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2.1 Admission of students

2.1.1 Admission

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2.1 ADMISSION TO RESIDENTIAL AGRICULTURAL SCHOOLS

2.1.1 Admission

Admission to the agricultural wings is by selection. Application for selection should be made on the prescribed forms which are available at all Government secondary schools or from the Education Department.

Applicants must have completed three years of secondary education and have attained their fifteenth birthday before commencing the course.

Applicants are required to provide proof of medical and dental fitness, and immunisation against tetanus within the preceding five years, on the prescribed forms.

On the application form is an undertaking that the student will conform to the school's rules and regulations. These apply to conduct, attendance and appearance.

Applications close at the Education Department on 31st October each year.

2.1.2 Selection Board

The constitution of the Board to select students for the Agricultural Wings is entirely ex officio, comprising the Superintendent of Agricultural Education as Chairman and the Principals of the Agricultural High Schools as members.

2.1.3 The Selection Process

At a date to be mutually decided in each year, but as soon as practicable after 31st October, the Selection Board will meet to fill the vacancies at each school, which would normally be about half of the total accommodation.

Previous action to deal with applications will have been done.

1. On receipt of an application form a file is created which will contain the application form, the medical and dental certificate, any references, reports and all correspondence relevant to the application.
2. A filing card is drawn up with all necessary data transcribed to it in summarised form, and at this stage any information discrepancies and doubts are noted and action taken to rectify. The cards are "flagged" to indicate school preference.

3. At the beginning of third term a confidential report on the prescribed form is sought from the school being attended. It must be realised that there needs to be a reasonable time between closing of applications, 31st October, and the Selection Board meeting, to enable confidential reports to be sent for and returned, otherwise brief reports will be required by telephone.
4. A "possibles: and "probables" list will be drawn up for each school based on and showing against each applicant:
 - (a) Confidential Report Rating: C.R.
 - (b) Levels in four core subjects of English, Mathematics, Science and Social Studies.
 - (c) School preferred.
 - (d) If not a farmer's son indicate "X".
 - (e) Home farm location.

Thus against each applicant will be something of this nature: "3 1BEB N X" Pingelly.

The Selection Board will meet and after some criteria have been explained, if necessary, individual Principals will retire to study their school's "allocation" comprising

1. "possible-probable" list
2. cards
3. files now also containing confidential report.

The Board will then assemble to deal with applicants. The "most sought after" school, that is receiving the greatest proportion of applications to vacancies, will be filled first. Unsuccessful applicants who are better than, or as good as, applicants for other schools will then be given to those schools according to their preferences shown.

The second "most sought after" school will be filled.

When all schools are filled, a thorough check must be made

- (a) to see no applicants have been missed;
- (b) to see that complete rejections as "unsuitable for agricultural schools" are justified;

- (c) to see that each school has an "emergency list" of students who will gain places if there are withdrawals from the successful lists.

2.1.4 Procedure After Selection

1. Unsuccessful applicants (complete rejections) are notified.
2. Successful applicants are notified and requested to return an acceptance form by a date to be decided.
3. Unsuccessful applicants who are listed on an emergency list or lists are so informed.
4. When a reasonable number of acceptances has been received for any school, the files of those students are sent to the School Principal who will communicate with the parents as to
 - (a) enrolment procedures
 - (b) amenities fees
 - (c) clothing requirements
 - (d) school rules and information.
5. As acceptances are received they are forwarded to schools.
6. Where the offer of a place is not accepted a replacement will be made from the emergency list.
7. Within two weeks of school resumption each term, the Principal shall send to the Education Department an alphabetical list of students in residence showing:

Student's name	Parent's name	Postal address.
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This will enable the Education Accounts to invoice the parent for a term's fees.

2.1.5 Students Withdrawing from Course

This is a serious matter because a withdrawal after the course has been some time in progress will cause a place to be vacant for the rest of the year which in effect means that a more deserving student has been denied a place.

Withdrawals should be in writing to the Principal giving reasons. The Principal should notify the Superintendent who in turn instructs the Recovery Clerk to proceed with any remaining accounting procedures.

Any fee adjustment sought, due to withdrawal, shall be at the discretion of the Superintendent, depending on reasons given.

2.2 Prospectus

PROSPECTUS

An important role in advertising the four residential agricultural wings is played by the Prospectus. It gives prospective parents sufficient information to enable them to make applications for entry if interested.

It proves to be a fairly difficult document to keep up to date and Principals are requested to keep a "master copy" into which revisions, alterations and new ideas are written. This relates particularly to the page assigned to the individual school.

Care should be taken to avoid using information which easily becomes incorrect, as for example, on page 13 reference is made to a specific number of animals.

The most recent reprint is dated May 1976 when 1500 copies were printed. It is always possible to have a reprint done with minor alterations which do not upset the pages and format. The present format has had two reprints.

Every few years it becomes obvious that photographs of student activities and school buildings are out of date. At this stage a complete reprint is desirable. To gather suitable photographs requires some time and if a change is contemplated preparation should be commenced about a year before the supply of prospectuses is exhausted. It should be so timed that the new edition is available by May or June when interest in the next year's enrolment commences. Intending applicants are thus given accurate information.

It seems unlikely that truly representative activity photographs will be taken by a Departmental photographer sent to take them. They are more likely to be taken during the year. When viewing photographs keep the Prospectus in mind.

Matters relating to the Prospectus should be communicated to the Education Officer who has regular contact with the Superintendent of Publications.

2.3 Supervision of students

2.3.1 Student Supervision

2.3.2 Residential Duties

2.3.3 Schedules

2.3.4 Religious Observance

2.3.5 Leave of Absence

2.3.6 General Duties of Residential Staff

2.3.7 Sample Instructions and Rules for
Students

2.3 STUDENT SUPERVISION IN RESIDENTIAL AGRICULTURAL WINGS

2.3.1 Student Supervision

The conduct of a residential agricultural wing revolves very much around the maintenance of a happy and efficient house.

The Principal delegates the responsibility for the residential section to the Deputy Principal (Agriculture) at Narrogin and to the Senior Master (Agriculture) at Cunderdin, Denmark and Harvey.

He is assisted by the Student Supervisors or the Housemasters and Duty Masters.

A Student Supervisor is a person, not a teacher, employed in the Domestic Wages section, for the purpose of full time supervision of students, dormitories, dining rooms and student recreation and sport.

A Housemaster is a master permanently in charge of one house of the residential complex. A Duty Master is the master in charge of the residential area for a specified period.

2.3.2 Residential duties usually divide into:

- (a) week day duty
- (b) week end duty

(The statements and information which follow have been taken from many sources and are given as a guide. Much of the material is many years old and may not be relevant to today's situation, nevertheless, it will be of interest.)

Week day Duty (24 hours from each morning's arising)

Supervision of students arising from bed at the prescribed time and their orderly movement to breakfast.

Supervision of the tidying up of dormitories before work ready for daily inspection.

Supervision of students' dress, behaviour and punctuality at meals.

Supervision of the very important break after the evening meal and before evening preparation when, as a rule, the canteen is available.

Supervision of evening "prep" involving mainly the assurance that this time is used effectively. The writing of letters, reading of comics and novels and unnecessary moving about is to be discouraged and a quiet, industrious atmosphere promoted.

Supervision of "lights out" and a patrol of dormitories later to see that general school lighting is extinguished, that buildings, fires, radiators, showers, taps etc., are secured for the night and that "all is well".

Week End Duty (from time of arising Saturday to the same time on Monday, 48 hours)

Frequent inspection of dormitories, recreation rooms and grounds to preserve normal good functioning of the school.

Supervision of special weekend arrangements such as picture trips, church parade, sporting fixtures, excursions to swimming pools or beaches and leave. In general, this requires that duty master avoids private engagements or otherwise makes approved alternative arrangements. Church parades require very strict supervision of attendance, dress, transport and behaviour.

Supervision of such necessary work rosters as are required to maintain the farm.

General Notes

Duty masters set the example for students in punctuality, dress and decorum. Staff quarters especially, should be tidy and orderly at all times. Student behaviour is the concern of all staff members at all times and departures from normal, irrespective of time or place, should be prevented, arrested or reported as the occasion permits.

Other duties may include the coaching of house and school sporting or debating teams and the organisation of entertainments such as concerts and film screenings.

In the matter of dormitory tidiness, the following may be helpful:

Dormitory inspection should be treated as an important regular duty. A prescribed method of bed making is recommended and good standards are not difficult to obtain with inner spring mattresses. Clean mirrors, shelves, floor, desk tops, floor mats are basic requirements. Set window blind and curtain openings for uniformity of appearance. Set standards and arrangements for wardrobe tidiness, promote habitual neatness and protect clean clothing. Towels are a problem unless a prescribed arrangement is made for them.

2.3.3 Schedules

The Day's Programme

7.00 am	Out of bed
7.25 am	Warning bell for breakfast
7.30 am	Breakfast
8.00 am	Farm work commences
8.55 am	School work commences
10.20 am	Morning break on farm (15 mins)
10.20 am	School recess (15 mins)
12.05 pm	Warning bell for lunch
12.10 pm	Lunch
12.55 pm	All afternoon work commences
3.30 pm	School and Manual Training finish
4.00 pm	Sport
5.25 pm	Warning bell for tea
5.30 pm	Tea
6.50 pm	Compulsory TV
7.30 pm	Prep
8.45 pm	Prep finish
9.00 pm	Bed. Lights out.

Week Day Duty: This commences at 6.50 am each morning, and the following are the duties in chronological order.

The master on duty tours the dormitories to see that students get out of bed promptly on the siren. This is the direct responsibility of the master and NOT prefects.

He should make himself responsible for the general supervision of tidying up the school for inspection at 8.45 am. This includes the inside of rooms and cubicles and paper etc. outside the dormitories.

Supervision of dormitories and shower rooms between 5.00 pm and 5.40 pm is essential. The master on duty will spend his time equally between the dormitory blocks.

Supervision of dormitories between the end of the evening meal and the commencement of Prep. The duty master must spend ALL of his time away from his own quarters and in the dormitory blocks. He will assist in supervising canteen behaviour as well as general behaviour in the dormitories.

The master will then supervise prep. (Details are given below).

Between "Prep" and "lights out" the master will again spend his time in the dormitory blocks and supervise "lights out". Prefects may shower after 9.00 pm providing they are quiet. They may also use the lounge room.

One hour after "lights out" he will do a further tour of inspection and see that all prefects lights and verandah lights are out and all in order.

Under no circumstances is the duty master to leave the school during his duty evening. He must be "on duty" until 6.45 am the next morning when another staff member takes over.

The duty master must see that rooms are tidy at all times. Offenders will be made to tidy their rooms or clothes are to be impounded. Refer such things to house prefects as far as possible.

Occasional activities such as lectures, discussion groups, films etc. are held at night time. The duty master, unless otherwise advised, is responsible for the organisation of seating, supervision of behaviour and tidying up after the activity.

Any major breaches of discipline during the master's duty day must be reported to the Deputy Principal.

Changes to the duty roster should NOT be made without reference to the Deputy Principal or Senior Master.

Weekend Duty: Usually commences at 6.50 am on the Saturday and concludes at 6.50 am on Monday.

Duties are listed herewith:

The master on duty is responsible for the behaviour of students in and around the dormitory block during his weekend of duty. This necessitates frequent inspection of both dormitory wings.

Driving of the bus is the responsibility of the duty master.

Pictures on Saturday Night

Bus leaves for pictures at 7.20 pm.

Students dress must be carefully inspected and must be of an excellent standard.

The bus will leave within 5 minutes of the end of the picture show. The master on duty will report any late comers to the Deputy Principal.

The boys attending the pictures must be quiet on their return to the dormitories.

The master on duty will supervise "lights out" of students attending the pictures.

2.3.4 Religious Observance

Arrangements are made for students who wish to do so to attend church services on Sundays.

Dress for church is full school uniform and must be inspected.

2.3.5 Leave of Absence

Leave of absence can only be granted by the principal. Students leaving without permission may forfeit the right to return. Permission will not be granted for students to return to home farms for seasonal duties.

Boys are NOT permitted outside the school in the weekend without the permission of the Principal or Deputy Principal. This does not apply when the bus takes students from the school on an organised excursion.

2.3.6 General Duties to Residential Staff

Set a good example to the students in dress and demeanour e.g. radical departure from standards of dress set for students is undesirable particularly at meal times.

Punctuality for meals is a desirable habit for staff members as it is demanded of students. If you are not going to be in for a meal please advise the kitchen staff.

School rules should be known by all residential staff and any major breaches of these rules should be reported.

Staff quarters are very close to students and therefore it is essential that quietness be observed during "prep" and after "lights out".

Excessive familiarity with students is highly undesirable and bad for school discipline. Friendliness and interest by staff members in students are very important.

Behaviour of Agricultural Wing students is the joint responsibility of all residential masters. Bad behaviour at the Town Wing or anywhere should be stopped and later reported to the Deputy Principal.

Criticism, even in fun, of other staff members in front of students is most damaging to school discipline. Avoid discussions on staff members, school discipline and such topics.

Many boys of their adolescent age are particularly sensitive about their personal appearance. Avoid comments about them which are likely to be resented and cause embarrassment.

Tidiness of staff quarters is essential. Please don't embarrass the Principal by leaving rooms in an untidy state. High standards are demanded from students in this regard and the example must be set by staff members.

Dormitory Inspection

The inspection of dormitories is a very essential job in a residential school. It must be done regularly and it is desirable for different members to be consistent in their marking of rooms and cubicles.

Points to look for in the weekday inspection:

House surroundings - i.e. outside the building - see that there are no papers, fruit peel, etc. littering the ground.

Well made beds, hospital corners and straight bed covers.

Clean mirror - free from hair oil and water stains.

Well swept floor, N.B. under the beds.

Tidy desks, top of cupboards, tops of dressing tables, book cupboard.

Clean bedside mat.

Drawers and cupboard should be shut.

Towels hung tidily on towel rails.

Cupboards etc. free from dust.

Clean windows and curtains drawn to uniform positions.

Windows all at the set height of the house prefect - a detail perhaps, but certainly a tidy one.

Pyjamas folded under pillow.

Additional points to look for in Open-Door weekend inspection

Clean paper on bottom of all drawers and shelves of cupboards.

Well swept floors of cupboards.

Tidy and sensible arrangement of all clothing in cupboards and drawers.

Marks on furniture - ink stains, hair oil stains, etc. Also damage to furniture or fittings.

Bed linen must be changed for this inspection and must be spotlessly clean.

2.3.7 Sample Instructions and Rules for Students

Weekend and Holiday

Two home weekends will be granted each term. Where transport is by public conveyance, boys will be permitted to leave early, or return late if this cannot be avoided. Boys who live at a reasonable distance from the school must remain at school until 3.30 pm and must return by 9.00 am of the day school commences.

Term Holidays. As for weekends, but students returning by private transport should return on the last Sunday of the holidays.

Any boy wishing to spend time with friends or relations must have written permission from parents.

When leaving the school for any period of leave, a student must check out, and on his return, report to the Duty Master.

Communications

Students may not receive visits from parents, relations or friends at any time unless visitors have first seen the Principal.

Phone messages will be taken. Students will only be called to the telephone in exceptional circumstances.

All boys should write one letter home each week.

GENERAL RULES

There will be no initiations or bullying.

Smoking, or the possession of cigarettes, tobacco or pipes is forbidden.

Students must at all times be respectful to those in authority.

Bounds will not be broken. To enter an "out of bounds" area, permission from a duty master must be obtained.

Staff quarters are out of bounds at all times.

X No student will use any vehicle, or machine unless authorised to do so. The irresponsible use of any vehicle or machine is a very serious offence.

Any breakage or damage to school buildings or equipment will be reported immediately. The failure to report such damage will be treated as a major offence, though the damage done be of little consequence.

Any form of behaviour, manner of speech or attitude which is prejudicial to the good name and discipline of the school will not be tolerated.

The possession of or drinking of liquor is forbidden throughout the course.

GENERAL NOTE:

Over the years, past students have earned many small privileges, freedoms and concessions in the nature of special outings and trips. These have become established through their willingness to co-operate and "do the right thing". These have become established privileges, but they are not rights and can be withdrawn at any time.

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