



TRINITY COLLEGE

Blakeview

Junior School

A Guide for

Parents

2012

Allergy Awareness and Anaphylaxis

Why be Allergy Aware?

We need to protect the safety and well being of several students at Blakeview who have nut allergies. Although it is impossible to completely remove 'nuts' from the school environment, ***we believe you should be fully informed so you can support us in our efforts.*** Peanuts are among the most common allergy-causing foods. They aren't actually a true nut; they're a legume (in the same family as peas and lentils). But the proteins in peanuts are similar in structure to those in tree nuts. For this reason, people who are allergic to peanuts can also be allergic to tree nuts, such as almonds, Brazil nuts, walnuts, hazelnuts, macadamias, pistachios, pecans, and cashews.

What Happens When Someone Has a Nut Allergy?

An allergic reaction happens when someone's immune system mistakenly believes that something harmless, such as a tree nut or peanut, is actually harmful. The immune system responds by creating specific antibodies to proteins in that food. These antibodies — called immunoglobulin E are designed to fight off the "invading" proteins. That is, antibodies trigger the release of certain chemicals into the body. One of these is histamine. The release of histamine can affect a person's respiratory system, gastrointestinal tract, skin, and cardiovascular system, causing allergy symptoms like wheezing, stomachache, vomiting, itchy hives, and swelling.

Reactions to foods, like peanuts and tree nuts, can be different. It all depends on the person — and sometimes the same person can react differently at different times. Some reactions can be very mild and involve only one system of the body, like hives on the skin. Other reactions can be more severe and involve more than one part of the body. Most reactions last less than a day and affect any of these four body systems:

- **Skin.** Skin reactions are the most common type of food allergy reactions. They can take the form of itchy, red, bumpy rashes (hives), eczema, or redness and swelling around the mouth or face
- **Gastrointestinal system.** Symptoms can take the form of belly cramps, nausea, vomiting, or diarrhea.
- **Respiratory system.** Symptoms can range from a runny or stuffy nose, itchy, watery eyes, and sneezing to the triggering of asthma with coughing and wheezing.
- **Cardiovascular system.** A person may feel lightheaded or faint.

In extreme cases, tree nut and peanut allergies can cause a condition called anaphylaxis. Anaphylaxis is a sudden, potentially life-threatening reaction that, in addition to the symptoms mentioned above, can make someone's airways swell and blood pressure drop. As a result, the person may have trouble breathing and could lose consciousness. Peanut reactions can be very severe, even if a person isn't exposed to much peanut protein. Experts think this might be because the immune system recognises peanut proteins more easily than other food proteins.

Although a small amount of peanut protein can set off a severe reaction, it is rare that people get an allergic reaction just from breathing in small particles of nuts or peanuts. Most foods with peanuts in them don't allow enough of the protein to escape into the air to cause a reaction. And just the smell of foods containing peanuts won't produce a reaction because the scent does not contain the protein.

In the few cases when people do react to airborne particles, it's usually in an enclosed area (like a restaurant or bar) where lots of peanuts are being cracked from their shells. Although some people outgrow certain food allergies over time (like milk, egg, soy, and wheat allergies), peanut and tree nut allergies are lifelong in most people.

Living With Peanut or Tree Nut Allergy

If [allergy testing](#) shows that someone has a peanut or tree nut allergy, a doctor will provide guidelines on what to do. The only real way to treat a nut allergy is to avoid peanuts and tree nuts. Avoiding nuts means more than just not eating them. It also means not eating any foods that might contain tree nuts or peanuts as ingredients. The best way to be sure a food is nut free is to [read the label](#). Manufacturers of foods sold in Australia have to state on their labels whether foods contain nuts. If you are sending food into school for a class party or Grandparents' Day, please check the ingredients list first. After checking the ingredients list, look on the label for phrases like these:

- **"may contain nuts"**
- **"produced on shared equipment with nuts or peanuts"**
- **"produced in a facility that also processes nuts"**

People who are allergic to nuts also have to avoid foods with these statements on the label. Although these foods might not use nut ingredients, the warnings are there to let people know the food may contain traces of nuts. That can happen through something called "cross-contamination," when nuts get into a food product because it is made or served in a place that uses nuts in other foods.

Some of the highest-risk foods for people with peanut or tree nut allergy include:

- **Biscuits and baked goods.** Even if baked goods don't contain nut ingredients, it is possible that they came into contact with peanut or tree nuts through cross-contamination. Unless you know exactly what went into a food and where it was made, it's safest to avoid store-bought or bakery biscuits and other baked goods.
- **Lollies.** Lollies made by small bakeries or manufacturers (or homemade lollies) may contain nuts as a hidden ingredient. The safest plan is to eat only lollies made by major manufacturers whose labels show they are safe.
- **Ice cream.** Unfortunately, cross-contamination is common in ice cream shops because of shared scoops. It's also a possibility in soft-serve ice cream, custard, or yogurt places because the same dispensing machine is often used for lots of different flavours. Buy tubs of ice cream at the supermarket and be sure they're made by a large manufacturer and the labels indicate they're safe.
- **Asian, African, and other cuisine.** African and Asian (especially Thai and Indian) foods often contain peanuts or tree nuts. Mexican and Mediterranean foods may also use nuts, so the risk of cross-contamination is high with these foods.
- **Sauces.** Many cooks use peanuts or peanut butter to thicken chili and other sauces.

Managing Serious Reactions

Should a student be diagnosed with a life-threatening peanut, or tree nut allergy (or any kind of life-threatening food allergy), the doctor will want that person to carry an epi pen auto-injector. These contain epinephrine, in case of an emergency. Epinephrine comes in an easy-to-carry container about the size of a large texta. It's easy to use — if they need to carry epinephrine, their doctor will show them how to use it. **All teachers and Office staff at Blakeview Junior School are trained in how to use an EPI-pen.**

How YOU can help:

- **Understand** that the canteen does not provide peanut butter or Nutella sandwiches. Please don't try and order any.
- **Check** the ingredients when sending in foodstuffs to school
- **Don't** pack your child a Nutella or peanut butter sandwich for school lunch. Save it for home.
- **Don't** send in nuts in your child's lunch box.
- **Read** this information fully so that you can support the School in its action plan to prevent anaphylaxis
- **Check** with your class teacher if you are unsure of anything

Epi pens are kept in the medical cabinets in the Front Office, and are always taken on excursions and camps. All children with anaphylaxis have an action plan stored on the School data base.

Assembly

A whole school assembly is held 3 or 4 times a term. A Junior School worship assembly is held in Week 2, and a Junior School assembly is held approximately twice every term. Students are awarded Junior School awards based on the Blakeview Shared Values. In Whole School assemblies, students may be also nominated for a Whole School Award.

Other assemblies include— The Junior Representative Council induction, the Year 6 Graduation and special event assemblies which include Book Week, Remembrance Day etc.

If you wish to attend a Junior School assembly please inform your class teacher one week in advance. This is to ensure seating. Please do not arrive unannounced. Parents are generally not included in whole school assemblies because of limited space for seating when the entire school is assembled.

Assemblies are programmed for Lesson 4 on Thursday (12.00 - 12.50). Each year level has a role to play in both Whole School and Junior School assemblies. Information will be in your class newsletter.

Behaviour Focus

Every week a Behaviour Focus will be placed in every Junior School student's diary. This outlines the Behaviour Focus for that week and we encourage parents to discuss these goals and aspirations at home too. The focus is based on the Blakeview Shared Values.

Behaviour Management

A system of levels is an integral part of the Junior School behaviour management policy.

Trinity College firmly supports the right of both staff and students to work and learn without being impeded by other people's negative behaviour. When students choose not to conduct themselves according to the school rules, staff will adopt a consistent and sequential approach when dealing with unfavorable behavior and actions.

Behaviour management in the classroom is managed by the teacher, in the first instance. This is seen as a sequential pathway. (Being positive and pro-active is the most effective way of empowering students to take responsibility for their actions.) Our aim is for children to take responsibility for their own behaviour so that all students can learn and achieve their potential. All Junior school staff endeavour to nurture the respect and empathy students have for their peers. This can be achieved by explicitly modeling, and teaching, appropriate behaviour through our Rock and Water Programme, Christian Living lessons, and in embracing the Blakeview Shared Values.

Students are expected to have:

- Respect for teachers, parents, peers, other people and their property and beliefs.
- Remorse and a preparedness to improve if earning a consequence for poor behaviour.
- An understanding that they should live by the maxim: "Do unto others, as you would have them do unto you."
- The ability to speak words of kindness- and to LOOK after themselves, others and their school

Ongoing two way communication with parents, wherever necessary and indicated, is vital.

The 4 R'S -Rights, Responsibilities, Rules & Routines

RIGHTS and RESPONSIBILITIES

Our students need to recognise that their rights must be balanced by a willingness to act in a responsible way, respecting the rights of others.

RIGHTS

Staff have the right to:

- Respect, courtesy and honesty.
- Teach in a safe, secure and clean environment.
- Teach in a purposeful and non-disruptive environment.
- Co-operation and support from students, parents and other staff.

Students have the right to:

- Learn in a purposeful and supportive environment.
- Work and play in a safe, secure, friendly and clean environment.
- Respect, courtesy and honesty.

Parents have the right to:

- Be informed of curriculum material, behaviour management procedures and decisions affecting their child's health and welfare.
- Be informed of their child's progress.
- Access a meaningful education for their child.
- Be heard in an appropriate forum on matters related to the rights of their child
- Respect, courtesy and honesty

RESPONSIBILITIES

Staff have the responsibility to:

- Model respectful, courteous and honest behaviour.
- Ensure that the school environment is kept neat, tidy and secure.
- Establish positive relationships with students.
- Ensure good organisation and planning.
- Report student progress to parents.
- Consistently implement school policy.
- Meet their duty of care requirements

Students have the responsibility to:

- Ensure that their behaviour is not disruptive to the learning of others.
- Ensure that the school environment is kept neat, tidy and secure.
- Ensure that they are punctual, polite, prepared and display a positive manner.
- Behave in a way that protects the safety and well-being of others.

Parents have the responsibility to:

- Ensure that their child attends school.
- Ensure that their child is provided with appropriate materials to make effective use of the learning environment.
- Support the school in providing a meaningful and adequate education for their children.
- Follow the appropriate channels when wishing to raise a concern

Behaviour Management Strategies in the Junior School

Reception to Year 3

Each student is issued with a laminated behaviour card which is kept on a chart in the classroom. This chart is cleared each day.

- Green is for positive behaviour.
- Orange is the first warning. (after a reminder)
- Red is for consequence (teacher consequence after a second warning)
- Purple denotes a serious consequence. (Dependent upon the behavior, this could be a time out session in a buddy class, a think sheet, a visit to the Head of Pastoral Care or Head of Junior School. Parents will be notified via the diary or email, and the behaviour is recorded. If the behaviour continues, the child will be withdrawn from class. Dependent upon the behaviour being exhibited, the Head of Junior School may arrange for the child to be sent home or a special parent conference to be held. (see Behaviour Levels)

Years 4, 5 and 6

Due to peer pressure, and other constraints, charts are not used in these classes. (unless the class teacher desires for this to happen)

Steps are as follows and can be recorded in a behaviour log, or as the teacher sees fit.

- Step 1 Warning and a reminder of the correct behaviour
- Step 2 Second Warning- a consequence decided by the teacher.
- Step 3 Loss of privilege/time out or think sheet.
- Step 4 Withdrawal to buddy class-Parent informed by email or note in diary.
- Step 5 Student to Head of Junior School or Pastoral Care for a reflective conference and where an appropriate consequence is negotiated - Parents informed/note in diary and behavior is recorded on the College data base. (equivalent to Purple)

At the beginning of the year the students and teacher collaboratively negotiate the rules for their classroom and for when in the yard. These charts should be in full view in the classroom and constantly referred to.

Examples of behaviours

Level 1 Behaviour

Minor inappropriate behaviour that impacts on the safety, learning and well being of others, within the classroom or school yard. (Managed entirely by the class teacher/yard duty teacher)

- | | |
|---|---|
| <ul style="list-style-type: none">• Late to class• Off task behaviour• Distracting others• Calling out | <ul style="list-style-type: none">• Moving around classroom• Uniform issues• Refusal to abide by rules of games |
|---|---|

Level 2 Behaviour

Medium level inappropriate and ongoing behaviour that continues to disrupt the smooth flow of the classroom or yard, or more serious incidents than Level 1. (Managed by classroom teacher with email communication to Head of Junior School/Head of Pastoral Care for monitoring)

- | | |
|--|---|
| <ul style="list-style-type: none">• Deliberate inappropriate language• Refusal to work after intervention and accommodation | <ul style="list-style-type: none">• Level 1 ongoing inappropriate behaviours which continue despite intervention (teachers speaking more than three times in one day to a student about particular behaviours)• Repeatedly interrupting when a teacher/adult is speaking |
|--|---|

Level 3 Behaviour

High level inappropriate behavior which includes bullying, rudeness, disrespect and no modification of previously recorded behaviour. (Managed by Head of Pastoral Care with classroom teacher and documented to Head of Junior School)

- | | |
|--|--|
| <ul style="list-style-type: none">• Deliberate disobedience• Disrespect to adults/peers• Lying | <ul style="list-style-type: none">• Vandalising school property• Stealing• Spitting, swearing, bullying and harassment of any form |
|--|--|

Level 4 Behaviour

Extreme level of inappropriate behaviour. This may include repeated harassment, bullying, physical assault, verbal abuse of a teacher, threatening behaviour, non compliance, and continued level 3 behaviour without any modification or commitment to change. (Managed by Head of Pastoral Care, Head of Junior School and/or Principal)

- | | |
|---|---|
| <ul style="list-style-type: none">• Bullying- continued• Swearing and disrespect towards a teacher• Any form of disrespect to a teacher | <ul style="list-style-type: none">• Refusal to accept behaviour modification• Harm towards others that is deliberate (Any behaviour that could harm another- throwing scissors etc)• Poor behaviour on an excursion or any activity representing the school |
|---|---|

All Staff in the Junior School communicate through a weekly Behaviour Report, and a weekly Pastoral Care meeting, with a summary and discussion of any level 1,2,3,4 behaviour that has occurred recorded.

Bell Times

Bell Times	MONDAY - THURSDAY
Warning bell	8.45am
1	8:50am - 9.40am
2	9.40am - 10.30am
RECESS	10:30am-10.50am
3	10:50am-11:40am
4	11.40am-12.30pm
HOUSE/PASTORAL CARE	12.30-12.50pm
LUNCH	12:50pm-1:30pm
5	1:30pm-2:20pm
6	2:20pm-3:10pm
7 (extra-curricular)	3:10pm-4:15pm

Bus

Trinity College co-ordinates private bus companies, who provide travel to and from school for students. Please direct parents and students to the Front Office for more information regarding buses. The Front Office has copies of bus timetables. Payment is made directly to the bus company.

A co-curricular bus runs from Blakeview to Gawler after school. Tickets for this bus need to be purchased from the Front Office. This bus is only to be used for co-curricular purposes.

Bullying

A proactive approach is used in the Junior School. Curriculum materials such as: Friendly Schools and Families and the Child Protection Curriculum are an integral part of the Health curriculum. Blakeview also uses the Rock and Water programme to develop the skills of resilience in our students along with a focused and targeted social skill development in our Pastoral Care Sessions. Our School Counsellor also provides small group and individual plans to assist students in developing strategies and resilience. Blakeview has also embraced the "Better Buddy" programme that helps students feel connected across the whole age range of R –10. Bullying is **not acceptable** and students who bully are automatically moved to Level 4, if they do not learn to behave appropriately.

It must be noted that bullying is usually an ongoing and deliberate behavior, not a one of altercation between students.

Children learn the STAR 123 rap (printed below) to assist them in ascertaining what is, and is not, bullying or harassment. Modeling of the Blakeview Shared Values is also a vital part of the process. Empowerment is the key.

It is important that Staff are notified of any incident, so prompt action can be taken. If your child tells you something, please let us know. Bullying can be effectively dealt with when all parties are aware it is happening.

★STAR 123 RAP★

- STAR123 is what we say, it's a way for us to play,
- STAR123 is what we say, it's a way for us to play.

S means **STOP**, don't do that thing. Stop those words 'cos they can sting.

T means **TELL**, I'm telling you, the reason why I'm feeling blue.

A means **ASK**, can you tell me, why you're being as mean as can be?

R means **REPORT**, let someone know, your words and deeds just hurt me so!

- STAR123 is what we say, it's a way for us to play.
- STAR123 is what we say, it's a way for us to play.

First there's -1 that's quite small. What you said didn't hurt me at all.

-2's quite big, it hurt a bit. Let's sit down and talk about it.

Then there's -3, that's quite mean. We need someone in between!

- STAR123 is what we say, it's a way for us to play.
- STAR123 is what we say, it's a way for us to play.

In other words, events that are:

- ★1 Conflicts your child should be able to deal with themselves (*Disagreements on rules of a game, everyday altercations that build resilience.*)
- ★2 Incidents that need your child to speak with the person concerned (*name calling, hurt feelings etc.*)
- ★3 Incidences are those needing adult help (*ie Bullying, cyber bullying, physical violence, refusal to allow the child to play etc.*)

Camps

The primary purpose, length and location of camps is determined by the College. From 2012, the College has decided after lengthy collaboration with a broad range of stakeholders that camps will start from Year 6

- **Year 6 Aldinga 3 night Aquatic Camp (Mr Craig Bonnett and Mr Graham Green)**

The Head of Teaching and Learning, Miss Katherine Annis assists the key organiser in the organisation of each camp. Questions regarding any of the camps should be directed to the Year 6 teachers or Miss Annis in the first instance.

Canteen

Students in R-3 are not permitted to visit the canteen at any time. Students place an order in the class box before the start of school, which is then taken to the canteen by selected students. If your child has forgotten their lunch, the class teacher will place an order, an invoice will be forwarded to you, and your child's order delivered to the classroom. Please do not send spending money with any student in R-3, unless it is for a lunch order. Students in Year 4 - 6 may buy from the canteen at lunch times only, their lunches must be ordered as per above.

Regular updates to Canteen prices will be published in the Blakeview eNews during the year.

Students without hats, on days when hats are required, will not be served. (Hats are compulsory from September 1 until April 30 and on all other days when the UV index is 3 or above.) However, students without hats may order their lunch before school.

Christian Liaison Officer

Christian Liaison Officers co-ordinate the day to day Christian activities within the School. They work under the supervision of the College Chaplain. Mr Chris Warner is the Junior School Christian Liaison Officer warnerch@trinity.sa.edu.au

The Youth Ministry Team operates out of St. Francis. Information about this service is available from the CLO's.

Counselling

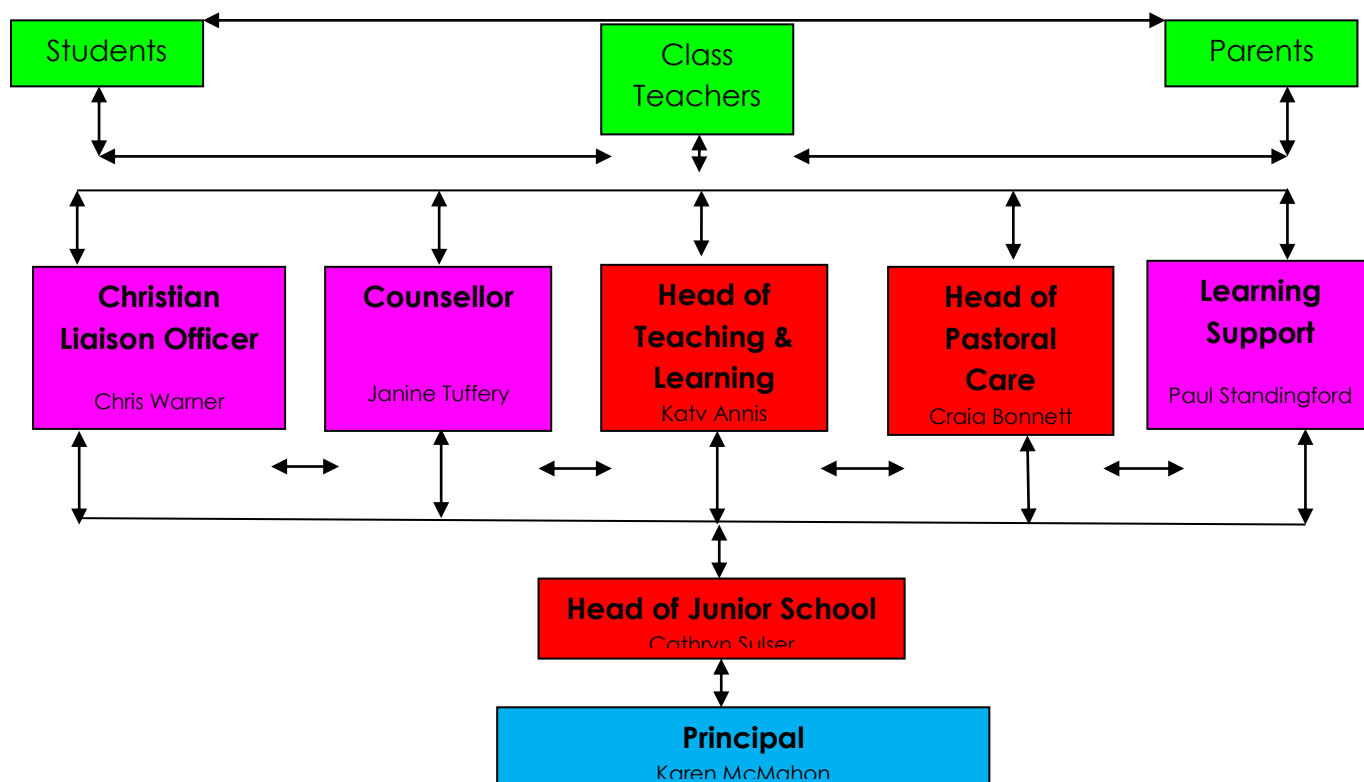
Students in the Junior School can access the Counsellor - Mrs Janine Tuffery through Teacher or parent nomination. Mrs Tuffery works closely with the Head of Junior School and the Head of Pastoral Care to facilitate and maximise her availability. (Mrs Janine Tuffery- 82545844)

Communication Flow

The communication flows in both directions from level to level and this ensures that the student is cared for in the best possible way. Students and parents should communicate directly with the class teachers.

Students, parents and subjects teachers can access other support staff, such as the Christian Liaison Officer (CLO), Learning Support Teacher and Counsellor via an appointment, and they will communicate with appropriate staff to ensure communication lines are kept open.

Students, parents and teachers can also make an appointment to see the Head of Teaching and Learning, Head of Pastoral Care, Head of Junior School or Principal via appointment.



Communication

It is expected that the diary is at school every day, where it will be checked (and initialed/stamped) by the class teacher. You will also receive a weekly/fortnightly class newsletter and a fortnightly Blakeview eNews. Notes are given to the youngest in the family. If you are not receiving these, please see your class teacher to discuss strategies to ensure what is given out at school, gets home. Every term (except Term 1), an open book session is scheduled for you to look at your child's work.

Competitions

International Competitions and Assessments for Schools (ICAS)

International Competitions and Assessments for Schools (ICAS) are conducted by Educational Assessment Australia, UNSW. A selected group of Middle School students participate in competition each year. The students are nominated by their class teacher in conjunction with the Head of Teaching and Learning and the Head of Junior School.

In the Junior School at Trinity College Blakeview we participate in the following competitions: **English, Mathematics and Science**

ICAS papers assess the skills students require to address the curriculum of each of the subject areas. ICAS test items are mapped to the curriculum of every Australian state and territory ensuring the relevance of ICAS test content. The Assessment Framework for each subject shows what is tested at each level, in easy-to-read tables. For more information, visit the website. www.eaa.unsw.edu.au

Diaries

All students are issued with a diary at the beginning of the year.

Diaries are expected at school daily and, in Year 3-6, your child will receive a consequence for not having the diary at school. Staff will sign the diary daily and sign it and also ensure the children are filling out their homework and having their diary signed at the end of the week. The diary is an important way of communicating both the negative and the positive. If you have an issue, please don't write copious notes in the diary, ask the teacher to contact you through a note in the diary, or send a letter to the teacher.

The diary is to be kept free of graffiti and used as a communication and organisational tool only. Teachers are expected to use the diary as a means of communication and encourage the students to The House Tutor is responsible for monitoring the student diary.

- The diary needs to be signed weekly by a parent/caregiver. Do not allow the students to get their diary signed weeks in advance. It is important that the parents/caregivers see the diary on a weekly basis.
- Students who graffiti their diary, or damage it, may be asked to buy a new diary. The cost is approximately \$15.
- Students are required to fill out their diary correctly as directed by their teacher. This must be placed open on their desk, each morning, ready for the teacher to check first thing each morning.
- Students (or R-2 parents) are required to write how much time they spend on their homework, in the column provided in the diary, each night.
- Students must provide absentee notes in the diary which have been signed by a parent.
-

Early pick up

If you have notified through the diary, or through a phone call to the Office, that you will be picking up your child during school time, please ensure you sign out through the Office before you come to the classroom. You will be asked for the issued office receipt by the staff member in the classroom.

If you have not notified the class teacher, you will be asked to go to the Office, and then the Office staff will escort you to the class to pick up your child. These actions are in place to ensure the safety of your child.

Extra-Curricular Programme

The extra-curricular programme provides opportunities for students to become involved in a variety of activities, both cultural and physical, that complement the daily College curriculum.

Once a commitment has been made to an extra-curricular activity, by enrolling, students are expected to attend as they would any other lesson. If a student is unable to attend they must provide a note to explain why they did not attend a training session or game. All R – 2 students, who participate in tennis coaching, or similar, must be accompanied by a parent.

First Day of Year

The students will spend much of the first day of each year in establishing the rules and routines required to facilitate the ordered establishment of optimum classroom practices.

All students must be in their class and ready to begin at 8:50am on the first day of school in Term 1.

Following is a checklist which teachers will cover on the first day.

- Uniform
- Hats and diaries
- Rules:
 - Mobile phones, I-pods, mp3's
 - Hair colour, make up, jewellery, crosses
 - Diary; no pictures, graffiti, phone numbers etc
 - Diary; filled out correctly with subjects
 - Diary; time filled out, must be able to write notes etc. Covers kept clean!
- Extra-curricular
- Conduct in Assemblies
- Moving around school, notes in diaries (toilet, office, library)
- Punctuality and attendance
- Class Duty Roster(your jobs)
- Class Assembly
- Timetables

Friendship Issues

Please ensure the class teacher is aware of any issues. The Head of the Pastoral Care and the Head of Junior School will be notified, and the School Counsellor consulted, if necessary.

Grading

Students in Year 1-6 are graded from A-E in English, Mathematics, Science and Technology, Art and Craft, SOSE (Studies of Society and Environment), Physical Education, Health, ICT (Information Communication technology aka Computing), Chinese and Music. A 'C' grade indicates your child is progressing at the norm expected for a student at that year level.

Grievance Policy

1. Purpose

The purpose of the Student Grievance Policy is to provide guidance and procedures for addressing student grievances and complaints in an equitable manner in order to reach fair and appropriate resolutions to student complaints.

2. Policy

The policy is developed to ensure that students have the guidance and support necessary to have grievances heard and considered fairly. Through these procedures, the school can continue to promote and support a safe and reasonable learning environment for all students and staff.

3. Definition

A grievance shall mean a complaint which has been filed by a student or a student's parent on his or her behalf dealing specifically with the various human rights and non-discrimination laws. Incidents or complaints reported may include harassment, racial discrimination, or other types of allegations or grievance issues.

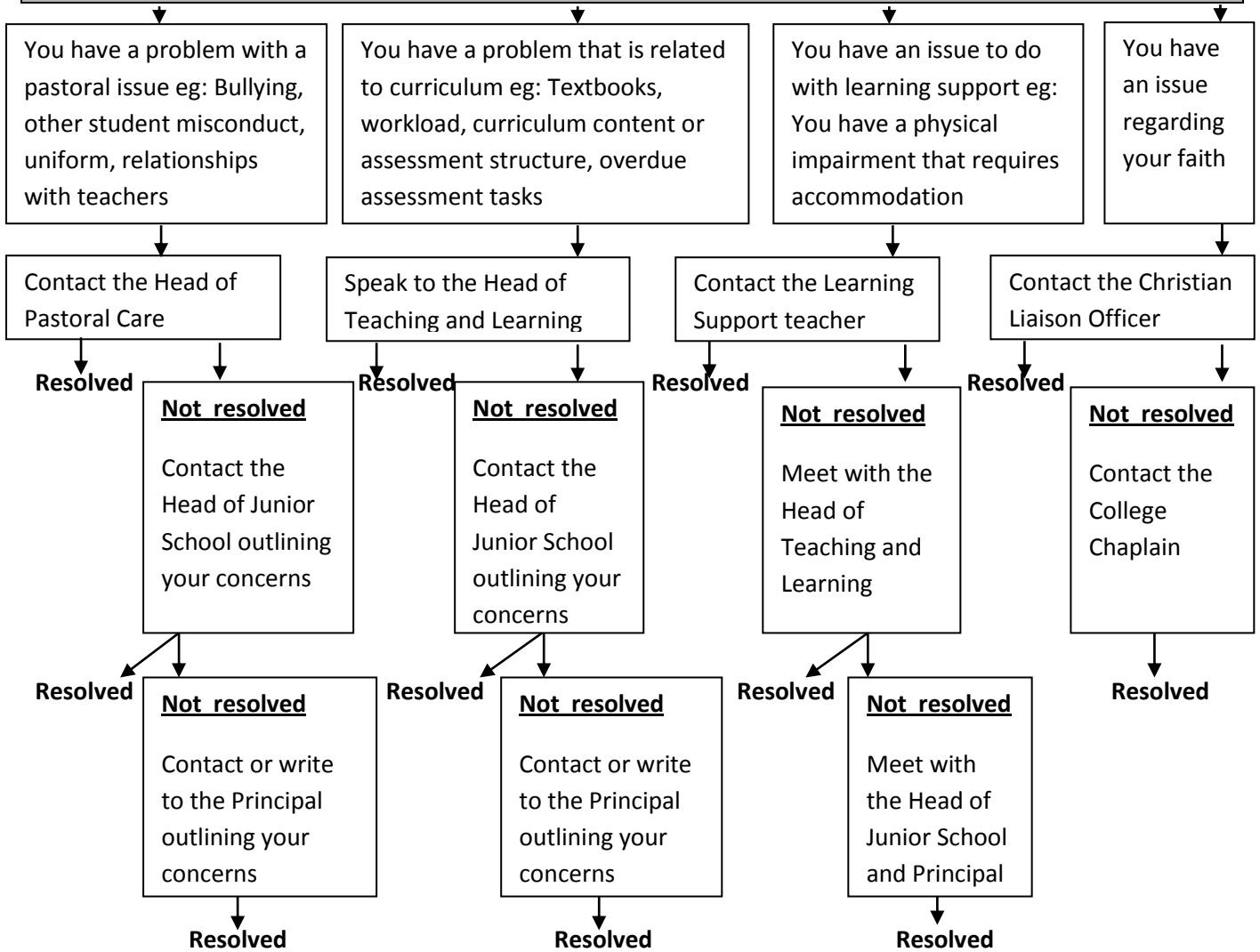
4. Procedure

- Speak with your teacher about the issue if you feel comfortable.
- If no agreement is made, the issue can be raised with the **appropriate person by following the chart below.**

It is hoped that most grievances will be resolved informally by following the chart below.

If your grievance is not resolved you should contact the Headmaster to make an appointment

Trinity College Blakeivew – Who to see?????



Handwriting

Trinity College uses the Victorian Modern cursive style and all students in the Junior School have prescribed Handwriting lessons. Your class teacher can provide you with an example.

Homework

Your child will have nightly homework. Reception - 10 minutes, Year 1 - 20 minutes, Year 2/3 -30minutes, Year 4 -40 minutes, Year 5 -50 minutes and Year 6 –60 minutes (maximum). If there are any concerns about time please contact your classroom teacher. Unless a student develops a sound pattern of study academic success will be more difficult.

Houses

From Reception, all students are allocated a House that will remain their House for the entire time they spend at Trinity College, including Trinity College Senior. In the Junior School, House shirts can ONLY be worn for Sports Day whilst the red Sports Polo must be worn for P.E. lessons. Students compete for House points on Sports Day, and can be awarded House points for positive attributes displayed throughout the year. In addition, you will note a community Service log in the front of the diary. Year 6 students calculate your child's number of service points twice a year. These scores count towards the Blakeivew Community Service shield, awarded at the end of the year. Year 5 and 6 students are often invited to participate in Middle School House events.

Inclement Weather Policy

Inclement weather is defined as those conditions where alternative procedures need to be in place. This may include extreme temperatures above 35⁰ C, extreme weather conditions such as storms and general wet weather during play.

Hot Weather Arrangements

The Daily Administrator will advise the staff and students that it is a 'Stay in the Shade' day. This means that during break times and PE lessons, students must remain in the shade. Normal duty applies. Junior School staff may elect to keep their class inside if they have no duty obligations.

Wet Weather Arrangements

These will be put into place in the following circumstances:

- It is raining during breaks
- The weather is cold and windy
- It has been raining and conditions are unpleasant

Wet weather will be called by the Head of Junior School or representative. This will be signified by the ringing of three bells.

Once wet weather has been declared, the following occurs:

- Junior School students are kept in classrooms for the duration of break times.
- The Wet Weather Yard Duty roster comes in to effect.

Please note that the oval is out of bounds if it has been raining heavily overnight, or before recess or lunch.

Interviews

Interview nights are regularly scheduled during the year. If you need to see the class teacher out of this time, please make a time through the diary. Please note, a before school 'quick chat' is not always appropriate. Teachers are often preparing for the day, or starting their classes. Staff are always very happy to meet with parents, at a mutually convenient time.

Issues

From time to time, you may have an issue that you need to raise. Please make a time to see your class teacher first, one that is mutually convenient. If you need further information, please see the Head of Junior School, Mrs Cathryn Sulser, sulserca@trinity.sa.edu.au or 82545812.

Junior School Events

Please keep an eye out in your class newsletters for any excursions, special events and Sports Days. If you don't receive the information, from the youngest student in your family at Blakeview, please see your class teacher. The eNews also contains valuable information and is emailed directly to you. It is also linked to the College Website.

Junior Representative Council

Students in Year 2-6, prepare a speech and are elected onto the JRC, or Junior Representative Council. They meet fortnightly and are the 'voice' of class meetings. JRC may be called upon to represent the Junior School at special events and must always wear their badge. A special JRC induction ceremony occurs around Week 6 of Term 1 every year.

Late/early students

Students who arrive after school commences at 8.50 am, will be given a LATE stamp in their diary by Office staff. Continual lateness will attract the attention of the Head of Junior School, who will discuss the issue with parents. If your child arrives at school prior to 8.20am, you will find an 'early' sticker in their diary. Please note: there is no supervision prior to 8.20am, unless your child is at OSHC. Junior School students who are not picked up by 3.35pm will be taken to OSHC and you will be charged accordingly.

Learning Support

Mr Paul Standingford is the Learning Support Teacher at Blakeview School. standipa@trinity.sa.edu.au

Levy

The excursion levy funds the gymnastics or dance programme in Term 1, and all excursions, incursions or performances that are scheduled at school which entail a cost.

Lexiles

Students at Blakeview, who have achieved independent reader status, are registered for their primary school years on the Lexile website. Through carefully worded comprehension tests, they are given a score which will help them 'self-select' library books that best suit their reading level. These books can also then become their 'school reader' if directed by the teacher. A Lexile report is included in the Portfolio in Term 1,2,3,4.

Marking

Every piece of student work is assessed by the teacher, and a stamp (or comment) will be used to indicate the context of the assessment. If you have any concerns, or wish for further clarification, please see your class teacher.

Newsletters

See Communication

Notifying the School of Planned Absences

The classroom teacher is required to have received written notification of any planned absences. If an extended break of more than three days is planned, written permission is needed to be sought from the Principal. The required approval form can be downloaded from the Blakeview section of the website.

NAPLAN

In May, students in Year 3 and 5 are assessed on their Literacy and Numeracy skills as part of the National Assessment Tests. The results are posted out to you. Please see the Head of Teaching and Learning R-6, Miss Katherine Annis anniska@trinity.sa.edu.au if you wish further clarification.

OSHC

Students in Reception and Year 1 are escorted to OSHC by class teachers. All teachers will be unavailable to talk to any parents until they have returned from dropping off their students. All other children, Yr 2 and above, will walk down to the 'OSHC stop' outside the Music Room. They are not to be late. They will be escorted by OSHC staff to OSHC through the gates by the creek. In the morning, OSHC staff will escort students to the school grounds and provide lists to teachers of Reception and Year 1 children attending OSHC. Please ensure that your child knows their arrangements, as they often become distressed if they think they should be picked up rather than be going to OSHC. A note in the diary is often useful if arrangements have changed.

Students not picked up after 3.35pm, will be escorted to OSHC at the end of the yard duty session and normal charges will apply.

Portfolio

This is a special Blakeview Junior School initiative. In the portfolio staff will place a sample of all required College assessments and the marking rubrics, so you can be informed of the nature of your child's learning. The Lexile report and Reading level checklist are also put into the Portfolio. You will receive a Portfolio in Term 1, 2 and 3 in the final week of each term. In Term 4, assessments are kept in order to give to the following year's teacher, and will be returned the following year. Portfolios are expected back at school by Week 2, the following term.

P.E. Uniform

On days when your child has P.E, he or she may wear correct P.E. uniform to and from school. Please do not put a longer skivvy under the P.E. top. If your child is cold, the rugby top MUST be worn. Year 6 students are required to change at school.

In Term 2, when Reception - Year 2 go swimming, they may wear their P.E. uniform to school every day of the swimming week in order to ease changing. This does not apply to students in Year 3-6, or in Term 4, when summer uniform is worn.

Rules

Please consult the diary and classroom posters

Reporting

You will receive a College report every term. In Term 2 and 4, the report is posted to you. In Term 1 and 3, the report is placed in the Portfolio. In Term 1 and 3, the report gives an A-E grade for English and Mathematics from Yr 1-6 and an effort rating. In Term 2 and 4, a more comprehensive report is issued. (see Grading)

Reading Levels

Staff formally assesses Reading Levels once or twice a term. The test takes approximately 40 minutes and is used to confirm reading levels, inform planning and note progress for the end of term portfolio. Please do not request further assessments. Staff have been asked to refer parents to the Head of Junior School if they request assessments out of the normal cycle.

'Readers'

Through reading level assessments and appraisals, class teachers will indicate to parents, and students, the reader boxes they may choose their books from. In each box, is a sheet that you need to 'mark' upon taking the book, and 'mark' again on its return. In the early levels, students should read the book several times until they are automatic as the early levels contain many 'sight' words. If your child is unable to change their 'reader', please note this in the diary. The teacher will then organize this for you. When your child reaches Level 28-30, he or she will be encouraged to self-select a library book to read. Please note: students must write in their diary the name of the book and pages read every night.

Solar Protection

A 'no hat, no play' policy is adopted for all students participating in outdoor activities. The hat shall be the accepted uniform hat. The hat policy shall be enforced throughout the school day when the UV rating is 3 or above in Terms 2 and 3. Hats must be worn everyday in Terms 1 and 4. Students will be required to wear their hats, at these times, or stay in a shaded area,

In accordance with the Solar Protection Policy Trinity College Blakeview has the following procedure in place:

- The daily UV Alert graph is published in the Student Bulletin each morning. The Head of House needs to use this graph to help educate students during Pastoral Care sessions.
- From the beginning of May until the end of August if the UVR is 3 or above then the 'no hat, no play' policy must be adopted. Students are encouraged to keep a hat in their bags or lockers at all times.

Students are required to wear hats in accordance with the Solar Protection Policy.

Staff Meetings

Scheduled meetings are held each Tuesday afternoon 3:30pm – 4:30pm (unless otherwise indicated on the meeting schedule). This means that teachers are rarely available for parent meetings on Tuesday afternoon.

Each Thursday morning from 8:30am – 8:45am there is a Junior School Pastoral Care meeting which again means that teachers are not available on Thursday morning.

'Stat Dec'

If you intend helping in the class or attending an excursion, you must have a current 'Stat Dec'. Mrs McMahon is available to sign these on the special signing days listed in The College calendar. When you are helping with any activity at school, you are required to sign in and out at the Front Office. A visitors' pass is also issued which must be worn.

Swimming

Junior School students swim twice a year, in Term 2 and 4. You will be sent a letter in Term 1 and Term 3 (if necessary) with all the details. A medical form is required before your child can participate. There is no cost to you. (Please see P.E uniform)

Transition

We offer transition sessions for new Receptions, Year 6 students going into Year 7, and a special programme for any new student to our school. Please clarify this with your class teacher.

Uniform

Please consult the diary for uniform requirements. Students will be reminded with a note in the diary of any infringements which will be expected to be rectified immediately. Our uniform is expected to be neat and correct at all times, no matter where it is being worn.

Values (Blakeview Shared Values)

Please note the diary sticker at the back of the diary. It outlines our 5 Blakeview Shared Values:

- Being True to your self, school and society
- Being Responsible to your self, school and society
- Having Care and Compassion for your self, school and society
- Doing Your Best for your self, school and society
- Respecting your self, school and society

These values underpin everything we do at Blakeview.

Worship

We are Christian school, and we say grace before eating, and pray every day in our classes. The teaching of Christian Living is an integral part of the school day. The Christian Liaison Officer, Mr Chris Warner, provides classes with readings, daily prayers and leads our worship at assembly.

Yard duty

Staff wear fluorescent vests on yard duty and carry bags containing Band-Aids and general first aid equipment. Apart from Recess and Lunch times, staff are on duty from 8.20am before school and until 3.35pm after school.

Junior School Teaching Staff

Head of Junior School

Mrs Cathryn Sulser
(Science and Non Contact teacher)

Head of Teaching and Learning R-6

Miss Katherine Annis
(Reception teacher)

Head of Pastoral Care R-6

(Year 6 Teacher)

Mr Craig Bonnett

Reception teachers

Miss Katherine Annis
Mrs Tracey Lewis
Mr Christopher Warner
(Christian Liaison Officer– Junior School)

Year 1 teacher

Mrs Marni East
Mrs Meegan Stafford

Year 2 teachers

Mrs Annette Blackett
Mrs Lauren Putsey

Year 3 teachers

Mrs Melanie Rose
Miss Allyce Nicholson

Year 4 teachers

Miss Fiona Hutcheson
(Head of Junior School Sport and Fitness)

Mr Simon Coad
(Robotics and Premier's Be Active Challenge Co-ordinator)

Year 5 teachers

Miss Amalie Dawes
Mr Mike Hawkey

Non Contact Staff

Mrs Kerrie Henstridge (Music R - 5)
Mrs Lyn Massey (LOTE—Chinese R - 2)
Mrs Guiyun Chen (LOTE—Chinese 3-6)
Mrs Liza Dodsworth (Music Yr 6)
Mrs Karen McMahon (Science Year 5 -6)
Miss Kylie Neagle (Art Yr 4 - 6)
Mrs Janel Green (Christian Living R-6)
Miss Jenny Sherwood (Year 6 PE)