

# PARENT HANDBOOK

2020

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CRICOS NO: 01645K

*Woodcroft College is vibrant, innovative and inclusive.  
It seeks to provide an excellent all-round education  
in a Christian environment.*

# School Philosophy

Woodcroft College is future-oriented, equipping students with the knowledge, attitudes and skills they need to gain worthwhile employment, be responsible global citizens, and model their lives on Christian values and beliefs.

The curriculum is diverse and broadly based.

It is centred on the intellectual, physical, emotional and spiritual needs of students.

It encourages them to:

- Pursue academic excellence, yet caters for individual differences in learning styles and abilities
- Strive in all areas of human endeavour from the subject-based disciplines to the arts, outdoor education, sports and leisure-time activities
- Become confident, active, resilient, self-reliant and successful lifelong learners
- Grow in faith through Religious and Values Education, corporate worship, and service to others in school, local community and international projects.

The curriculum, co-curriculum and pastoral care program have a global perspective, preparing students for citizenship in a democratic, multicultural society.

They are encouraged to:

- Be themselves, showing tolerance and respect for the rights of others
- Appreciate social, religious and cultural differences
- Grow in self-respect, taking responsibility for their own actions and conduct
- Become leaders, experienced in decision-making.



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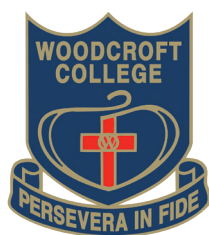
# Founding Information

## History

Woodcroft College opened in 1989 as a day school for secondary students in the southern suburbs of Adelaide. Although it is an Anglican foundation, the College is not exclusive and welcomes families who would choose a caring, Christian environment for their children's education.

## Patron Saint

St Hilda of Whitby is the Patron Saint of the College. In the seventh century AD she presided over the Whitby Abbey, which became an important centre of learning in England and was the home of Caedmon, one of England's earliest poets.



## College Logo and Badge

The College logo consists of:

- An empty cross as a sign of HOPE;
- A serpent as a reminder of FAITH;
- A heart-shaped shield as a token of LOVE;
- A 'W' for the WOODCROFT COMMUNITY

The badge carries the logo and the College motto "Persevera in Fide", meaning "Persevere in Faith".

## College Colours

The College colours are blue, gold and red. Blue and gold are associated with the Patron Saint, Hilda of Whitby, and red is a seasonal colour of the church.

# Curriculum Statement

- The College's curriculum is broad and relevant and caters for individual differences in learning and ability.
- Within the comprehensive range of courses offered, the traditional areas of knowledge are valued.
- The curriculum aims to meet the students' intellectual, spiritual, social, and physical needs.
- The curriculum encourages students to achieve their potential in all areas of human endeavour.
- The College encourages the expansion of Christian knowledge and the practice of Christian beliefs.

# Organisation

## College Council

The College is an incorporated body. All parents are members of the body and they, along with the College community members, may vote in elections and on matters of policy at the Annual General Meeting which is held early in the first term. The School Council, to which some members are elected and others appointed, meets regularly to conduct the business of the College. Between meetings their work is carried out by various standing committees.

These include:

- Governance
- Finance
- Development
- Infrastructure
- Community
- Education

## Policies

The College has published a number of policy statements. Policies that directly affect parents and students are:

- Accident/Injury
- After Hours Sport
- Behaviour Management Guidelines
- Harassment
- Crisis Management
- Drugs
- Enrolment of Students
- Fees Schedule
- Mobile Phones
- Text Selection Policy
- Hire and use of College Facilities by Outside Groups
- Occupational, Health, Safety And Welfare (including First Aid, Hazard Investigating/Reporting)
- Payment of Fees
- Privacy
- Protection of Children
- Scholarships and Bursaries
- School Excursions
- Social Media & ICT

The College takes a very strong stand against the use of illegal, non-prescription drugs. Parents seeking further information about these and other policies should contact the College.

## Privacy Policy

Woodcroft College is bound by the National Privacy Principles (Commonwealth Privacy Act) in using and managing the personal information which it receives or collects. The primary purpose of collecting personal information is to enable the College to provide an education to its students.

Full copies of the policies are available by contacting the College Privacy Officer through the College Administration.

## Collection of Information

The College holds information on all of our students and families. Some of this is for safety reasons such as medical information and emergency contacts, and some for administrative reasons such as residential and postal addresses. Other information is required by legislation, such as family residential addresses and ages of children, while some information gathered is important to the College for future planning, such as employer and occupation information.

# Sub Schools

The three sub-schools are different in their organisation and curriculum. Each of the sub-schools is coordinated and administered by a Head, responsible to the Head of College.

## Junior School

Woodcroft College Junior School is for students in Reception to Year 5.

The Junior School is located on the western side of the campus. The College implements the IB Primary Years Program. We endeavour, with parent support, to create a learning environment in which the following are valued and developed:

- Christian principles
- Academic excellence
- Individual strengths, different needs
- Curiosity and creativity
- Positive self concepts
- A sense of one school community
- High standards of discipline and self discipline
- Skills in all curriculum areas, cocurricular activities, health, fitness and sport
- Participation and cooperation

## Middle School

The Middle School is for students in Year 6 to Year 9.

The curriculum and learning are directed to refine skills and knowledge as well as start the process of transition from the younger years to senior secondary years. The College offers the IB Middle Years Program as part of its curriculum. Students in these classes share facilities with Senior School students.

## Senior School

The Senior School ranges from Year 10 to Year 12.

The subjects in Year 11 and Year 12 are directed toward either SACE (South Australian Certificate of Education) accreditation or the IB (International Baccalaureate Diploma). A third option is the VET (Vocation Education and Training Course) which links SACE accreditation with TAFE accreditation and with ongoing experience in the work-force. The Jump Start 50 (JS50) program is offered to Year 10 students pursuing the VET Pathway.

## House System

All students are assigned to a House. All members of one family are part of that House. The House System acts as the focus for families, sport and student leadership in the Middle and Senior Schools. In the Junior School the Houses support sporting, cultural and cocurricular activities.

The Houses are:

**Hardy (green)**

**Morphett (blue)**

**McLaren (yellow)**

**Reynell (red)**

## Term Dates 2020

|               | Commence   | Finish                |
|---------------|--|-----------------------|
| <b>Term 1</b> | Tuesday 28 January<br>Reception to Year 8 and Year 12<br><br>Wednesday 29 January<br>Years 9 to 11 | Thursday 9 April      |
| <b>Term 2</b> | Tuesday 28 April   | Thursday 25 June      |
| <b>Term 3</b> | Tuesday 21 July  | Thursday 24 September |
| <b>Term 4</b> | Tuesday 13 October   | Thursday 10 December  |

## Lesson Times

|             |                     |
|-------------|---------------------|
| Tutor Group | 8.45 am - 9.00 am   |
| Lesson 1    | 9.00 am - 9.45 am   |
| Lesson 2    | 9.45 am - 10.30 am  |
| Recess      | 10.30 am - 10.50 am |
| Lesson 3    | 10.50 am - 11.35 am |
| Lesson 4    | 11.35 am - 12.20 pm |
| Lesson 5    | 12.20 pm - 1.05 pm  |
| Lunch       | 1.05 pm - 1.45 pm   |
| Lesson 6    | 1.45 pm - 2.30 pm   |
| Lesson 7    | 2.30 pm - 3.15 pm   |



# General Information

## Absentees

Daily attendance by each child is necessary to ensure satisfactory progress. Therefore, parents must assume responsibility for the regular attendance of their children. Illness is automatically an acceptable reason for a child to be absent from school.

The College has a 24 hour answering machine for notifying the College of Junior, Middle and Senior School student absences. The telephone number is 8381 0449. The College also has a dedicated email address for the notifying of absences. The address is [absentees@woodcroft.sa.edu.au](mailto:absentees@woodcroft.sa.edu.au)

Parents are asked to telephone or email the College as soon as possible during the morning if their child is absent. A student who has been or is going to be absent due to illness or appointments is expected to have contacted the school via the Seesaw App (R - 7) or by a written note of explanation from the parent or the parent can send an email to [absentees@woodcroft.sa.edu.au](mailto:absentees@woodcroft.sa.edu.au). Where possible, medical, dental and specialist appointments should be made outside of school hours.

The Compulsory Education Guidelines Act requires families wishing to take children out of school for any reason other than illness, (ie. for holidays, a day's leave, extended medical reasons) complete an Exemption Form – ED175 which is available from the College. Persistent absenteeism will be followed up by the Head of the Junior School (for Junior School absentees), Year Level Managers and Tutors (for Middle School and Senior School absentees). Chronic absenteeism will be reported to the appropriate government agency.

For Junior School students if your child is late to school, it is necessary to report to the Junior School Office first to sign your child in before they go to class.

Families of students who are absent from the College for whom no message has been received will be telephoned or sent an SMS message. Parents are asked not to reply to the College using the SMS number as messages cannot be retrieved from this number.

### *24 Hour Absentee Contacts*

Email: [absentees@woodcroft.sa.edu.au](mailto:absentees@woodcroft.sa.edu.au)

Phone: 8381 0449

## Before and After School Care

The Before and After School Care and Vacation Care Programs are managed by the College. The program is available for Reception to Year 7 students. Hours of operation are 6.45 am – 8.30 am and 3.15 pm – 6.15 pm. Registration and enrolment enquiries, as well as absentees, should be made through the OSHC direct line on 8381 0457 or by email E: [woodcroftoshc@woodcroft.sa.edu.au](mailto:woodcroftoshc@woodcroft.sa.edu.au). Further information is available from the OSHC Handbook on our College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)).

The Head of the Junior School will contact the parents/caregivers of any children arriving at school before 8.20 am and will ask that they be booked into the OSHC Program. This will also apply to any child not collected from school after 3.40 pm.

## Bus Services

Woodcroft College currently offers five separate bus services to and from the school. Please refer to the Bus Services page on the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)).

## **Canteen**

Rory's School Lunches are a local based Catering and Canteen Management Company providing excellent and extensive "healthy choice" food offerings.

Rory's School Lunches are partnered with QKR! (pronounced 'quicker') which allows parents and/or students to place and pay for lunch orders online from home, work or school at any time via the internet or mobile devices.

Middle and Senior school students can also come directly to the canteen at recess and lunch time and purchase from a great selection of hot and cold foods from the displays.

Junior school students will have access to purchase drinks and snack items only over the counter.

Full EFTPOS facilities are available in the canteen for these purchases.

## **College Development**

Details of the Master and Strategic Plans are available from the Head of College or the Business Director.

## **Counselling**

The College provides two counsellors for student and parent needs. Appointments with the counsellors can be made by contacting the school on 8322 2333.

## **Lateness/Appointments**

### ***Junior School***

If your child is late for school, please call into the Junior School Office to sign him/her in before they go to class. If your child has an appointment, please contact your class teacher explaining why your child will be late or leaving early on a particular day. You will need to come to the Junior School Office to sign your child in or out on the day. Similarly, children leaving early during the day must be collected from the Junior School Office. The class teacher will send your child to the office at the time stated in the message. If you need to come earlier or later than stated, please call the Junior School Office and we will notify the teacher of any change in plans.

The same applies if an emergency arises and you need to collect your child early.

### ***Middle and Senior Schools***

Middle and Senior School students who are late to school must report to the Student Services Office to sign in. Parents, if aware that the student will be late, should write a note. Persistent and unexplained lateness will be followed up by the Tutor and/or Head of Year.

Students who have medical (or other) appointments which require that they leave the College during the day must have an appropriate written note from a parent, or need to have contacted the Student Services Office. This note must be shown to the Tutor Teacher in the morning and then their Head of Year. When leaving (and returning), students must check in at the Student Services Office.

### **Leaving the College Grounds**

No student is to leave the College grounds without:

- a written note from the parent to be seen by either the tutor, specialist teacher, Head of Year or Head of School; or
- a telephone message from the parent; or
- the permission of the Head of School or the Head of College.

For safety purposes, if a Junior School student does need to leave class early, please collect him/her directly from the Junior School Office.

### **Library Services**

#### ***Junior School***

The Junior School Teacher Librarian welcomes children and parents into the library before and after school for book browsing and borrowing. Children may also spend time in the library at lunchtime. With the help of the Teacher Librarian, children will also be able to access books and other resources for research projects in the Year 6 - 12 Library. All students from Reception to Year 5 need a Library bag for borrowing. They are available for purchase from the online Uniform Shop.

#### ***Middle and Senior School***

The Library is usually open school days between 8.00 am - 4.30 pm. Students may use all the facilities before and after school and during recess and lunch breaks. Our non-fiction, journal and reference collections have been designed to support the curriculum. As fiction reading is encouraged at the College, we have a wide, up-to-date range of authors and titles. Suggestions for additions to the collection are always welcome.

Students will be invoiced for lost or damaged books. The loan of textbooks from the class set collection is administered from the library.

### **Lost Property**

All Junior School lost property should be reported to the Junior School Library. Lost property for Middle and Senior Schools is kept in the Student Services Office. All articles of clothing should be clearly named so that they can be returned to their owners.

### **Parents' Involvement in Decision Making**

Woodcroft College believes that parent participation in the affairs of the school is essential if the College is to attain the high levels of educational excellence which the students deserve. For that reason, it encourages the closest cooperation between the family home and school.

As Members of the College, parents nominate and elect persons to serve on the School Council in accordance with the Woodcroft College Constitution. They can also offer their services to one or more of the Councils sub-committees.

The College encourages individual parents who are qualified because of interest, training, employment or experience to contribute their talents to the school and its programs. From time to time such people may be invited to act as resources or advisers to the College. The School Council will consider parent opinion in setting policies that directly affect the school's programs, activities, privileges and responsibilities. However, the authority and responsibility to govern and manage the school rest with the Council and the Head of College respectively, consistent with the Aims and Objectives of the College and the best interests of the school as a whole.

### **Parent Grievances**

The Head of College is responsible for the day-to-day management of the school. When an issue arises about a school policy, practice or procedure, it is expected that parents will address their concerns to the appropriate staff member. If the issue cannot be settled in this way, it is expected that the parent will refer the matter to the relevant Head of Sub School, the Business Director, the Deputy Head or the Head of College for a decision.

Where a parent addresses the concerns in writing to the Chair of the School Council, the Chair shall discuss the matter with the Head of College and, in consultation with him/her, decide on an appropriate course of action. Such correspondence shall be noted in the Chair's Report to the next meeting of the full School Council.

### **Parking in the College Grounds**

The College provides a limited number of car parks for parents, visitors, staff and students.

### **Delivering and Collecting Students**

The College has two car parks located off Bains Road.

#### ***Parent Parking***

Parents are able to use the sealed car parks at the front of the College when dropping off or picking up students, or when visiting the College. As with all schools there are not enough spaces for all cars at peak times in the morning and afternoon. At these times parents will need to park in the adjacent streets, taking care not to infringe the rights of other property owners in the area.

Parents are not to use the car parks at the rear of the College. These are reserved for staff, students and deliveries. Use of these areas by others can create a danger for students walking in these areas.

#### ***Student Parking***

A limited number of student car parks are provided at the rear of the College. Written permission to the Head of Senior School is required for use of these parking areas. The College cannot guarantee parking availability on the premises due to the limited space available. The maximum vehicle speed is "walking pace". Students should not park in the Community Centre. SAPOL enforce strict protocols for P1 drivers regarding the transporting of passengers.

### **Personal Information**

A personal information form, which includes medical information, is required for College records. Parents are to complete/update these forms each year. Confidential information should be indicated. It is the responsibility of parents to keep the College informed of any changes to this information, and to any medical or family (e.g. Custody) information throughout the school year.

### **Shopping Centre**

The area is out-of-bounds during the school day. Year 12 students on contract are the exception. Students should be reflecting the high expectations of the College by wearing their uniform correctly before and after school if at the shopping centre.

### **Uniform Shop**

The Uniform Shop is located in Faith Cottage, near the Junior School.

Opening Hours during term time:

Tuesday: 8.00 am - 11.00 am

Thursday: 3.00 pm - 6.00 pm

Saturday: 9.00 am - 12.00 pm

For holiday trading, refer to the Uniform Shop page on the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)).

### **Text and Stationery**

Junior School texts and stationery are ordered by the College through K.W. Wholesalers. The items are delivered directly to the Junior School prior to the start of the school year. Costs are included in the school fees.

Middle and Senior School texts and stationery can be ordered through Campion Education. There are currently no booklists for students in Years 6 & 7 - resources will be provided to students in Week 1/Term 1.

#### ***Campion Contact Details:***

T: 8337 4544

E: [saleshectorville@campion.com.au](mailto:saleshectorville@campion.com.au)

W: [www.campion.com.au](http://www.campion.com.au)

### **Visitors**

Visitors to the College must report to Main Reception and sign-in electronically.

### **Yard Supervision Details**

#### ***Junior School***

Before school (8.20 am - 8.45 am)

The playground is supervised from 8.20 am until 8.45 am. It is expected that children will not arrive at school before 8.20 am unless they are booked into the OSHC Program.

After school (3.15 pm - 3.40 pm)

In the afternoons it is expected that children will be collected between 3.15 pm and 3.40 pm from the Junior School courtyards or from the 'Stop, Look, Listen, Think' sign in front of the Junior School Office. Staff supervise and monitor children leaving the school grounds and supervise (from the front lawn) parent "pick-up" of children from the College. The play equipment is out of bounds after school by all children unless they are under direct supervision of their caregiver/parent as there are no supervisory staff members present at this time of the day. Only children booked into OSHC may be in the playground from 3.15 pm.

#### ***Middle and Senior Schools***

College Staff are allocated areas for yard duty during play periods and before and after school. Duty of care requires that staff:

- Observe students' activities and intervene in any harassment or other behaviour which could escalate into something worse;
- Ensure that the area is clear of rubbish by asking students to pick up papers;
- At the end of a play period, remain on yard duty until the bell goes.

# Communication

## Parent Communication from the College

The College has a number of ways to communicate with parents. Depending on the nature of the communication, it is important you have access to all platforms to ensure you do not miss any information from the college or about your child.

### *Email Communication*

Email is our preferred method of communication. For this reason, please ensure your email address is up to date via the Community Portal or by contacting the school with any changes.

Emails that are general in nature and sent to the whole school, sub school or year level are sent from our Marketing and Communications Coordinator, Meredith Baker. We use Mailchimp to send emails to our families and so it is important you set up your inbox to allow emails from this source to ensure they are not filtered or put in to your junk folder.

If you unsubscribe from our mailing list at any time this will mean you will not receive any emails from the College and to change this you will need to re-subscribe via our contact page on our website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)).

### *Text Messaging*

The College uses a messaging system to send text messages to parents that are of an important or immediate nature and usually require some sort of action from the parent.

Text Messaging is used to:

- alert parents when their child has been marked absent from school
- remind parents about upcoming events that require an RSVP
- advise when school fee accounts have been sent

### *Skoolbag*

SkoolBag is an App used to update our families on College news and information, including upcoming events, school activities and changes in sport fixtures.

Parents are also able to notify the College of absentees and view our website and Term Newsletters from the App.

For information on how to download and use the App, please refer to the SkoolBag Information Sheet on the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)) under Quicklinks - Information for 2020.

### *SeeSaw*

SeeSaw is an App used in our Junior School in lieu of a diary. It is used to keep families updated with:

- class notices
- event reminders
- student work
- class activities
- homework
- library updates

Year 6 and 7 classes may also use SeeSaw App to keep families up to date with class activities and student achievements.

### **Student Diary: Middle School (Years 6 - 9)**

Each child in Years 6 - 9 has a Woodcroft College Student Diary. This diary needs to go to and from school each day. It is a valuable means of communication between home and school. A routine needs to be developed for the system to be effective. Please support your child in the management of this system.

Students in the Middle School are expected to use and maintain their diary to record:

- term timetable
- homework
- assignment due dates
- activities
- special events
- notes from teachers

### **Learning Conversations**

Learning Conversations are held once a Term and are a valuable opportunity for teachers to discuss progress with students and their parents.

Learning Conversation dates are detailed in the College Calendar and parents are notified by email when bookings are available online via the Community Portal.

In addition to learning conversations, the Junior School also hold three-way interviews once a year. These provide an invaluable opportunity for students to talk about their learning and share their goals and achievements.

### **Reports and Junior School Learning Portfolios**

Learning Portfolios are sent home to Junior School families at the end of each term to read through the school holidays. If there are any concerns then the parent will be contacted before the Learning Portfolio is sent home.

Reports are produced for students in Year 1 to Year 12 at the end of each term. Parents can access student reports online, through the Community Portal. An email is sent when they are available.

### **Social Media**

Woodcroft College host Facebook and Instagram Pages.

You are able to access the official Woodcroft College social media pages by clicking on the appropriate logos located at the top of the College Website home page. Please follow us and feel free to share, like and comment on our posts.

Facebook is used to keep families updated with classroom activities, excursions, upcoming events, latest news and other student related activities that are happening on a day to day basis during the school term.

Instagram is used as a fun way to highlight a day in the life of our students.

### **College Calendar**

The College Calendar provides information on the dates of many College events for the year. The College Calendar is on our College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)).



### **Written Communication**

The College issues consent forms for all excursions and incursions. These are sent home with students, together with a parent copy, with the expectation the school copy is signed and returned by the due date.

Occasionally the College hosts special events that require a formal invitation and these are posted direct to the family's postal address for students in the Middle and Senior Schools and sent home with students in the Junior School.

It is important your postal address is kept up to date so any communication sent through the post will reach you.

### **College Publications**

#### ***The Courier***

The Courier provides a snapshot of College life and is printed biannually. A copy is provided to each family via post.

#### ***Year Book***

The College Year Book is distributed to families later in the following year to ensure a full representation of the College activities and events. Payment for the Year Book is through school fees.

## **Finance**

### **Registration of Interest**

Parents who wish to place the name of their child on a waiting list should do so by completing a Registration of Interest form and forwarding it to the College, together with the required registration fee (\$55). Registration forms can be downloaded from the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)) under Enrolments. The Enrolments Manager can be contacted for any queries regarding the enrolment process.

### **Enrolment Guarantee Fee**

A non-refundable enrolment guarantee fee (\$700) is payable on confirmation of an enrolment application.

### **Fees**

Fees each year are set and published by the School Council in Term 4 of the preceding year. A full fee schedule can be downloaded from the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)) under Enrolments or is available from the Administration Office.

### **Accounts and Payments**

Fee invoices are issued immediately before the commencement of each new term, four times a year. Term 1 invoices are issued in January. Invoices for Terms 2, 3 and 4 are issued in the first week of each holiday period. When a student is enrolled during the term, a special fee will be negotiated. There is no reduction of fees when a student is absent because of illness or travel.

### **Financial Assistance**

The College offers financial support to certain students through the award of scholarships and bursaries. Inquiries about these forms of assistance should be directed to the Business Director.



### Notice of Withdrawal

Parents are required to give the Head of College one term's notice in writing of their intention to withdraw their child or children from the school. Failure to provide a terms notice in writing will result in a term's fees being charged, in lieu of notice, to your account.

### Exclusion from the College

The College reserves the right to hold any unused portion of the current term's fees should a student be excluded for part of that term.

## First Aid and Medical Information

Woodcroft College employs a School Nurse and a number of staff with Senior First Aid Certificates.

The fact that the school employs a School Nurse does not guarantee a student will see or need to be seen by the nurse. In the event of an accident or injury to a student, First Aid will be applied and parents will be contacted as required.

The College has ambulance cover and every effort will be made to contact parents when the use of an ambulance is necessary.

### Action Plans/Medication Authority

Parents must advise the College of their children's medical conditions. Parents can do this via logging into the Community Portal on the College website (<https://commportal.woodcroft.sa.edu.au>).

**It is the parents' responsibility to ensure that all details are correct and that they are updated as changes occur.** It is important, when listing medical conditions, that parents provide the school with the doctor's "Action Plan" (for any medication or management for health issues). Parents who may be concerned about this are welcome to contact the School Nurse.

### Action Plans

Action Plans must be completed by a doctor or medical specialist. The plans must include the vital information and clear treatment pathways for First Aid staff to follow. GPs can access the website at <http://www.decs.sa.gov.au/speced2/pages/health/chesspathways> to print off an Action Plan.

### Medication Authority

Students with minor but ongoing conditions such as hayfever, headaches, tooth pain from braces, menstrual cramps are encouraged to have pharmacy-labelled medication available at school. This also applies to herbal medications. These measures may allow the child to receive suitable relief and not be sent home unnecessarily. A pharmacist label attached to pharmacy-approved medication clearly identifying the student, dosage, frequency and use-by details will be treated as a medication plan or notification. This will allow staff to administer prescribed or over-the-counter medications safely.

It is the parents' responsibility to ensure that the medication provided to the school nurse is in date, (*expired medication cannot be administered*). Middle & Senior School students should not carry any medications, with the exception of prescribed (and labelled) asthma inhalers and spacers, in accordance with your child's Action Plan (referred to above). Junior School students should not carry any medications with them during school time. All medications are held in the Sick Room.

### **Illness and Injury**

Students who are ill or injured should report to their class teacher, the teacher on duty, Junior School Office (Years R - 5) or to the First Aid Room (Years 6 - 12) in the Main Administration Building. All students should have their diary with them along with a note from their teacher. Students who become ill during the day will be removed from the class to rest. If a student is unable to return to class, parents/ nominated contacts will be telephoned with a view to having the student taken home.

### **Infectious Diseases**

Children with infectious diseases must be excluded from school for a period of time specified by a local doctor. If in doubt, contact the School Nurse.

### **Minor Ailments**

In the case of minor ailments, parents/ caregivers should use discretion in deciding whether to send their child to school. If in doubt, parents/ caregivers should keep their child at home.

### **Paracetamol/Pain Relievers**

The College does not encourage students to use analgesics and will provide them with paracetamol only with parents' consent. A student may be given one to two analgesic paracetamol in cases of minor pain or discomfort, provided that the student has written permission from his/her parent or guardian. The names of students who have permission will be recorded in the First Aid area.

If in the case of no written consent being received for a student, the parent will be contacted before any analgesic paracetamol is provided. If the parent/ caregiver is unable to be contacted, then the student will not be issued any analgesic paracetamol. Parents are required to advise the College if there are any changes to student permissions in the dispensing of paracetamol.

## **Parent Involvement**

Parents are encouraged to be involved actively in the life of the College and are also expected to support the fundraising activities. Specific activities in the College rely on parental participation.

### **College Council**

The College is governed by a Council comprised of representatives of organisations having a close affinity to the College and committed to its enduring success.

The Council concerns itself with the Strategic overview and direction of the College. The responsibility for the leadership and management of the day to day operations of the College is delegated to the Head.

### **Scholarship Fund**

The Scholarship Fund provides financial support to families on a demonstrated needs basis that would otherwise not have the capacity to access an education at the College.

Donations to either Fund are tax deductible and all gifts and donations, however small, are gratefully appreciated.

Individuals, families or businesses interested in supporting the Foundation should contact the Business Director.

### **School-Based Activities**

In our school calendar we have many activities scheduled. You may like to join us for some of these, such as assemblies and Sports Day. During the year, you will be advised when these opportunities occur so that you will be able to participate in the full academic and social life of the school community.

### **Volunteers**

Volunteers contribute significantly to a school's curricular and cocurricular programs when they share their skills, knowledge and expertise with students. The College has a student protection policy which requires volunteers to complete induction training and sign an agreement and confidential declaration form before they work as volunteers at the school. Police checks are a requirement for all volunteers who are working with children. A volunteer information pack is available from the Main Administration Reception and Junior School Reception Offices. Volunteers working in Junior School Classrooms must electronically sign in and collect their identification lanyard from the Junior School Office and electronically sign in and sign out on each occasion.

### **Classroom Support in the Junior School**

In order to offer the best developmental program possible to our children, it is essential to have the valuable input from parents who are, after all, the first teachers of our children, to support and reinforce the educational program. Therefore, parents are invited into the classroom to help on a regular basis as voluntary assistants. They are involved in a variety of tasks such as supervising small groups in language and maths activities, playing and making games, listening to children read, cooking and helping with art and craft activities. Not only does parent participation assist the teachers tremendously, but it helps parents to understand the developmental process and gives each child satisfaction to see that their parents are interested in what they are doing. If you are unable to help during school hours, there are a variety of other ways you may be able to assist. Confidentiality and respect is an important aspect of this type of assistance. Parents wishing to support the classroom program should request a Volunteers Information Pack from the Junior School Office.


### **Parents and Friends Group**

In 2020, the College is looking to launch a Parents and Friends Group. This will be about joining together for fun, connection and in support of special projects at the College. We don't want it to be all hard work! We're looking to hold some fun events while building friendships and support networks. If you would like to register your interest in being part of the initial committee to start planning events and activities, we'd love to hear from you. Please contact the Director of Marketing and Advancement:

Cathy Murphy

Email: [murphy\\_ca@woodcroft.sa.edu.au](mailto:murphy_ca@woodcroft.sa.edu.au)

Ph: 8381 0463



# Uniforms

School uniform at Woodcroft College is compulsory and is designed to be both functional and attractive. It is worn with pride by our students and has become well recognised and well respected within the community.

Summer uniform is worn in Terms 1 and 4.

Winter uniform is worn in Terms 2 and 3.

Our standards require children to be dressed neatly and tidy at all times in strict school uniform, both summer and winter. Therefore t-shirts, cardigans, track suits, scarves, gloves and parkas which are not regulation school uniform are not allowed.

Guidelines for the wearing of the College blazer are published in the Uniform Handbook and in the Wearing of Uniform Guidelines on the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)) under Uniform Shop. Blazers are compulsory for students in Years 6 - 12 and is an option for Junior School students. In winter a jumper may be worn under the blazer for extra warmth. It is expected that students will wear the blazer to and from school and in Tutor Group during Terms 2 and 3. The blazer is not to be worn during practical lessons or sports-related activities (such as Technology, PE, and recess and lunchtime games). It is expected that students will wear the blazer when representing the school at any time during the school year (i.e. at an event and assemblies).

Short sleeved shirts should not be worn in winter. To ensure children feel more comfortable on hot days at school (34°C or above), we will allow children to remove ties and roll up sleeves during the warmer part of the school day (Terms 2 & 3).

It is expected that students wear the recommended regulation, rigid, black lace up school shoes as listed in the Uniform Handbook. This excludes skate, volley and ballet shoes. Reception students may wear regulation style, velcro strapped shoes. Replacement shoes purchased in Year 1 must be black lace up regulation style.

At Woodcroft College, no jewellery is allowed to be worn as part of the school uniform except a plain watch and 1 pair of plain sleepers or studs in the ear lobes only. Rings are not allowed and nail polish, make-up and fake eyelashes are unacceptable. Girls should only wear hair ties and clips which match the school uniform or school colours, red/navy/gold. For safety reasons girls should also wear their hair tied back if longer than shoulder length.

It may be necessary for you, as parents, to assist your child to maintain articles of uniform daily (e.g. cleaning of shoes) in the appropriate Woodcroft College condition.

It is expected that children wear the recommended school hat during sports lessons, recess and lunch times. The Middle and Senior School wear the hat during Terms 1 and 4. The Junior School applies the **NO HAT, NO PLAY** policy all year round. The brimmed hat is the most appropriate hat for young children. On very windy days it may be more appropriate to leave hats inside. This will be at the discretion of the Head of the Junior School.

For a full list of Uniform items, refer to the Uniform Handbook on our website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)) under Uniform Shop.

### **Physical Education Clothing**

The sports uniform is more interchangeable e.g. the sport shorts can be worn with the long sleeved jacket or rugby top. All children should wear the Woodcroft sports socks with their sports uniform. Sports shoes should be safe and appropriate athletic shoes that have lacing, support and cushioning. Volley and Skate shoes are not acceptable footwear.

Students from Reception to Year 12 are permitted to wear their PE uniforms to school on their PE lesson days.

### **Other Requirements**

All Junior School students require:

- a blue document wallet; and
- a red library bag.

These articles are all available for purchase from the online Uniform Shop.

**EVERYTHING MUST BE CLEARLY NAMED.**





# Welcome to the Junior School

It is with joy that I welcome both you and your child to the Woodcroft College community.

I believe that Woodcroft College is special. It is a school where all students from Reception to Year 12 can participate in a wide and varied curriculum and gain enormous opportunities and benefits within a warm, supportive and secure environment.

The information contained in the following pages will help to make your child's transition through the Junior School as smooth as possible. The information supplied in this book is correct at the time of printing.

To ensure that your children receives the best out of the many opportunities available, it is important that you:

- Take note of the information contained in this booklet;
- Keep in contact with the school by becoming as involved as possible.

The teachers at the College look forward to sharing a close personal liaison with you, as together we monitor the progress and development of your child. Each child is regarded and respected as an individual whose uniqueness is nurtured, valued and enhanced.

**Annette Mikulcic**  
Head of Junior School



# Curriculum

## Curriculum Information

The College follows the International Baccalaureate Primary Years Program (IB PYP). This guides all aspects of student learning and encourages students to learn the knowledge and skills required to be life-long learners. The IB PYP provides a framework for learning for children aged between 5 and 12 years and uses structured inquiry as a vehicle for learning. In the Junior School, children are taught a wide range of subject areas and the curriculum covers all content that is required through the Australian Curriculum.

These subject areas include:

- English Language (spelling, reading, writing, listening & speaking);
- Mathematics;
- Health and Personal Development (this includes Physical Education);
- Science;
- History and Social Sciences (HASS);
- The Arts (Music, Art and Drama);
- Technology;
- Religious and Values Education; and
- Information Technology.

An outline of each of these subject areas is available in the Curriculum Handbook. Questions should be directed to the Head of the Junior School.

## Year 5 Band Program

In Year 5 all students learn a band instrument for 3 terms (flute, clarinet, trumpet or trombone). An instrumental teacher provides weekly group lessons and children participate in a Year 5 Band once a week. This program allows children to develop skills in musical notation, ensemble playing and to gain a level of proficiency in the playing of an instrument.

## Camps

Camps are an integral part of the curriculum in various year levels. Children in Year 3 attend a school sleepover and Years 4 and 5 will attend a camp during the year. Details will be distributed as the camps are arranged. Camp costs will be covered by the school along with charges for the Junior School Swimming Program. Some year level excursions are not included in the budget and will need to be charged as they occur. Costs for these will be kept to a minimum where possible.

## Religious and Values Education (RAVE)

Christian Living is a part of the daily routine of the College. Once a week a Christian Education lesson is taught by the classroom teacher. Our College Pastor and Head of RAVE also visits and speaks to the children at Assembly and other various times during the year.

## Collaborative Teaching - (LINC)

Supporting Learning through LINC (Literacy, Inquiry, Numeracy, Collaboration) Collaborative teaching from Reception to Year 5 provides enrichment for all children and supports learning on a needs basis in the areas of Literacy, Numeracy and Inquiry learning. LINC teachers and LINC Education Support Officers (ESOs), support student learning in collaboration with classroom teachers to enable students to work at their level of ability. Differentiation of the curriculum and instruction ensures that students of exceptional ability are extended.

## **Computers**

The College has an extensive network of computers located around the campus. All PCs run Windows10 and come installed with a wide range of software. As well as PCs, students in Reception to Year 2 have access to school iPads, Years 3 to 5 students have been included in the BYOD program. Students are supplied with an Office365 account, including OneDrive, which should be used to store their work. Printing is available in many areas across the campus.

All students are required to adhere to the ICT User Agreement, which must be signed by students and their parents before computer access is given. Each student is required to maintain the security of his or her password. Inappropriate use of technology or accessing internet sites that are not curriculum related will incur penalties.

Printing is available at several sites around the Junior School and is on a user pays system with usage monitored by software installed on the server. Each student has space on the server to which they can save their work. There are 5 pods of 4 computers between classrooms. These are shared by each year level. The Library also has ten computers for student use. These are used extensively for research purposes. The Junior School has a suite of 30 computers. Our focus is to use and consolidate the skills required in the use of set programs while using the computer as a learning tool across the curriculum.

## **Counselling**

As the classroom teacher is the main provider of pastoral care in the Junior School, it is important for him or her to be involved or informed of issues concerning your child. The Manager of Student Welfare and Head of Junior School should also be informed when necessary. The College has two counsellors for parent and student needs. Appointments with the counsellors can be made by contacting the Junior School office on 8381 0455.

## **Excursions and Swimming**

Throughout the year, the school organises educational camps and excursions. It is expected that all students will participate as part of the educational program provided by the College. For recording and checking purposes, permission forms must be returned to the school by the required date.



# General Information

## Allergy Aware School

There are children in the Junior School who are severely affected by food allergies. This is known as Anaphylaxis. It is the most serious form of allergic reaction and can be life threatening unless treated immediately. Peanuts, tree nuts, (walnuts, almonds, cashews, pistachios, pecans, etc) eggs, milk, sesame, soy, fish and shellfish are the foods that most commonly trigger anaphylaxis. Even trace levels of these foods can cause anaphylactic reactions. Causes of anaphylaxis also include insect stings (bees, wasps, and jumper ants) medication and latex.

Currently there is no cure for food allergy. Avoidance of the food is the only way to prevent an allergic reaction and rapid action is the only response.

It is crucially important for the Junior School to provide a safe classroom and play environment for such food allergic students and it is also important for us to include food allergic children in all school activities.

This means a request for all students and their families to help the school implement such measures. Therefore:

- Parents are urged to not include any nuts or nut products with their child's school food packs. It is also preferable for children to eat bread without sesame seeds at school.
- Notify the classroom teacher if you intend to bring cake to share.
- Children should not swap/trade food.
- The College canteen is aware of children with allergies in the Junior School and all products available for purchase or order, at the Junior School counter, are 'nut free'.
- Teachers and volunteers organising classroom cooking activities are to be mindful of ingredients and thoroughly clean cooking utensils.
- Teachers and volunteers should assist children with routines of washing hands regularly.
- If children have peanut butter or Nutella for breakfast, please wash their hands before they leave for school.
- Woodcroft College Junior School and the Out of School Hours Care Program are designated 'Allergy Aware Zones'.

## Valuables and Theft

Valuables should not be brought to the College. Many students bring things to show and share. Unfortunately, these items can get damaged or become too great a temptation. Some of these valuables are of sentimental rather than monetary value. Parents are asked to watch for this. If a valuable is lost, damaged or stolen the College should be notified.

## Electronic Devices

Staff cannot take responsibility for the security of these devices. Staff will confiscate items that are used during the school day and students may collect them from the Junior School Office at the end of the day. If special toys or devices are brought to school for curriculum purposes they should be kept in the classroom and the classroom teacher advised. Due to issues of security and safety it is not necessary for children to bring their own toys or special items to school for play time purposes. Such devices, game-boy toys or indeed, any toys, are brought to the College at students' own risk.

# Extra Curricular Activities

## Clubs and Other Activities

The College believes very strongly that students need a balance in their lives. For this reason, it offers an extra curricular program built around a core set of sports and clubs and activities. Parents are sometimes involved as volunteers. For further information, refer to the Extra Curricular Handbook on the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)).

## Music – Instrumental

From Year 3 onwards, students may wish to receive private instruction in either piano, flute, clarinet, brass, guitar, drums, violin, recorder or saxophone. Enrolment forms are sent out at the beginning of each year. Professional instructors come to the College and withdrawal from normal (not specialist) lessons is arranged with minimal disruption to lessons as possible. Tuition fees and hire fees, if appropriate, are paid by parents. All inquiries should be directed to the Director of Music or visit our website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)) for more information (see Information for 2020 under Quicklinks).

## Wet Weather Policy

After school sport organised by the Junior School will be cancelled if:

- it is raining at 2:30 pm; or
- rain sets in after 2:30 pm and before the scheduled start of play, the game will be cancelled at the discretion of the coach.

Sport organised off campus will be cancelled according to individual association guidelines (e.g. SUNA re netball).

## Hot Weather Policy

After school sport organised by the Junior School will be cancelled if the temperature forecasted in the morning Advertiser is 34°C or more.

# Homework

## Purposes of Homework

- Provides students with an opportunity to engage in activities that will reinforce and consolidate their learning.
- Establishes appropriate attitudes, habits, expectations and commitment to learning that will ensure continuity of learning between the Junior, Middle and Senior Schools.
- Provides a link between the home and the school by assisting parents to understand the scope and standard of work required within each level.
- Assists teachers to check student understanding and application of knowledge and skills introduced at school.
- Encourages the development in each student of responsibility, independence, self discipline, organisation and planning skills.

**Reception:** In Reception daily reading practice with an adult is expected. Children should be encouraged to read for enjoyment and meaning. Young children should also have library stories read to them on a daily basis.

**Years 1 and 2:** In Years 1 and 2 daily reading practice with an adult is also expected. Children are required to practise spelling strategies to correctly spell words. Children are encouraged to contribute ideas and information in various curriculum areas, and may be required to find further information, or collect information appropriate to particular topics for homework from time to time.

**Year 3:** In Year 3 homework is set regularly on a class basis and may be given from Monday to Thursday. The normal time allowance each night is 20 minutes. If a student regularly goes over these times the teacher should be advised. Daily reading practise is also expected.

**Year 4 and 5:** In Years 4 and 5, homework is set regularly on a class basis and may be given from Monday to Thursday. The normal time allowance each night is 30 minutes. However, the teacher may give the students homework in the form of an assignment which may be given to students to complete across a period of time. If a student regularly goes over these times the teacher should be advised. Daily reading practice is also expected.

### **Homework Guidelines for Parents**

These guidelines are to assist parents in the supervision of their children's homework. Parents can encourage and support their children by:

- taking an interest in their learning and other activities at school;
- supporting and communicating, in a positive manner, with teachers;
- encouraging their children to take responsibility for completing homework and reminding them it is a contract between themselves and their teachers;
- providing a quiet place/time for the completion of homework;
- helping their children to plan their homework and to manage their time effectively as part of a balanced evening routine that ends positively.
- encouraging their children to read at home, reading to them and providing a model by reading themselves;
- maintaining a routine that encourages regular practice by children undertaking instrumental studies;
- assisting in the provision of resources, both within the home and those available in the community (e.g. encyclopaedias, dictionaries and local library);
- understanding that there will be frustrations, providing time to talk these through with their children; and
- celebrating and sharing their childrens' efforts and achievements.

NB: Homework should not take the whole evening. Children who do not complete homework tasks will be given the opportunity of a quiet space in the homework room at lunchtime.



# Children's Behaviour

Discipline is managed through the use of Essential Agreements. These Agreements are based on the philosophy of the Primary Years Program (PYP). The Learner Profile of the PYP is expressed in a series of desired attributes and traits that characterise students with an international perspective. Taken together they create the desired outcome for the profile of a PYP student at Woodcroft College. Woodcroft College must be a safe and supportive environment where students can play and learn cooperatively and where children respect the rights of other people, all property and the environment.

We therefore expect that children will:

- have the right to work and play in a safe and secure environment;
- treat each other with respect;
- respect personal and school property;
- try to understand and listen to each other and talk out problems;
- help each other; and
- be friendly and courteous to all people.

It is very important for children to learn and understand the behaviour code and to operate within its parameters.

Restorative practices are implemented to support positive student behaviour. Consequences are put in place for the child who chooses to work outside the agreed parameters.

A Behaviour Management Guide has been produced by the College with input from students and staff. The College follows this guide for behaviour management procedures.

## Beginning School for the First Time

It is an important step when your child starts school, a sign of growing up. It is also an important time for you as a parent. You establish a relationship between your family and the school. You exchange information with your child's teacher and you each gain new understanding.

From the time your child attends school, two of the most important influences in a child's life, family and school, begin to share the responsibility for your child's growth and development. They also acknowledge that children learn all the time - in and out of school. Sometimes the first weeks of school can be an emotionally and physically tiring time.

To facilitate a smooth transition into school new Reception children attend four full days of school on Monday, Tuesday, Thursday and Friday for the first five weeks of Term 1. The Wednesday of the first five weeks is dedicated to the School Entry Assessment (SEA). Each child is allocated a one hour appointment with their teacher on one of the five Wednesdays between 8.30 am and 4.30 pm. The new Reception children will commence five full days from Week 6 onwards and may arrive at school between 8.20 and 8.45 am.

### Learning New Skills

Children have a natural curiosity and desire to learn. A five year old has already gained a great deal of knowledge and many skills - think of the way your child has learned to talk. Children are eager to learn new things and practise new skills. They have high expectations of school and need to feel successful in order to maintain their enthusiasm for learning. Children starting school come from different backgrounds and have different abilities.

This influences the way they will respond to the new learning experiences provided at school. They will need time to:

- Talk
- Discover
- Think and wonder
- Practise
- Take responsibility
- Inquire
- Play
- Become independent
- Make connections

Teachers of young children therefore have a special responsibility. It is their job to:

- help children make the transition from home to preschool to school;
- help them feel comfortable;
- get to know the children as individuals; and
- become aware of what each child already knows and to provide learning activities that build on the child's existing knowledge in an exciting and challenging way.

It is important to remember that children learn at individual rates in a supportive learning environment.

### **What Children Learn in Reception**

Teachers aim to provide children with the broad range of knowledge, skills, attitudes and understanding in:

- English Language (spelling, reading, writing, listening & speaking);
- Mathematics;
- Health and Personal Development (this includes Physical Education);
- Science;
- History and Social Sciences (HASS);
- The Arts (Music, Art and Drama);
- Technology;
- Religious and Values Education; and
- Information Technology.

Children are encouraged to take an active part in their own learning. They learn how to find and organise information. Develop communication and social skills and explore health and safety issues. Teachers provide for the range of ability and maturity that children display at school and introduce skills at a rate that allows children to proceed confidently.

### **Parent Engagement**

It is important that you meet regularly with the teacher to share information about your child's learning. You have a unique knowledge and understanding of your child, and sharing this information will enhance your child's education. You have the right to be informed about your child's progress at school, and teachers will appreciate the opportunity for discussion.

Woodcroft College encourages a strong partnership with parents. Parents as partners with school in supporting children's learning can have a significant and long lasting positive impact. Research shows benefits of parental engagement include:

- improved academic outcomes;
- greater engagement in learning;
- children can be more likely to enjoy learning and be motivated to do well;
- children can have better relationships with other children, improved behaviour and greater confidence;
- enhanced relationships with others in the school community; and
- the development of effective partnerships - where families and schools can work together to address issues that may be impacting on children's well-being and achievement.

## Some Suggestions For Parents

- Foster reading in the home. Give books as presents and take the family to the local library occasionally. Establish the habit of daily reading to the children - and encourage them to spend some time with a book before lights out each night;
- Talk with the children about the stories they have written at school. Express interest in the content, helping the young authors to feel good about themselves as writers. Don't be too critical about mistakes in grammar and spelling;
- After school excursions, talk about the things that were seen and done. One of the most valuable results of childrens' outings is found in their use of language, to relive and make sense of the experience;
- Cultivate the childrens' curiosity. Encourage them to ask questions, to wonder about things, to have hunches and then to check them out;
- Encourage imaginative play. When children dress up or play different types of make believe games, they are developing the creative side of their personality;
- If you are going to help with formal homework, be supportive and encouraging rather than anxious and critical. Check methods being taught in the classroom, especially in mathematics, before showing "the way we used to do it at school";
- Above all, be clear about the difference between pressure (which can destroy self-confidence and the excitement of learning) and encouragement (which stimulates growth and true achievement);
- Ensure that your children can dress and undress themselves, put on their own socks, tie and untie their shoe laces;
- When your child draws or writes, it is helpful if they use a conventional pencil grip at all times as bad habits are hard to break;
- We do not expect the children to have mastered their sounds or letters before coming to school, but offer these suggestions so that where children show an interest, their skills can be monitored incidentally and good habits encouraged;
- If young children want to learn to write before starting their formal education please show them the lower case letters (e.g. a,b,c) except when capitals are needed for the beginning of names and beginning of sentences. It is also important to teach children the sounds of letters in preference to letter names.

# Volunteers in the Junior School

Volunteers working in Junior School Classrooms must electronically sign in and collect their identification badge from the Junior School Office and sign out on each occasion.

## **Class Parent Representatives**

Role of the Class Parent Representative:

- welcome new parents to the school and to introduce parents to each other at function;
- care for current parents - to support community spirit and pastoral care;
- contact parents for important school function;
- act as a liaison person with the classroom teacher;
- act as a liaison person with Head of the Junior School if required;
- organise a class contact list and provide a copy for the classroom attached;
- communicate effectively with parents of students in the class;
- organise class functions and plan social events for class parents; and
- support the Junior School with special school events.

## *Selection process of the Class Parent Representative*

Once the positions are advertised parents should indicate their interest in the role to the classroom teacher;

- the classroom teacher will select two parents from the self nominated group;
- the classroom teacher will advise parents of the outcome via the class newsletter;
- if there is an abundance of nominations for the positions, the classroom teacher may decide to rotate the position/role after each Term or Semester. This will be determined by the classroom teacher; and
- if after one week of advertising the role insufficient parents self nominate for the role, the classroom teacher will invite representation from their class.

## **Class Contact List**

Class Parent Representatives put together a class contact list. Participation is not compulsory but, it is valuable for class families to be able to contact each other in and out of school hours e.g. inviting someone over to play or have a coffee, or homework clarification with a class buddy.

It is always helpful, too, if you intend to plan a party for your child's birthday. Party invitations given out at school can be hurtful to those who are not invited. You are therefore asked to use your class contact list and always put party invitations in the post or send via email.







# Welcome to the Middle and Senior Schools

Woodcroft College is a school where students from Reception to Year 12 can participate in a wide and varied curriculum and gain enormous opportunities and benefits within a warm, supportive and secure environment.

This section of the Handbook is designed to give parents a clear understanding of what to expect for everyday life in the Middle and Senior Schools at Woodcroft College.

It provides general information on the sub schools, parent involvement, communication and an overview on the curriculum available.

The details in this handbook are correct at the time of printing but are subject to regular reviews because of the ongoing development at Woodcroft College. Students and parents will be informed promptly of any changes made or initiatives taken.

We hope that the information in this handbook is helpful to families and if you have any questions, please contact a member of staff.

**Tom Charlton**  
Head of Middle School

**Andrew Griffiths**  
Head of Senior School



# General Information

## **Behaviour Management in the Middle and Senior Schools**

Classroom Behaviour Management is the responsibility of the supervising teacher. Further or additional discipline is the responsibility of the Head of Year and the Heads of School. The Head of College is responsible in cases where exclusion from the College is necessary. Detention is held Thursday afternoons from 3.15 pm - 4.00 pm in the Student Administration building. Parents can expect to be given 24 hours notice of detention. A notice of detention is sent to the parent.

A Behaviour Management Guide has been produced by the College with input from students and staff. The College follows this guide for behaviour management procedures. This Handbook can be found on the College website ([www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au)).

## **Pastoral Care and Tutor Group**

Each student is allocated to a Tutor Group. Tutors are the primary pastoral carers for the students in their group. For students and parents they are the human face of the College. Tutors work closely with the relevant Head of Year. Morning Tutor Group starts at 8.45 am. Daily notices are read, attendances and uniform checked and the roll is taken at this time. Tutors are responsible for checking the Student Diary daily, signing it and checking for homework entries and presentation.

Parents should direct any issues to the student's Tutor. Parents, Head of Year and Tutors are part of the counselling process, both in Middle and Senior School.

## **Pastoral Care and Head of Year**

There are six Head of Years at Woodcroft College who are responsible for managing pastoral care and the academic progress of students in the appointed year level. The Head of Year's primary role is focused at the year level, working closely with the appointed Tutors. There is one Head of Year for Years 6 and 7, and one Head of Year is appointed to each year level, in Years 8 - 12.

## **Student Leadership**

Student leadership is an important part of College organisation. The student leaders make up the Student Leadership Team (SLT). School Captains are appointed in both Junior and Middle School. In Senior School they are called College Captains. Captains of each House are appointed in both Middle and Senior School. The House Captains work closely with the House Managers to coordinate House activities. Students are nominated to the sub-school SLT by their peers and their teachers. Other opportunities for leadership come through School Leader positions where students may nominate themselves to the Head of School for a particular service or task of leadership. Leadership positions are normally appointed early in Term 4 to serve for the following year. Student leaders are expected to be models of behaviour, to supervise and direct students and to assist the Head of School, Deputy Head and Head of College on official functions.

## **Worship**

In the Middle and Senior Schools Worship is held regularly. Worship can occur in the Lecture Theatre, The Mark Porter Hall or Gymnasium. It is held on a year level basis and presented in a variety of ways including music, drama, guests, story and film with a theme that is in keeping with the Christian Religious and Values Education Program and includes topical issues of interest to the students.

# Curriculum

## Career Counselling

Students and parents wishing to seek information regarding careers should direct their questions to the Career Counsellors. Specific programs are run for Year 9 - 11 students throughout the year. Special evenings with parents are also included.

## Computers

The College has an extensive network of computers located around the campus. All PCs run Windows 10 and come installed with a wide range of software. Students also bring their own iPad (Years 3 - 9) or laptop (Years 10 - 12) and connect to the guest wireless network to gain access to the Internet and printers.

Students are supplied with an Office 365 account, including OneDrive, which should be used to store their work. Printing is available in many areas across the campus.

All students are required to adhere to the ICT User Agreement, which must be signed by students and their parents before computer access is given. Each student is required to maintain the security of his or her password. Inappropriate use of technology or accessing internet sites that are not curriculum related will incur penalties.

## Curriculum Information

Written information about courses and subjects is available on request. Questions should be directed to the Director of Quality Learning and Teaching or to the relevant Head of Faculty.

## Homework

A homework schedule is prepared for each student in Middle School. Parents who have concerns regarding homework should contact specific teachers, the Head of Year or the Head of the sub-school.

- **Year 6** students can expect up to 45 minutes homework each night Monday to Thursday and reading over the weekend;
- **Year 7** students can expect up to an hour of homework each night Monday to Thursday and reading over the weekend;
- **Year 8 and 9** students can expect up to 30 minutes of homework for four subjects each night, Monday to Thursday, and over the weekend. Year 9 students can also expect homework to be set on Fridays;
- **Year 10** students are expected to do 10 hours of homework a week;
- **Year 11** students are expected to do 10 to 12 hours of homework a week;
- **Year 12** students are expected to do 12 to 15 hours of homework a week. Many students in Year 12 will do more hours of homework than this to achieve their personal goals.

## Submission of Work Guidelines for Students

The Submission of Work Guidelines detail the rights and responsibilities of students when submitting summative work. There are two sets of Guidelines, one for students in Years 6 to 9 and one for students in the Senior School. The Guidelines are not used in Year 6, the first year of Middle School, and are phased in during Year 7. There is a separate set of Guidelines for Senior students because they are expected to assume greater personal responsibility in planning their time and meeting deadlines.

The Submission of Work Guidelines were developed to help achieve two main aims. The first aim is to encourage students to develop time management skills, which will help them be successful at school and beyond, in future study and employment. The second aim is to be fair to the great majority of the students who work hard and meet deadlines. These students are disadvantaged, or feel so, if other students gain undeserved extra time to complete a task by ignoring the deadline.

In brief, each student at Woodcroft College is expected to submit summative assignment work on or before the due date (or the negotiated deadline if an extension of time has been given). In Middle School, if a student does not submit work by the due date, he/she will be required to attend catch-up class until the work is complete. In Years 10, 11 and 12, the student must supply a medical certificate to justify late work on the grounds of illness but in Years 7 to 9 a letter of explanation from the parents is sufficient. If a Year 11 or 12 student is absent from school on the day of a summative test or presentation, the situation is treated in the same way as late assignment work; if the absence is due to illness, it must be justified with a medical certificate.

At the beginning of the school year, a full copy of the relevant Submission of Work Guidelines is distributed to each student to take home to parents. The Guidelines are also published in curriculum handbooks and are displayed in each classroom.

### **International Baccalaureate Middle Years Program (MYP) (Years 6 to 9)**

The College is affiliated with the International Baccalaureate Organisation. In effect this means that our curriculum is recognised internationally and allows us to compare our educational achievements with international standards. The IBMYP provides the framework for all student learning in the Middle School and ensures a balanced curriculum that helps students develop the required knowledge, attitudes and skills.

### **International Baccalaureate Diploma Program (IB Dip) (Years 11 and 12)**

The IB Diploma course is an internationally accredited two year course. Students undertaking this course may study similar subjects to SACE but may reach greater depth. Students also undertake Community Service, Theory of Knowledge, and an Extended Essay of 4,000 words. Universities in Australia value the course and give equivalent status using the points system.

### **Religious and Values Education (RAVE)**

In the Middle and Senior Schools there is a program of Religious and Values Education based on Dr Peter Vardy's model of five strands. This includes study in the areas of Biblical and Christian Tradition, Philosophy of Religion, Ethics, World Religions and stillness. Each student up until Year 12 has one lesson a week, providing students with:

- opportunities in which they are challenged in their thinking and questioning of the Christian faith; and
- the opportunity to acknowledge and explore the spiritual aspects of life.

### **SACE (Years 10, 11 and 12)**

The South Australian Certificate of Education is the standard pre-tertiary course for all schools and we offer an extensive range of subjects. The majority of our students take this option and have been very successful.

## **Student Services**

Student Services provides specialised support at the individual, class and school level to help students to achieve their potential. Student Services seeks to:

1. Identify the learning needs of students (i.e. students with learning disabilities as well as students with exceptionally high ability, achievement or talent), both at the time of their admission and during their enrolment;
2. Target the delivery of individual services to those who require specialist help, assessment and intervention;
3. Strengthen the skills of staff to work with students with learning needs;
4. Respond to emerging student wellbeing needs;
5. Facilitate and strengthen partnerships between the school and community-based health, family, child, mental health and youth services to coordinate service provision for students and their families;
6. Provide appropriate guidance services to students, including academic and personal counselling, and career/ tertiary education advice to secondary students;
7. Provide adequate health care, and procedures to deal with emergencies on-site and at school functions off-campus.

## **Supported Learning**

### ***Middle School***

The Middle and Senior Schools employ staff at each year level to help students with Literacy, Numeracy and Social Skills development.

### ***Senior School***

Students requiring supported learning in the Senior School are catered for through their choice of curriculum pathways and subject selections.

### ***Vocational Education Training (VET) within SACE***

This course is for students who are not necessarily seeking or requiring university study beyond school. Rather, they are looking to enter the work force and/or undertake study in the TAFE (Technical and Further Education) system. Students are carefully counselled before entry into the course. Once accepted they undertake a set of subjects which are accredited by both SACE and TAFE. The students in this program spend part of each week in work placements on this program, and are case managed.

# Extra Curricular Activities

## Sports and Activities

The College offers a variety of different sports. It is the School's intention to allow the individual student the opportunity to experience a particular sport and provide adequate coaching and care in the development of the student in that sport. The year is divided into two "seasons" – winter and summer.

Summer Sport takes place during Terms 1 and 4 and Winter Sport extends through Terms 2 and 3. Sport offered to students depends on available space, numbers of students participating and available staff. Coaches encourage and direct students to always give of their best and compete in a fair and committed manner. It is important that all members are fully committed to their team for the duration of the season. The College has also developed a rich diversity of extra curricular activities outside of the team sport program. Our aim is to offer students a range of extra curricular options including Pedal Prix, the Musical, Slot Car Club and Chess Club.

## Sports Hot Weather Policy - Term 1 & 4 (sport only)

For all girls and boys competitions, mid-week games will be cancelled when the predicted temperature is 36 degrees or higher. Weekend games will be cancelled when the predicted temperature on the Friday preceding or on the day is 38 degrees or higher. Training will be cancelled when the predicted temperature on the day is 36 degrees or higher.

## Service As Action (formerly Community Service)

There is a strong commitment in the Woodcroft College Community to ensure that students have an appreciation of how to serve the community in general by volunteering their time and effort in a positive and useful manner. Activities are programmed with students working in a range of situations from Libraries, Recycling, Tree Planting, Restoring Parks, Aged Care, Community Centres, Community Crèches or any other activity which may contribute toward the care of other people or the environment. Students will activity reflections on OneNote. Information and updates on service learning are posted on Canvas. This information is used as part of the reporting process. Other activities are generated through Tutor Groups, the SLT, the House System and the CAS (Creativity, Action and Service) component of the International Baccalaureate Diploma Program (only for Year 11 and 12 students). Students are encouraged to use their own initiative to respond to the needs of others in their wider community.

## Music – Instrumental

Students may wish to receive private instruction in either Piano, Keyboard percussion, Flute (from Year 4), Bassoon, Clarinet, Saxophone, Brass (trumpet, trombone), Guitar (Bass, Accoustic or Electric), Violin, Cello, Drum Kit and Voice (from Year 6).

Enrolment forms are sent out at the beginning of each year. Professional instructors come to the College and withdrawal from normal lessons is arranged to minimise the disruption to lessons. Tuition fees and hire fees, if appropriate, are paid by parents.

All inquiries should be directed to the Director of Music.

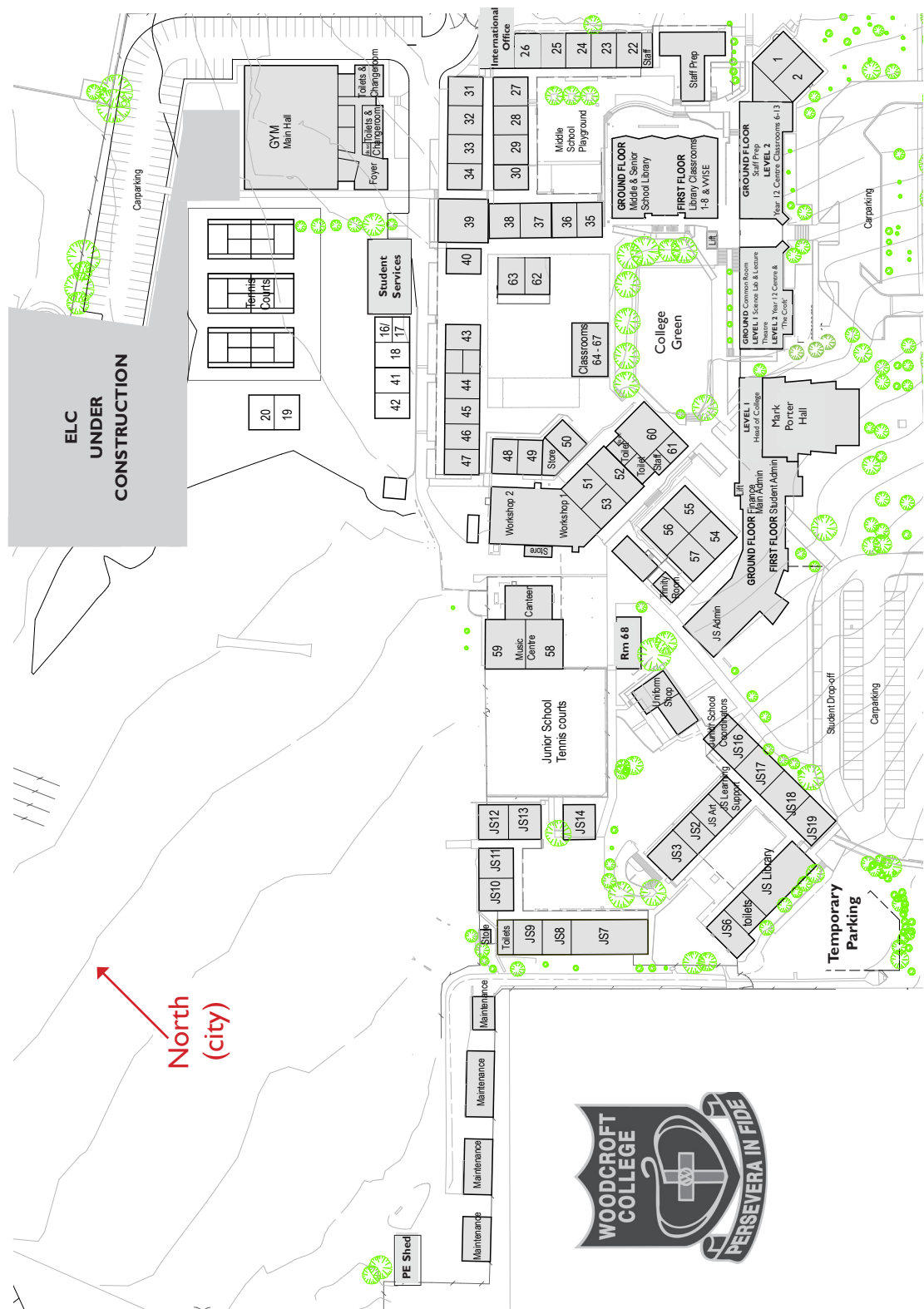
## Music and Drama Productions

Students have the opportunity to participate in musical or drama productions, which are produced regularly.

These events are fully publicised.

# College Map

Panalatinga Road  
Woodcroft Town Centre





WOODCROFT  
COLLEGE

