



# Trinity Grammar School Junior School

## LEWISHAM CAMPUS INFORMATION BOOKLET - 2009

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## THE ACADEMIC YEAR

### 1.1 TERM DATES 2009

#### FIRST SEMESTER

##### Lent Term - Term 1

TUESDAY, 27<sup>TH</sup> JANUARY 2009 (BOYS TO COMMENCE ON WEDNESDAY, 28<sup>TH</sup> JANUARY) –  
FRIDAY, 9<sup>TH</sup> APRIL 2009

##### Whitsun Term - Term 2

MONDAY, 27<sup>TH</sup> APRIL 2009 - FRIDAY, 3<sup>RD</sup> JULY 2009

#### SECOND SEMESTER

##### Trinity Term - Term 3

MONDAY, 27<sup>TH</sup> JULY 2009 – FRIDAY, 25<sup>TH</sup> SEPTEMBER 2009

##### Michaelmas Term - Term 4

TUESDAY, 13<sup>TH</sup> OCTOBER 2009 - FRIDAY, 4<sup>TH</sup> DECEMBER 2009

### 1.2 THE SCHOOL PRAYER

Heavenly Father, we ask your blessing  
upon all who work in and for this School.  
Grant us faith to grow spiritually, strength  
to grow bodily and wisdom to grow intellectually,  
through Jesus Christ our Lord.

Amen.

### 1.3 A SCHOOL SONG FOR TRINITY GRAMMAR SCHOOL

..... (Sung to the tune "Stuttgart" No. 200 in the *Australian Hymn Book*)

Detur Gloria Soli deo,  
Let the prayer triumphant ring;  
Father, Son and Holy Spirit,  
Trinity of thee we sing.

Trinitarians give the glory,  
In a song of praise and joy;  
For our School and her great story,  
Glory give to God alone.

Students past and those now present,  
Those the future years shall bring,  
Detur Gloria Soli Deo,  
This our own great anthem sing.



## SCHOOL STRUCTURE AND ADMINISTRATION

### ***2.1 INFANTS DEPARTMENT STAFF***

**Master of the Junior School** – Mr Simon Kelly  
**Director of Teaching and Learning K- 6** – Ms Amy Stannard  
**Director of Early Childhood** – Mrs Carmen Gaspersic  
**Pre School** – Mrs Helen Wills, Ms Jeanine Kobylinski & Michelle Richards (PKW)  
**Kindergarten** – Ms Sasha Cuthbert (KC)  
**Kindergarten** – Mrs Jennifer Wong (Maternity Leave)/Mrs Jenny Treddinick (KW)  
**Year 1** – Mrs Carmen Gaspersic (1G)  
**Year 2** – Mr Suliasi Niulala (2N)  
**K-2 Teachers' Aide** – Mrs Bronwyn Allan  
**Pre-Kindergarten Teachers' Aide** – Ms Chloe Martin  
**Assistant Chaplain** – Mr James Ricketts  
**Library Technician** – Heather Kelley  
**Mandarin** – Mrs Phyllis Bookluck  
**Music** – Mr Peter Fox  
**PDHPE** - Mr James Barkell  
**Visual Arts** – Mrs Michelle Richards  
**Academic Support** – Mrs Alison May  
**Gifted & Talented Coordinator** – Mrs Suzanne Plume  
**School Psychologist** – Ms Fabienne Arora  
**Administrative Assistant** –Mrs Melissa Johnston

### ***2.2 CLASS GROUPINGS***

Each Class is under the direction of a trained and experienced teacher who is responsible for the teaching of Mathematics, English, H.S.I.E, Science and Technology. Boys at Trinity also have the opportunity of specialist instruction in Music, Art, P.D.H.P.E., Library, Mandarin, Computing Studies and Christian Studies.

### ***2.3 SCHOOL OFFICE – ENQUIRIES***

- ❑ The Lewisham Office is open from 8.45am to 1.00pm each weekday and the phone number is 9581 6191.
- ❑ Telephone enquiries and messages outside of those hours may be made through the central exchange number 9581 6000 or the Master's Executive Assistant, Mrs Yvonne Theodoulou on 9581 6144.
- ❑ The Lewisham facsimile number is 9569 0988
- ❑ The Summer Hill facsimile number is 9581 6166
- ❑ In the event of emergency the Director of Early Childhood, Lewisham may be contacted on 9581 6190. The Master of the Junior School may be contacted on 0420 923 807.



- ❑ The School's website is [www.trinity.nsw.edu.au](http://www.trinity.nsw.edu.au)
- ❑ No member of staff is available for telephone calls during teaching hours. However, messages may be left at the Office for a return call.
- ❑ Should any parent wish to discuss a boy's progress or welfare, please contact his Class Teacher to arrange an appointment.

## **2.4 SCHOOL HOURS**

We ask all parents to co-operate in the matter of punctuality.

The School hours at Lewisham are:

<b>Pre-Kindergarten and Kindergarten</b>	<b>9:00am – 2:45pm</b>
<b>Year 1 and Year 2</b>	<b>8:45am – 3:15pm</b>

<i>Morning Tea</i>	<i>10.45am - 11.15am</i>
<i>Lunch</i>	<i>12.45pm – 1.30pm</i>

## **2.5 BEFORE AND AFTER SCHOOL CARE**

The Lewisham campus provides a Before and After School Care Programme five mornings and afternoons a week. This service will begin in Week One of Lent term, Wednesday 30<sup>th</sup> January.

Before School Care is available from 7:30am and will run until 8:30am and After School Care will operate between 3:00pm and 6:00pm and will be staffed by members of Out of Hours Care team.

Registration/Application forms are available on request from the Junior School Office. If your son requires a casual booking you can ring the Lewisham Office on 9581 6191 before 1.00pm or the Lewisham Mobile Number for After School Care on 0420 928 806 up until 3:00pm.

Activities offered vary from term to term and include such things as; afternoon tea, homework time, sport, games, craft and videos when appropriate. The programme is based in the Out of Hours Care classroom between the Library and Staff room.

OHC will be charged at the rate of \$4.00 per half hour or part there of, between 7:30am and 8:30am and \$5.00 per half hour or part there of, between 3:00pm and 6:00pm. Any boy who has not been collected from School by 3.30pm will be taken to After School Care and the family will be charged accordingly. After 6.00pm a rate of \$15.00 per quarter hour will apply.

After School Care is not only a security measure, but such a system also ensures that if you are ever unavoidably delayed, you need not worry as your son will be safely and happily occupied at After School Care. Please ensure your son is signed out before leaving After School Care. If this is not adhered to, a flat rate of \$20.00 will be charged for that session.

## **2.6 KISS AND DROP ZONE RULES**

The following rules are in place:

1. The Kiss and Drop is operational during the following times...  
**In the morning between 8.30AM and 9:30AM**  
**In the afternoon between 2:30PM and 3:30PM**



2. The area beyond the School gate is designated as No Parking for the times listed above. This is the Kiss and Drop zone.
3. Drivers must not stop in this area unless the driver:
  - (a) is dropping off, or picking up, passengers or goods; and
  - (b) **does not leave the vehicle unattended;** and
  - (c) completes the dropping off, or picking up, of the passengers or goods, and
  - (d) drives on, as soon as possible, and within 2 minutes.
4. **It is an offence if a driver leaves the vehicle unattended.** If the driver leaves the vehicle so that the driver is more than 3 metres from the closest point of the vehicle, the driver is deemed to have left the vehicle unattended. **Please do not leave your car to collect your son from his teacher on the pick up line.**
4. The queue forms on Thomas Street.
5. Please have your child's name clearly displayed on the left hand corner of your windscreen.
6. Your child should wait until you reach the kerb before entering or leaving your car.
7. In the morning, between 8:30 and 9:30AM, a small area of approximately two car spaces, is designated as 10 minute parking. This is intended for parents of Pre Kindergarten and Kindergarten boys who need to walk their sons to the classroom. Please be courteous to other parents and strictly observe this 10 minute limit.
8. Please note that in the afternoon from 2:30 – 3:30PM the above area is designated a No Parking zone and is a part of the afternoon Pick Up area.

## ***2.7 ABSENTEE/ LATE NOTES /LEAVE/ CHILDHOOD ILLNESSES***

### **Absentee**

In the event that a boy is absent from school **please contact the Lewisham Office on 9581 6191 by 9.30am.** A written explanation, signed by a parent or guardian, must be presented to his Class Teacher upon his return to School. This is in addition to the initial phone contact.

### **Lateness**

If your child is late for school he must report to the Lewisham Office before attending class. Parents should contact the office if their child is running late.

### **Early Leavers**

If a student needs to leave school before the end of the school day for any reason, a written request must be made to the class teacher and the Infants Coordinator. The student will wait at the Lewisham Office to be collected and signed out.

### **Leave**

If an extended absence of leave from school is required a request in advance must be made in writing to the Master of the Junior School.



## Childhood Illnesses

Please inform the School of any medical conditions your child may have. This should be **written on the Medical Information Form that you fill out during the enrolment process**. You are required to make certain that medicines, creams etc that are needed specifically by your child be provided **before or on the first day that your boy starts at Trinity Grammar School (especially epi-pens)**.

In the event that your child contracts one of the diseases of childhood listed below please follow the guidelines. It will be necessary for parents to supply a Certificate of Clearance from a doctor before children will be permitted to return to School after contracting any of the following.

<b><u>Chicken Pox</u></b>	Exclude for at least 5 days after first spots appear. Contacts are not excluded.
<b><u>German Measles</u></b>	Exclude for at least 7 days from appearance of rash. Contacts are not excluded.
<b><u>Measles</u></b>	Exclude for 5 days from appearance of rash or until the Medical Certificate of Recovery is produced. Exclude household contacts for 21 days after the last exposure to infection IF attending Pre-School and if child has NOT previously had the Measles OR been immunised against Measles.
<b><u>Whooping Cough</u></b>	Child should be kept home for 5 days from the start of antibiotic treatment. Otherwise, keep home for 3 weeks from when “whoop” starts.  Children who have not been immunised should be kept home for 21 days, unless receiving antibiotics.
<b><u>Mumps</u></b>	Exclude until child has fully recovered, and for 9 days after the appearance of the swelling. Contacts are not excluded.
<b><u>Impetigo</u></b>	Exclude only if exposed surfaces such as scalp, face, hands and legs. Allowed to attend School if sores are properly covered with clean dressing. Contacts are not excluded.
<b><u>Head Lice</u></b>	To prevent the incidence of this invasion, where cases are discovered, parents will be notified. Treatment is simple and effective and can be purchased from the Chemist. Those infected are required to stay away from School until treatment is complete. <b>NO CERTIFICATE OF CLEARANCE REQUIRED.</b>

## Immunisation

Please check with your local doctor that your son is up-to-date with all appropriate immunisation. Diseases such as German Measles, Measles, Mumps and Whooping Cough are serious and are preventable. It is expected that all students will have been appropriately immunised. We strongly encourage you to ensure your son is fully immunised before entering School. The School is now required by the Department of Health to keep a register which records whether a boy enrolled at the School is immunised or not immunised against a number of childhood diseases.



If an outbreak of one of these vaccine-preventable disease occurs at Trinity, the Department of Health is notified and children who have not been immunised may be excluded from School for the time set down by the Department of Health.

The School has the obligation to notify the Department of Health of any such illness. All parents of boys from Year 3 to Year 6 must send in the School's copy of the Immunisation Certificate whether their sons are immunised or not. If a child has not been immunised, an Immunisation Certificate must be completed and signed by your son's doctor indicating that immunisation has not been undertaken.

## **2.8 NUT POLICY**

There are a number of boys in the Junior School who suffer severe allergies to nut and nut based products. Boys should not bring such products to school for recess and lunch. Your assistance in this matter would be greatly appreciated.

## **2.9 HOUSE SYSTEM**

Junior School students will be allocated to one of three House Groups. The Houses are School, Dulwich and Chambers. He will remain in this House until the end of Year 6.

**Chambers House** (White) is named after the Founder of the School, Mr G.A.Chambers. It is the foundation House in the Junior School.

**Dulwich House** (Sky blue) was named after the Church and suburb in which the School began in 1913 under the direction of Founder, Mr G A Chambers and foundation Headmaster, Mr K T Henderson.

**School House** (Navy Blue) is the name of the original house for boarders. The site of our current Junior School primary classrooms previously housed the boarders.

## **2.10 SCHOOL UNIFORMS AND GENERAL APPEARANCE**

During Term 1, part of Term 2 and Term 4, all Junior School boys will wear summer uniform. Winter uniform is worn in part of Term 2 and Term 3. In public boys are to appear in FULL School uniform and be neatly presented. Boys may not eat in public if in uniform.

All clothing apparel, including shoes and headwear, must be clearly labelled with the boy's name. The grey Panama hat will be worn at all times by boys whilst travelling to and from School and whilst in public. Socks should always be pulled up. Hat bands for the School Panama may be obtained from the School Clothing Shop.

### **Sports Shoes**

Every boy in the Infants department will require a pair of predominantly white sports shoes, which may be left in his drawstring bag, for daily use at recess, lunchtime and P.D.H.P.E lessons. Those boys who do not possess a calico drawstring bag may purchase one from the Clothing Shop. Please note that multi- coloured sports shoes are not acceptable footwear for general playground use.

### **Hair**

Hair will be cut well above the collar line and away from ears. The hair should not be cut in a manner that invites attention or comment. Step-cuts, undercuts or crew cuts with less than a Number 4 comb are unacceptable. Boys may not come to School dyed or streaked hair.



## Hats

All boys will be required to wear the green sun hat while playing in the grounds at Recess and Lunchtime and to all P.D.H.P.E. lessons. These hats are not part of the School Dress uniform and may not be worn outside the School grounds as part of the uniform.

## School Backpacks

The School backpack is the only acceptable School bag to be used and should be clearly marked with your son's name, as well as his full address and telephone number inside. **Attachment of labels and stickers on the exterior of any School bag is forbidden, as is felt pen decoration.**

### ***2.11 SCHOOL RECORD BOOKS***

Boys from Kindergarten – Year 2 will be issued with a School Record Book. This book is used to communicate information between the home and School. Parents are requested to sign the Record Book each night after the completion of any homework. Comments for the teacher can be made in the space provided. ***Please note that no graffiti or stickers are permitted on the cover or pages of the Record Book.***

### ***2.12 ART***

Boys in Kindergarten to Year 2 attend one Art lesson a week. During this time at Trinity each student will experience a balanced and continuous exposure to a wide range of materials, techniques and skills including ceramics, drawing and painting. The Visual Arts Programme is structured thematically.

Students are given the opportunity to explore and develop their ideas within the parameters of a variety of specific media. Activities are open-ended and flexible, such that each student is encouraged to work at his own level of development.

### ***2.13 LANGUAGES OTHER THAN ENGLISH***

Mandarin is taught to boys in Kindergarten to Year 2. Classes not only offer the opportunity to learn a second language, but also the chance to study the culture and history of China. For more information please contact the School on 9581 6000.

### ***2.14 MUSIC***

Boys in Kindergarten to Year 2 will attend a specialist Music lesson each week. Performance and listening skills are integral parts of the programme. Boys will have access to tuned and percussion instruments within class Music lessons.

Boys have the opportunity to take individual instrumental lessons in strings or piano. For more information please contact the School of Music on 9581 6000.

### ***2.15 PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION***

Boys in Kindergarten to Year 2 will attend one period of P.D.H.P.E. and one period of Gross Motor Skills per week. Physical skills as well as health and age appropriate lifestyle issues are features of the programme. Boys will be expected to participate in all aspects of the programme and will be required to wear the School P.E. uniform to all lessons.



### ***Sports Gear for Physical Education Lessons***

During Term 1 boys will only need to have their sandals for PDHPE lessons. From the beginning of Term 2, all boys will wear the School regulation Polo shirt, green shorts, white socks and sports shoes for all P.E. lessons. The uniform is available from the Clothing Shop.

## **DISCIPLINE GUIDELINES**

*(refer to insert in the middle of this booklet)*

### ***3.1 Discipline System: Pre-K to 12***

Trinity's discipline policy and procedures are designed to be consistent across Preparatory, Junior, Middle and Senior schools. While there are some variations from different sections of the school community as a result of the different social, emotional, physical and intellectual needs of boys at different stages of development, the central principles and structures remain uniform. In this way students will come to find disciplinary procedures predictable and familiar.

The discipline policy and procedures are part of the broader Pastoral policy, in which care and discipline represent two sides of the personal development 'coin'. The 'care' aspect involves all of the ways we support students at the school. While there are too many to list here, these are both pro-active (like life skill programmes for all students) and responsive (like Year Co-ordinator or Housemaster support and counselling if things become difficult for any student). You can learn more about these by consulting the Preparatory, Junior and Middle/Senior School Pastoral Care documents, the School's website, or by asking members of staff. Similarly, the discipline system includes both pro-active features (like the teaching of values and positive social behaviours) and responsive measures (like the imposition of appropriate consequences for breaches of school rules).

Although the School demands high standards of behaviour, the discipline system is not intended to repress students. Rather, our aim is to ensure that each and every individual within the School is given an equal opportunity to flourish and to develop his talents and skills. The discipline system is based on the underlying principles of self-discipline and self-respect which, when responsibly exercised, promote a genuine concern for the person and property of others and contributes substantially to the development of a responsible and co-operative community. This system is built on Christian values and the student rights and responsibilities outlined in the Trinity Handbook.

### ***3.2 SOME EXAMPLES OF PASTORAL CARE MEASURES***

#### ***Preparatory and Junior Schools***

Like the Middle and Senior Schools, Preparatory and Junior Schools use many specific consequences for both appropriate and rule breaking behaviours. Details of these vary in relation to the developmental stages of students, individual needs and individual circumstances. Various forms of recognition, including merit certificates, white cards, privileges and positions of responsibility, are available as positive reinforcements. Conversely, sanctions for rule breaking behaviours include: demerits, loss of privileges, time out/class detentions, in-class exclusion from specific activities, internal suspension from class, and external suspension. Expulsion is used only when other interventions have failed or in the event of behaviour deemed to be extremely damaging.

Referral to the counselling service, behaviour plans, individual contracts and daily behaviour reports aimed at modifying inappropriate student behaviour are also implemented when deemed appropriate by staff responsible for discipline at Preparatory and Junior Schools.



## **SCHOOL ACTIVITIES**

### **4.1 CANTEEN**

At present there is no canteen facility at Lewisham. Boys will need to provide their own recess, lunch and drinks each day.

### ***Nut Policy***

There are a number of boys in the Junior School who suffer severe allergies to nut and nut based products. Boys should not bring such products to school for recess and lunch. Your assistance in this matter would be greatly appreciated.

### **4.2 WEEKLY NEWS BULLETIN**

Every Friday afternoon throughout the School year, your son will receive his weekly newsletter. It is his responsibility to see that his parents receive it by Friday evening. This publication is also available on the School's website [www.trinity.nsw.edu.au](http://www.trinity.nsw.edu.au).

### **4.3 SCHOOL LIBRARY**

The Library and its facilities are available to all boys. Under the direction of the classroom teacher, boys are permitted to borrow books for a limited period. Any boy who, by deliberate carelessness, damages any book, may forfeit his borrowing privileges.

### **4.4 CLOTHING POOL**

The Clothing Pool for second hand School uniform items is located at Summer Hill. The Clothing Pool Convener is Mrs Pam Brock. The following Clothing Pool guidelines should be noted by parents:-

- a. School clothing items for sale at the Clothing Pool must be of good quality.
- b. Parents wishing to dispose of their son's outgrown uniforms at the Pool must first have the article dry-cleaned or laundered before it is being left for sale.
- c. The Clothing Pool Convener has the right to reject items left for sale.
- d. Articles for sale may be left at the School Office any day.

### **4.5 OPEN EVENINGS FOR PARENTS**

Early in the School year, an informal information evening will be held. This is designed to give you the opportunity of hearing about the classroom routines and expectations as well as meeting other parents of boys and members of staff. The date for 2008 is Wednesday 20<sup>th</sup> February at 7:00pm.

### **4.6 REPORTS AND PARENT/TEACHER INTERVIEWS**

Communication between the School and parents is encouraged. However, if you have any concerns regarding your son's progress you may contact his teacher for an interview at any time. Late in Term 1, formal parent/teacher interviews are organised and all parents are asked to take advantage of this opportunity to discuss your son's progress with his class teacher.

At the end of Term 2 and Term 4 (Semesters 1 and 2 respectively), a comprehensive written report will be sent home. An opportunity for a formal parent interview is available after the distribution of these Reports.



#### 4.7 SWIMMING

As part of the Physical Education Programme, all Infants department boys will be involved in a swimming programme in the summer. Families will be informed when this programme will operate and parents should ensure that their son has his School swimming trunks with him on those days. These are available from the School Clothing Shop.

### PARENTS' & FRIENDS' ASSOCIATION

The PARENTS' & FRIENDS' ASSOCIATION is the umbrella organisation for the School and meetings are held on the first Tuesday evening in each month during term. These meetings will be listed in the Calendar and weekly Junior School News. There are Auxiliaries on both the Summer Hill and Strathfield Campuses of the School.

The JUNIOR SCHOOL AUXILIARY is an association of parents who meet regularly during term time. The Auxiliary works in the interests of the School and in support of the Parents' and Friends' Association. All parents of the Junior School are warmly invited to attend. All meeting times are included in the Record Book and are advertised in the Junior School News.

*President - Mrs Mona Peters*

All parents are encouraged to join the P & F Association, which automatically entitles you to membership of the Auxiliaries. There are many social activities to be enjoyed, but more especially membership provides invaluable support to the School.

### TELEPHONE NUMBERS

Master of the Junior School	9581 6000
Master (Mobile)	0420 923 807
Director of Early Childhood	9581 6190
<u>Lewisham Office</u>	
<b>(8:45 am to 1.00pm)</b>	9581 6191
Fax Number	9569 0988
<u>Summer Hill Office</u>	
Main Reception	
<b>(8.15am to 4.00 pm)</b>	9581 6000
Junior School Executive Assistant	9581 6144
Fax Number	9799 9449
School Clothing Shop	9581 6048