and back in when at Equine.
- Boots are to be worn at all times at Equine.
- Students can leave the dorms no earlier than 6am and must return for morning roll call.
- Students are required for dinner at 6pm unless other arrangements have been made.
- Students off Good Standing can go to equine to feed and exercise their horse only and cannot ride.

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.

BMX

Students are allowed to bring personal bicycles onto site. They must follow the expectations below.

- All bikes must be roadworthy.
- Helmets must be worn at all times.
- 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

Students are permitted to join outside sporting clubs and participate in external sporting activities. Depending on student numbers and sport location, the college may not be able to transfer students to and from these activities. Parents are to make arrangements and notify the college in writing if external persons are involved in transport.

Gymnasium

The gym 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

After School Activities — cont'd

Weights Room

- The weights training room is available to members of the weights club.
- To use the weights room, students need to have appropriate permission forms signed by parent/guardian.
- When using the weights 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.

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.

The Shugg Recreational Room

The Shugg Recreational Room is a communal area open from 4:30pm to 9pm and on weekends at supervisor's discretion. All equipment (e.g., pool cues, air hockey equipment) 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 area clean and tidy
- Do not move furniture
- Lights to be on at all times
- Respect each other's personal space
- Food and drinks not to be consumed in this area

Dormitory Rooms and Common Areas

Student Rooms

- Students' rooms should be kept clean and tidy.
- Damage should be reported to staff as soon as possible.
- Students should not have TVs or gaming consoles set up in their rooms.
- Students should not be entering 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 that 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 stereo systems/speakers are not permitted. No speakers are permitted to be used after 9pm or during quiet time.
- Any electrical item brought on site must have approved test and tag label authorized by a qualified professional.

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.
- Treat the facility as a family room and respect the right of fellow occupants to relax and socialize.

Students in Other Dorms

- Students of the same gender are permitted to visit each other's dorms providing they stay in the common area and do not go into other student's rooms.
- Year 10 and 11 students can visit other dorms between 3pm and 6pm.
- Year 12 students can visit other dorms of the same sex between 3pm and 7pm.
- Students are to be back in their own dorms before 10pm on Friday and Saturday night.
- Exceptions can be made when there is only one student in a dorm for the weekend.

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 services accounts.
- I understand that I am responsible for all activity associated to 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 which 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.

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.

Electronic Devices & Mobile Phones — cont'd

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 cause offence, 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 into 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.

Smart watches must be in 'airplane 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 over night.

Students who breach residential expectations around mobile phones:

- First breach students are required to hand in their phone overnight.
- Second breach students will hand their phone in for two residential nights.
- Third breach of expectations will be considered a serious offence. The behaviour management policy procedures will be applied where students do not comply with these guidelines.

Medical

Medication

- Medications cannot be kept in student rooms.
- Medications are locked in the medical cabinet in the Duty Room and dispensed to students by staff at allocated times.
- Any students on daily prescribed medication are to come to the Duty Room or Student Services (during the school day) at required times to have medication administered.
- If students do not come to have medication, staff will issue a PA reminder.
- Administered medication is recorded in folders located in the medical cabinet in Duty Room. The student and staff member are required to sign this off.
- Daily medication it is to be Webster packed by the pharmacy.
- The Residence should always have a reasonable supply of daily medication on hand so as not to run out.
- Scripts can be left at one of two local pharmacies and staff will call to order and collect when medication is low.
- The college keeps other medications such as paracetamol, ibuprofen, cold and flu tablets, and antihistamines in the medical cabinet in the Duty Room, Front Office, and Student Services. Students are to request these if required so residential supervisors can monitor their use.
- Students can self-administer any herbal supplements and the contraceptive pill.

Illness

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

Sick Bay

- Students who are unwell and not able to attend school are to spend the day in sick bay until collected by a parent/caregiver.
- 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 parent as well.
- Students are checked regularly throughout the day.
- Meals will be taken to the student.

Injuries

- Any students presenting with injuries will be provided first aid. If the injury is serious, staff will take them to hospital and contact parents. Head injuries must be taken into the hospital to be assessed.
- 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.

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 is able to 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 wellbeing concerns are asked to make contact with 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 use 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 negative impact from others. Below is an outline of some of the terminology and procedures used in Residence. Further information is found in the Residential Behaviour Support Guidelines.

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 that 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, ride horses 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 staying 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.
- 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.
- The date on which the student can 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 may be present at this meeting.

Behaviour — cont'd

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 withdrawal of boarding privileges for up to 7 days while a residential status review is done.
- of the reason 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

In the event that 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.

Firearms & Dangerous Weapons

Firearms or replicas of firearms (including ammunition or magazines), weapons (including items such as cross bows, 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.

Common Items

Students may not bring into the Residence the following items:

- Aerosols – use stick type/roll-on shaving creams and deodorants
- MA 15+ and above material and inappropriate games, DVDs, CDs, or other media
- Matches or lighters
- Energy drinks (Red Bull, Mother, 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.