



LET  
YOUR  
*light*  
SHINE

TENISON WOODS COLLEGE

# PARENT HANDBOOK



# WELCOME

Welcome to Tenison Woods College!

As an Early Years to Year 12 Catholic, co-educational College, Tenison Woods is renowned for its academic achievement, wonderful facilities, strong pastoral care program, close involvement of families and safe, supportive learning environment.

At Tenison Woods College we say:

Every learner has a place.

Every learner has a pathway.

Every learner will shine.

This is our challenge and our celebration.

In practical terms, this means that our dedicated staff see and celebrate the competent individual child or adolescent, with their own needs, pathway and gifts. Our staff are committed to the individual wellbeing (place) and learning (pathway) needs of each learner so that they are well prepared to shine for the next stage of their life, whether that be further study or the world of work.

Our Flexible Learning Program for senior students enables them to manage work, study and academic success in a program that caters specifically for their individual needs.

Students with special learning needs benefit from creative and customised learning programs to bring out their special gifts and talents.

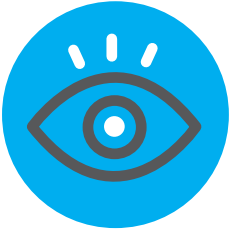
At Tenison Woods College we understand that each member of our community is a learner and each member is a teacher. This ultimately means that we value mutual relationships that foster inquiry, collaboration and innovation.

As a Catholic College we value social justice, community service and student leadership. Our motto 'Let Your Light Shine' challenges all students to reach their full potential as citizens for a global community.

I trust this handbook guides you through our approach and critical information that lays the foundation for our wonderful life-giving partnership together in the interest of our young.

**David Mezinec**  
Principal





## 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.



## OUR COMMITMENT

Tenison Woods College is a vibrant, transformative and pastoral learning community that:

- Values the gifts and talents of each person and facilitates achievement in the spiritual, academic, social, personal and cultural aspects of life.
- Invites and encourages the development of faith, bearing witness to God's presence in the world through our call to action.
- Inspires positive relationships that are life giving, collaborative and respect the dignity of each person created in the image and likeness of God.
- Nurtures a sense of wonder, hope and peace grounded in the relationships we have with self, others, God and creation.
- Fosters the understanding that we are integral parts of a greater creation called to respond with loving action and relationships.
- Delivers excellence and innovation in teaching practices which inspire a love of lifelong learning.



# 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 reputation, 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 diverse and innovative curriculum offering a multitude of elective subject choices

The College is divided into 4 sub-schools (Early Learning, 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.



# OUR STORY

Tenison Woods College has a rich history, stretching back to the early days of settlement in the South East of South Australia, where Fr Julian Tenison Woods and Mother Mary MacKillop established the first Parish School in Penola in 1866.

Tenison Woods College was formally established in 2001 as an R-12 Catholic Co-educational College as a result of the combined efforts of the Parish of Mount Gambier, the Boards and community of Tenison College and St Paul's Primary School.

The site Tenison Woods College occupies was once part of a pastoral holding, Moorak Station. In the late 1920's the Parish of Mount Gambier purchased part of the remaining property from the Pegler family with the intention of establishing a secondary school for boys. That school, which began in 1931, was known as Marist Brothers' Agricultural College.

The Sisters of Mercy began teaching in Mount Gambier in 1880 and moved into the Penola Road Convent in 1908, at that stage called St Joseph's Convent of Our Lady of Mercy. In 1952 the Parish School of St Paul's was merged with St Joseph's to become Mater Christi College, however in 1969 the primary section once more became St Paul's School with secondary education functioning independently as Mater Christi College.

In 1972 Tenison College was formed following the merging of Mater Christi College and Marist Brothers Agricultural College. In the ensuing years since, both St Paul's and Tenison College emerged as significant Catholic educational institutions within the South-East of South Australia.

The amalgamation of St Paul's Primary School and Tenison College in 2001 formed Tenison Woods College, starting a new chapter in the history of Catholic Education in the Mount Gambier region.

Under the leadership of Principal David Mezinec, today Tenison Woods College is an enterprising Catholic School providing excellence in education for all students. The College has a strong commitment to educating all students to achieve their personal best in academic, spiritual, social and sporting achievements.

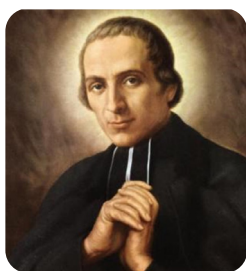


# OUR FOUNDERS

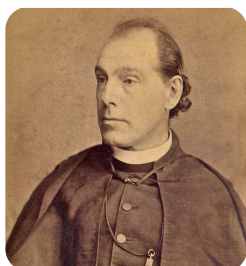
At Tenison Woods College we celebrate the rich history of the Mercy, Marist and Josephite Traditions, from which the school claims its heritage. It is through our charism that our culture develops and becomes a living faith.



**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)

# LEADERSHIP STAFF

## EXECUTIVE LEADERSHIP TEAM



**David Mezinec**  
Principal



**Michelle Coote**  
Deputy Principal



**Neal Turley**  
Business Manager



**Francesca Dickson**  
Head of Junior School



**Nick Patzel**  
Head of Middle School



**Kate Carroll**  
Head of Senior School



**Frances Scanlon**  
Director of ELCC



**Scott Dickson**  
Director of Learning



**Tania Sigley**  
Director of Wellbeing

## MANAGERS



**Colin Langford**  
ICT Manager



**Alex Nicholson**  
Library Manager



**Tracey Davey**  
Office Manager



**Jess Herring**  
PR & Events Manager

# LEADERSHIP STAFF

## COORDINATORS



**Austin Jones**  
SACE Coordinator



**Sharon Brodie**  
VET Coordinator



**Tom Linnell**  
Ecology Conversion and  
Sustainability



**Tina Opperman**  
Sports Years R- 6



**Brooke Hicks**  
Sports Years 7-12



**Sally Telford**  
Religious Education



**Rayhna Stephens**  
Catholic Identity and Mission  
Years R-6



**Chris Lloyd**  
Catholic Identity and Mission  
Years 7-9



**Marilena Wilson**  
Catholic Identity and Mission  
Years 10-12



**Hayley Morgan**  
Teaching and Learning R-6



**Elisa Lawrie**  
Pathways EY - 6



**Mel Robinson**  
Pathways Years 7-9



**Suzanne Pepe**  
Pathways Years 10-12



**Alex Window**  
Poplars



**Natasha Davis**  
Poplars



**Penny Mansell**  
Head of Performing Arts



**Meghan Amoroso**  
Arts



**Katrina Mott**  
English



**David Cole**  
HASS



**Angela Queale**  
HPE



**Patrizia Viola**  
Languages



**Jason de Nys**  
Maths and Science



**James Gilham**  
Technology

# STUDENT LEADERSHIP

## SENIOR SCHOOL STUDENT LEADERS



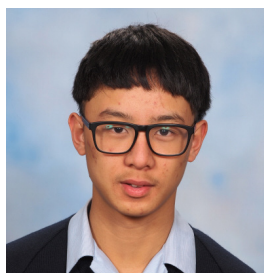
**Gael Chizungu**  
School Captain



**Aden Clark**  
School Captain



**Kuncheria Chavara**  
Mission Leader



**Julio Teodoro**  
Mission Leader



**Grace Kentish**  
Wellbeing Leader



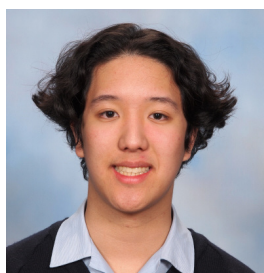
**Claudia Prosperi-Porta**  
Wellbeing Leader



**Madi Derrington**  
Sustainability Leader



**Alex McDonald**  
Sustainability Leader



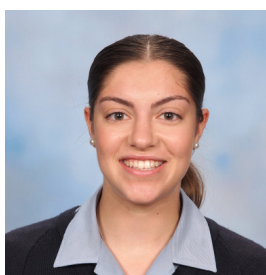
**Hayden Luo**  
Learning Leader



**Mia Passuer-Jones**  
Learning Leader



**Harry Wright**  
Sport Leader



**Tess Porter**  
Sport Leader



**Ryan Creedy**  
Music Leader



**Isabella King**  
Music Leader



**Emily Jolley**  
Champagnat Founder Leader



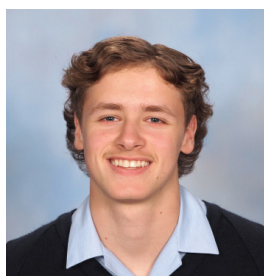
**Jack Berkefeld**  
Champagnat Founder Leader



**Ava Copping**  
McAuley Founder Leader



**Anton Circelli**  
McAuley Founder Leader



**Jackson Bowden**  
Woods Founder Leader



**Gianna Morello**  
Woods Founder Leader



**Lucy Catlin**  
MacKillop Founder Leader



**Eva Manarangi**  
MacKillop Founder Leader

# STUDENT LEADERSHIP

## MIDDLE SCHOOL STUDENT LEADERS



**Maggie Collins**  
Middle Student Leader



**James Flett**  
Middle Student Leader



**Colby Ind**  
Champagnat Founder Leader



**Hansika Singh**  
Champagnat Founder Leader



**Patrick Clarke**  
McAuley Founder Leader



**Louise Stanley**  
McAuley Founder Leader



**Andrew Hinchcliffe**  
Woods Founder Leader



**Ruby Shepherd**  
Woods Founder Leader



**Isla Biggins**  
MacKillop Founder Leader



**Neave Brooksby**  
MacKillop Founder Leader

## JUNIOR SCHOOL STUDENT LEADERS



**Caitlin Mugavin**  
Junior Student Leader



**Kade Parker**  
Junior Student Leader



**Charlie Carroll**  
Champagnat Founder Leader



**Flick Lamond**  
Champagnat Founder Leader



**Davyd Davyduik**  
McAuley Founder Leader



**Kiahna Little**  
McAuley Founder Leader



**Xavier Hunter**  
Woods Founder Leader



**Eliza**  
Woods Founder Leader



**Zoe Boyd**  
MacKillop Founder Leader



**Ollie Cutting**  
MacKillop Founder Leader

# 2023 IMPORTANT DATES

## TERM DATES

Term 1	Monday 30 January to Friday 14 April
<i>Term 1 Holidays</i>	Monday 17 April to Friday 28 April
Term 2	Monday 1 May to Friday 7 July
<i>Term 2 Holidays</i>	Monday 10 July to Friday 21 July
Term 3	Tuesday 25 July to Friday 29 September
<i>Term 3 Holidays</i>	Monday 2 October to Friday 13 October
Term 4	Monday 16 October to Wednesday 13 December
<i>Term 4 Holidays</i>	Thursday 14 December to Sunday 28 January

## STUDENT FREE DAYS

Term 1	Tuesday 14 March
Term 2	Thursday 8 June Friday 9 June
Term 3	Monday 24 July Friday 8 September
Term 4	Friday 20 October

## SOUTH AUSTRALIAN PUBLIC HOLIDAYS

New Year's Day	Sunday 1 January
New Year's Day Public Holiday	Monday 2 January
Australia Day	Thursday 26 January
Adelaide Cup	Monday 13 March
Good Friday	Friday 7 April
Easter Saturday	Saturday 8 April
Easter Sunday	Sunday 9 April
Easter Monday	Monday 10 April
ANZAC Day	Tuesday 25 April
King's Birthday	Monday 12 June
Labour Day	Monday 2 October
Christmas Day	Monday 25 December
Proclamation Day	Tuesday 26 December

## PARENT CALENDAR

Please [click here](#) to access a PDF of the 2023 Parent Calendar.



# DAILY TIMETABLE

Students should arrive at School at between 8.20am and 8.30am and wait in their designated areas until their classroom is opened. The day begins with attendance being taken at home group after the second bell at 8.40am.

<b>Homegroup</b>	<b>8.40am</b>
<b>Lesson 1</b>	<b>8.55am</b>
<b>Lesson 2</b>	<b>9.35am</b>
<b>Lesson 3</b>	<b>10.15am</b>
<b>RECESS</b>	<b>10.55 – 11.20am</b>
<b>Lesson 4</b>	<b>11.20am</b>
<b>Lesson 5</b>	<b>12.00pm</b>
<b>Lesson 6</b>	<b>12.40pm</b>
<b>LUNCH</b>	<b>1.20 - 2.00pm</b>
<b>Lesson 7</b>	<b>2.00pm</b>
<b>Lesson 8</b>	<b>2.40pm</b>
<b>DISMISSAL</b>	<b>3.20pm (3:15pm for Junior School)</b>

## TIMETABLES

New students in Middle and Senior school will have their timetable posted out to them in the last week of the school term prior to them starting.

Returning students will be able to access their new timetable on SEQTA at the beginning of the new school year.

## SCHOOL STATIONARY

Reception to Year 6 students will be provided with book packs which will be available for collection from College classrooms on the designated book pack collection day. This will be communicated to families in the end of year letter. It will also be noted in the school newsletter.

For students in Years 7-12 booklists are issued to families at the end of the school year. Please ensure that your child has the recommended stationery on their first day of school.

## LOCKERS

Middle and Senior school students are issued with lockers to safely store their belongings. A combination lock is issued at the beginning of Year 7 and is retained for the duration of Middle and Senior School. If a lock is lost/damaged, this may incur a \$20 charge via school invoicing. At the end of each year, the locks are handed into Homegroup teachers and will be re-issued at the beginning of the next year.

## SCHOOL REPORTS

Student reports for children in Reception to Year 11 are available on SEQTA at the end of Terms 2 and 4. Year 12 student reports are available via SEQTA at the end of Terms 1 and 3.

The reports will refer to assignments completed during the semester which can also be found through SEQTA.

## PARENT TEACHER INTERVIEWS

Parent teacher interviews are conducted in Terms 1 and 3. Parents/carers will receive an email with a link to request interviews on nominated days and preferred times with your child's teacher/s. You will then receive an email confirming the date and time of the interview once they have been scheduled.

## EDSMART PERMISSION SLIPS FOR EXCURSIONS AND CAMPS

All permission slips for excursions and camps will be sent via Edsmart in the form of an email from Tenison Woods College with a link to an electronic form to complete.

All permission forms must be completed prior to your child's event.

# ATTENDANCE

## LATE ARRIVAL AND LEAVING EARLY

Students arriving late to school can sign in at the attendance iPad at the Front Office (Shepherdson Road entrance), Pam Ronan Centre Office (White Avenue Office entrance) or Middle School Support Office in Gilap Wanga.

It is recommended for the safety and wellbeing of the student that a late arrival is accompanied by either a phone call, a note or an email from a parent/carer to the Front Office to ensure all attendances are correct.

Students leaving early are also required to sign out at the attendance iPad at one of the Administration Offices with prior notification from parents/carers.

## ABSENT

If your child can not attend school due to illness or a Family/Social commitment, please contact the school by either:

- Phoning the school - 08 8725 5455
- Leaving a message on the 24-hour Absentee Line - 08 8724 4659
- Sending a text message to 0429 134 568.

Please include your child's full name, Homegroup and the reason your child will be absent.

## EXTENDED ABSENCE

Students that have a planned absence of more than 5 days will require an exemption form which are available from the Front Office, and must be approved by the Principal prior to the absence.

# PROACTIVE WELLBEING SUPPORT

We are well resourced with staff to empower our students to build their resilience and relationship skills and to navigate 21st century issues. Each year level has a Wellbeing Coordinator who is responsible for overseeing the student's wellbeing by utilising restorative practices and helping to create a sense of belonging through student leadership groups and wellbeing initiatives and events. In addition to the Wellbeing Coordinators we have three part-time wellbeing counsellors: Laura Herbert, Mary Castignani and Lucy Williams who support students and families across the College. They undertake face-to-face counselling and assist with proactive programs. We also have a Director of Wellbeing, Tania Sigley, who works closely with families and oversees health and wellbeing policies and programs for the College.

## WELLBEING COORDINATORS

Early Years: Ang Cutting  
 Reception to Year 2: Maria Jeffrey  
 Year 3 to Year 6: Michael Gannon  
 Year 7: Kym Hammond  
 Year 8: Nathan Creedy  
 Year 9: Brad Maney  
 Year 10: Katrina Mott  
 Year 11: David Cole  
 Year 12: John MacGregor

## STUDENT LEADERSHIP

Part of fostering wellbeing is recognising the need to have a strong culture of student leadership. At Tenison Woods College we understand that self-determined learners are 'well beings.' As such our students have many opportunities to develop their leadership skills either through student councils or specific interest groups. Each sub-school has a Student Council, a Social Justice Group and an Environmental Group. These opportunities are further enhanced by leadership roles in Sport and Music.



Pictured above: Wellbeing Team

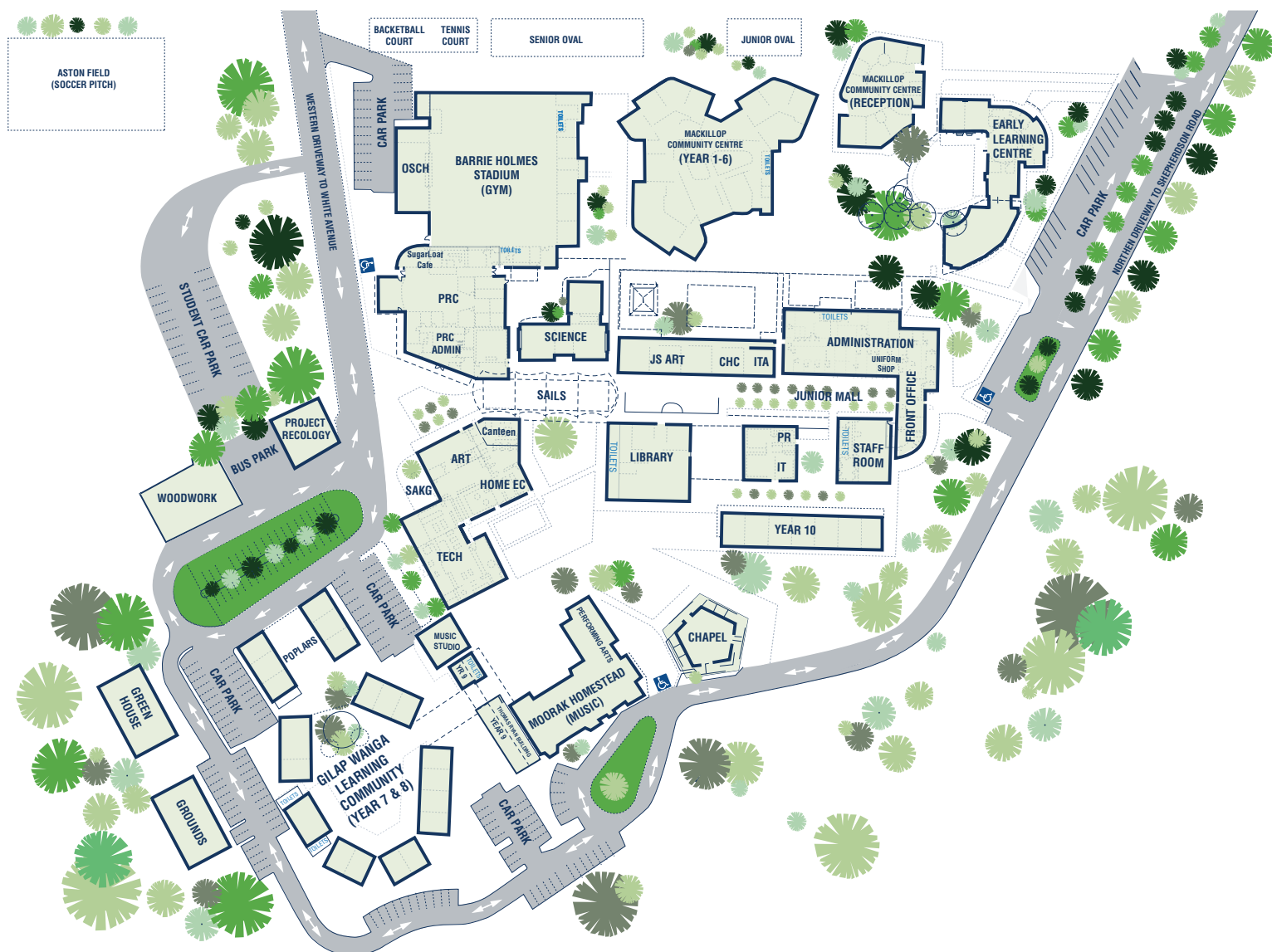
L - R: Director of Wellbeing - Tania Sigley, Counsellors - Lucy Williams, Laura Herbert, Mary Castignani

# PARKING/DROP OFF AREAS

Visitor parking is available at the front of the Early Learning and Community Centre, Marist Park or at the rear of the Gilap Wanga Learning Community Complex.

Students can be dropped off and picked up from the “Kiss and Drop” zones located outside the Barrie Holmes Stadium via the White Avenue entrance, or in front of the Administration Office area via the Shepherdson Road entrance, or at the rear of the school Gilap Wanga car park.

Please note the roads in the College grounds are two-way.



# SEQTA LEARN

SEQTA is Tenison Woods College's teaching and learning system that connects all members of the College allowing staff, students, parents and caregivers to interact and collaborate in a supportive online learning community.

## THERE ARE 3 SEQTA PORTALS



SEQTA Learn – Student Access  
<https://learn.tenison.catholic.edu.au>



SEQTA Engage – Parent Access  
<https://engage.tenison.catholic.edu.au>

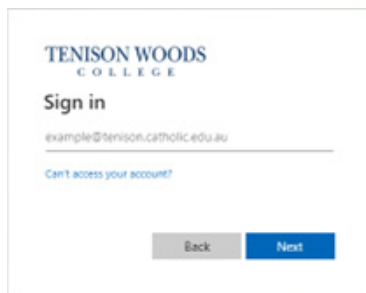


SEQTA Teach – Teacher Access

## STUDENTS ACCESS TO SEQTA GUIDE

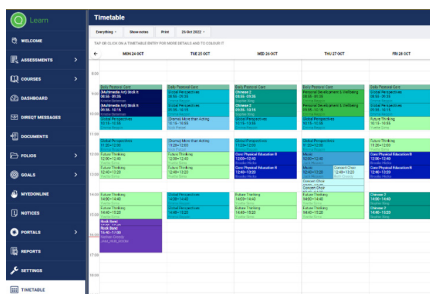
### Signing in

Students Sign in with their TWC email address and password



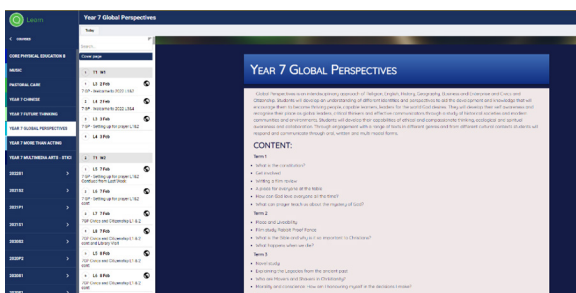
### Access to a Student Timetable

When the 'Timetable' tab is selected it will show the student's personal subject timetable for the week.



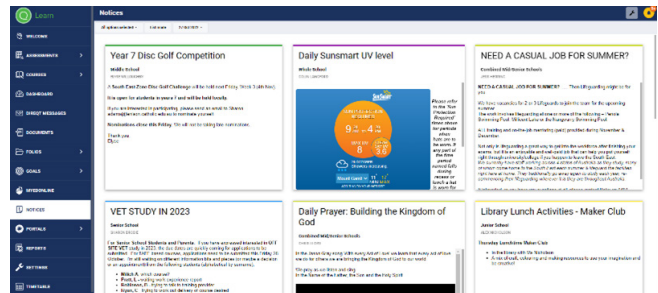
### Subject and Assessment Outlines

When the 'Courses' tab is selected it will show an overview of the selected subject. This provides students with a summary of the key objectives of the course along with a breakdown of the individual assessment tasks.



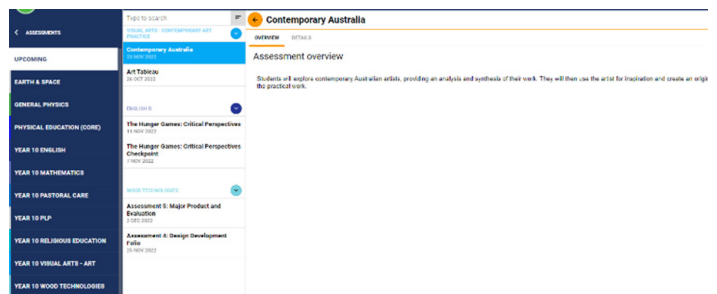
### Daily Notices

When the 'Notices' tab is selected it will show the College notices for that day.



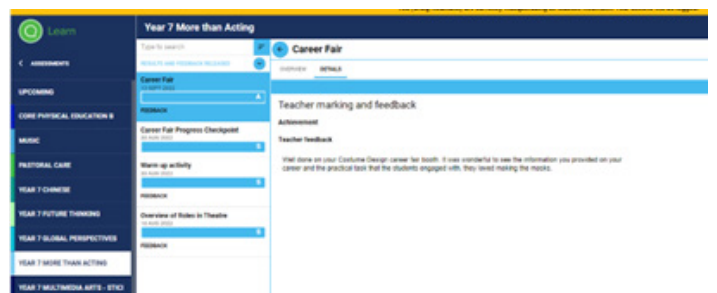
### Assignment Due Dates and Submitting Work

When the 'Upcoming' tab is selected it will provide an overview of the upcoming assessment tasks. Students will have the ability to upload their completed assessment tasks in this area.



### Access to Academic Results and Progress Updates

When the 'Assessments' tab is selected it will provide you with an overview of the assessment tasks for each subject. Students are also provided with a summary of their progress to date in relation to completed assessment tasks.



# SEQTA ENGAGE

## PARENTS ACCESS TO COLLEGE INFORMATION VIA SEQTA

### SEQTA App

The SEQTA App can be downloaded from your phone's app store, or accessed via the Tenison Woods College Website at <https://engage.tenison.catholic.edu.au/>



### General College Information

The SEQTA Engage home page contains a master menu along the left side.



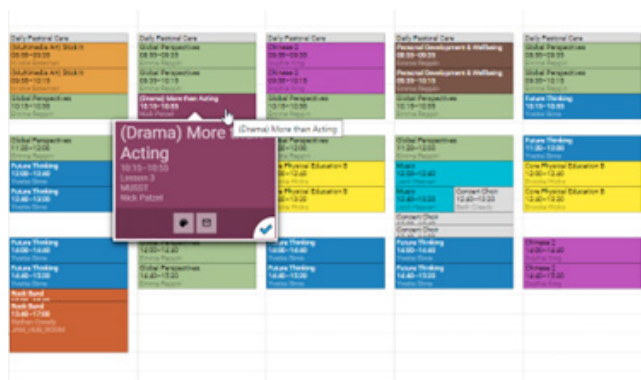
### Parent Log In

This is sent via email just prior to your child starting or shortly after they begin. If you have not received this information please contact [connect@tenison.catholic.edu.au](mailto:connect@tenison.catholic.edu.au)



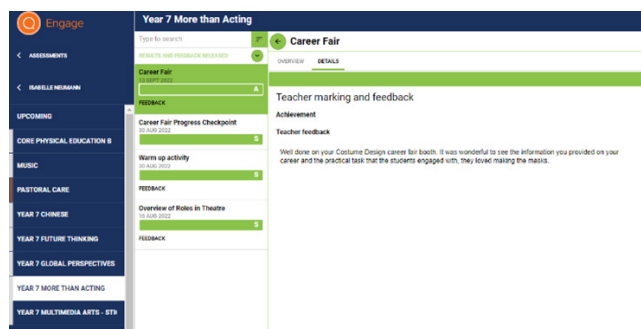
### Student Timetable

Parents and caregivers are also able to access their child's timetable, through the Timetable tab.



### Student's Academic Progress

SEQTA Engage provides parents and caregivers with the ability to track student's academic progress through the assessment tab. It provides parents and caregivers with a summary of assessment tasks which students are working on.



# BRING YOUR OWN DEVICE (BYOD)

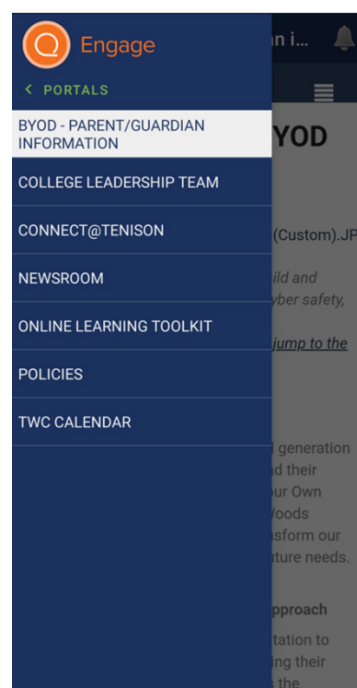
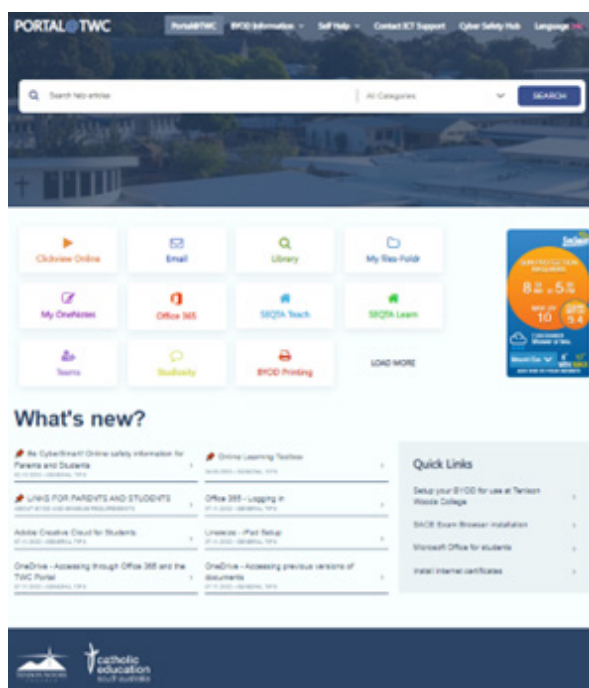
## PROVIDING A SUITABLE LAPTOP FOR USE AT SCHOOL

Tenison Woods College uses the BYOD approach for students in years 7-12, and students in these year levels must provide a suitable laptop for use at school with our Microsoft Office 365 and SEQTA learning environment.

## Portal@TWC BYOD HELP SITE

To assist sourcing a suitable laptop, including how to download a free student copy of Microsoft Office, the school maintains a BYOD information website named Portal@TWC. [www.tenison.catholic.edu.au/portaltwc](http://www.tenison.catholic.edu.au/portaltwc)

This site can also be accessed by searching 'Portal@TWC' in a web browser, using the link on the main Tenison Woods College website, or from within the SEQTA Engage app 'Portals' section.



Topics covered by the Portal@TWC help site include:

- Frequently asked questions.
- Policies, BYOD code of conduct and Online Safety.
- Minimum requirements and checklist.
- Purchasing a device, including a school purchase portal with recommended laptops.
- BYOD setup for use at Tenison Woods College, including our 'Online Learning Toolbox'.
- Further questions and support contacts.
- Self-help articles.
- Cybersafety hub and contact ICT support options.

We urge families for whom this approach will cause significant hardship to contact Mr Neal Turley, Business Manager, to discuss your individual circumstance and how the College can support your family in this approach.

Further information/direct links to Portal@TWC pages:

[BYOD parents and carers information](#)

[BYOD student information](#)

[BYOD purchase portal](#)

[BYOD setup steps](#)

[Online learning Toolbox](#)

Any questions regarding BYOD can also be emailed to [byod@tenison.catholic.edu.au](mailto:byod@tenison.catholic.edu.au)

# CANTEEN

The Tenison Woods College canteen is available to Reception to Year 9 students.

The canteen operates with the Red, Amber and Green food guidelines. Green foods should be eaten every day, Amber foods should be eaten in limited amounts and Red foods should be eaten occasionally.

[Canteen Menu \(includes Gluten Free Options\)](#)

## QKR ONLINE ORDERING APP



The canteen uses the QKR (pronounced - Quicker) app which is a free mobile app which allows parents and carers of students at Tenison Woods College to use their smartphones to place School Canteen orders. The cut off period for School Canteen orders is prior to 8:30am on the day you wish to order. Any orders received at/or after 8:30am will not be processed for that day and will prompt you to select another day to order. Orders will be delivered to classrooms for Reception to Year 5 students. Reception to Year 5 students are only allowed to use the canteen at lunch time and only for selected items.

Students in Year 6 to 9 are able to purchase items online via the app. Students will need to present themselves to the canteen to receive their Recess or Lunch order. Students can also purchase items that are available at the canteen without placing an order.

This online ordering service is only available for the canteen (not the Sugarloaf Café). Once you have downloaded the app, you will need to register and search for Tenison Woods College. If you do not have access to a Smart Phone, orders can be made via the online Portal at <https://qkr-store.qkrschool.com/store> Orders Via App Store or Play Store are the preferred option for ease of use.

*Note: No refunds will be given. If your child goes home sick, the Parent / Carer will need to notify the canteen at their earliest convenience. The canteen will try to hold the order for another day where possible and if enough notice is given. If the Canteen is not notified by the parent / carer, the item/s will be forfeited.*

An information sheet for QKR App can be found [here](#).

## VOLUNTEERS

For parents/carers who wish to volunteer at the canteen, the [Volunteer Registration Process](#) will need to take place and you can then contact Canteen Manager, Leanne Sandow, at [sandl@tenison.catholic.edu.au](mailto:sandl@tenison.catholic.edu.au) to express your interest. When you are rostered on to work in the canteen, your start time will be 10.00am and finish time is 2.00pm.

# SUGAR LOAF CAFE

The Sugarloaf Cafe, situated in the Pam Ronan Centre (PRC), is open for students in Years 10 to 12. It offers a range of homemade delicious cakes, snacks, coffee, hot meals and light lunches.

The Sugarloaf is a perfect place to catch up with other parents and friends after you drop off your children in the morning, or before you pick them up in the afternoon, for a coffee and cake in our special cafe area.

Open Monday to Friday, 8.30am - 3:15pm. Entry to the Café is via the White Avenue driveway.

Phone: (08) 8724 4670



# 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 on excursions and coaching sports teams are some of the ways parents can share their expertise and become involved in the life of the College.

There are many parent connection opportunities within our College. These are in the form of Faith, Health and Wellbeing Committee Member, Uniform Committee Member, Board Member, Friends of Music 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 Sports Days and Swimming Carnivals 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 Working with Children 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, please visit [www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au).

[Volunteer Registration Information Booklet](#)



# OUT OF SCHOOL HOURS CARE

Out of School Hours Care (OSHC) is a standalone service run by Tenison Woods College and runs from the Multi-Purpose Room (MPR), next to the Barrie Holmes Stadium. It is available for school aged children aged from 5 up to 13 years old.

Types of care available: Before School Care (BSC); After School Care (ASC); Vacation Care (VAC); and during school Student Free Days and Early School Closure Days.

For bookings phone: (08) 8724 4633 or email: [oshc@tenison.catholic.edu.au](mailto:oshc@tenison.catholic.edu.au)

[OSHC Enrolment Form](#)

## OPERATING TIMES

Monday to Friday (except public holidays and two weeks over Christmas)

Before School Care (BSC)	6:45am – 8.30am
After School Care (ASC)	3:15pm – 6:00pm
Vacation Care/Student Free Days	6:45am – 6:00pm
Early Dismissal Days	2:15pm – 6:00pm

## FEES

Before School Care (BSC)	\$15
After School Care (ASC)	\$25
Vacation Care/Student Free Days	\$60
Early Dismissal Days:	
2.15pm - 3.15pm	\$10
2.15pm - 6.00pm	\$25
Late pick up charge:	\$50 (\$50 for every 15 minutes or part thereof)

## CHILD CARE SUBSIDY

We are an approved service for the Child Care Subsidy.

Please complete your assessment by providing information and confirming details using your Centrelink online account through myGov – either through the app or [my.gov.au/loginservices](https://my.gov.au/loginservices).

# UNIFORM

*The Uniform Shop is located adjacent to the Front Office (enter via the Front Office).*

The Uniform Shop is open Tuesday, Wednesday and Thursday. The opening hours are as follows:

Tuesdays	8:00am to 12:00pm
Wednesdays	8:00am to 12:00pm
Thursdays	12:30pm to 4:30pm

Please [click here](#) to access the Uniform Guidelines

If you need to contact the uniform shop email [thecollegeshop@tenison.catholic.edu.au](mailto:thecollegeshop@tenison.catholic.edu.au) or call (08) 8724 4637.

In Term 1 and 4, the Summer formal uniform is worn and in Terms 2 and 3 the full formal winter uniform is required.

The school hat must be worn on any day where the UV rating states 3 or above.

Students in Years 7, 8 and 9 are permitted to wear their PE uniform on the day they have PE lessons or Sports Academy Lessons.

It is highly recommended that you clearly label all Uniform items.

# SCHOOL FEES

Fees are charged once per year and are issued at the beginning of the school year. Families can receive a 5% discount on their children's tuition fees if the full years fees are paid by the 28th of February. Tenison Woods College offers a variety of payment options, please refer to the [Payment Agreement Form](#) for the best option that suits your family. Any fee related queries, or direct debit can be arranged by calling the Finance department on 08 8725 5455 or emailing [accounts@tenison.catholic.edu.au](mailto:accounts@tenison.catholic.edu.au).

The tuition fee incorporates excursion costs for Reception through to Year 9 students for whole year level excursions which are not refundable if your child chooses not to attend. It does not include costs associated with College representation for sport or extra curricular activities or excursions for elective (or non-core) subjects. Please refer to the Curriculum Handbook for these additional costs. Inclusive Education ('Poplars') parents/caregivers should allow for an additional \$210 - \$320 charge. This is due to the significant number of additional excursions these students participate in.

For any confidential fee issues, a meeting with the Business Manager, Neal Turley, can be arranged by calling the Front Office.

---

# SCHOLARSHIPS

Tenison Woods College offers scholarships for full or partial remission of tuition fees to students entering Middle School or Senior School for the following year.

## MARIST BROTHERS SCHOLARSHIP

The Marist Brothers Scholarship (Year 7-9) and Mercy Sisters Scholarship (Year 10-12) are awarded to students whose family would otherwise find it difficult to meet the cost of school fees and who show a commitment to a holistic education, preparing them for life, service, leadership and membership of the greater community.

Key criteria includes:

- Evidence of extra curricula and community involvement;
- Good application towards academic studies; and
- Financial, socioeconomic and/or compassionate circumstances.

## JOHN BENJAMIN SCHOLARSHIP

The John Benjamin Scholarship has been established by the Parents and Friends Association and is funded equally by the School Board, in memory of the life, work and ethos of John Benjamin. It is awarded to a Year 10 student who has outwardly upheld the Christian ethos and has demonstrated a strong commitment and involvement with the school community. The scholarship provides half tuition fees for Years 11 and 12.

Further information about upcoming Scholarships is available from the Business Manager, Neal Turley, [turln@tenison.catholic.edu.au](mailto:turln@tenison.catholic.edu.au). The Scholarship Criteria and Application Form can be accessed by [clicking here](#).

# MUSIC PROGRAM

At Tenison Woods College, each child will experience an inspiring, engaging and diverse music program that provides them with every opportunity to reach their full potential. Music is a vibrant learning area that can be accessed by all students at Tenison Woods College from Early Learning to Year 12.

## WHY LEARN MUSIC?

Music is a dynamic part of Tenison Woods College and it enhances all of our events. More importantly, it has been proven that music education enhances student's learning in every subject.

- When well taught, music provides young people with authentic learning experiences that engage their minds, hearts and bodies. The learning experiences are real and meaningful for them.
- The Arts are recognised in the Australian Curriculum as integral to teaching students to think creatively and help prepare them for the ever-changing world of work.
- While learning in other disciplines may often focus on development of a single skill or talent, music regularly engages multiple skills and abilities.
- Engagement in music nurtures the development of cognitive, social and personal competencies.
- Music connects students to themselves and each other.
- Music transforms the environment for learning.
- Music provides new challenges for those students already considered successful.
- Music connects learning experiences to the world of real work.



# MUSIC PROGRAM

## ELCC – YEAR 4

Students follow a heavily practical course where the fundamentals of music are taught through singing, movement, technology, practical application and games. In a well-resourced room, structured on a Kodály based program, students learn the key areas of music and apply them to un-tuned percussion instruments, tuned percussion instruments, recorders and their voices.

## YEAR 5

A band immersion program is implemented at Year 5 and is a compulsory subject that uses the skills developed in the preceding years. For the full year, all students receive free small group lessons and instruments either flute, clarinet, trumpet or trombone. They also receive band lessons incorporating the knowledge gained in their small groups.

## YEAR 6-7

Students continue to develop their music education and a major component of music technology is introduced. Using our specialist music lab, students access computer programs and keyboards to further their learning. Students are able to compose their own music and continue learning music reading/writing and history. At Year 7 students may, in addition, select from elective music courses.

## YEARS 8-12

Music becomes an elective from Year 8, and students can continue to develop specialised skills in many areas of music. These subjects are designed to open many pathways for students, leading onto many avenues both in school and further education.

If you would like more information about what Music Programs we have available at Tenison Woods College please [click here](#) or contact:

Penny Mansell Head of Performing Arts  
[mansp@tenison.catholic.edu.au](mailto:mansp@tenison.catholic.edu.au)

Lucy Rossi Performing Arts Administration  
[rossl@tenison.catholic.edu.au](mailto:rossl@tenison.catholic.edu.au)

Phone (08) 8725 5455



# SPORTS PROGRAMS

In line with the vision statement of the school, Tenison Woods College aims to foster the physical talents of students to enable them to reach their full potential which contributes to opportunities to develop character, values, and lifelong skills.

Tenison Woods College is part of the South East Secondary School Sports Association (SESSSA), the South Australian Primary School Amateur Sports Association (SAPSASA) and the South Australian Catholic Schools Sports Association.

Sport at Tenison Woods College aims to provide students with the opportunity to develop and display their sporting talents and abilities, to involve the College in student-representative activities with other schools and to engage the College in regional, state, and interstate sporting events.

## JUNIOR SCHOOL (RECEPTION TO YEAR 6)

Students have 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 Wulanda Recreation and Convention Centre. 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.



# SPORTS PROGRAMS

## YEARS 7 - 8

As part of the Healthy Lifestyles program, students will be given a choice of a specialist sport they would like to focus on or alternatively they can choose Core Health and Physical Education which will offer a variety of activities. The specialist sports include AFL/AFLW, Basketball, Cricket, Dance, Hockey, Football (Soccer) and Netball. Students who choose to do a specialist sport are required to purchase a HPSP t-shirt available for purchase through the QKR App.

The aim of the Healthy Lifestyles programs is to provide opportunities for all students to pursue a healthy and active lifestyle through personalised learning and links to the wider community. It also encourages all students to become physically confident and health literate in order to build resilience and embed values such as respectful relationships, pride and life-long learning.

In Year 8 we also offer optional specialist subjects being Outdoor Education, Fit For Life (Girls Only) and 2 Fast 2 Furious.

## YEARS 9 - 12

Students in Years 9 to 12 have the option of joining the High Performance Sports Program (HPSP) for a selected sport (AFL, AFLW, Basketball, Cricket, Dance, Football (Soccer), Hockey, Netball or High Performing Athletes).

The aim of the High-Performance Sports Program (HPSP) is to provide a learning environment and sporting opportunities for students to enable them to reach their sporting goals and obtain the necessary skills and knowledge to continue their development beyond school.

In Year 10 we also offer optional subjects for Dance, Outdoor Education and Physical Education.

## MIDDLE AND SENIOR SCHOOL

Throughout the year all students in Years 7 – 12 will be involved in an Athletics Carnival, Swimming Carnival and Cross Country event. Students who are successful in these school based carnivals will then be invited to represent the College at the South East Secondary School Sports Association (SESSA) interschool carnivals.

There are also a wide range of knockout sports that students can nominate and trial for throughout the year, including Football, Netball, Tennis, Cricket, Basketball, Touch Football and many more.

Please [click here](#) to access our Curriculum Handbook's for more details on each subject available.

If you would like more information about what Sports Programs we have available at Tenison Woods College please contact [sports@tenison.catholic.edu.au](mailto:sports@tenison.catholic.edu.au) or phone (08) 8725 4555.



# COMMUNICATION

## FACE-TO-FACE

We provide opportunities throughout the year for parents/caregivers to meet with teachers at Information Nights and Parent Teacher Interviews. Meetings can also be arranged by parents and caregivers with staff by contacting the college or emailing the individual staff member.

## WEBSITE

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

## PUBLICATIONS

Tenison Woods College provides a weekly newsletter which is emailed each Wednesday afternoon during the school term.

## SOCIAL MEDIA

We encourage all members of our community to like and follow our Tenison Woods College Mount Gambier Facebook and Instagram Page.

---

# BUS SCHEDULES

Enrolling your child at Tenison Woods College facilitates access to eight Bus Routes:

Penola 1  
Glenroy/Penola 2  
Kalangadoo, Glencoe, Kongorong  
Millicent 1  
Naracoorte  
Port MacDonnell  
Beachport, Millicent 2  
Mil-Lel

To view a detailed version of each bus route please [click here](#).

Afternoon school services on the last day of school term operate one hour earlier.

*Please note: At times there will be changes to schedules, however notice is usually given a week prior to the change.*

The Mount Gambier City Bus also services Tenison Woods College.

Applications for a Concessional Pass are available at the Front Office, as well as City Bus Route information.

Mount Gambier Bus Line routes can also be found on the TransportMe App.

---

# FIRST AID AND SICK ROOM

Tenison Woods College offers a sick room which is located in the Front Office, where students can access First Aid during school hours.

If students are feeling unwell during the day they will be taken to the sick room. 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.

Medication may be administered provided it is in the original bottle, accompanied by a letter from your doctor and a weekly tablet box. Antibiotics can be refrigerated and administered according to the bottle instructions.

Front Office staff are accredited First Aid Officers.

# BREAKFAST CLUB

The Breakfast Club is available for any students that require breakfast 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 to 8.35am in the Home Economics Centre and this service is run and operated by the College.

---

# BEFORE AND AFTER SCHOOL STUDY

The school library is open from 8am till 4pm on school days. Students are welcome to come and study before and after school in the library.

---

# 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.

---

# COLLEGE YEARBOOK

Tenison Woods College are proud to issue each family one Annual Yearbook. Packed with photos, stories and events, the yearbook is compiled across the year and distributed the following year to one student per family.

---

# SCHOOL PHOTOS

School photos are taken during Term 3 and are distributed early Term 4. Please refer to the Uniform Handbook for acceptable uniform and presentation.

# CONTACT

---

## 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
Senior School	(08) 8724 4650
Absentee Line	(08) 8724 4659
College Uniform Shop	(08) 8724 4637

## WEBSITE

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

## EMAIL

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