

2023 Junior School Information Handbook



LET
YOUR
light
SHINE





Welcome

A warm welcome to the Tenison Woods College Junior School.

The primary years of schooling are one of the most significant phases of our lives! To make this a wonderful experience for every child involves a very close partnership between both parents and our school staff.

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.

Tenison Woods College provides a carefully structured and innovative approach to education, focusing on accelerating the physical, intellectual, spiritual, social and emotional development of each child. A significant feature of the Junior School is the emphasis on quality teaching and learning in a safe, supportive learning environment that acknowledges the innate competence of each individual child and, where each child is encouraged to flourish in developing as a successful learner.

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.'

Marcellin Champagnat, the founder of the Marist Order once said 'Before you can teach children, first you must love them.' This great love is expressed through our love of Christ, our love of learning and our love of celebrating all the great things that happen in our classrooms, our school and our community.

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 Tenison Woods College for your child.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'David Meziniec'.

David Meziniec
Principal



About Tenison Woods College

OUR VISION

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

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.

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.

The College is situated on picturesque grounds at the foot of the Valley Lakes on the western outskirts of Mount Gambier.

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 was formed in 2001 following the merging of St Paul's Primary School and Tenison College (secondary school). Both of these schools had proud reputations, with an excellent record of student achievement and care for individuals.

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 3 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. The Junior School community caters for students from Early Years to Year 6.



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 Founder 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 Founder Houses are:

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

In the Junior School, students in Year 6 are elected as Founder Leaders, with Year 5 students elected as Deputy Leaders.

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 Saint 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.

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

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

All Junior School classes implement the 'Kimochis' social-emotional learning program that teaches children real-life skills such as communication, self-management, decision-making, problem solving, resilience and responsibility; skills that help us all to lead happy and successful lives. When children learn to communicate their feelings effectively, they build confidence, self-esteem and strong relationships.

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 Information Technology, critical thinking, collaboration and communication.

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, particularly in our younger year levels, as it assists children to build their knowledge, skills and understandings, especially in language development and social skills.

Inquiry-based Learning helps students develop in-depth understanding and critical and creative thinking. Units of Inquiry connect learning areas with key capabilities, promoting students' curiosity and active engagement in their own learning. With guidance, students develop their own questions to explore and research; connected learning is developed, problem solving skills are practiced and there is effective communication of understandings.

The Junior School classroom academic program includes the learning areas of Religious Education, English, Mathematics, Humanities and Social Sciences (History and Geography), Science, Technologies and Health.

Specialist learning areas are currently Physical Education, Languages (Italian) and The Arts.

Year 6 mini-electives, chosen in Semester Two from Specialist subjects, helps to prepare our students for the significantly different learning model offered in Middle School.

Middle School Students (Years 7-9) have a personalised, individual pathway, carefully designed to provide challenge, engagement and rigour, whilst building excellence and a well-rounded education.

Specialist subjects from which to choose mini-electives include The Arts (Visual Art, Multi-Media Art, Drama and Music) and Technologies (Design, Coding, Robotics, Digital Technology and Food Technology).

The mini-electives undertaken will give Year 6 students a taste of what is on offer in Year 7, enabling them to make better informed choices at the end of the year, as they prepare for Middle School.

The School Day

TIMETABLE

The day is divided into three sessions:

Lessons 1-3 (including Literacy Block)

Break

Lessons 4-6 (including Numeracy Block)

Break

Lesson 7-8

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. Timetables can also be accessed via SEQTA Learn (Students) and SEQTA Engage (parents). Special class events will be advised via the class newsletter, individual letter, or online via EdSmart.

ARRIVING AT SCHOOL

Students should arrive at School around 8:30am and wait in their designated areas until their teacher welcomes them into class. Students then unpack their bags and begin the day's activities.

LEAVING SCHOOL

Under normal circumstances, 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 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 one of the 'Kiss and Drop' Zones, located outside the Barrie Holmes Stadium via the White Avenue entrance or in front of the Administration area via the Shepherdson Road entrance. Please adhere to the traffic flow signs to avoid delays.

PLAY AREAS

During recess and lunch breaks, students may play on their designated 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

Students are supervised for the first 10 minutes whilst eating their lunch (and recess, for younger students), before going out

to play. If this is not sufficient time, students may finish eating outside on the verandah or seating areas.

PLAYGROUND SAFETY

Playground rules 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 high visibility 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 taken to the Front Office for first aid treatment.

At the end of play, students line up outside their classrooms in designated areas and wait for teachers to return from their break. Students are not permitted to play on the playground 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. The Canteen also accepts online ordering and payment via the QKR! App. Please search Tenison Woods College on the App. Further information is available on the College Website, under Canteen. 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 CLASSROOMS

As many of our Junior School students have allergic reactions to nuts and other foods, many classrooms, as well as the Reception building, are Nut Free Zones. 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.



The School Day

HOMEWORK

The Tenison Woods College Homework Policy acknowledges the importance of reading throughout the Primary years, as well as the need for children to get outside and have a good break from their school work, as they engage in other interests.

Homework should be brief, easily managed and an enjoyable time for all. If your child is taking longer than expected to complete homework activities, please speak to your child's teacher.

Homework for Reception to Year 2 consists of Reading, Sight words and oral language activities (for example preparation for special news). In Years 3-6, Homework is Reading and home study grids, which have variety and choice. Completion of class-work will consider the varied learning needs of the students and requires prior consultation with parents/caregivers.

BUDDIES

Our Junior School Buddy Program involves students being buddied with students in a different year level. Buddies engage regularly in a myriad of activities together, including reading, games and outside activities, special events and art and craft activities. The Buddy Program helps children relate positively to each other and build lasting relationships with peers of differing ages.

Receptions are buddied with the College Year 12 students, as part of our Pastoral Care Program, where the 'youngest' and 'oldest' students in the College form a unique bond. The students meet 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 walk in together, hand in hand; a moving and powerful symbol of our united College community.

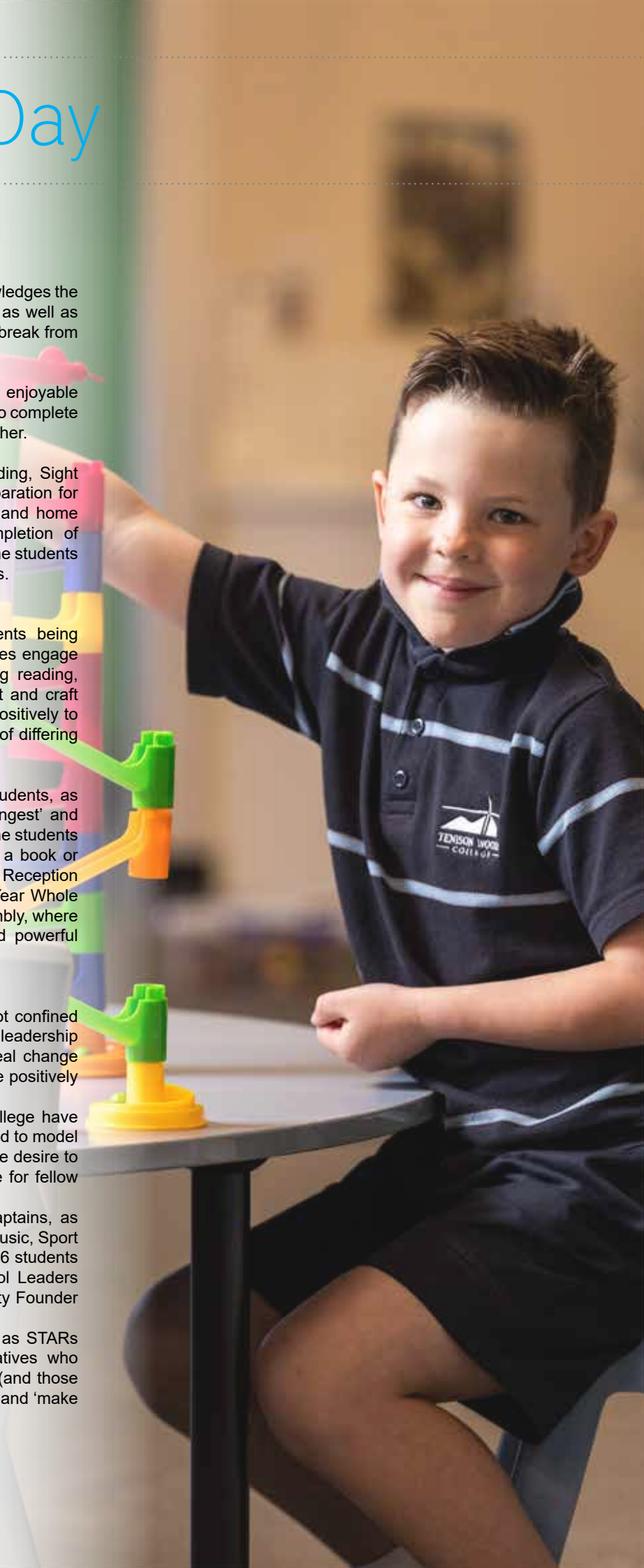
STUDENT LEADERSHIP

At Tenison Woods College, Student Leadership is not confined to small groups of individuals; every student has leadership potential and is given the opportunity to influence real change as they voice their ideas and opinions and collaborate positively with peers and adults.

Students who are elected as Leaders within the College have an increased sense of responsibility to help others, and to model leadership principles and values. They have a genuine desire to contribute to their community and to be an advocate for fellow students whose voices are less likely to be heard.

Senior Student Leadership includes our College Captains, as well as Mission, Wellbeing, Learning, Sustainability, Music, Sport and Founder Leaders. In the Junior School, our Year 6 students have the opportunity to be elected as Junior School Leaders and Founder Leaders, with Year 5 students as Deputy Founder Leaders.

Students from Year 1 - Year 6 may also be elected as STARS (See, Think, Act representatives); class representatives who gather regularly to discuss issues, share their ideas (and those of their fellow students), in order to live out their faith and 'make a difference' in their school and wider community.



Specialist Lessons and Facilities

YEAR 6 MENTOR PROGRAM

In this Program, Senior School students interact in a meaningful way with our Year 6 students, providing positive role modelling and relationship mentoring. Enjoyable, shared activities (sometimes during lunch breaks) include cooking, games, sports, crafts, music, writing or anything else of mutual interest, all the while providing opportunities for students to make connections and deepen their sense of belonging within the school community.

PHYSICAL EDUCATION

Students have one Physical Education lesson each week with a specialist teacher, often utilising the Barrie Holmes Stadium, court or oval areas. The PE curriculum emphasises participation, sportsmanship and skill development. External facilitators will often work with students to develop skills related to particular sports.

In Term 1, students participate in either the R-2 or 3-6 Sports Carnivals and during the year each class has five allocated swimming lessons at the Mount Gambier Aquatic Centre (these lessons are currently suspended while the Aquatic Centre undergoes redevelopment). Students in Years 4 to 6 also participate in our Twilight Swimming Carnival in Term 1.

Students in Years 3 to 6 are encouraged to take part in the school sporting competitions that are offered throughout the year, including Cross Country running, T-Ball, Football, Netball, Soccer, Hockey, Basketball, Cricket and Minkey. Reception to Year 2 students may also participate in Auskick, Net-Set-Go or Blast Cricket sessions held after school.

THE ARTS: MUSIC

Music plays a vital part in the life of the College. Junior School students up to Year 4 have one core music lesson each week with a specialist teacher and 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.

Students in Year 5 have two lessons each week, as they are part of our Instrumental immersion program. They receive free group tuition and free instrument hire on their choice of trombone, clarinet, flute or trumpet. The second lesson is class band where students utilise the skills they are developing.

Students in Year 6 may be invited to be part of the Band Program. They continue their music learning by using our specialist Music Lab as well as being involved in our ukulele program.

As well as the music curriculum, Tenison Woods College offers complementary music programs:

Instrumental Music Program

Students are able to privately learn an instrument throughout the school day from skilled instrumental teachers. Instruments available are French horn, flute, clarinet, saxophone, trumpet, trombone, violin, guitar, bass guitar, drum kit, vocals and piano.

Band Program

When students are at a suitable level they are invited to join one of the College ensembles.

Choir Program

Our College choir program begins in the Junior School, when participants learn basic singing techniques, with a focus on musical enjoyment and teamwork. Students may be part of the Spark Choir (Years 1 – 2), Ignite Choir (Years 3 – 4) or Blaze Choir (Years 5 – 6).

THE ARTS: DANCE, DRAMA, VISUAL ARTS, MEDIA ARTS

Students are encouraged to reach their creative and expressive potential and have the opportunity to be engaged, inspired and enriched as they study each of the arts forms with a specialist teacher for one or two lessons each week.

Each area of the Arts curriculum enables students to learn how to create, design, represent, communicate and share their imagined and conceptual ideas, emotions and experiences.

In making and responding to artworks, students consider a range of viewpoints or perspectives through which artworks can be explored and interpreted, including different social, cultural and historical contexts.

LANGUAGES (ITALIAN)

A specialist languages teacher introduces Junior School students to the language and culture of Italy for 2 lessons per week.

Students use progressively more complex Italian words and phrases to respond to instructions as they participate in shared learning experiences. They learn new words and use familiar vocabulary to make simple statements and ask simple questions.



Specialist Lessons and Facilities



The Tenison Woods College Library is an essential partner in the teaching, learning and community service activities of the College. Students borrow picture books, information books and novels 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, Year 1 and Year 2 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 programs based on individual need, thus ensuring that the learning experiences of each child are 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, which may be in the form of in-class ESO support, small group participation in Literacy or Speech programs run by ESOs, or testing and observation by Inclusive Education staff.

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

The Junior School Pathways Coordinator is responsible for the planning and implementation of learning pathways for students, 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.

Students with diagnosed disabilities who are unable to cope in mainstream settings may access The Poplars area of the College for some or all of their lessons. Poplars students require a significantly modified learning program and have Personalised Plans for Learning. The Poplars Inclusive Education staff meet regularly with the families of their students to ensure that the expectations and needs of all involved are being met.

The Poplars educational curriculum includes the basics of reading, writing and mathematics as well as other subjects including cooking, shopping, bowling, woodwork, gardening, dancing, swimming and daily living skills.

Communication

PARENT 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 Stephanie Alexander Kitchen Garden sessions, 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.

There are many parent connection opportunities within our College. These are in the form of Class Representatives as mentioned above, Faith, Health and Wellbeing Committee Member, Uniform Committee Member, Board Member plus many more opportunities. In addition there are regular Parent Coffee Mornings and Parent Sessions. Please visit the Facebook Page for upcoming parent events, or alternatively contact the Front Office.

Volunteering with the on-site Breakfast Club, the Canteen, Working Bees, our Stephanie Alexander Kitchen Garden Program, excursions and camps plus sporting days are all fantastic opportunities to get involved. Parents and Grandparents frequently volunteer to be part of our Learning Assistance Program (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

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

If you are unsure of an email address please address your correspondence to info@tenison.catholic.edu.au and it will be forwarded to the respective person.

A Class newsletter is emailed home or added to SEQTA 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 or the College website. 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, forms and SEQTA.

As part of an ongoing initiative to enhance communication with the community, the College has an official **Facebook page** and **Instagram** account. Both platforms are administered by the College and include up to date information, images and videos from events, as well as detailing student activities and successes.

SEQTA, Our College's web-based information system, is utilised by students (SEQTA Learn) and parents (SEQTA Engage).

SEQTA Engage enables parents to access information regarding their child's timetable and learning areas, assignments, school notices, assessment task results, teacher feedback and end of semester Reports.

SEQTA strengthens the communication between school and home and allows parents and caregivers the opportunity to be an integral part of their child's educational journey.



Communication

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 a student's well-being, 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 CAFE

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 senior school students, staff, parents and caregivers to 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 for large groups.

SPECIAL EVENTS

There are a great 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 well-being 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.

ATTENDANCE / ABSENTEEISM

Once a child turns 6 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 87244659 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.



Operational

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 volunteering at the College (listening to reading, helping with excursions, canteen helpers etc) require a Working with Children / Catholic Police Check. Forms are available at the Front Office. Volunteers must also complete the Volunteers Information Pack (available at the Front Office or on the Tenison Woods College Website) and are required to sign in and out of the school.

OUT OF SCHOOL HOURS CARE

Tenison Woods College's OSHC service operates 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 usually held fortnightly on Friday afternoons 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.



Operational



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 & CAMPS

Excursions, incursions and camps 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.

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 and National Simultaneous Story Time.

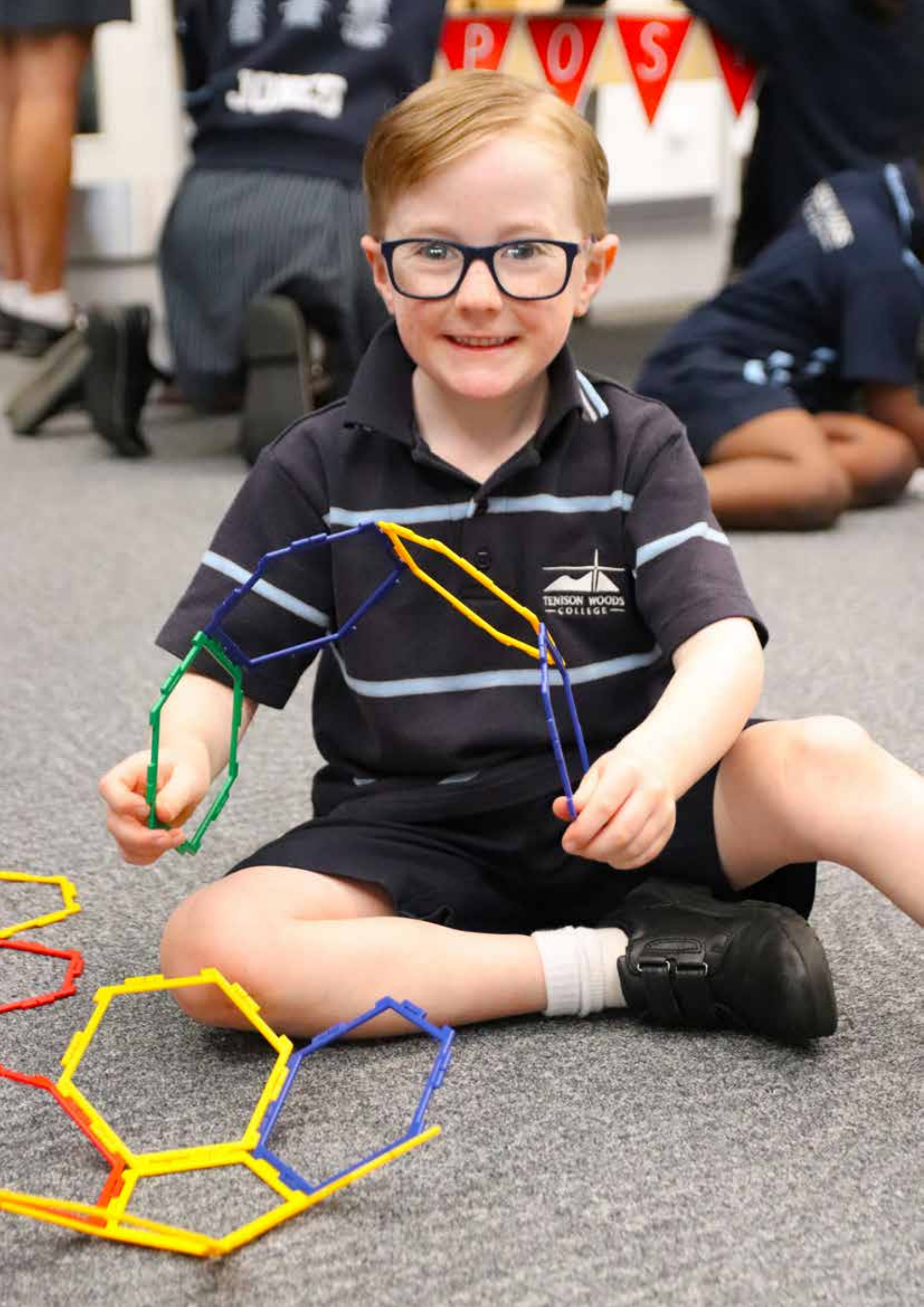
The cost of most excursions and incursions is covered in the class 'Excursion Budget' which is part of each student's School Fees. Teachers are required to carefully pre-plan their excursions and incursions for the year to achieve a balance between Learning Areas as well as ensuring that the budget amount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

Year 6 Canberra Camp, held in November, is a highlight of the year for our Year 6 students. Whilst in Canberra, students usually participate in the Remembrance Day ceremony at The Australian War Memorial, as well as spending time at Parliament House, Questacon, The Australian Institute of Sport and other venues. The camp is the culmination of the students' HASS Unit of work exploring the Australian system of government.

Year 5 students enjoy a 3 night Camp at Kangarooie, exploring many fun, outdoor activities that are designed to build cooperation, teamwork, resilience and independence.

Year 4 students participate in an overnight experience, usually linked with their sustainability work or Indigenous Education units. This night is an important stepping-stone for students as they prepare for the longer camp in Year 5.





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.

SICK CHILDREN

If students are unwell during the day they will be taken 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.

ACCIDENTS AND INJURIES

In the event of students being injured while at school, they will be taken 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 well-being of the student is our first consideration. Students may be transported to hospital if the injury is serious.

SUN SMART POLICY

The Tenison Woods College Sun Smart Policy states that sun protection times are forecast by the Bureau of Meteorology for the time of day UV levels are predicted to reach 3 or higher. To assist with the implementation of this policy, staff and students are encouraged to access the daily local sun protection times via the free SunSmart app, sunsmart.com.au or bom.gov.au. The sun protection measures listed in this policy are used for all outdoor activities during the daily local sun protection times. Implementation throughout Terms 1 and 4 only is insufficient to protect against UV risks, therefore sun protection is required to be worn when UV levels are predicted to reach 3 or higher. Details are within the Sun Smart Policy found under Policies on the Tenison Woods College Website.

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.

Contact Us

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