



# Reception

2024 INFORMATION HANDBOOK



LET  
YOUR  
*light*  
SHINE

TENISON WOODS COLLEGE • MOUNT GAMBIER



## Welcome

A warm welcome to the Tenison Woods College Junior School.

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

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

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

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

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

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

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

Yours sincerely,

A handwritten signature in black ink, 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.

## ABOUT US

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

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

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

Tenison Woods College offers

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

The College is divided into three sub-schools (Junior, Middle and Senior) and even though each sub-school has their own distinct learning precincts, our students enjoy a united community that encourages friendships, mentoring and role modelling.

## MISSION

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

## OUR FOUNDERS

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

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

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

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

## St Mary of the Cross MacKillop

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

Each year we celebrate our Founders with a Whole School Mass or 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)



# Our Three Pillars

## FAITH AND SPIRITUALITY

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

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

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

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

## STUDENT WELLBEING

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

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.

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

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

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

The Reception classroom academic program includes the learning areas of Religious Education, Literacy, Numeracy, Discovery Learning and Inquiry Learning.

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

# 'The Tenison Way'

## Reception Philosophy

Our philosophy is inspired by key Reggio Emilia principles. The Reggio Emilia Approach values the child as strong, capable and resilient, rich with wonder and knowledge. It was started by parents in Reggio Emilia, Italy, after World War II, believing that a new and better approach to teaching their children was required. The program they developed emphasised respect, responsibility and community involvement. Children are exposed to a wide variety of educational opportunities that encourage self-expression, communication, logical thinking and problem-solving. The learning environment is open and free-flowing, enabling exploration, play and learning. Outdoor spaces are valued as highly as classroom and common spaces.

### AT TENISON WOODS COLLEGE

- We value each child as a capable and competent learner, with multiple ways of thinking, playing, exploring, speaking and doing.
- We believe it takes a village to educate a child; we value a team approach, collaborative planning, teaching and support for children.

### WE BELIEVE THAT CHILDREN LEARN BEST WHEN:

- They are in secure, respectful and reciprocal relationships with their teachers, parents and peers.
- They have a strong sense of wellbeing and feeling of belonging.
- There is equity and respect for diversity.
- Their learning is holistic, not linear. We consider each child's social, emotional, spiritual, physical and educational needs.
- Their learning is dynamic, relevant and inquiry-based, building upon what they already know, understand and do.
- They have agency and are actively involved in the learning process.

- They are given time and space to work towards individual learning goals, measuring and celebrating personal growth throughout the year.
- They have quality play experiences as well as intentional teaching.
- There is continuity of learning and carefully planned transitions.
- There are high expectations for every child, every day, for their learning progress, wellbeing and achievement.

Our newly completed purpose-built Reception building encapsulates our beliefs about how children learn best and provides the perfect environment to help young children grow and develop into confident, competent learners.

The creative use of flexible indoor and outdoor spaces provides children with better access to 'real world' and incidental learning experiences which deepen connection to place and environment.

**'Maker Studios'** enable classes or groups to work together on STEAM (Science, Technology, Engineering, Arts and Mathematics) activities and a myriad of other creative, innovative possibilities.

**'Learning Pods'** provide spaces for individual children and small groups to explore provocations, activating curiosity, collaboration, communication and problem-solving.

**The central Piazza** gathering space is a wonderful area for the Reception children to meet as a combined year level for daily prayer, celebrations and other activities.





# Transition to School

## BEGINNING SCHOOL

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

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

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

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

## ANXIETY AND SEPARATION DISTRESS

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

## 'FIRST FEW WEEKS' TIPS

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

## STUDENT TRANSITION INFORMATION FORM

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



# Transition to School

## KINDERGARTEN VISIT

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

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

## SCHOOL VISIT FOR TERM 1 CHILDREN

The children have a school visit later in Term 4 with their teacher for next year (whenever possible) and peers in their classroom, where they experience a taste of school life. Children and parents are met at the Front Office at 9:00am and escorted to their classroom by a buddy from an older year level, who helps the children settle in.

The children may wear their Kindergarten/casual clothes, with suitable footwear for outside play. They need to bring their hat, water bottle, recess snack and a piece of fruit. Pick-up time is 12:00pm from the classroom.

## ORIENTATION DAY FOR TERM 1 CHILDREN

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

## SCHOOL VISITS FOR TERM 3 CHILDREN

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

## RECEPTION REST DAYS

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

You will be advised on specific Rest Days for your child.

# The School Day

## TIMETABLE

The day is divided into three sessions:

Literacy Block  
Recess  
Numeracy Block  
Lunch  
Discovery Learning

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 Engage. 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. Students can access the playground. Then they will be invited to unpack their bags (reader folders, drink bottles, notes) and begin the day's activities.

## LEAVING SCHOOL

At the end of the day at 3:15pm students will be dismissed from their classroom. They will either meet their parents outside at the designated waiting spaces, go to the 'Kiss and Drop' Zone or another area in the school such as an older siblings classroom. If attending Out of School Hours Care, students need to arrive there promptly, and will be accompanied by a supervising adult. 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 the 'Kiss and Drop' Zone at the front Administration area, where a staff member will help the children in and out of the car, enabling the traffic to flow smoothly and with minimal delays.

## PLAY AREAS

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

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

## SUPERVISED EATING

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

## PLAYGROUND SAFETY

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

Duty teachers in the play areas wear 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, Reception children line up at designated spaces and are escorted to their rooms.

## 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.



# The School Day

## NUT FREE RECEPTION BUILDING

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

## HOMEWORK

In Reception, homework consists of learning about letters and sounds, words and phonic readers. Homework should be brief, easily managed and an enjoyable time for all. Our Homework Policy acknowledges the importance of reading throughout the primary years, but also the need for young children to get outside and have a good break from their school work, as well as engage in other interests.

## BUDDIES

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 to 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.

## READING

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

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

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

## READING AT HOME

After the first few weeks of school, when solid grounding in letter / sound acquisition has been made, students will bring home decodable phonic readers. When confident and successful with decodable readers, students then move onto a wider range of reading material, bringing home three readers to keep for the entire week. They read and re-read these books during the week, building up their fluency, expression and confidence. Take-home readers are intended to be at an easy level; students should be able to read them independently with very little assistance. Talking about the book with your child after they finish reading helps develop essential comprehension skills.



# Specialist Lessons and Facilities

## PHYSICAL EDUCATION

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

Students participate in the R-2 Sports Day in Term 1 and usually have five allocated swimming lessons at the Wulanda Recreation & Convention Centre.

Reception students may also participate in Auskick or Blast Cricket sessions held after school.

## THE ARTS: MUSIC

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

Reception students look forward to joining the Spark Choir when they are in Year 1 and 2 and being part of the Instrumental Immersion Program in Year 5. They are welcome to commence private instrumental lessons from skilled teachers when they are ready to commit to the daily practice required, usually from Year 1 onwards.

## 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 the Receptions to the language and culture of Italy, for two lessons per week.

## LIBRARY

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

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

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

## INCLUSIVE EDUCATION

Inclusive Education is formulated for any students who are diagnosed with a disability, learning difficulty or high intellectual potential. Emphasis is on planning and implementing 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. This may be in the form of in-class ESO support, small group participation in Literacy, Speech, or Fine Motor programs run by ESOs, or testing and observation by Inclusive Education staff.

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

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

# Uniform

## UNIFORM

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

### RECEPTION - YEAR 2 UNIFORM

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

Optional extras:

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

Students are not to wear long-sleeve T-shirts under short-sleeve polo tops. Hair is to be tied up if shoulder length or longer and students are not to have dreadlocks, rat's tails or other extreme styles. If a student's head is shaved, it is to be a minimum number two cut. Students are also permitted to wear:

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

## PHYSICAL EDUCATION UNIFORM

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

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

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





# Health and Safety

## MEDICATION

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

## ASTHMA

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

## ALLERGIES AND ANAPHYLAXIS

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

## NUT FREE ZONE

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

## SICK CHILDREN

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

## EMERGENCY CONTACT DETAILS

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

## ACCIDENT AND INJURIES

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

## SUN SMART POLICY

Tenison Woods College's Sun Smart Policy states that students will wear the regulation College Hat during times where UV levels are to reach 3 or higher as forecast by the Bureau of Meteorology. At these levels, sun protection is recommended for all skin types. In South East SA, UV levels are forecast to reach 3 or higher from mid-August to the end of April.

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](https://sunsmart.com.au) or [bom.gov.au](https://bom.gov.au).

The sun protection measures listed in this policy are used for all outdoor activities during the daily local sun protection times. This policy is considered in the planning of all outdoor events such as assemblies, camps, excursions and sporting events.

Implementation throughout Terms 1 and 4 only is insufficient to protect against UV risks.

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.

The school supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and students to use AND/OR students are reminded and encouraged to bring their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen to school. Staff encourage students to use sunscreen and provide time for students to apply sunscreen before going outdoors.



# Communication

## PARENTAL PARTICIPATION

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

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

## COMMUNICATION WITH PARENTS

Tenison Woods College staff take pride in their open communication with families. Contact with the school regarding individual students should always commence with the class teacher, preferably via email or an after-school appointment. This allows plenty of time to thoroughly discuss queries and concerns. Staff email addresses are the first four letters of their surname and the first letter of their Christian name, followed by 'tenison.catholic.edu.au'. For example: Mary Jones - [jonem@tenison.catholic.edu.au](mailto:jonem@tenison.catholic.edu.au)

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

**A Class Newsletter** is 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.

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

**The College Website** has a wealth of information regarding College Policies and Procedures, Newsletters, upcoming events, notes and forms and SEQTA.

**SEQTA Engage**, the parent component of SEQTA (the College's web based information system) also facilitates strong communication between the school and home, as it allows parents to access information about child's subjects, Reports, their timetable, homework and school notices, as well as seeing ongoing feedback given by teachers about their child's learning.

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.

## STUDENT CONTACT DETAILS

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





# Communication

## SUGARLOAF CAFÉ

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

It is the ideal meeting place for parents wishing to catch up or to hold Class Parent gatherings. Toys are available

to keep the little ones occupied while parents chat. Bookings are recommended for large groups.

## SPECIAL EVENTS

There are a number of special events held at the College throughout the year that promote open communication between families and teachers. The partnership between families and the College is integral to the wellbeing and learning of each

student, and as such, families are urged to attend as many of these events as possible.

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

# Operational

## ATTENDANCE/ABSENTEEISM

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

## LEAVING EARLY OR ARRIVING LATE

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

## HOLIDAY EXEMPTIONS

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

## POLICE CHECKS

All adults 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.





# Operational Continued...

## PARKING/DROP OFF AREAS

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

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

## OUT OF SCHOOL HOURS CARE

Tenison Woods College'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 in the MacKillop Junior School. If assembly finishes early and you wish to take your children home, please ensure that they are signed out at the Front Office. Please check the College newsletter for information on these as well as Whole School Assemblies.

## LOST PROPERTY

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

## SCHOOL FEES

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

## DEVELOPMENT OF PERSONAL RESPONSIBILITY

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

## EXCURSIONS, INCURSIONS AND SPECIAL EVENTS

Excursions and incursions are valuable parts of each student's learning experience, adding relevance to their learning. Parents will always be notified of class excursions as students need written parental consent to attend. The consent form also includes the opportunity to update medical information and provide an emergency phone contact, should the need arise during the excursion. A rigorous procedure is in place to ensure that all excursions are thoroughly planned

then approved by College Leadership before going ahead.

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

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.

## SEQTA LEARN AND SEQTA ENGAGE

Tenison Woods College has implemented SEQTA, a web based information system used by students and staff that is also accessible by parents. SEQTA is the hub of school life; it contains timetable information, daily messages, learning resources, assessment tasks, feedback, grades and reports.

SEQTA Engage, the parent component of the system, 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 allows parents and caregivers the opportunity to be an integral part of their child's educational journey.

# Contact Us

## ADDRESS

Cnr White Avenue & Shepherdson Road  
Mount Gambier  
South Australia 5290

## POSTAL ADDRESS

PO Box 965  
Mount Gambier  
South Australia 5290

## TELEPHONE

Early Learning and Community Centre (08) 8724 4656

Tenison Woods College (08) 8725 5455

Absentee Line (08) 8724 4659

College Uniform Shop (08) 8724 4637

## WEBSITE

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

## EMAIL

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