

Tenison Woods College | Mount Gambier

# 2017 RECEPTION INFORMATION HANDBOOK

LET YOUR LIGHT SHINE

# Welcome to Tenison Woods College



A warm welcome to the Tenison Woods College Junior School.

You have entrusted your precious gift from God to our care and we appreciate the aspirations you have for your child at this significant time of their developmental journey. We also appreciate the trust that you have shown in us to care for your most precious gift, and understand the significant responsibility this involves.

The partnerships that begin to develop here will over time become lifelong relationships which are trusting, caring and honest. We look forward to the many conversations we will have with you and your child over the years to come, and anticipate that this support will ensure that your child enjoys success and fulfilment in their learning, so that they, according to our school motto, 'Let their Light Shine.'

Your child is an amazingly competent individual and we will strive to meet their needs in a nurturing and stimulating environment, within a safe atmosphere of mutual respect, active listening and dialogue. We also know that children learn and develop best through thoughtfully constructed play opportunities within a social context that allows them to express themselves and communicate openly with others.

We understand that you are your child's first teacher and we look forward to hearing all about your child from you. We will endeavour to share with you what we learn about them, keep you informed about their learning experiences at school and provide parent education that informs you as to why programs have been chosen and how you can, at home, complement the learning achieved at school.

Remember that your child's teachers are always available to assist you throughout the year. If you have any questions or concerns please do not hesitate to ask them for assistance.

Thank you for choosing the Tenison Woods College Reception and Junior School for your child.

We look forward to a long and happy association with your family.

Yours sincerely,

A handwritten signature in black ink that reads "David Mezinec". The signature is written in a cursive style with a large, stylized 'D' and 'M'.

David Mezinec  
Principal

# About Tenison Woods College

## OUR VISION

The Tenison Woods College community lets its light shine for the world through faith and action.

## ABOUT US

Tenison Woods College is a Catholic Co-educational College, offering comprehensive and tailored education experiences to boys and girls from Early Learning to Year 12.

Our students come to our school from all across the South East and from across the border in Victoria, as well as students from overseas, bringing their unique personalities, perspectives and experiences into our culturally enriched community.

The College was named after Father Julian Edmond Tenison Woods who arrived in the South East of South Australia in 1857. He quickly established a Catholic identity in the area and initiated the system of Catholic Education.

Tenison Woods College offers

- Individual academic support through quality teaching.
- Catholic faith and leadership.
- State-of-the-art facilities and resources.
- Innovation and technology in all aspects of school life.
- A strong focus on the Performing Arts.

The College is divided into three sub-schools (Junior, Middle and Senior) and even though each sub-school has their own distinct learning precincts, our students enjoy a united community that encourages friendships, mentoring and role modelling. We have 'communities within communities', with our Receptions nestled comfortably within our Early Years – 2 Community, which is part of the Junior School Community.

## MISSION

To provide a welcoming and inclusive Catholic education and care for all in our community, following Christ as our light in the spirit of our Founders.

## OUR FOUNDERS

At Tenison Woods College we celebrate the rich history of the Mercy, Marist and Josephite Traditions, from which the school claims its heritage. It is through our charism that our culture develops and becomes a living faith.

**Catherine McAuley** was the founder of the Mercy Religious Order. The Mercy Tradition centres on not just doing works of mercy, but having a merciful heart, a heart that responds to need (the lonely, helpless, disadvantaged, on the edge of society) with compassion, care and love. The sisters of Mercy began teaching in Mount Gambier in 1880 and moved into the Penola Road Convent in 1908. The sisters taught for many years at St Paul's School.

**St Marcellin Champagnat** was a French priest who, in 1817, founded the Marist Religious Order. He trained young men to become teachers in France initially, then sent Brothers to many other countries. The Marist Tradition centres on simplicity, as well as a special love of family and Mary, the Mother of Jesus. The Marist Brothers began teaching at the College site in 1931.

**Father Julian Tenison Woods** was a priest, scientist and educator, who worked in the South East. Together with Mary MacKillop, he opened our area's first Catholic school in Penola in 1866. He was a man of great vision, action, compassion and respect for the environment.

**St Mary of the Cross MacKillop** founded the Sisters of St Joseph with Father Julian Tenison Woods in Penola in 1866, to meet the need of Catholic Education for the poor children of the bush. The Josephite Tradition centres on generosity, faith, courage, prayer and trust in God. Mary was a great and courageous woman who lived her life in service to others.

Each year we celebrate our Founders with a Whole School Mass or House Liturgies, where we gather together and give thanks for their lives and influences, praying that they continue to inspire and encourage us every day.

Our College Houses are based on these four Founders: each student is allocated a House when they enrol, with family members being placed together in the same House. Students' sports polo shirts incorporate their House colour.

Our four Houses are:

- McAuley (red)
- Champagnat (green)
- Woods (yellow)
- MacKillop (blue)

# Our Three Pillars

## FAITH AND SPIRITUALITY

As a Co-educational Catholic College, Tenison Woods College provides a Christian environment where the values of the Gospel are proclaimed and encouraged. Students are invited to engage in a new conversation between the world they know and the faith to which they are called. Children's spirituality is seen as an open and curious attitude and natural wondering about the mysteries of our being and becoming, and it is in this openness and wonder that they experience God's grace in their lives. Each child is invited by the College's nurturing faith environment to explore and express his or her spirituality in a personal faith journey.

Junior School students are actively involved in daily classroom prayer, with Year Level Liturgies and Masses being held each term. Students are encouraged to attend Parish Family Masses, where they may also participate in the choir or read one of the Scripture Readings.

Junior School students are encouraged to 'live out' their faith and explore opportunities to work in partnership with various community groups. Our STARs ('See, Think, Act' representatives from each class) meet regularly to plan and put into action initiatives to help others in our community. Individual classes may also instigate fundraising activities to support local aid agencies as well as Caritas Australia. We have a very strong relationship with our local chapter of St Vincent de Paul Society.

Our College community gathers together once a term for a Whole School Mass, where we celebrate our faith and thank God for the many blessings that come our way throughout the year. Parents and members of the wider College community are warmly invited to attend our Liturgies and Masses and share in the celebrations.

## STUDENT WELLBEING

College staff are committed to the care and wellbeing of each individual student, helping them to feel that they belong to the school community and have the fullest possibility for personal, social, academic and spiritual growth. Children's growth and development is viewed as holistic; one area of development is not emphasised over another. Mental health and wellbeing are vital for learning and life; children who are mentally healthy learn better, benefit from life experiences and have stronger relationships with family members, school staff and peers. A child's family is the first and biggest influence on their mental health and the College works closely with families to help build children's self esteem and sense of competence.

Tenison Woods College engages 'KidsMatter Primary', an Australian mental health and wellbeing initiative that focuses on creating a positive school community, teaching children skills for good social and emotional development, working together with families and recognising and supporting students with mental health problems.

Students learn to exercise personal responsibility and to gradually take control of their own learning.

A variety of Social Skills programmes are explicitly taught in each Junior School class, with students receiving additional support from our skilled Counsellors when needed.

## CURRICULUM

Curriculum policy and practices at Tenison Woods College are guided by the Australian Curriculum. We look towards the future learning needs of students and emphasise authentic use of Digital Technology, critical thinking, collaboration and communication.

In Reception, the Australian Curriculum builds on from the Early Years Learning Framework, which is used in all Early Years (birth to age 5) settings. The foundational key understandings and teaching approaches advocated in the Early Years Learning Framework remain very relevant in Reception, supporting a more continuous pathway of learning for children.

At Tenison Woods College, Junior School children are provided with opportunities to build on their knowledge in an active and participatory fashion through authentic, real-world situations. Teachers consider each child's preferred learning style and children are given the opportunity to collaborate and learn from each other.

Play is an essential element of this constructivist teaching, as it assists children to build their knowledge, skills and understandings, especially in language development and social skills. Children are encouraged to use their imagination as they engage in exploration, experimentation and manipulation within familiar environments, helping them grow and develop into confident, competent learners.

The Reception classroom academic programme includes the learning areas of Religious Education, English, Mathematics, Humanities and Social Sciences (History and Geography), Science, Design and Technologies, Visual Arts and Health.

Specialist learning areas are: Physical Education, Languages (Italian), Music and Digital Technologies.

# Preparing for School

## NEW ROUTINE

In the weeks leading up to the first day, prepare for the new routine:

- Travel to and from school several times as a practice run, perhaps even during the usual busy drop-off and pick-up times. Know where to park the car;
- Practise lunch time routines, getting the lunch box out of the bag, opening it unassisted, identifying what to eat for recess, fruit break and lunch. Ensure that the packaging is easily managed;
- Create a visual check-list of evening and morning routines, including photos or pictures of each part of the routine.

## 'FIRST DAY' TIPS

- Have a relaxed start to the day, allowing extra time.
- On the way to school, talk positively about the day ahead.
- Children should arrive at school between 8.30am and 8.40am.
- Encourage your child to carry their own bag and take responsibility for placing it in their locker (look for their name label).
- Let your child unpack their fruit and drink bottle and take it into the classroom.
- The heavy bag of covered books and stationery is best carried by parents and taken into the classroom and placed either on your child's desk or where directed by the teacher.
- Direct your child to their table place and encourage them to commence the prepared activity, while you stay near them.
- Talk about the activity together and greet other children as they arrive at the table.
- When your child seems happy and settled, say goodbye and reassure them that you will be back to collect them after school.
- Seek assistance from the teacher or Education Support Officer if your child is clingy or is distressed at your intended departure.

- Keep to your positive goodbye routine, reassure them that they'll have a great day and you'll be back to pick them up at the end of the day.
- The Parent Meeting commences at 9.00am or whenever you can happily leave the classroom.
- At the end of the day remember that your child will be tired, so some down-time and a re-energising snack is in order before you ask them too many questions about their day.
- Help your child to have a regular night-time routine and a good night's sleep in preparation for another busy day ahead.
- Celebrate the first day of school as it is a huge milestone to achieve!

## 'FIRST FEW WEEKS' TIPS

- It is important that your child attends school regularly and arrives on time each morning, to feel prepared for the day.
- Encourage independence by having your child unpack their own bag (fruit/healthy snack, drink bottle, reader folder, notes) when arriving at the classroom.
- Set aside a regular time each night to listen to your child read and check sight words. If too tired, it may be best to do this in the morning.
- Check your child's bag each night for notes and have them ready to return the next day.
- Check the class timetable and talk positively about the day's lessons.
- If you are unexpectedly delayed at the end of the day let the Front Office know and they will get a message to your child and teacher.
- Use the College calendar, Skoolbag App and Class Newsletter to keep track of important events.
- Touch base regularly with your child's teacher.
- Take every opportunity to build relationships with other families.
- Seek assistance from your child's teacher or other school staff if you are concerned about any aspect of your child's learning or behaviour.

## ANXIETY AND SEPARATION DISTRESS

Starting school involves a big change for children. It is normal for children to have strong feelings as they start to think about these changes, such as excitement, nervousness, sadness, anticipation, fear or anxiety. Children often have difficulty explaining in words how they are feeling and may show their feelings through their behaviour, such as crying, sleep difficulties, regression to younger behaviours (thumb sucking, baby talk) being anxious (shyness, stomach aches, needing excessive reassurance) or changes in eating habits. Separation Distress, if experienced previously at Kindergarten or Preschool, can be concerning as children transition to school. It is essential that effective communication between families and school is instigated and maintained, to share information on what has worked before and new strategies to explore. This may be discussed initially at the Enrolment Interview and followed up at the commencement of the year. Our Counsellors are always available to assist families. The following suggestions may be helpful as well:

- Come into the classroom and begin a table activity straight away;
- Develop a positive goodbye routine together (eg sharing a 'high five', a special goodbye hug or squeeze);
- Always say goodbye and reassure your child of when you will collect them;
- Talk positively and enthusiastically about what your child will be doing during the day;
- Avoid lengthy goodbyes as they may increase separation distress.

Please be assured that school staff will contact parents if children remain distressed; usually children will settle down relatively quickly as they become immersed in their activities.

# Transition to School

## BEGINNING SCHOOL

Beginning school is an important time for children and families; it is one of the most significant milestones children experience. As the KidsMatter 'Transition to School' Information Sheet outlines, 'Children who make a positive start to school are more likely to:

- Feel comfortable, relaxed and valued;
- Feel excited and motivated to learn;
- Have good relationships with others;
- Develop a sense of belonging within the school community.

Starting school is not just about the first day. It's a process that begins when children and families start to prepare in the year before, and continues as children experience their first days, weeks and months of school. The process involves a number of changes for children and families, and everyone reacts differently. For some children the change brings excitement about making new friends and learning new things, while for others the change can leave them feeling nervous and overwhelmed.'

Tenison Woods College staff work together with Early Learning Educators and families to help children cope with the new challenges, ensuring a happy and rewarding experience for all. Reading stories about starting school, promoting a sense of responsibility with small tasks, involving children in decision making and helping them to share, take turns and follow instructions are all important in developing self confidence in the lead up to starting school.

## STUDENT TRANSITION INFORMATION FORM

This form is sent home for parents to share information with class teachers about their child's interests, skills, special considerations and concerns about starting school. College staff highly value this shared information, recognising that parents are the first educators of their children and they know their children best.

## KINDERGARTEN VISIT

School staff keep in contact with the Kindergartens/Early Learning Centres in the region, with the Reception teachers visiting each child in their familiar setting before their school visit. We talk with the children about their friends and favourite Kindergarten activities, and look through their learning portfolio. Kindergarten and Early Learning staff share their knowledge of each child's interests, friendships, learning styles and special needs.

Being on campus, children at the Tenison Woods College Early Learning and Community Centre are already familiar with some of our College facilities and enjoy regular visits to the Library, Barrie Holmes Stadium and Junior School precinct. Their Transition program also includes becoming familiar with the Reception – Year 2 playground and spending time with our current Reception classes.

## SCHOOL VISIT FOR TERM 1 CHILDREN

The children have a school visit later in Term 4 with their teacher for next year (whenever possible) and peers in their classroom, where they experience a taste of school life. Children and parents are met at the Front Office and escorted to their classroom by a Year 5 buddy, who helps the children settle in. Parents meet their child's teacher and are then invited to an informal Morning Tea in the staffroom to mingle with other class parents and ask any questions they may have.

The morning schedule is as follows:

9:00am	Meet at the Front Office and escorted to class <i>Classroom activities:</i>
10:05am	Supervised eating of recess
10:15am	Outside play on the playground
10:35am	Return to class and further activities
11:30am	Fitness and fruit break
12:30pm	Pick up from class

The children may wear their Kindergarten/casual clothes, with suitable footwear for outside play. They need to bring their hat, water bottle, recess snack and a piece of fruit.

A photo booklet of their teacher, classroom and play areas, taken home after this visit, helps the children to remember important names and places over the long summer break.

## SCHOOL VISITS FOR TERM 3 CHILDREN

These children will have two school visits late in Term 2. The first visit will follow the same format as for the Term 1 children. For the children's second visit, they go straight to the classroom at 8.40am when school commences and are picked up from the classroom at 12.00pm.

## ORIENTATION DAY FOR TERM 1 CHILDREN

The Term 1 Reception children also have a full Orientation Day on the first day of the school year, where they are gradually introduced to their new school environment and start to become familiar with school routines. Other Junior School students do not attend until the following day, giving the Receptions a relaxed introduction to their new surroundings.

The children go straight to their classroom at the beginning of the day, arriving at school around 8:30am and unpack their bag (drink bottles and book packs onto their desks), then choose an activity and settle in. Parents are welcome to stay and ensure that their children are happy and are then invited to attend a Parent Meeting from 9:00am – 10:15am in the staffroom. This is an important meeting as it includes information that supports the children's successful transition to school. Introductory sessions on Reading and Student Wellbeing are presented, and there is the opportunity to meet the children's specialist teachers and College staff who play an important role in supporting families and children during their time in the Junior School.

At 10:15am parents may choose to join their child as they play on the playground at recess time. Pick up at the end of the day is 3:15pm from the classroom.

## PARENT INFORMATION MEETINGS

A number of Parent Information Meetings are held, both before the initial Transition visit and in the morning of the first school day, to help ensure that families are fully informed about the procedures and processes involved and what to expect in the first few weeks of school. It is strongly recommended that parents attend these information sessions. Please take advantage of every opportunity to meet and mingle with other Reception parents as this builds strong, positive links between home and school and helps families to also feel connected with each other.

## RECEPTION REST DAYS

To help the children adjust to the tiredness brought about by new school routines, procedures and classroom expectations, they will have three 'Rest Days' where they do not attend school. Even though the children may have spent full days at Kindergarten or Child Care, the rigour of school life is very different and requires additional concentration and effort.

For Term 1 children, the Rest Days are the first three Wednesdays of Term 1. For Term 3 children, due to the Student Free Day on the first day of term, the rest days will be the first Friday, then the following two Wednesdays.

During the Rest Days, the children will be invited to come in and spend some individual time with their teacher, where they will do some activities together that give information on their current literacy and numeracy knowledge. Parents will receive a letter regarding this on the School Visit day.

# The School Day

## TIMETABLE

The day is divided into three sessions:

Lessons 1 and 2:	8.40am – 10.15am
Recess:	10.15am – 10.35am
Lessons 3,4, 5 6:	10.40am – 1.20pm
Lunch:	1.20pm – 1.55pm
Lessons 7 and 8:	2.00pm – 3.15pm

Each class has their own weekly timetable for the term, outlining Specialist Lessons, Library borrowing day and other important weekly events. Parents are informed of their class timetable at the beginning of each term, so that they can help their children to be organised and ready for the day's events. Special class events will be advised via the Class Newsletter or individual letter.

## ARRIVING AT SCHOOL

Students should arrive at school around 8.30am and wait quietly in the Reception corridor near their room. Class teachers open their doors at 8.40am or sometimes earlier and students are then invited to unpack their bags (reader folders, drink bottles, notes) and begin the day by commencing their table activity. Students are not permitted to play on the playground before school.

## LEAVING SCHOOL

Under normal circumstances, Reception students should leave school straight after they are dismissed at 3.15pm. Students may be picked up from the classroom, or the 'Kiss and Drop' Zone, or another area in the school such as an older sibling's classroom. In all cases, they are to wait quietly and refrain from playing on the playground or with sports equipment. If attending Out of School Hours Care, students need to arrive there promptly. Students who are not collected by 3.40pm, when the teachers finish their duties, will need to wait for their parents at the Front Office.

## PARKING/DROP OFF AREAS

Visitor parking is available at the front of the College for parents wishing to park and escort their children to the classroom, or remain in the College for other activities (eg listening to reading, visiting the Uniform Shop). When children are confident at finding their way to and from the classroom independently, parents may choose to use the 'Kiss and Drop' Zone at the front Administration area, where a staff member will help the children in and out of the car, enabling the traffic to flow smoothly and with minimal delays.

## PLAY AREAS

During recess and lunch breaks, Reception students may play on the R-2 playground, the oval, Junior Court, Library or in the Barrie Holmes Stadium on their scheduled day. Classes have an allocation of sports equipment that may be used at break times.

Students are reminded to go to the toilet during play time, to minimise disruptions during lessons.

## SUPERVISED EATING

Reception students are supervised for the first 10 minutes whilst eating their recess and lunch, before going out to play. If this is not sufficient time, students may finish eating outside on the verandah or seating areas. Class teachers will contact parents if there are problems regarding this, as there may be unrealistic expectations as to the amount or type of food provided, given that students need to have some time to run around and exercise.

## FRUIT AND FITNESS BREAK

Students engage in a daily fitness schedule around 12 noon, participating in a variety of physical activities including relays, ball games, skipping and team sports. A piece of fruit or other healthy snack is also eaten during the break, to maintain students' focus and concentration until lunch time.

## PLAYGROUND SAFETY

Reception students will gradually be introduced to our College playground rules, which are implemented to ensure the safety of all students. Students will receive a reminder if they have breached a rule and may be asked to sit out of play for a short time while they consider the implications of their behaviour choice. Our 'Development of Personal Responsibility' Policy encourages students to accept ownership of their choices when interacting with others, whilst working restoratively with all concerned to build positive relationships.

Duty teachers in the play areas wear fluorescent vests to enable them to be easily seen by students, in case of injury or seeking adult assistance. In the event of injury, students will be sent to the Front Office for First Aid treatment.

At the end of play, Reception children line up outside the Reception corridor in their class groups and are escorted to their rooms.

Children are not permitted to play on the playground either before or after school.

## SCHOOL CANTEEN

Students may access the Canteen for lunch orders (orders are written on brown paper bags with name, class and money enclosed, then placed in classroom lunch boxes) or bring a packed lunch. Students may purchase one or two items from the canteen at lunch times; please limit the amount of money given. We encourage healthy food choices at all times. The canteen is not available to Junior School students at recess times.

## NUT FREE RECEPTION CORRIDOR

As many of our Reception students have allergic reactions to nuts and other foods, the Reception Corridor (as well as many other classrooms within the school) is a Nut Free Zone. We ask that students do not bring in nuts of any kind or foods containing nuts. This also applies to shared birthday cakes, cupcakes or other celebratory food. Students are not permitted to share their lunchbox food with other students for this same reason.

## HOMEWORK

In Reception, homework consists of reading and preparation of 'Special News' (sometimes called 'Sharing'). Homework should be brief, easily managed and an enjoyable time for all. Our Homework Policy acknowledges the importance of reading throughout the primary years, but also the need for young children to get outside and have a good break from their school work, as well as engage in other interests.

## BUDDIES

Reception students are buddied with Year 3 students, as part of our Junior School Buddy Programme. Buddies engage regularly in a myriad of activities together, including reading to each other, games and outside activities, special events such as Pancake Day and art and craft activities. The Buddy Programme helps children to relate positively to each other and to build lasting relationships with peers of differing ages.

Receptions are also buddied with the College Year 12 students, as part of our Pastoral Care Programme, where the 'youngest' and 'oldest' students in the College form a unique bond. The students meet once or twice each term and usually work together on a book or other special memento of school. The Year 12 and Reception buddies have a significant role in our Beginning of

Year Whole School Mass and again in our Year 12 Farewell Assembly, where they process in together, hand in hand, a moving and powerful symbol of our united College community.

## READING

Reading is the foundation stone of all education; it is fundamental to school success. Children need to be capable, confident readers so they can make sense of the huge amount of information to which they are exposed. Even if the information they're reading is on the internet, they still need strong reading skills to be able to understand and analyse it.

Reading is about making meaning from what is said (and often from what is left un-said) and interpreting what the author has written. It immerses children in language, exposing them to new words and to ideas and experiences outside their day-to-day lives.

Children need to develop two types of skills: decoding skills and comprehension skills. In the earliest stage of reading, it is important that children develop good letter/sound knowledge, as this is foundational to decoding new words.

## READING AT HOME

After the first week or two of school, each child will bring home three readers to read for the week. They read and re-read these books during the week, building up their fluency, expression and confidence.

## BOOK INTRODUCTIONS

Introducing a new book is very important as it establishes a knowledge base and helps children to gain an understanding of what they are reading.

- Read the title.
- Look at the pictures; ask the child to predict what is happening and what they expect to happen.
- Talk about any unusual or new words that are in the book.
- Talk about what kind of book it is (rhyming, factual, etc).

## TO, WITH, BY

For children reading levels 1 – 3 books, the "To, With, By" approach is encouraged, following on from the Book Introduction.

1. Read the book TO the child.
2. Read the book WITH the child.
3. Let the child read the book BY themselves, with support if needed.

It is important that children read a variety of books (for example readers, information books, favourite stories and jokes) from school, home or the local library and that they talk about the book after they finish reading, to help their comprehension.

## READING EXPECTATIONS

By the end of Reception, as a general guide, children should be able to:

- Predict, talk about and understand what they are reading;
- Recognise letters and sounds (in the beginning, middle and ends of words);
- Blend common sounds in words;
- Recognise high frequency words by sight (up to list 30) and apply this knowledge to reading;
- Begin to self-correct their reading;
- Be reading at level 7 or above.

# Specialist Lessons and Facilities

## PHYSICAL EDUCATION

Reception students have one Physical Education lesson each week with a specialist teacher, often utilising the Barrie Holmes Stadium, court or oval areas. The Reception PE Curriculum emphasises participation, sportsmanship and skill development.

In Term 1 students participate in the R-2 Sports Day and each class has five allocated swimming lessons, usually during Term 4.

Reception children may also participate in Auskick sessions held after school during one term.

## MUSIC

Music plays a vital part in the life of the College. Reception students have one core music lesson each week with a specialist teacher. The curriculum is structured to give students every opportunity to learn, enjoy and appreciate music using listening, movement, instruments and singing. The Junior School Music Room is well equipped with tuned and untuned percussion instruments, music books and CDs.

Reception students look forward to joining the Junior Choir when they are in Year 1 and being part of the Instrumental Submersion Programme in Year 5. They are welcome to commence private instrumental lessons from skilled teachers when they are ready to commit to the daily practice required, usually from Year 1 onwards.

## DIGITAL TECHNOLOGIES

Receptions receive one specialist Digital Technologies lesson per week in the Junior School Computer Room, which is equipped with an extensive network of multimedia computers, printing and scanning equipment. The curriculum focuses on basic computer skills as well as an introduction to cyber safety.

## LANGUAGES (ITALIAN)

A specialist languages teacher introduces the Receptions to the language and culture of Italy, for two lessons per week in a dedicated Junior School Italian Room, colourfully decorated with posters depicting Italian grammar, numbers and words.

## LIBRARY

The Tenison Woods College Library is an essential partner in the teaching, learning and community service activities of the College. Reception students borrow picture books to take home for the week and often access the Library during recess and lunch times to sit quietly, draw, or play games with their friends.

Library staff facilitate many literacy-based activities to enhance children's enjoyment of books and reading, including National Simultaneous Story Time, Book Week, The Reading Hour, Premier's Reading Challenge and Literacy Week.

Reception students require a Library Bag for borrowing and are encouraged to develop their independent skills in remembering to bring their bag on their class borrowing day.

## INCLUSIVE EDUCATION

Inclusive Education is formulated for any students who are diagnosed with a disability, learning difficulty or high intellectual potential. Emphasis is on planning and implementing programmes based on individual need, thus ensuring that the learning experiences of each child is broadened and enhanced.

At Tenison Woods College, students with particular learning requirements have supportive assistance provided by the classroom teacher who modifies the content and expectations of the lesson. Students with diagnosed disabilities also receive support from the Inclusive Education staff. This may be in the form of in-class ESO support, small group participation in Literacy, Speech, or Fine Motor programs run by ESOs, or testing and observation by Inclusive Education staff.

Inclusive Education also receives support from the wider community groups including Community Health, Autism SA, South Australian School for Vision Impairment and the Catholic Education Office Behaviour Education Consultants.

The Junior School Pathways Coordinator is responsible for the planning and implementation of learning pathways for every student, in order for them to work to the best of their ability and to achieve success. The Pathways Coordinator works with families, teachers and community organisations to help ensure positive outcomes for all students.

# Uniform

## UNIFORM

The Tenison Woods College Reception uniform is designed for busy, active children and is the same for boys and girls. Uniform items can be interchanged for wearing in summer and winter, allowing comfort in all weather conditions. Shorts may be worn all year round. It is an expectation that all students will wear the uniform correctly and with pride.

### RECEPTION - YEAR 2 UNIFORM

- TWC short or long sleeve polo top
- TWC navy shorts
- TWC navy pants
- TWC navy polar fleece vest
- TWC navy polar fleece jumper
- Regulation TWC hat
- Approved black school shoes (lace-ups, velcro, elastic-sided boots, T-bars)
- White plain crew socks
- TWC bag with College logo

Optional extras:

- Navy headband or ribbon
- TWC navy scarf
- TWC navy raincoat

Students are not to wear long-sleeve T-shirts under short-sleeve polo tops.

Hair is to be tied up if shoulder length or longer and students are not to have dreadlocks, rat's tails or other extreme styles. If a student's head is shaved, it is to be a minimum number two cut.

Students are also permitted to wear:

- A watch;
- A fine gold or silver chain with a small religious symbol;
- Sleepers or studs, one per ear in earlobe only;
- Clear nail polish.

The Physical Education uniform is worn on those days when PE lessons are scheduled as well as Sports Carnivals, swimming lessons, some College events and excursions.

## PHYSICAL EDUCATION UNIFORM

- Sports polo top with House colour stripe
- TWC navy PE shorts
- TWC navy PE track pants
- TWC navy polar fleece vest
- TWC navy polar fleece jumper
- Plain white sports socks
- Sports shoes/sneakers

Uniform items are available on site at the College Uniform Shop (check the College Newsletter or website for opening hours) and may be ordered online via the school website ([www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au)). Please ensure that all uniform items are clearly named.



# Health and Safety

## MEDICATION

Administration staff are able to administer medication providing it is in the original bottle with the dosage clearly displayed. This needs to be brought to the Front Office and collected again at the end of the day. If students are receiving medication at home (for example ADHD medication) it is essential that College staff are advised of the nature and purpose of the medication as well as any effects this medication may have on the student whilst at school.

## ASTHMA

Students who suffer from Asthma must have an Asthma Medical Management Plan in place, giving information on triggers and treatment steps should an attack occur. Spare asthma puffers/ spacers should be kept at the Front Office with the student's Asthma Management Plan. Class teachers also need a copy of the Plan. Asthma medication is to be taken by the student on all excursions, especially swimming lessons.

## ALLERGIES AND ANAPHYLAXIS

Students suffering from specific allergies, especially if requiring an epipen, must have a Medical Management Plan in place that clearly states the nature of the allergy and the treatment steps. All staff are trained in the use of epipens and will ensure that epipens are taken with them on class excursions. Spare epipens and Plans are kept at the Front Office and a copy of the Plan is given to the class teacher. It is the responsibility of the parent to ensure the epipen is within current expiry dates; Office staff will check regularly and advise when the date is approaching.

## NUT FREE ZONE

We have many Reception students who have severe allergies to nuts and other foods, so the Reception corridor (as well as many individual classrooms throughout the school) is a designated Nut Free Zone. Students are not to bring nuts or food that may contain nuts into this area.

## SICK CHILDREN

If students are unwell during the day they will be sent to the Sick Room, which is located at the Front Office. Treatment may involve a rest for a short time or if very unwell, parents will be contacted and asked to collect the student. The type and duration of treatment administered is always recorded.

## EMERGENCY CONTACT DETAILS

Student emergency contact details must be kept up to date at all times. When students are ill or have an accident at school it is imperative that we are able to contact either the parents or a responsible person authorised by the parents to personally come and collect the student.

## ACCIDENT AND INJURIES

In the event of students being injured whilst at school, they will be sent to the Front Office Sick Room for treatment. The nature of the injury, type and duration of treatment is recorded as well as some background information on how the injury was sustained. Students may be collected by a parent or authorised adult if they are unable to remain at school. At all times, the wellbeing of the student is our first consideration. Students may be transported to hospital if the injury is serious.

## SUN SMART POLICY

Tenison Woods College's Sun Smart Policy states that students will wear the regulation College sunhat in Terms 1 and 4 of the school year. In addition to this, on days of extreme heat, students will be encouraged to seek shade at play times and to take advantage of our air-conditioned classrooms to remain cool. Sporting activities will be modified if necessary and some outdoor events may be cancelled. Sunscreen is freely available in all classrooms for student use.

# Communication

## PARENTAL PARTICIPATION

Tenison Woods College is a thriving and enthusiastic community of staff, parents and students. Parents are valued as the first educators of their children and are actively encouraged to be involved in as many aspects of school life as possible to promote a strong school-family relationship. Listening to children read, helping with craft lessons, attending class and school events, helping out on excursions and coaching sports teams are some of the ways parents share their expertise and become involved in the life of the College.

Classes have a volunteer 'Class Parent Representative' who works with the class teacher, welcoming new families and often organising social functions for families to connect with each other.

Parents and grandparents frequently volunteer to be part of our Learning Assistance Programme (LAP) to work closely with our young students in need of some extra care and confidence boosting.

As all parent volunteers are required to undertake a Police Check, please remember to collect the necessary forms from the Front Office.

Tenison Woods College also has an Old Scholars Association, which allows parents to maintain their links with the College once their children have left the school. To register on our Old Scholars database visit [www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au).

## COMMUNICATION WITH PARENTS

Tenison Woods College staff take pride in their open communication with families. Contact with the school regarding individual students should always commence with the class teacher, preferably via email or an after-school appointment. This allows plenty of time to thoroughly discuss queries and concerns. Staff email

addresses are the first four letters of their surname and the first letter of their Christian name, followed by 'tenison.catholic.edu.au'. For example: Mary Jones - [jonem@tenison.catholic.edu.au](mailto:jonem@tenison.catholic.edu.au)

If you are unsure of an email address please address your correspondence to [info@tenison.catholic.edu.au](mailto:info@tenison.catholic.edu.au) and it will be forwarded on to the respective person.

**A Class Newsletter** is sent home fortnightly in each Junior School class, giving specific class information on current learning topics, excursions and special events.

**The weekly College Newsletter** keeps families up to date with important school events and is available via email (please contact the Front Office to have your name added to the list), the College website or Skoolbag Application. A limited number of hard copies are also available at the Front Office.

**The College Calendar** is prepared well in advance and has all of the major College events listed for the year, so that parents can plan well ahead of time to attend functions and events. The Calendar is updated regularly with many class or year level excursions and events (that are often not known ahead of time) and available via the College website.

**The College Website** has a wealth of information regarding College Policies and Procedures, Newsletters, upcoming events, notes and forms, Skoolbag and PAM (Parent Access Module).

As part of an ongoing initiative to enhance communication with the community, the College has an official Facebook page. The official page is administered by the College and includes up to date information about events, concerts, student activities and successes as well as an image gallery from around the College.

## STUDENT CONTACT DETAILS

Student contact details must be kept up to date at all times. Staff may use phone or email details when wishing to contact parents regarding the student's wellbeing, academic progress, or class events. Emergency contact details are used when students are ill or have an accident at school and it is imperative that we are able to contact either the parents or a responsible person authorised by the parents to personally come and collect the student.

## SUGARLOAF CAFÉ

The Sugarloaf Café is situated in the Pam Ronan Centre (PRC), with access via the White Avenue entrance to the College. Coffee, cakes and a range of delicious lunch foods are available for purchase throughout the day.

It is the ideal meeting place for parents wishing to catch up or to hold Class Parent gatherings. Toys are available to keep the little ones occupied while parents chat. Bookings are recommended if the group is large.

## SPECIAL EVENTS

There are a number of special events held at the College throughout the year that promote open communication between families and teachers. The partnership between families and the College is integral to the wellbeing and learning of each student, and as such, families are urged to attend as many of these events as possible.

Events include the Mother's Day Liturgy and Morning Tea, Father's Day Breakfast, Sports Carnivals, Whole School Masses, Junior School Assemblies, Term 1 Family Night and Parent/Teacher Interviews.

# Operational

## ATTENDANCE/ABSENTEEISM

Once a child turns six they are, by law, required to be enrolled in school and attend regularly. This includes being punctual at the start of the day. If children are sick they will not learn effectively, so it is best to keep them home until they are well. Please inform the College via the absentee phone line 8724 4659 or SMS mobile number 0429 134 568 (including your child's full name and reason for the absence). All unexplained absences will be followed up with a SMS message, asking parents to provide an explanation.

## LEAVING EARLY OR ARRIVING LATE

If children arrive at school late, need to leave school early, or have appointments during the day, they need to be brought to/collected from the Front Office and signed in and out. It is important that all students being picked up during the school day are collected from the Front Office; class teachers can then be contacted and students sent up to the Office.

## HOLIDAY EXEMPTIONS

Students of compulsory school age require an exemption if they wish to travel or go on a family holiday during school time. Forms are available at the Front Office.

## POLICE CHECKS

All adults who volunteer at the College (listening to reading, helping with excursions, canteen helper, swimming lessons etc) require a Police Check. Forms are available at the Front Office.

## PARKING/DROP OFF AREAS

Visitor parking is available at the front of the College for parents who wish to park and escort their children to their classrooms. Please take care when parking and reversing as small children are difficult to see and unpredictable in their movements.

If choosing to use the 'Kiss and Drop' Zone in the front of the school, please adhere to the traffic flow signs to minimise delays.

## OUT OF SCHOOL HOURS CARE

Tenison Woods College established an OSHC service in 2013 to meet a growing need within the local school community. OSHC runs from the Multi Purpose Room, adjacent to the Barrie Holmes Stadium and is available for children attending school aged 4 up to 13 years. Types of care available are Before School Care, After School Care, Vacation Care, Student Free Days and Early School Closure Days.

Enrolment Forms and Parent Handbooks are available from the Front Office.

## BREAKFAST CLUB

Breakfast Club is available for any students in need of a food top-up before lessons commence, particularly (but not limited to) students who travel long distances on school buses. It operates on a Tuesday, Wednesday and Thursday from 8.10am – 8.35am in the Home Economics Centre.

## ASSEMBLIES

Junior School assemblies are held fortnightly on Friday at 2.15pm in the Barrie Holmes Stadium. If assembly finishes early and you wish to take your children home, please ensure that they are signed out at the Front Office. Please check the College newsletter for information on these as well as Whole School Assemblies.

## LOST PROPERTY

Lost Property is located at the Front Office. We urge parents to please clearly label their child's belongings to minimise losses. At the end of each semester unnamed lost property is donated to the St Vincent de Paul Society.

## SCHOOL FEES

School fees can be paid by Eftpos, BPay, Direct Debit or payment in full. Please see the Fee Schedule, available from the front office, for further details or feel free to make an appointment to see the Business Manager to discuss your individual needs.

## DEVELOPMENT OF PERSONAL RESPONSIBILITY

As part of their social and spiritual learning journey, each student is encouraged to accept ownership of their social behaviour, learning and interactions with others. Our Policy is based on the principle that children can choose their behaviour and they are guided to see the impact that these choices have on others. Our Code of Conduct explains that all children and staff have the right to feel safe and that we are at school to learn. This is framed by a restorative practice with the focus on restoring relationships and taking ownership of actions.

## EXCURSIONS, INCURSIONS AND SPECIAL EVENTS

Excursions and incursions are valuable parts of each student's learning experience, adding relevance to their learning.

Parents will always be notified of class excursions as students need written parental consent to attend. The consent form also includes the opportunity to update medical information and provide an emergency phone contact, should the need arise during the excursion. A rigorous procedure is in place to ensure that all excursions are thoroughly planned then approved by College Leadership before going ahead.

Excursions require a higher adult to child ratio than in the classroom, so parents are always needed to come along and help with a group of students. Police Checks need to be in place for all parent volunteers.

At the beginning of the year a Local Area Consent Form is sent home to all families, covering walking excursions within the immediate vicinity of the College, including Marist Park. Incursions generally do not require parental consent although families are usually notified via the Class Newsletter of the details of the incursion. Examples of incursions are Music is Fun Performance, Camp Quality Puppet Show and National Simultaneous Story Time.

The cost of most excursions and incursions is covered in the class 'Excursion Budget' which is part of each student's School Fees. Teachers are required to carefully pre-plan their excursions and incursions for the year to achieve a balance between Learning Areas as well as ensuring that the budget amount is not exceeded.

## SIMON AND PAM

Tenison Woods College has implemented a Staff and Student Information Learning Management System called SIMON. SIMON is the hub of school life; it contains timetable information, daily messages, learning resources, assessment tasks and grades.

The Parent Access Module (PAM) enables parents to access real time information relating to their child, including attendance records, timetable and learning areas, daily notices, assessment task results and feedback and online semester reports.

# Contact Us

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## ADDRESS

Cnr White Avenue & Shepherdson Road  
Mount Gambier  
South Australia 5290

## POSTAL ADDRESS

PO Box 965  
Mount Gambier  
South Australia 5290

## TELEPHONE

Early Learning and Community Centre (08) 8724 4656

Tenison Woods College (08) 8725 5455

Absentee Line (08) 8724 4659

College Uniform Shop (08) 8724 4637

**FAX** (08) 8724 9303

## WEBSITE

[www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au)

## EMAIL

[info@tenison.catholic.edu.au](mailto:info@tenison.catholic.edu.au)